

## Department of Psychology Graduate Student Handbook

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## INTRODUCTION

This Graduate Student Handbook is intended to provide a convenient source of information on the Psychology Department's policies, rules, procedures, and services. Every graduate student in the Department of Psychology must become thoroughly familiar with these policies and procedures. The rules set forth in the most recent edition of the Graduate Student Handbook supersede those of earlier editions. Therefore, students should always consult the most recent edition of this handbook. Additional information about the Psychology Department can be found on the [psychology department web site](#).

All policies, procedures, and practices associated with the graduate program are developed, maintained, revised, and implemented by the Graduate Program Committee. One of the major functions of the Graduate Program Committee is to conduct regular yearly reviews of the policies, procedures, and practices described in this handbook and to update them accordingly. According to the Department of Psychology By-laws:

The Graduate Program Committee shall consist of five (5) members. The Graduate Coordinator, appointed by the Department Chair, shall chair the committee and represent the Department on appropriate College and University committees. The Area Coordinator, also appointed by the Department Chair, shall serve on the Committee. The other three (3) members shall be elected by the Faculty. The Graduate Program Committee shall be responsible for providing recommendations to the Faculty on matters relating to the graduate program in the Department. These responsibilities shall include recommending graduate courses, program requirements, and graduate course offerings for each year. The Graduate Program Committee shall accept applicants into the graduate program, advise the Department Chair on offers of financial assistance, evaluate the progress of graduate students, recommend the dismissal of graduate students when necessary, maintain a list of graduate students eligible to serve as instructors, approve graduate student leaves of absence, and administer the comprehensive exams.

This handbook does **not** replace the General Graduate School Regulations as specified in the [Graduate School Policy Handbook](#). **It is the graduate student's responsibility to become familiar with and comply with all policies, procedures, and regulations pertaining to graduate study.** It is important to note that there may be cases where the rules given in our department handbook differ from those written in the *Graduate Announcements/Policy Handbook*. This is because the *Graduate Announcements/Policy Handbook* sets a minimum standard for the university that is exceeded by our department (examples include the deadline for the Application for Admission, the required number of course credits to earn a degree, and the required master's thesis). In such cases, the rules given in this Graduate Guide apply to students seeking a degree from the Department of Psychology. We also strongly encourage students to familiarize themselves with the various Graduate School [forms](#) and [deadlines](#) as these are especially important to maintaining timely progress through the program.

## ADMISSIONS AND ENROLLMENT

Prospective applicants are strongly advised to review all information about the department, the program faculty, and the application process that is available on the department web page.

**The Department of Psychology generally does not admit PhD students on a part-time basis.** One exception to this would be students who also are Clemson employees. Self-paying MS students may be admitted on a part-time basis. **The department does not offer distance/web-based education or a night program.** PhD students admitted to the program, as well as any student funded on a teaching/research assistantship, are expected to be full-time students in residence, taking a full-time course load (typically at least 9 credit hours) and being actively involved in faculty research teams, as well as other aspects of department life. MS students may vary more in terms of their patterns of enrollment and involvement with the program.

The Department of Psychology considers an applicant's background in psychology as part of the admissions process. All applicants to the Human Factors (HF) and Industrial-Organizational (IO) PhD and MS programs are expected to be able to demonstrate knowledge of behavioral research methods and statistical analysis, most commonly through relevant undergraduate coursework.

Applicants to the Human Factors PhD or MS program are strongly encouraged to have coursework covering cognition, perception, statistics, and research methods prior to entering the HF program. Prospective applicants who have not completed this background coursework may still apply to the HF program. Then, if admitted, the HF program will work with these students to develop a plan for completing the background coursework. Please note that the HF program does not make such recommendations until after students have been admitted.

Applicants to the Industrial-Organizational (IO) PhD or MS program are strongly encouraged to obtain some background in applied psychology prior to applying, and are expected to be familiar with psychological theories and methods, but the IO program does not have a specific psychology course credit expectation for either the MS or the PhD level.

Admission is restricted to applicants whose academic record indicates a high potential to be successful in graduate studies. This determination is made by the faculty and is affirmed by the Graduate School. In most cases, applicants apply to the program by the January 15<sup>th</sup> application deadline and if accepted, enroll in the program starting the subsequent fall term. In order to receive full consideration for admission all materials including official transcripts, three (3) letters of recommendation, and GRE scores (plus TOEFL and TWE scores, if required) should be received by January 15. The admissions process typically runs from February to April each year with initial admissions offers being made in early February and subsequent offers made if those initial offers decline admission. The process normally concludes by early to mid-April. Exceptions to this application cycle are rare; the department generally does not consider "rolling" graduate applications throughout the year and never considers rolling admissions for department funded assistantships.

The various indicators used in the admission decision process may include, but are not limited to: (1) previous academic performance (i.e., GPA), (2) prior work and research experience, (3) letters of recommendation, (4) standardized test scores (i.e., GRE, TOEFL), and (6) the personal statement of interest that is submitted as part of the online application. In reviewing transcripts, both the difficulty of the courses and the grade point average are considered. **The department generally does not have minimum standards for any of these indicators; because admission is very competitive successful candidates typically are strong on most or all of the admissions criteria, particularly for the PhD programs.** Strong performance in courses in statistics and research methods as well as in the core content area (IO or HF) is desirable. All applicants must submit scores from the general portion of the GRE (the GMAT may not be substituted for the GRE and the psychology GRE test is not

required). TOEFL or TWE scores are required for applicants whose native language is not English; applicants who have completed a prior degree program where the primary language of instruction was English do not need to submit TOEFL/TWE scores.

It is recommended, but not required, that applicants submit a resume or academic-style vita and writing sample. The writing sample should demonstrate the student's proficiency with written communication and is an opportunity to demonstrate research competencies (i.e., students often submit papers describing research they have conducted). There are no other specific requirements. Because all PhD students and some MS students are recruited and admitted based on their match with specific faculty advisors, students are encouraged to discuss their research interest match with specific faculty in their personal statement and to contact individual faculty or the appropriate program coordinator to determine which faculty will be recruiting students in any given application cycle.

Applicants to one degree program (i.e., PhD or MS) will automatically be considered for the other within the same specialization. For example, applicants to the IO PhD will be considered for the MS with an IO specialization. Applicants do not have to complete a separate application to be considered for both the MS and the PhD within one specialization. In general students are discouraged from applying to both the HF and the IO program. These programs are different enough in content that we generally expect applicants to have developed clear interests in one or the other program.

### Enrollment Expectations and Leaves of Absence

Aside from approved internships or other applied experiences, students admitted to the program are **generally expected to remain full-time students in residence for the duration of their graduate career**. Students are expected to actively participate in department events, to become members of faculty research teams, and to maintain a full-time course load (i.e., at least nine credits per term, except for summers).

The completion of the master's degree in Applied Psychology requires at least two years of full-time study while in residence. The completion of a PhD typically requires four to five years of full-time study in residence, assuming that the student enters the program with a bachelor's degree and earns the master's along the way. The completion of a PhD by a student entering Clemson with a master's degree from another institution typically requires three years of full-time study in residence.

In some cases, students may be allowed to complete the final portion of a thesis or dissertation while employed full-time off-campus. Students moving from full-time to part-time status must establish a plan with their advisor for completing their degree requirements. This plan should include a timeline for completion of the degree. Failure to adhere to the timeline may result in the student being terminated from the program on the recommendation of the Graduate Program Committee and the Department Chair. Part-time students and students on extended internship must continue to enroll in at least 1 credit hour of PSYCH 8910 (Thesis) or Psych 9910 (Dissertation) during each Spring and Fall semester until they graduate.

Summer enrollment of at least one credit is required for an August graduation. **However, one exception to this policy is that students who have completed all of their degree requirements, including the thesis/dissertation defense prior to the first day of summer classes, need not take a credit during the summer in order to graduate in the summer.**

Students may not be simultaneously enrolled in a Psychology Department graduate program and a program at another institution. All graduate students in the Department of Psychology are expected to maintain continuous enrollment during the Fall and Spring Semesters. A student who plans not to enroll, for a semester

or more, must request a leave of absence from the department. This request must be approved by the Graduate Program Coordinator and the Department Chair. Such leaves may be granted to students working on internships or attending another institution for specialized training; otherwise, leaves of absence are granted only in exceptional cases.

The Psychology Department makes every effort to schedule required courses so students may complete their training in a timely fashion. Students who choose to take extended internships or leaves of absence may run the risk of delaying their progress by missing required courses that were scheduled in their absence. **The Psychology Department reserves the right to refuse readmission to any student who does not enroll during any Fall or Spring semester.** All graduate students are expected to continue their graduate training during the summer between the first and second year. Except for certain courses numbered above 8900, coursework applied to a graduate degree may not be taken via correspondence or distance learning. Students are expected to attend all lectures or otherwise adhere to the normal attendance policy for each course.

### Non-degree Seeking Status

Students may apply to enroll in psychology courses as a non-degree seeking student (program code 500). To be enrolled as a non-degree seeking student, students must complete the application information required by the graduate school and have their application approved by the Graduate Program Coordinator. Non-degree seeking students may enroll in a maximum of six psychology credits in any academic term. Students may transfer a maximum number of 12 credits taken as a non-degree seeking student into a degree program. This limit is established by graduate school policy and students are encouraged to review the relevant information on the graduate school website. To transfer to a regular degree program, non-degree seeking students still must apply to, and be admitted to, one of the three Department of Psychology programs to be able to transfer credits toward the completion of a degree. Successful completion of a course as a non-degree seeking student does not grant or imply admission to one of the formal degree programs.

### Program Affiliation

Psychology graduate students are admitted to graduate study in the Department of Psychology in one of three degree programs:

- MS degree in Applied Psychology (degree code 605)
- PhD degree in Industrial-Organizational Psychology (degree code 638)
- PhD degree in Human Factors Psychology (degree code 639)

Admission to any degree program does not grant or imply admission to any other program. All graduate students must be enrolled in a specific program and/or affiliated with a specific specialization to continue in graduate study. Each program/specialization has its own requirements; the student is urged to become familiar with these prior to applying to the program.

Students who are admitted to the MS Program in Applied Psychology specialize in Human Factors or Industrial-Organizational Psychology. This means that, to receive the MS in Applied Psychology, students must complete the degree requirements of either the IO or the HF specialization (see the curriculum maps in the degree requirements section of this handbook). MS students indicate their specialization during the application process and the admission letter stipulates admission to a specific specialization.

Admission to one specialization does not grant or imply admission to another. While students who successfully complete the MS may be selected to the PhD program, admission to the MS program does not grant or imply

admission to the PhD program. To gain admittance into another specialty area within the department, the student must make a formal application to the other area. For example, some students who initially were accepted into the Industrial-Organizational Psychology MS program have later applied and been accepted into the Industrial-Organizational Psychology PhD program. Note, however, that such students will be considered against all other applicants for admission to that area during the designated admissions period and successful completion of the MS does not in any way guarantee admission to a PhD program. All program application deadlines, and admissions criteria and requirements must be met as if the student were a new applicant to graduate study in the department. Students in the IO program may also receive a Concentration in Occupational Health Psychology within the IO MS or PhD (see the curricular requirements later in this document). Students do not need to apply for the OHP concentration, it is open to all eligible graduate students upon admission to the program.

### Faculty Advisor

Upon admission, most students will receive a designated academic advisor. That person is typically assigned based on a mutual fit of research interests, as identified during the admissions process. In most cases, that advisor would be expected to serve as the chair of the student's thesis and/or dissertation committee. The primary exception to this is that MS students completing a non-thesis program will have the graduate program coordinator as their academic advisor.

Any full-time member of the Department of Psychology faculty may serve as faculty advisor for a graduate student. The faculty advisor may be changed at any time. However, prior to an official change, the student must discuss their intentions with their new and old faculty advisor to develop a mutually acceptable plan for the transition process (for example, to cover situations where a change to a new advisor would leave the old advisor with a critical shortage on a research team). Students are, when needed, encouraged to involve a third party in this process (e.g., the area coordinator, graduate program coordinator, or department chair). For PhD students the chair of their thesis remains their advisor until a formal change is completed.

### Credit for Academic Work Taken Elsewhere

The Graduate School and department policies do not allow automatic transfer of credit toward a graduate degree. Students with graduate credit earned at another institution or another department at Clemson prior to admission to the Department of Psychology, who desire to have this work evaluated for transfer credit, must present a written request for each course or credited activity to the IO or HF Graduate Program Coordinator (procedures may vary across the programs). **Credits are not evaluated for transfer until after an applicant is formally accepted into the graduate program.**

According to [Clemson Graduate School Policy](#), all transfer credits must be verified by an official transcript from the institution at which the work was completed. Up to 12 credit hours of coursework (and no more than one-third of the graded course credit hours required for a master's degree) may be transferred to a master's degree and 48 credit hours of coursework may be transferred to a doctoral degree. All credits transferred to Clemson's graduate programs must have been completed at a regionally accredited institution. No more than 12 semester credit hours of academic work completed elsewhere may be accepted toward master's degree requirements or 24 hours toward the Ph.D. degree requirements.

Students transferring to Clemson with a previously completed master's degree must demonstrate that they have completed a master's thesis consisting of an empirical research project. The project should demonstrate basic research competences such as (a) conducting a literature review, (b) developing hypotheses, (c) gathering and

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analyzing data, (d) discussing and interpreting results. Note that a thesis consisting entirely of a literature review would not meet these competencies. The thesis will be evaluated by the advisor and graduate area coordinator with respect to these competencies. The thesis will be evaluated against departmental expectations for acceptable theses (see this guide under theses and dissertations). Students whose thesis is deemed unacceptable will be required to complete a new master's thesis according to the procedures outlined in this guide. In the case of the IO program it may be deemed appropriate that only a "thesis equivalent" project be completed, typically consisting of a research project with a final report that demonstrates the competencies described above but without going through a formal process of proposing and defending a thesis to a faculty committee and taking credits. The "thesis equivalent" project is not an option in the HF program.

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## DEGREE REQUIREMENTS AND CURRICULUM

### Length of Doctor of Philosophy Degree (Graduate School Policy)

At Clemson University, a minimum of 30 credits past the masters and 60 credits past the bachelor's degree are required for the doctoral degree. A minimum of 18 hours of doctoral research (i.e., dissertation research credits) is required. Should the direction of study or research interest change, the student may request the appointment of a new advisor. Coursework leading to the Doctor of Philosophy/Education degree is planned to give the student a comprehensive knowledge of his/her field of specialization and a mastery of research methods. The degree is not awarded solely on the basis of coursework completed, residence, or other routine requirements. The final basis of granting the degree is the student's grasp of the subject matter of a broad field of study, competence in planning and conducting research, and effectiveness of him/herself adequately and professionally orally and in writing.

### General Performance Expectations

It is important to note that in addition to the courses listed below our graduate programs have a heavy out of the classroom research component with a required empirical thesis and a required empirical doctoral dissertation for the PhD program. All IO students (MS and PhD) are expected to attend guest speakers invited by the program as well as other First Friday IO Brownbag sessions. HF Students are expected to attend meetings of the Human Factors Discussion Group. Students are also strongly encouraged to attend MS and PhD proposal and defense meetings, particularly in their area of study.

### Satisfactory Progress

The concept of satisfactory progress is critical to understanding graduate student performance expectations and obligations. Satisfactory progress means that the student is meeting major program benchmarks related to performance in classes, completion of the master's thesis, completion of comprehensive exams, and completion of the doctoral degree. Importantly, these benchmarks must be met both in regard to the amount of time taken and with regard to the overall quality of the student's work in each area.

The Satisfactory Progress Matrix below lists the basic progress expectations for each benchmark, by year in the program. Student progress will be evaluated at the end of each spring term and faculty advisors are expected to meet with their advisees and develop a plan for addressing any concerns from their past year's performance. **Students who do not meet the benchmarks for successful performance for two consecutive years will be reviewed by the graduate program for possible reduction or discontinuation of their funding or dismissal from the program.**

It is also important to note that Satisfactory Progress is only one element of successful performance in the graduate student role. Students are also expected to fulfill all of their responsibilities of their graduate assistantships, become actively involved in research teams, and participate in other relevant department and professional activities.

**Satisfactory Progress Matrix**

	<b>Major Program Hurdles</b>			
	<b>Thesis</b>	<b>Coursework</b>	<b>Comprehensive Exams</b>	<b>Dissertation</b>
<b>By Oct. 15 of Year 1*</b>				
<b>Excellent</b>	<b>Topic Identified</b>	<b>3.67+ GPA</b>	<b>N/A</b>	<b>N/A</b>
<b>Satisfactory</b>	<b>N/A</b>	<b>3.0 GPA</b>	<b>N/A</b>	<b>N/A</b>
<b>Not Acceptable</b>	<b>N/A</b>	<b>GPA below 3.0 or C in any</b>	<b>N/A</b>	<b>N/A</b>
<b>By Oct. 15 of Year 2**</b>				
<b>Excellent</b>	<b>Defense Date Set</b>	<b>3.67+ GPA</b>	<b>N/A</b>	<b>N/A</b>
<b>Satisfactory</b>	<b>Proposal Date Set</b>	<b>3.0 GPA</b>	<b>N/A</b>	<b>N/A</b>
<b>Not Acceptable</b>	<b>Topic Not Selected</b>	<b>GPA below 3.0 or C in any</b>	<b>N/A</b>	<b>N/A</b>
<b>By Oct. 15 of Year 3**</b>				
<b>Excellent</b>	<b>N/A</b>	<b>3.67+ GPA</b>	<b>Exams Passed</b>	<b>Draft of Proposal Topic Identified</b>
<b>Satisfactory</b>	<b>Thesis Defended</b>	<b>3.0 GPA</b>	<b>N/A</b>	<b>Topic Identified</b>
<b>Not Acceptable</b>	<b>Thesis Not Completed</b>	<b>GPA below 3.0 or C in any</b>	<b>N/A</b>	<b>N/A</b>
<b>By Oct. 15 of Year 4**</b>				
<b>Excellent</b>	<b>N/A</b>	<b>3.67+ GPA</b>	<b>N/A</b>	<b>Dissertation Proposed</b>
<b>Satisfactory</b>	<b>N/A</b>	<b>3.0 GPA</b>	<b>Exams Passed</b>	<b>Draft of Proposal Topic Not Identified</b>
<b>Not Acceptable</b>	<b>Thesis Not Completed</b>	<b>GPA below 3.0 or C in any</b>	<b>Exams Not Taken</b>	<b>Topic Not Identified</b>
<b>By Oct. 15 of Year 5**</b>				
<b>Excellent</b>	<b>N/A</b>	<b>3.67+ GPA</b>	<b>N/A</b>	<b>Defense Date Set</b>
<b>Satisfactory</b>	<b>N/A</b>	<b>3.0 GPA</b>	<b>Exams Passed</b>	<b>Dissertation Proposed</b>
<b>Not Acceptable</b>	<b>N/A</b>	<b>GPA below 3.0 or C in any</b>	<b>Exams Not Taken</b>	<b>Dissertation Not Proposed</b>

\* First year students do not receive a formal evaluative ranking.

\*\* Students who enter the program with a completed master's degree will normally receive two years of performance credit. For example, a student starting the program, who entered with a MS or MA would be treated as a third-year student for the purpose of establishing performance benchmarks and expectations.

## Industrial Organizational Psychology MS and PhD Curriculum

M.S. in Applied Psychology: Industrial-Organizational Specialization	Hours
Psych 8100, Research Design & Quantitative Methods I	3
Psych 8110, Research Design & Quantitative Methods II	3
Psych 8610, Personnel Psychology	3
Psych 8620, Organizational Psychology	3
Psych 8710, Psychological Tests and Measurement	3
Experiential Requirement	6
Psych 8910, Master's Thesis Research <sup>(1), (14)</sup>	
OR	
Psych 8950, Applied Psychology Internship <sup>(2), (12)</sup>	
OR	
Psych 8970, Special Problems in Psychology Psych <sup>(4), (12)</sup>	
Three Additional Industrial or Organizational Content Courses	9
General Electives <sup>(2), (3)</sup>	9
<b>Total Hours</b>	<b>39</b>

Ph.D. in Industrial-Organizational Psychology	Hours
Psych 8100, Research Design & Quantitative Methods I	3
Psych 8110, Research Design & Quantitative Methods II	3
Psych 8130, Research Design & Quantitative Methods III	3
Psych 8610, Personnel Psychology	3
Psych 8620, Organizational Psychology	3
Psych 8710, Psychological Tests and Measurement	3
Psych 8910, Master's Thesis Research <sup>(1), (14)</sup>	6
Experiential Requirement	12
Psych 8950, Applied Psychology Internship <sup>(2), (12)</sup>	
OR	
Psych 8970, Special Problems in Psychology Psych <sup>(4), (12)</sup>	
Psych 9910, Dissertation Research <sup>(5)</sup>	18
Additional Statistics & Research Methods course <sup>(6)</sup>	3
Industrial Content Courses	6
Organizational Content Courses	6
IO Electives <sup>(7)</sup>	6
Electives <sup>(2), (3), (8)</sup>	15
<b>TOTAL</b>	<b>90</b>

**Methods courses:** Psych 8140 Research Design and Quantitative Methods Lab; Psych 8400 Usability Studies for Applied Psychology; Psych 8730, Structural Equation Modeling, Psych 8990 – Meta-Analysis, Item Response theory or Advanced Organizational Research Methods or other topics as approved by the IO program coordinator. These courses also may include courses taken in other departments,

**Industrial Content Courses:** Psych 8600, Psychology of Training and Evaluation; Psych 8640, Performance Appraisal; Psych 8650, Job Analysis; Psych 8670, Legal Issues in Personnel; Psych 8690, Advanced Personnel Selection; and other Psych 8990 seminars as approved by graduate program director (e.g., Current Topics in IO Psychology; Job Analysis; Meta-analysis<sup>(11)</sup>; Item Response Theory<sup>(11)</sup>)

**Organizational Content Courses:** Psych 8600 Training and Evaluation; Psych 8630, Work Motivation and Satisfaction; Psych 8660 Cross Cultural Issues in IO Psych; Psych 8680, Leadership in Organizations; Psych 8720 Judgement and Decision Making; Psych 8820, Occupational Health Psych.; Psych 8850, Organizational Stress; , and approved 8990 seminars (e.g., Advanced Organizational Psychology Current Topics in IO Psychology))

### Concentration in Occupational Health Psychology

**The IO program offers a concentration in Occupational Health Psychology as part of the IO graduate programs.** To receive a graduate degree in Industrial-Organizational Psychology with a concentration in Occupational Health Psychology, students should complete Psych 8620 Organizational Psychology, Psych 8820 Survey of Occupational Health Psychology, and six additional credits of courses designated as approved OHP courses by the IO program (see list below). These courses may be completed as part of the IO MS or PhD curriculum or as additional credits on top of other degree requirements. The MS thesis or PhD dissertation must also be on a topic related to Occupational Health Psychology.

Specialization in Occupational Health Psychology	Hours
Psych 8820, Occupational Health Psychology	3
Psych 8620, Organizational Psychology	3
Designated Occupational Health Psychology Electives (see below)	6
Thesis or Dissertation on an Occupational Health-Related Topic	
<b>TOTAL</b>	<b>12</b>

#### **Examples of Occupational Health Psychology Designated Electives\***

Psych 8370, Ergonomics for Applied Psychology  
 Psych 8450, Advanced Studies in Adulthood & Aging  
 Psych 8520, Advanced Studies in Social Psychology  
 Psych 8630, Work Motivation and Satisfaction  
 Psych 8660, Cross Cultural Issues in IO Psychology  
 Psych 8850, Organizational Stress  
 Psych 8970, Special Problems in Applied Psychology (with an approved OHP topic)  
 Psych 8990, Organizational Psychology II  
 Psych 8990, Applied Health Psychology  
 Psych 8990, Applied Mental Health  
 Psych 8990, Medical Human Factors

\* Other courses may be designed by the IO Program Coordinator as approved OHP electives, including courses offered in other departments.

### Human Factors Psychology MS and PhD Curriculum

GS 7990 and GS 8000 may not be applied towards the credit hours required for either the MS or the PhD. No more than 12 credit hours at the 600 level may be applied towards the credit hours required of the PhD.

<b>Master's in Applied Psychology: Human Factors Specialization</b>	<b>Hours</b>
<b>Psych 8100, Research Design &amp; Quantitative Methods I</b>	<b>3</b>
<b>Psych 8110, Research Design &amp; Quantitative Methods II</b>	<b>3</b>
<b>Psych 8220, Human Perception &amp; Performance</b>	<b>3</b>
<b>Psych 8330, Cognitive Psychology</b>	<b>3</b>
<b>Psych 8350, Advanced Human Factors Psychology</b>	<b>3</b>
<b>Psych 8370, Ergonomics for Applied Psychology</b>	<b>3</b>
<b>Psych 8400, Usability Evaluation</b>	<b>3</b>
<b>Experiential Requirement</b>	<b>6</b>
<b>Psych 8910, Master's Thesis Research</b> <sup>(1), (15)</sup>	
<b>OR</b>	
<b>Psych 8950, Applied Psychology Internship</b> <sup>(2), (12)</sup>	
<b>OR</b>	
<b>Psych 8970, Special Problems in Psychology</b> <sup>(4), (12)</sup>	
<b>Engineering and Technology Content Courses (see list below)</b>	<b>3</b>
<b>Electives</b> <sup>(3), (9)</sup>	<b>9</b>
<b>Total Hours</b>	<b>39</b>

<b>Ph.D. in Human Factors Psychology</b>	<b>Hours</b>
<b>Psych 8100, Research Design &amp; Quantitative Methods I</b>	<b>3</b>
<b>Psych 8110, Research Design &amp; Quantitative Methods II</b>	<b>3</b>
<b>Psych 8220, Human Perception &amp; Performance</b>	<b>3</b>
<b>Psych 8330, Cognitive Psychology</b>	<b>3</b>
<b>Psych 8350, Advanced Human Factors Psychology</b>	<b>3</b>
<b>Psych 8370, Ergonomics for Applied Psychology</b>	<b>3</b>
<b>Psych 8400, Usability Evaluation</b>	<b>3</b>
<b>Engineering &amp; Technology Content Courses (see below)</b>	<b>12</b>
<b>Psych 8950, Applied Psychology Internship</b> <sup>(2)</sup>	<b>6</b>
<b>Psych 8910, Master's Thesis Research</b> <sup>(1), (15)</sup>	<b>6</b>
<b>Psych 8970, Special Problems in Applied Psychology</b>	<b>15</b>
<b>Psych 9910 Dissertation Research</b> <sup>(5)</sup>	<b>18</b>
<b>Electives</b> <sup>(3), (10)</sup>	<b>12</b>
<b>TOTAL</b>	<b>90</b>

#### **Engineering & Technology Content Courses:**

IE 8010, Design & Analysis of Human-Machine Systems  
 IE 8020, Design of Human-Computer Systems  
 IE 8110, Human Factors in Quality Control  
 IE 8120, Work Science and Design  
 IE 8150, Research Methods in Ergonomics  
 IE 8930, Selected Topics in Industrial Engineering  
 CPSC 6110 Virtual Reality Systems

CPSC 6120 Eye Tracking Methodology and Applications  
CPSC 6140 Human and Computer Interaction  
CPSC 6810 Introduction to Python  
CPSC 6820 Special Topics in Computing  
CPSC 8810 Selected Topics  
HCC 8310 Fundamentals of HCC  
HCC 8330 Research Methods for HCC  
HCC 8810 Affective Computing  
HCC 8810 Health Informatics  
Other courses as approved by the Human Factors Program coordinator

### Curriculum Notes

- (1) No more than 3 hours of 8910 may be taken in a single semester or summer session. MS students who elect the thesis option must complete six credits of thesis research as part of their degree,
- (2) Other courses such as Psych 8970 (Special Problems) may be substituted with permission of the student's academic advisor and the graduate program coordinator.
- (3) Psych 8910 Master's Thesis Research and Psych 9910 Dissertation Research may not be used as electives.
- (4) Psych 8950 (Internship) may be substituted with the prior permission of the student's academic advisor and the graduate program coordinator.
- (5) No more than 9 hours of 9910 may be taken in a single semester or over the two summer sessions comprising a single summer.
- (6) Statistics & Research Methods courses must be approved by the student's academic advisor and the graduate program coordinator in advance. Recommended courses include Psych 8730.
- (7) Additional graduate level Psychology or Management courses.
- (8) For the Ph.D. in IO Psychology, the 15 hours of general electives must include at least 12 hours of regular course work and may include up to 3 hours of 8970 credits. No 8910 or 9910 hours will be accepted as general electives. Students seeking to take non-psychology graduate courses to fulfill this requirement should coordinate with their advisor about the acceptability of specific courses. Courses taken for elective credit may be used toward the OHP Certificate but may not "double-count" for other program requirements.
- (9) Up to 9 hours of Psych 8970 Special Problems may be used as electives for the MS degree. Suggested electives for the HF MS program include (but are not limited to) Psych 6560, Psych 8230, Psych 8820, Psych 8970, Psych 8990, ENGL 6900, EXST 6020 and Engineering & Technology Content Courses listed for the Human Factors PhD.
- (10) Up to 9 hours of Psych 8970 Special Problems may be used as electives. Suggested electives for the HF PhD program include (but are not limited to) Psych 6560, Psych 8150, Psych 8230, Psych 8820, Psych 8990, Mgt 8180, Mgt 8610, ENGL 6900, EXST 6020 and Engineering & Technology Content Courses in excess of 12 hours.
- (11) Psych 8990 Meta-analysis and Psych 8990 Item Response Theory also may be taken to fulfill the additional methods course requirement for the IO PhD program.

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- (12) At least 6 of the 12 experiential credits for the IO PhD program must be Psych 8970 credits.
- (13) Other engineering or computer science courses may be substituted, subject to the approval of the HF area coordinator.
- (14) Students earning a terminal master's degree in Applied Psychology with an Industrial-Organizational Specialization are not required to complete a master's thesis. The option of completing a master's thesis is contingent upon the availability of faculty mentors. Students in the Industrial-Organizational PhD program who are completing their Master's in Applied Psychology at Clemson must complete the master's thesis on the way to the PhD, as shown in the PhD curriculum.
- (15) Students earning a terminal master's degree in Applied Psychology with a Human Factors Specialization are not required to complete a master's thesis. The option of completing a master's thesis is contingent upon the availability of faculty mentors. Students in the Human Factors PhD program who are completing their Master's in Applied Psychology at Clemson must complete the master's thesis on the way to the PhD, as shown in the Human Factors PhD curriculum.

## Comprehensive Examination

The comprehensive examination is a seminal event in a graduate student's career that marks the transition from being a master's student to being a doctoral candidate. The student's performance on this examination will determine whether she/he will be recommended for admission to candidacy for the degree. As such, the comprehensive exam requires students to provide evidence of their breadth and depth of content and methodological knowledge in their areas of specialization that are indicative of a professional capable of teaching, conducting research, and engaging in other forms professional practice. Performance on the exam may result in a grade of pass, conditional pass, or failure. In the case of a conditional pass, the student will be required to re-write the portions of the examination that are of concern to the examining committee. The student will not be admitted into candidacy for the degree until the committee is satisfied that the student has mastered the material. In the case of a failure, the student may be given a second opportunity if so recommended by the examining committee. Students who fail a comprehensive examination twice are ineligible to receive the Doctor of Philosophy degree at Clemson University.

**Timing and Eligibility for taking the Comprehensive Exam:** The comprehensive exam should normally be completed by the end of the third year of graduate work. Completion of the comprehensive exam must occur at least six months prior to the completion of the PhD.

The Industrial-Organizational (IO) Psychology doctoral comprehensive exam is administered twice a year, within the one-month period immediately following the conclusion of the spring and fall semesters (usually the week after grades are due). Only students who have successfully completed their master's thesis (i.e., committee members have "signed off" on the thesis document) before March 15 are eligible to take the exam at the end of the Spring semester, and only those who have completed the thesis by October 31 are eligible to take the exam at the end of the Fall semester.

The Human Factors (HF) Psychology doctoral comprehensive exam is administered twice a year: 1. either during finals week of the spring semester or in May; and 2. either during finals week of the fall semester or in December. The specific dates will be determined by the HF Area Coordinator and student input into the dates may not be possible. Only students who have successfully completed their master's thesis (i.e., committee members have "signed off" on the final thesis document) by November 15 are eligible to take the May exam, and by June 30 for the December exam. Students must discuss with the HF Coordinator their anticipated eligibility to take the exam by October 15 for the May exam or by May 15 for the December exam.

**The Industrial-Organizational Psychology Comprehensive Exam:** The purpose of the IO comprehensive exam is to assess the student's proficiency with competencies in IO psychology. These competencies generally correspond to those recommended for IO doctoral training by the Society for Industrial and Organizational Psychology (SIOP). There is no required reading list for the exam. Material covered in recent Clemson Graduate seminars (including methods courses) will comprise the core of the exam. Students also should be aware of issues in recent research in leading IO Psychology Journals (e.g., *Journal of Applied Psychology*, *Personnel Psychology*). Students also should be familiar with current controversies and concerns in IO, such as those discussed in the SIOP journal *Industrial and Organizational Psychology: Perspectives on Science and Practice* or that are heavily debated topics in the field. Students also should be familiar with the "Top 10" IO topics list that SIOP puts out each year.

The IO comprehensive examination takes place over two consecutive days, with a maximum time limit of 3 hours per day. On each day, students are provided with 5 questions and required to answer 3 of them within the 3-hour time limit. All students will have the same set of 5 questions. The first day of the exam focuses on Industrial Psychology; the second day focuses on Organizational Psychology. Methodological, Statistical, and Ethical issues may show up in the questions on either or both days.

Raters will score the exams blindly when possible. Exceptions include cases where the exam is taken by only one student and ratings by the exam administrator (normally the IO program director or other designated faculty member). Each response is scored by at least two members of the examining committee using the following 4-point rating scale (raters have the option of using the first decimal place in their ratings).

- 1 = unacceptable performance;
- 2 = marginal performance;
- 3 = good performance; and
- 4 = exceptional performance.

There are four possible outcomes of the exam: high pass, pass, conditional pass, or failure. These outcomes are based on the average score for each of the six responses as well as the scores on responses to individual questions.

**Criteria for a *high pass*:** A high pass indicates that the student performed exceptionally well on the exam and has fulfilled the comprehensive exam requirement. To receive a high pass, a student must (1) receive scores of 3.0 or better on each individual question, and (2) receive an overall average score of 3.5 or better on the entire exam.

**Criteria for a *pass*:** A pass indicates that the student has successfully fulfilled the comprehensive exam requirement. To receive a grade of pass, a student must (1) receive an overall score above 2.5 and (2) receive scores of 2.5 or better on all of the 6 exam questions.

**Criteria for a *conditional pass*:** A student who receives a conditional pass has some significant weakness in his/her exam performance that must be addressed to fulfill the comprehensive exam requirement. To receive a grade of conditional pass, a student must (1) receive an overall score above 2.5 and (2) receive scores of 2.5 or better on at least 4 of the six exam questions (i.e., have no more than two scores below 2.5 on individual questions). Students who receive a conditional pass will be notified of the exam result by the graduate program coordinator. The graduate program director also will provide the student with feedback identifying the weaknesses in his/her answer. Upon notification of the exam result, the student will have 30 days to write a paper addressing the entire missed question. The paper will consist of 10-15 double spaced pages in standard APA publication style with references not counted in the length of the paper but expected as part of the answer. One or more program faculty will review the paper. If the revised answer(s) are acceptable, the student will have passed the exam. If the revised answers are not acceptable or not completed within 30 days of notification, the student will have failed the exam. Extensions may be granted to the 30-day limit for extraordinary circumstances and must be requested of the program director in writing immediately upon notification of the comprehensive exam result.

**Criteria for a *failure*:** Failure reflects an unacceptable level of overall performance on the exam. Criteria for a failure include (1) an overall exam score of 2.5 or below, (2) three or more individual answers with exam scores of 2.5 or below, or (3) failure to successfully meet the conditions of a conditional pass.

Students who fail the exam once must retake the exam during the next regular academic term (e.g., a failure in the spring must be addressed by the end of the next fall term; a failure in the fall must be addressed by the end of the next spring term). **It is the student's responsibility to schedule this exam (it is not necessary to schedule it at the same time as other students who taking the exam for the first time).** The content of the second exam may include a mix of questions from the exam the student failed and new questions on comparable topics (the exam could consist of entirely or mostly new questions). Students who fail a comprehensive exam twice are ineligible to receive a doctoral degree at Clemson. Failure to schedule the exam during the next successive term is regarded as equivalent to failing the exam.

**The Human Factors Psychology Comprehensive Exam:** The HF comprehensive examination committee, consisting of at least 3 HF faculty members will solicit a list of general competency questions from the entire HF faculty and a list of specific competency questions from the student's mentor as related to the individual's course of study and research areas. These specific competency questions may be solicited from any source the mentor feels relevant, including, but not limited to, course instructors, the students' thesis committee, as well as the students themselves. The committee will finalize a list of study questions that is twice as long (24) as the number of questions that will appear on the exam (12). This study list will be provided to the students 5 to 6 months prior to the administration date of the comprehensive exam.

The questions given to students during the test will be a subset of the study questions. **HF students are NOT allowed to receive or exchange ANY information regarding past or current HF comprehensive exams with each other or with any other students.** This pertains to the study list, the actual exam questions, any answers or potential answers that students draft in response to the questions, and reference materials used during study. **The HF comprehensive exam is an individual exercise.** Any questions students have regarding the exam should be addressed to a faculty member.

The HF comprehensive exam will take place over 2 consecutive days. On each day, the students will receive 3 questions in the morning and 3 in the afternoon with a break for lunch. The questions on Day 1 will be from the general competency section of the study list. The questions on Day 2 will be from the specific competency section of the study list. Students will be allowed 3 hours during each morning and afternoon session to complete the exam with an additional 30 minutes for breaks during each session. Testing will be administered on a "clean" computer (no data, web access, etc.). Students will not be allowed to use any notes or other material outside of what is in their head on the days of testing and oral defense. Students are not to leave the word processing program during the exam sessions.

Within one month of taking the written HF exam each student will have an individual oral defense of their written answers. The oral exam will primarily focus on questions for which the written answer was deficient, but follow-up questions can be made to any question. Questions can be made by any faculty member at the oral defense. A decision as whether the student passed, conditionally passed, or failed is made by the committee based on both the written and oral portions of the exam. The decision is communicated to the student shortly after the orals.

**Form GS5D and Expiration of the Comprehensive Exam:** Upon satisfactory completion of the comprehensive exam the program coordinator (or other faculty member designated as committee chair) submits form GS5D to the graduate school. Students should check to ensure that this form was submitted and accepted. The student has five calendar years after the date of the completion of the initial written portion of the comprehensive examination to complete all other degree requirements. Failure to complete all degree requirements within this five-year time frame will result in dismissal from the program.

## DEPARTMENT POLICIES AND PROCEDURES

**The student is ultimately responsible for compliance with all policies, procedures, and regulations pertaining to graduate study. This includes submitting all required university forms regarding thesis work, dissertation work, and graduation in a timely manner. The graduate school has compiled a [useful list of forms](#) on its webpage.**

### Ethical Principles of Psychologists

Graduate training is professional training and graduate students are expected to conduct themselves as professionals in their interactions with undergraduates, faculty, staff, and each other. Actions that are deemed unethical will constitute grounds for disciplinary action, including dismissal from the graduate program. Graduate students are expected to obtain and fully familiarize themselves with the American Psychological Association's [Ethical Principles of Psychologists](#). Graduate students are expected to act in accordance with these ethical principles at all times. Students should note that these principles are updated periodically. Graduate students also should review and comply with other ethical guidelines that pertain to their specific area of research/practice. Examples include professional guidelines issued by the Society for Industrial/Organizational Psychology or the Human Factors and Engineering Society.

### Use of e-mail for Student-Faculty Communication

E-mail is an expected mode of communication for routine departmental business, as well as for communications with department faculty, students, and staff. Graduate students are expected to check, read, and when appropriate, respond to department e-mails as they would with face-to-face or other more formal means of communication. Students may elect to receive e-mails at an address other than the official Clemson address, but are expected to be responsible for ensuring that the department has the correct address.

### Program Planning, Course Scheduling, and Registration

Graduate students should work closely with their faculty advisor to plan an academic program that meets the student's training needs and that corresponds with department policies and procedures, and to specified area, department, and University degree requirements. The Department of Psychology develops course schedules several weeks before the start of each term. We encourage graduate students to assist in this effort by suggesting courses and seminars to be offered. The schedule is reviewed again at least one semester in advance of the beginning of any semester. It is advisable, therefore, to plan a tentative academic program in consultation with the faculty advisor, at least two semesters in advance, to assist the department in scheduling appropriate courses and seminars.

Students will register for each forthcoming semester during the designated times listed in the University calendar. Prior to enrolling in Special Problems in Applied Psychology (PSYCH 8970), a contract between the student and the supervising faculty member must be developed. The agreement should specify, in detail, what research work is to be accomplished and the grade on the project will reflect the extent to which the student fulfilled the expectations of this contract. An 8970 project may not be used to support MS thesis or PhD dissertation work.

Students in the M.S. program should complete the thesis by the time 51 credit hours have been accumulated. Students in the Ph.D. program should complete the dissertation by the time 96 hours have been accumulated. Any student who has not done so will not be allowed to enroll for further credit except for PSYCH 8910 (Thesis) or PSYCH 9910 (Dissertation). Such students should **not** expect further university or department-sponsored or department-approved financial support.

### Course/Work Loads and Outside Employment

A normal course load for a full-time graduate student holding an assistantship is 9 credit hours of coursework (although students often take up to 12 credits). Graduate Assistants, students employed in other areas of the University, and students employed in professional agencies or organizations under departmental sponsorship may be classified as full-time graduate students. **All such students who are employed for 10 or 20 hours/week as a graduate assistant must maintain a course load of at least 9 credit hours** during each spring and fall academic semester (graduate assistants must maintain a minimum of three credits during any summer term that they are employed as a graduate assistant).

Students holding a 20 hour/week assistantship may enroll for a maximum of 12 credit hours per semester but enrollments above 9 hours are generally not recommended. Students seeking to take more than 9 hours should discuss their plan with their academic advisor to ensure that a higher credit load will not interfere with the student's ability to meet other responsibilities and expectations.

Students enrolled in 9 credit hours should not be employed more than 28 hours/week during the fall and spring semesters. International students may not exceed 20 hours of work during the regular school year under any circumstances. During their first semester, students enrolled in 9 credit hours should not be employed more than 20 hours/week, including all forms of employment. **All outside/extra employment should be discussed with the major advisor and communicated to the graduate program coordinator.** Students whose outside employment is judged to interfere with their performance of assistantship duties may be required to discontinue their outside employment or have their assistantship removed.

A graduate student who has not yet completed the master's degree cannot register for more than one 8970 Special Problems activity, within or outside the Department, in any semester or summer term.

Graduate students in the Department of Psychology will be permitted to drop courses in which they are enrolled but only in exceptional cases and with the prior approval of the Graduate Program Coordinator, the student's advisor, and the course instructor. If a student with an assistantship has a course load that drops below 9 hours as a result of dropping a class, that student may have the assistantship or other departmental sponsorship revoked for that semester.

Students who have completed the minimum number of hours required for the MS degree or PhD and who lack only the thesis or dissertation for degree completion, must continue to enroll in at least 1 credit hour of PSYCH 8910 (Thesis) or Psych 9910 (Dissertation) during each Spring and Fall semester until they graduate (Full-time enrollment is not necessary). For students not holding an assistantship, enrollment in the summer is required only if planning an August graduation, in which case enrollment should be in the second summer session. *A side from* approved internships or leaves of absence, students are normally expected to remain full-time students in residence for the duration of their graduate career. Degree-seeking students who fail to enroll for any credits in any given semester may be terminated from the program. For more specific information, see the Course Requirements and Curriculum section below. Students enrolled in Psych 8910 (Thesis) or Psych 9910 (Dissertation) may receive a failing grade if they do not maintain adequate and continuous progress towards the completion of the degree or if they fail to complete work of sufficient quality.

## Grading and Retention

Students may be dropped from the Graduate School at any time for failure to maintain an adequate academic status, failure to achieve satisfactory academic progress, or failure to enroll during any Fall or Spring semester. Completion of course work is not a sufficient demonstration of satisfactory academic progress; **In order to remain enrolled, students must also show adequate progress toward the completion of their thesis/dissertation.** Any student who fails to maintain adequate progress towards the completion of a thesis or dissertation may at any time be terminated from the program on the recommendation of the Graduate Program Committee and the Department Chair.

University Graduate School policy requires that a grade point average of 3.0 must be maintained in all graduate work. Students who accumulate a grade point average below 3.0 will normally be terminated from the program. Continuation in graduate study must be approved by the Dean of the Graduate School with prior approval of the Department Chair and the Graduate Program Coordinator.

It is expected that all graduate students in the Department of Psychology will maintain an academic performance level above the minimally acceptable level of 3.0 GPA. Continuation on any type of University or external agency financial support and internship placement will be contingent upon satisfactory academic performance. On the recommendation of the Graduate Program Committee and the Department Chair students who accumulate a grade point average below 3.0 will become ineligible for financial support or internship placement and will be dismissed from the program. Thus, any student who receives a grade of 'C' along with two 'B's' during their first semester will be dismissed from the program.

A graduate student in the Department of Psychology may not retake a graduate course in an attempt to attain a higher grade. A grade of 'F' in a required course will preclude a student from completing degree requirements, that is, **no degree will be granted.** Two 'C's' in any Psychology Department courses, or a grade 'F' in any graduate course, will be cause for review of the student's status in the program by the Graduate Program Committee and the Department Chair and the student will be terminated from the program.

A grade of Incomplete ('I') is given only if the student has not completed the course for some unavoidable reason that is acceptable to the instructor. Unless the student completes the requirements for removal of the 'I' grade within the time period stipulated by university policy the 'I' grade will be changed automatically to an 'F' grade by the Student Records Office. Extensions of grades of 'I' will be granted only in extreme circumstances (e.g., the instructor's absence from the campus makes it impossible for the student to remove the Incomplete). Note that special courses that constitute multi- semester projects (e.g., Psych 8970 research projects) are exceptions to this rule. Incomplete grades for these courses may be given until the project is complete. Students who have Incompletes cannot graduate, even if the courses are not part of the GS2 plan of study.

The awarding of an advanced degree does not attest merely to completion of academic requirements in courses, seminars, and research activities, but also to the demonstrated capacity for acceptable professional conduct. An example of deviation from acceptable professional standards would be academic dishonesty or plagiarism (see the sections on Academic Dishonesty and Ethical Principles of Psychologists). **Violations of these professional standards will result in disciplinary action, including potential dismissal from the program.**

### Annual Evaluation of Students

Each graduate student in the Department of Psychology will be formally evaluated at least once each academic year. These evaluations are based on the available evidence relevant to the student's ability to perform in a professional role by the faculty in his/her specialty area (including the student's advisor as well as those who supervise the student in other roles). The purpose of these evaluations is primarily diagnostic; the evaluations are designed to identify problem areas or deficiencies the student may have and to formulate plans and programs for the remediation of these problems or deficiencies, if feasible. **The student's progress toward the completion of the thesis or dissertation, and the timely completion of the comprehensive exam by PhD students, will be among the criteria considered during the evaluation. At the end of each academic year, in April or May, students will be asked to complete a performance evaluation form in which they will describe their accomplishments during that year. This information will be retained by the program and will be provided to students' advisors for further comment.**

Following these evaluations, the Graduate Program Coordinator for each respective program has the authority to:

- 1) Inform the student of satisfactory progress toward a degree.
- 2) Make suggestions to the student about remediation without requiring any specific action by the student.
- 3) Require the student to undergo specified remediation activities such as, taking courses, doing a program of readings, etc.
- 4) Limit or suspend the student's work activities (including assistantship or internship) until academic performance improves. An assistantship or internship can be discontinued at any time due to unacceptable performance in those activities.
- 5) Terminate the student from the program.

### Assistantships and Financial Support

The Department of Psychology uses two different sources for funding graduate students: State of South Carolina monies, and funds from contracts, grants, and donations. Students supported by state funds normally are assigned teaching assistant duties while those supported by research contract funds are typically assigned research duties. Students also may have a mix of responsibilities and funding sources, such as when a student is partly funded through a teaching assistantship and partly funded through a research assistantship. All assistantships are subject to time limits (described below) and are contingent upon satisfactory performance and progress toward the degree, as well as the availability of sufficient department funds.

- Effective Fall, 2011, the compensation plan includes the following practices (please note that "term" means one academic semester).
- Pre-masters Graduate Teaching Assistants (GTAs), including the incoming class, will start at \$6,000/term for a 20 hour per week position.
- GTAs who have completed their master's degree, including those who completed the masters at another program will be paid \$7,000/term.

- GTAs who teach a stand-alone course will be paid \$8,000/term during any term that they teach a course as the instructor of record.
- Compensation for overload assignments, such as an extra lab section for a course, or a second course assignment, will be determined by the program director and chair as needed.
- Compensation for Graduate Research Assistants (GRAs) will follow the same basic pattern. **Faculty may, at their discretion, pay GRAs more, but not less than these rates.** In cases where a grant does not include sufficient funds to pay a student at the regular rates, arrangements should be made between the Principal Investigator and the Department to ensure that the grant-funded student receives comparable pay as their non-grant funded colleagues.
- All increases will be effective at the start of the next complete semester. For example, a student who graduates in December would be eligible for a pay increase in the spring of the same academic year. A student who graduates in the Spring or the Summer would be eligible during the following fall. **Students are advised to check with office staff to make sure that pay increases are processed and check their pay stubs carefully to ensure any necessary changes are made.**

Graduate assistantships are allocated by the Graduate Program Coordinator with the approval of the Department Chair. Only full-time students are eligible for assistantships or other University support. Continuation on assistantship support is dependent upon satisfactory academic and assistantship performance; no student is guaranteed continuation of assistantship support. Assistantships may be discontinued at any time due to unacceptable performance or failure to make acceptable progress towards the completion of the thesis or dissertation.

Students should expect to be supported on University funds or departmentally supported funds (e.g., research grants, community agency placements) for no more than **four** regular academic semesters in a Master's program or a total of **eight** semesters for the completion of both the MS and the Ph.D. Students entering the doctoral program with a Master's degree from another institution should expect no more than **six** semesters of funding. Please note that the department provides tuition waivers only as part of a graduate research/teaching assistantship.

Students holding assistantships are expected to meet with each of their supervising faculty members (and/or instructors of record) each semester prior to the beginning of classes and are required to remain available to work on campus **through the last day of the university final exam period** unless released from duties by all supervising faculty members. Depending on the requirements of the assistantship and coursework, Graduate students may not be allowed all breaks/holidays afforded to undergraduate students.

Graduate students must possess a master's degree to teach a self-contained course as their assistantship assignment (i.e., as an instructor of record). Graduate student instructors of record should identify a faculty mentor who is familiar with the course that they are teaching. This course mentor need not be the student's dissertation chair or a member of their dissertation committee. Graduate student instructors are encouraged to contact the Graduate Program Coordinator for assistance in identifying a teaching mentor.

Graduate students should be aware that it is extremely difficult to change the course schedule or the teaching assignments once the enrollment period has begun. Thus, graduate students who commit to teach a self-contained course are expected to honor that commitment even if this entails that they postpone a job offer or other opportunity.

**Please note that syllabi and all related course materials must comply with university regulations related to course policies and syllabus content.** For more information see the academic regulations provided by the [registrar's office](#).

### Assessment of Graduate Student Teaching Effectiveness

When graduate students teach courses as the "instructor of record" they are responsible for ensuring that their classes contribute to the department's goal of offering high quality undergraduate education as well as to the University's expectations for undergraduate courses. Therefore, the Department of Psychology conducts routine assessments of Graduate Student Instructor teaching. This process serves three goals: (1) to ensure that graduate student instructors comply with university requirements with regard to issues such as syllabus content, (2) to provide students with developmental feedback that will help them improve their teaching effectiveness, and (3) as a performance management system to identify and respond to potential problems with courses. We also expect participation in the assessment process to provide professional development and feedback for graduate student instructors that will be valuable regardless of whether students aspire to academic or applied careers.

**Mid-Term Evaluation:** All GTA instructors will conduct and submit mid-term evaluations from their classes. We will leave the content of the mid-term evaluation open to the discretion of the instructor. However, the minimum requirement for the evaluation would be open-ended questions asking students to describe the strengths of the course/instructor and to identify any potential opportunities for improvement. This evaluation should be completed and submitted by the start of the 10<sup>th</sup> week of class, after the class has completed at least one exam.

**Final Evaluation:** All GTA instructors will submit a copy of their final evaluations as part of their annual performance review. This should minimally consist of a single file with quantitative ratings and student comments from the standard university and department rating items.

### Internships

Internships are defined as temporary periods of supervised training concluding in the student's return to campus to complete the thesis or dissertation as a full-time student. The Graduate Program Coordinator and academic advisors will, to the extent possible, help to locate internship opportunities for students. However, since the availability of such opportunities depends on many factors including regional and national economic conditions, the ability of the student to relocate, the number of students in each track, etc., the Department of Psychology does not guarantee that it will provide an internship for each student. For this reason, **each student should actively pursue his or her own internship opportunities.** Sources such as previous employers and business contacts can often be helpful in locating such opportunities.

Both the on-site supervisor(s) and the Graduate Program Coordinator will evaluate student's conduct and performance during the internship. Evaluation components may consist of formal job performance evaluations, weekly or bi-weekly reports of job activities by the intern, a final report describing major internship activities, or informal discussions between the Graduate Program Coordinator/Faculty supervisor and the on-site supervisor. An internship can be discontinued at any time due to unacceptable performance

While participating in an internship, students are representing both Clemson University and the Department of Psychology and should conduct themselves accordingly. Students are expected to conduct themselves in accordance with the American Psychological Association's [Ethical Principles of Psychologists](#) at all times. Actions by the student that are deemed unethical by the faculty will constitute grounds for disciplinary action, including dismissal from the graduate program. **If ethical issues or other problems arise during the internship the student should contact the Graduate Program Coordinator immediately.**

Students should understand that an internship constitutes **temporary** employment for educational purposes and that participation in an internship does not create any guarantee or expectation of permanent or on-going employment. Before beginning an internship, students are required to notify the Graduate Program Coordinator of the location, term, and circumstances of the internship, in writing. (e-mail is acceptable for this purpose). Committee members are not to sign the GS2 Graduate Degree Curriculum form for the MS degree until the student has completed an approved internship or has otherwise fulfilled this requirement.

**Students who are on a graduate assistantship may not register for internship credits during any term that they are working on an assistantship.** Thus, assistantship-funded students would normally only be able to take internship credits during the summer when their tuition is not typically covered by the assistantship (i.e., they pay for their tuition credits).

### Copying and Printing Policy, Department of Psychology

The Department of Psychology has two goals with respect to reasonable use of copying and printing. First, we seek to provide all department faculty and students with the resources they need to be maximally effective in their various research, teaching, and department service activities. Second, we seek to use university resources in a fiscally and environmentally sustainable manner. Professional judgment is essential to managing the balance between these two goals. Therefore, we offer the following policy standards for appropriate copying and printing use. These policies apply to all copying and printing charged to departmental accounts. Students charging printing or copying to grants or other contracts should ensure with the principal investigator that they are doing so in an appropriate manner.

- Printing and copying of basic educational materials to support undergraduate teaching is completely acceptable. This includes making necessary copies of tests, syllabi, in class exercises, etc. Department members are encouraged to distribute such materials electronically, when possible and to refrain from making extra copies of such materials.
- Printing and/or copying materials related to departmental research projects is completely acceptable. This includes making copies of questionnaire and any other research materials for which hard copies are desired. Another example would be copies of theses or dissertation drafts for faculty members and announcements of defense meetings. Students are strongly encouraged to use their discretion about printing out research-related materials that may not be essential. One example would include printing out articles that are generally related to a topic of interest but which you are not sure you need to read. Another example would be printing out the results of statistical analyses that include a great deal of extraneous information – such as an analysis where you are interested in an overall effect size and significance test, but you request (and print) all possible options for the statistical output.
- Printing and/or copying materials related to departmental service activities is completely acceptable. Examples would include printing announcements about events hosted by undergraduate or graduate student organizations. Printing/copying information about organizations/events that are not directly related to the mission of the psychology department would not be acceptable.

## Proctor Pool

The purpose of the proctor pool is to support the department's educational mission by providing instructors with support related to administration of in-class exams. Typical activities of proctors include observing students during an exam to help prevent potential academic integrity violations and assisting instructors with the preparation and distribution of exam materials for large class sections. Proctors also may be assigned to substitute for a regular teaching assistant or for an instructor in cases when those individuals cannot attend an exam (e.g., because of personal or professional emergencies). **All psychology graduate students who receive a department-funded teaching assistant position are included in the proctoring pool, aside from the following exceptions:**

- Graduate students assigned to two PSYCH 3090 Lab sections are not included in the proctor pool.
- Graduate students who are the instructor of record for a course are not included in the proctor pool
- Graduate students who are funded entirely through a grant, fellowship, or other non-departmental funds are not included in the proctor pool.
- Graduate students who are funded ½ time (i.e., 10 hours or less) by the department (such as a student who has half their position paid by the department and half paid by a grant), may have a reduced-load proctoring assignment, depending on nature of proctor demands and proctor availability each term.

Proctor assignments are made by a proctor coordinator who is typically a graduate student performing the job as part of his/her departmental duties under the supervision and direction of the graduate coordinator (the proctor coordinator also is part of the proctoring pool). The graduate program coordinator provides the proctor coordinator with a list of eligible students each term. The proctor coordinator then solicits requests from faculty for proctors (e.g., once faculty have established their exam schedule and determined their needs). The proctor pool coordinator assigns graduate students to proctoring assignments using a reverse seniority criterion. First year students are assigned first, then second year students, and so on, repeating the process as necessary to fulfill department needs. Once a graduate assistant receives a particular proctoring assignment, they are responsible for ensuring that they are at the proper location at the proper time. Faculty also may make emergency requests as needed; these assignments will normally be made using the same reverse-seniority criterion.

**Graduate students should note that proctor pool assignments are considered part of their regular graduate teaching assistantship responsibilities and missing an assignment is viewed as a failure to perform an expected job duty.** Moreover, students should recognize that proctors who miss assignments create a great deal of disruption and frustration for department instructors and undergraduates. Students who miss assignments will be given first priority for being assigned to non-routine requests, such as unexpected requests that come at the end of the term. Repeated failure to meet proctoring responsibilities may have adverse effects on a students' standing in the graduate program and may be grounds for further disciplinary action. Questions or concerns about proctor assignments should be directed to the graduate program coordinator.

## Graduate Student Awards

The Department of Psychology offers 3 graduate student awards. Normally, one student from the Human Factors and one student from the Industrial/Organizational Psychology program will receive each award (i.e., for a total of 6 awards). However, each program may either nominate more than one student for an award or elect not to give any award.

### The award process has three stages:

(1) The graduate program director and/or department award coordinator will issue a call for nominations to all faculty members. Any department faculty member may formally nominate a student for consideration or offer examples of noteworthy performance that they feel merits consideration for an award. Faculty who decide to formally nominate a student should be prepared to offer supporting information for their nomination in the form of a narrative paragraph about why they feel the student deserves the award. Nominees will be asked to provide an updated vita.

(2) Each area (IO and HF) will identify a potential list of candidates for each award. They may, at the area's discretion, either generate a recommended list of final candidates (i.e., recommending students to receive each award), or identify a list of possible candidates for a department vote.

(3) The slate of candidates will be presented to the faculty in a department meeting for a vote. When multiple candidates are nominated for the same award, summaries of their merits will be provided to the faculty prior to voting on each award.

**Best Graduate Student Publication Award:** This award is given by simple majority vote of the area faculty to the best publication by a graduate student. There will be a total of two awards each year, one for IO students and one for HF students (both MS and PhD students are eligible). Nominations will be solicited from faculty and students in each area and area faculty will select the award winners. Nominees must be the first author on the paper. Preference will be given toward papers published in peer-reviewed journals, although other published sources such as book chapters will be eligible. If there are no nominees in a given year, the award will not be issued. Any prize awarded will go to the first author of the paper, although all student co-authors may list the award on their CV.

**The Outstanding Master's Degree Candidate in Psychology:** This award is given by simple majority vote of the psychology faculty to any student who has been a master's degree candidate during the preceding year and who has demonstrated excellence in research activities, as well as other activities such as teaching, professional/departmental service, and classroom performance.

**The Outstanding Doctoral Candidate in Psychology:** This award is given by simple majority vote of the psychology faculty to any doctoral candidate (i.e., post-comprehensive exam) who has demonstrated excellence in research activities, as well as other activities such as teaching, professional/departmental service, and classroom performance.

## THESES AND DISSERTATIONS

### Overview

The thesis and dissertation projects are intended to demonstrate the student's ability to plan, organize, conduct, and report a research/scholarly project. Each is intended to accomplish this goal in a different manner and at differing levels of complexity and student autonomy. Regardless, each should represent a unique and original contribution to the field of psychology.

The master's thesis is viewed in the Department of Psychology as primarily a research training experience where students learn about the research process. Further, the master's thesis provides the opportunity for evaluating the student's ability to work autonomously on a scholarly project. The Ph.D. dissertation should also accomplish these goals. In addition, it is expected that the dissertation will represent a potentially substantial contribution to knowledge in psychology. This means that dissertations should typically be of sufficient quality and contribution to be publishable in a peer reviewed journal, although publication is not a requirement of the dissertation process. Although both theses and dissertations should be designed to produce findings that would be publishable if the study progresses as planned, the department recognizes that not all theses/dissertations may generate publishable results (e.g., if the idea proposed in the theses/dissertation does not work). In such circumstances, provided that the student followed the steps they described in their approved proposal and made a good faith effort to address difficulties encountered in the conduct of the project, the thesis/dissertation should normally be acceptable, even if the proposed hypotheses are not supported.

The student is responsible for the choice of topic of the thesis and dissertation. All phases of the research (including proposal of the problem, design of the research, collection and analysis of the data, and writing of the final report) are primarily the responsibility of the student. The chairperson serves primarily as a reviewer and advisor. In addition, it is the student's responsibility to ensure that the written product meets the [formatting specifications](#) detailed by the Graduate School.

### Topic Selection

Students may choose any topic that is relevant to the student's area in psychology **and acceptable to the committee**. The student should discuss the proposed topic with the tentative committee chairperson and possible committee members **before** they commit to serve on the committee. Students must provide enough information to potential committee members about the nature of the project for them to make an informed decision about their willingness to be a committee member. This information would normally include the nature of the sample, the proposed research design, expected analytical strategy, and possible inclusion of previously gathered data (and the contribution of any other faculty or student researchers to any existing research).

### Academic Credit for Thesis/Dissertation Work

The thesis and dissertation hours count a maximum of 6 credits of PSYCH 8910 toward the M.S. degree and 18 credits of PSYCH 9910 toward the Ph.D. Students should be enrolled in at least one credit hour during any term that they are completing any work on their thesis (including defending, formatting, etc.). This normally includes the term that the student is graduating, even if the student is only defending that term. The only time students do not need to be enrolled is if they are completely finished (including the defense) with the thesis/dissertation and have met all other graduation requirements before the first day of classes of the next semester (this includes summer graduation, where students do not have to take a summer credit if they have defended before the first day of the summer semester). Although the student may take more thesis or dissertation hours than the

prescribed maximum (such as to maintain their enrollment status in the program), **no degree credit is given for additional hours of PSYCH 8910 and PSYCH 9910 beyond the required 6/18 credits.**

### Timing

The master's thesis should be begun (e.g., the written proposal accepted and presented) before or during the Fall Semester of the student's second year in the program. The student is urged to begin planning the thesis during the first year of graduate training by selecting a thesis chairperson and forming a thesis committee.

Work on the doctoral dissertation typically begins shortly after the student has passed the Doctoral Comprehensive Examination. Note that a student must complete the dissertation and graduate within five calendar years of completing the comprehensive examination, or the examination will no longer be considered current and the student will be terminated from the program. In rare cases, the student may be allowed to retake the examination to be re-admitted into doctoral candidacy. Requests to retake the examination must be approved by the doctoral dissertation committee and the graduate program committee.

While thesis and dissertation work may be conducted during the summer, committee members and other faculty are often unavailable or maintain irregular schedules during this time of the year. Students should not expect or plan on having access to faculty for thesis reviews, work, etc. during the summer unless specific arrangements have been made well in advance.

Any student who fails to maintain adequate progress towards the completion of a thesis or dissertation may at any time be terminated from the program on the recommendation of the Graduate Program Committee and the Department Chair (the Graduate Program Committee and Department chair will seek the advisor's input in this process). Master's students have six years to complete a degree. Therefore, all coursework to be credited toward a master's degree must have been enrolled in and completed within six calendar years prior to the date on which the degree is to be awarded. The master's thesis must be completed by the time the student has finished 60 hours of graduate work. Similarly, the doctoral dissertation must be completed by the time the student has finished 96 hours of graduate work. If not, the student will not be allowed to enroll further (except for Psych 8910 and 9910) until the thesis or dissertation has been completed, he or she will be ineligible for any type of department-sponsored or approved financial support, and he or she may be terminated from the program at the discretion of the graduate program committee.

Students are urged to remain aware of the various deadlines posted by the Graduate School. Information regarding these deadlines can be obtained from the [Graduate School's deadline page](#). This web page also contains a checklist on graduate school procedures. Additionally, students should remain aware of and submit all necessary forms within the time frame suggested in the *Graduate School Announcements* under "Filing of a Graduate Degree Curriculum."

### Committees and Committee Chairpersons

For thesis and dissertation advisory committees the student selects a chairperson by formally asking a full-time tenure-track Psychology faculty member to serve in this capacity. Upon the agreement of the faculty member the student and the chair will jointly select the remainder of the committee. Once the committee has been selected (and the faculty members comprising the committee have agreed to serve), the Graduate Program Coordinator should be notified in writing that the student's committee has been formed and who is serving on the committee. A chairperson need not be the student's academic advisor nor be in the student's specialty area, although the advisor normally will be the thesis chair.

- Master's thesis committees will have a minimum of 3 regular members including the chairperson. Doctoral dissertation committees will have a minimum of 4 regular members including the chairperson.
- All committee members must be approved as holding Graduate Faculty Status by the Department of Psychology.
- For the master's thesis, at least 2 of the committee members must be full-time tenure-track faculty members in the Department of Psychology. For the doctoral dissertation, at least 3 of the committee members must be full-time tenure-track faculty members in the Department of Psychology.

Additional committee members beyond the minimum number required may be chosen from inside or outside the University. Such persons need not be faculty members but must hold a terminal degree (typically a PhD). These members must be approved to have graduate faculty status by the Department of Psychology. Students begin the approval process for this additional member by completing the External Committee Member Request form in iROAR and providing the Graduate Program Coordinator with a copy of the proposed external member's CV for departmental approval. Once the member has been approved, they sign the various graduate student forms (e.g., GS2 and GS7) as would any other member.

In rare cases and for exceptional reasons, thesis and dissertation research may be conducted, all or in part, at the laboratories of other universities or research facilities. In this case, an on-site supervisor must be identified by the student in coordination with the thesis or dissertation chairperson. The on-site supervisor will also serve as an additional, voting member to the advisory committee, and must hold an appointment as an adjunct faculty of the Department of Psychology. This additional member will be expected, if possible, to attend the research proposal and defense meetings.

A committee chairperson or committee members may be changed after they have been selected; such changes must be recommended by the Graduate Program Coordinator and approved by the Department Chair. Note that a new GS2 form will need to be completed.

### Using Secondary/Previously Collected Data in Thesis or Dissertation Projects

There are at least three ways secondary (previously collected) data may be used in a thesis or dissertation project:

- Conducting a meta-analytic review of existing literature (a narrative literature review would generally not be considered acceptable for a thesis/dissertation project).
- Testing new hypotheses in an archival data set.
- Including empirical studies previously completed by the student while enrolled in graduate study in the Clemson Psychology department

The thesis/dissertation committee may permit any of these uses of previously collected data, assuming that, in the judgment of the committee, the project meets usual standards of scientific quality and constitutes an original contribution to the literature for which the student has clearly been the primary driving force. The committee also may decide that a particular study using one of these methods would not be acceptable. Examples might include proposing a meta-analysis of a literature consisting of a small number of studies, using a poor-quality archival data set to test hypotheses, or using prior Clemson studies that are not sufficiently rigorous.

When students seek to include previously completed research as part of their thesis/dissertation work, they must also adhere to the following guidelines.

- The previously completed research must be part of a coherent stream of research, rather than a collection of loosely related studies.
- The new data collection must build on the previously completed research in a logical, programmatic manner.
- The student must be the primary driving force in the previously completed research. This would normally be indicated by lead authorship on prior publications/presentations included as part of the thesis/dissertation work. To include prior work that has not been published/presented, the student must be able to offer other evidence to demonstrate their lead role in the project.
- The master's thesis, and any work preceding the Master's, may not be counted as part of the dissertation.
- The proposal and final thesis/dissertation documents must clearly indicate which portions of the research were previously completed (e.g., prior to the proposal being approved), which represent new contributions, and the relative contributions of others to any existing research.

It is important to note that the decision to accept any form of secondary data as part of the thesis/dissertation rests solely with the thesis/dissertation committee. The ultimate criterion that committees will use to evaluate a proposed thesis or dissertation is the scientific contribution of the proposed research. Thus, the committee will evaluate the previously completed research as part of their summary evaluation of the proposal. The committee may (a) accept the previously completed research as part of the thesis or dissertation project, (b) accept the previously completed research, but request further evidence beyond what the student has proposed, or (c) reject the inclusion of previously completed research. Options (b) and (c) would typically require the student to revise the proposal to include additional data collection and to move the discussion of the existing data to the Introduction section.

### **Preparation of Thesis/Dissertation Proposal**

The proposal is prepared by the student under the supervision of the committee chairperson and with the guidance of the other committee members. The proposal will include a detailed and specific account of the research or scholarly project to be conducted by the student. The proposal will contain a review of the appropriate literature, the hypothesis to be tested by the research, the design of the research with justifications for using that design, procedures for analyzing the data with justifications for using these procedures, and a description of the anticipated findings indicating how these or alternative findings are to be interpreted. Students are encouraged to consult with their committee early in this process for guidance about length expectations and other details about the content of the proposal document as these details may vary from advisor to advisor.

The proposal will be formally reviewed during a thesis/dissertation proposal meeting. During this meeting, the thesis/dissertation committee can vote to (a) accept the proposal as presented by the student, (b) accept the proposal contingent upon minor modifications stipulated by the committee without holding another committee meeting, (c) require extensive revisions in the proposal and reschedule another meeting of the committee at which the revised proposal will be presented, or (d) reject the proposal and require the student to prepare a new proposal. In such cases, the student may choose a new chairperson, committee, and/or topic. All decisions of the committee must be unanimous. When a proposal is accepted, the committee chair should notify the Graduate Program Coordinator in writing (e.g., e-mail).

### Proposal/Defense Meetings

Each thesis/dissertation involves at least two committee meetings, one when the thesis is proposed to the committee members and one when the final thesis/dissertation is defended. **The proposal/defense document must be submitted in final written form to each member of the committee at least ten business days prior to the meeting at which the proposal is to be presented.**

Thesis proposal and defense meetings are open to the public. Consequently, the department must be notified of all meetings at least ten days prior to the presentation. Students should e-mail the Graduate Program Coordinator the following information in a format that can be easily forwarded to all department members (e.g., in the body of an e-mail rather than in an attached document):

1. The student's name
2. The title of the Thesis/Dissertation
3. Indication of whether the meeting is a proposal or a defense meeting.
4. The Thesis/Dissertation Advisor
5. The Thesis/Dissertation Committee Members
6. The Abstract
7. The Time, Date, and Location of the meeting

Students are responsible for scheduling the meeting time and location and for ensuring that all committee members are aware of and can attend the meeting. Students should schedule a minimum of 90 minutes for each meeting. The meetings consist of (a) a formal presentation, lasting approximately 30 minutes, (b) question and answer session from committee members, (c) a question and answer session from any other meeting attendees, (d) an evaluation of the thesis/dissertation proposal/defense by the committee (conducted with no one else present). Students should consult with their advisor and committee (as required) about the details of the presentation content, including the appropriate balance of theory, hypotheses, methods, etc.

### Conduct of the Research

Students are responsible for becoming thoroughly familiar and acting in accordance with professional and departmental policies, procedures, and ethical standards (See the sections on Ethical Conduct of Human Subjects Research and Ethical Principles of Psychologists). Any new data collection included as part of a thesis/dissertation may not begin until: (a) The thesis proposal has been approved by the committee, (b) The student has completed all necessary CITI training, and (c) The research protocol has been reviewed and approved by the Clemson University Committee for the Protection of Human Subjects.

In general, students are expected to obtain any necessary funding for their research projects. However, in certain circumstances, the department may underwrite general administrative expenses incurred in the conduct of research. All such proposed expenditures must be submitted through the thesis chairperson to the Department chair for advanced approval. No expenditures incurred by the student without prior approval by the Department Chair will be reimbursed. Students should discuss any potential thesis/dissertation expenses during the development of the thesis/dissertation proposal, as an approved proposal does not obligate the department to pay for any expenses related to their research.

### Thesis/Dissertation Defense (Final Examination)

Thesis and dissertation candidates must be registered as full time students or be registered in at least 1 credit of Psych 8910 (Thesis) or Psych 9910 (Dissertation) during the semester or summer session in which they graduate. The graduate school requires that all MS and PhD students complete a "Final Examination." This final examination is separate from the PhD Comprehensive Exam. In the Psychology Department the final examination requirement is fulfilled by the oral defense of a thesis or dissertation. **The thesis/dissertation defense must be completed (including all changes required by the committee) at least two weeks prior to the graduate school deadline for submission of the GS7 form.** In most years, this means that in order to be eligible for a December graduation the defense must be completed before the beginning of Thanksgiving break.

Following the defense of the work, the committee will vote to either:

- Accept the completed work without modification,
- Accept the work contingent upon minor revisions stipulated by the committee without holding another committee meeting, or
- Reject the work until specified major revisions are made and another formal committee meeting is held for re-examination of the same study. A student who fails the defense may be allowed a second opportunity only with the recommendation of the committee. Failure of the second examination will result in dismissal from the Graduate School.

All decisions of the committee must be unanimous. After the thesis or dissertation has been successfully defended and the final written draft has been accepted by the committee the committee members sign form GS7 and it is to be sent to the Graduate School. A copy of the GS7 should be given to the Graduate Program Coordinator for the student's file.

### Binding

The Psychology Department does not require graduate students to provide the department with a bound copy of their thesis/dissertation. Although advisors are entitled to receive a bound copy of the thesis/dissertation, some advisors may prefer electronic copies and students are encouraged to clarify their advisor's preferences prior to ordering their copies.

If the student does choose to provide a bound copy, the details of the binding should be consistent with prior departmental theses (black with gold lettering). One recommended bindery is [The HF Group](#). For this particular bindery (but not for some others) students can submit an electronic version of the final formatted version without incurring any additional formatting changes. The cover should have the word "Thesis" or "Dissertation," below that the title, and then below that the student's full name. On the spine should appear the student's last name, followed by the month and year of graduation.

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## UNIVERSITY POLICIES, PROCEDURES, AND RESOURCES

### Ethical Conduct of Human Subjects Research

**Psychology graduate students involved in human subjects research must complete the university's required [research ethics training](#) offered by the Collaborative Institutional Training Initiative (CITI).** All research with human subjects, conducted either on- or off-campus, including research involving questionnaires, interviews, or any other interaction with human subjects, must be reviewed and approved by the Institutional Review Board (IRB) of the Clemson University Office of Research Compliance. IRB forms are available from the [Office of Research Compliance](#). Data collection may **not** begin until IRB approval has been granted. The Graduate School will not accept a thesis or dissertation unless a copy of an IRB approval letter from the Committee for the Protection of Human Subjects is in the Appendix.

### Academic Integrity

According to Clemson University's [Academic Integrity Policy](#): "As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a "high seminary of learning." Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form."

Academic dishonesty includes giving, receiving, or using unauthorized aid on any academic work. Plagiarism, a form of academic dishonesty, includes the copying of language, structure, or ideas of another, and attributing the work to one's own efforts. All academic work submitted for grading contains an implicit pledge that no unauthorized aid has been received. Academic honesty is the individual responsibility of each student. Students should report violations of this policy either to the instructor of the affected course or to any member of the administration. Students holding teaching assistantships should be familiar with policies pertaining to themselves and those pertaining to the undergraduate students with whom they are working.

### Equitable Treatment and Sexual Harassment

Graduate students will comply at all times with the university's anti-discrimination policies set forth at the [Office of Access and Equity](#). These policies pertain to racial, sexual, and other forms of discrimination. Title VII of the Civil Rights Act of 1964, as amended, provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of the person, to discharge without just cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment. Harassment of an employee on the basis of sex violates this federal law. The Equal Employment Opportunity Commission has issued guidelines as to what constitutes sexual harassment of any employee under Title VII.

Title IX of the Education Amendments of 1972, as amended, prohibits sexual discrimination in any educational program or activity receiving federal financial assistance. Clemson University receives such assistance. The Office for Civil Rights, which is responsible for enforcement of Title IX, has not issued guidelines as to what constitutes sexual harassment under the law.

The Board of Trustees hereby determines that the Title VII guidelines on sexual harassment against employees shall be equally applicable in the instance of sexual harassment of students by employees. Accordingly, the following university guidelines are issued:

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or b. Submission to or rejection of such conduct by an individual is used as a basis for employment or for arriving at academic decisions affecting an individual; or c. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic atmosphere. Sexual harassment of university faculty, staff, or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. In the event a claim of sexual harassment arises, the claimant may utilize university grievance procedures which have been established for faculty, staff, and students, as appropriate.

2. The Board of Trustees has also determined that sexual harassment is an invidious evil which can occur not only in situations envisioned by existing federal laws and guidelines, but also in instances for which no law, per se, has been enacted. This federal law and guidelines as set forth above contemplate a one-direction transgression, namely, supervisor harassing employee, or faculty member harassing a student. The reverse can also occur. Therefore, this policy also prohibits an employee from sexually harassing a superior, and a student from sexually harassing a faculty member. When such actions occur, the offended individual should take corrective measures in accordance with usual practice and procedure.

**All of these policies also apply to instances of sexual harassment between students.**

Employees or students who feel they are a victim of any form of discrimination are encouraged to consult the [Ombudsman](#) for faculty and graduate students for advice and assistance in resolving complaints: 101-E Clemson House, 656-4353, [ombudsman@clemson.edu](mailto:ombudsman@clemson.edu).

### **Counseling and Psychological Services Available to Graduate Students**

The demands of graduate school can sometimes seem overwhelming. The [University's Counseling and Psychological Services \(CAPS\)](#) at [Redfern Health Center](#) can help graduate student navigate difficult situations, times of stress, or other issues. An easy way to initiate services is to visit the CU Now Clinic, which is open from 10 a.m. until 2:30 p.m. when school is in session (generally, the earlier in the day you arrive, the shorter your wait). These initial consultations take about 20 minutes and will allow the CU Now counselor to assess your needs and arrange for follow-up treatment. You can also make an appointment by phone (656-2451, between 8:00 a.m. and 4:30 p.m.) or in person at the Redfern Health Center. To learn more, visit the CAPS website. **If you are experiencing a mental health emergency, services are available 24 hours a day; during normal business hours call 656-2451; after hours and on weekends call CU Public Safety at 656-2222 and ask to speak to the CAPS on-call counselor.** The dispatcher will take down your first name and phone number and have the on-call counselor call you back within minutes.

### **Supplies and Clerical Services**

Teaching assistants, with faculty approval, may use the resources of the department only for work directly associated with their instructional duties. Otherwise, graduate students are not permitted to use staff resources, equipment, or supplies; this includes use of postage and other supplies for internship and job searches. Needed supplies or services must be requested through a faculty member.

## Student Representatives

Graduate students may elect annually up to two student representatives. These representatives serve as the formal liaisons between the graduate students and the departmental faculty. Student representatives may attend faculty meetings except when the faculty determines that student representative attendance would be inappropriate (e.g., when other students are being discussed).

## Office Keys

On a need basis, graduate students will be issued keys to offices, laboratories, etc. Students are responsible for the security of keys issued to them and for returning keys to the department when they are no longer needed. If keys are not returned when requested by the department, the University's Business Office will be notified, and the student will not receive a packet for registration, or if graduating will not receive a diploma or be permitted access to records for transcripts or other purposes. A deposit will be required when obtaining keys and a fee will be charged for lost keys.

## Use of Computing Resources

[Clemson Computing and Information Technology \(CCIT\)](#) is the primary provider of computing and information technology resources, services and support to Clemson University. Students wishing to use the university's computer resources must be enrolled for course work while they use the facilities. Students must comply with all policies set out by CCIT.

## Copyrights, Patents, Software & Work Products

Students should obtain and familiarize themselves with the University's policies on copyrights, patents, and software. Computer programs written, data generated, discoveries made, class materials developed, etc., in the course of your assistantship are the property of Clemson University.

## Affordable Health Care Act Work Hours Monitoring

### (1) What are the basic components of this policy?

- All students' regular work will be limited to no more than 28 hours per week of work in paid activities.
- Students must monitor their work hours, entering them in the university system each week.
- Non-compliance issues will be addressed, including both not entering data and entering more than 28 hours

### (2) Who is the subject of this policy?

This policy covers all psychology graduate students on university payroll including both departmental GTA positions and GRA positions funded by external grants to Clemson (e.g., from the Department of Defense, NSF, or a private company). This policy does not apply to students during any term that they are not on the Clemson payroll (e.g., summers or on externally paid internships during the regular academic year). For example, a student who left Clemson for a paid internship during the fall term and came back to a GTA position in the spring term would only be obligated to report hours in the spring. Students with questions about whether they are subject to this policy should check with their graduate program coordinator.

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**(3) What position is the focus of the policy?**

Graduate Teaching and Research Assistant positions are normally expected to involve 20 hours of work per week with the specific responsibilities of the position defined by the distribution of hours across teaching/research assignments (e.g., 20 hour GTA; 20 hour GRA; 10 hour GTA and 10 hour GRA). Students weekly reporting of work hours should generally be 20 hours per week. Students occasionally receive overload assignments in which they might be expected to work more than 20 hours per week (and are paid extra for their extra work). Those overload assignments should not be more than 8 hours (so the student does not exceed the total of 28 hours of paid work). Students also may, on occasion, receive 10 hour GTA/GRA positions. Those positions will normally include ½ of a regular tuition stipend.

For the purpose of hours reporting, GTA/GRA work does not include research hours you perform as part of an educational activity for academic credit, such as thesis research, dissertation research, or 8970 hours. For example, a student could be working 10 hours per week in a GTA position, 10 hours per week in a GRA position, and taking 3 hours of 8970 credits (which would approximate 10 hours of work per week). For ACA reporting purposes, the total work load reported should be 20 hours (GTA + GRA hours). Students' hourly work in university paid positions should never exceed 28 hours; if it does, please contact your graduate program director. Similarly, if your hourly work each week is consistently substantially below 20 hours per week you may not be meeting departmental performance expectations. In such circumstances, you should find ways to "make up" the additional hours through work with your faculty on research teams. Finally, students should not be required to perform work for which they are neither paid nor receiving academic credit.

## IMPORTANT GRADUATE SCHOOL FORMS

Unless otherwise stipulated, students are responsible for ensuring they have completed all necessary forms related to their graduate education. All forms designated "GS" are Graduate School forms. These forms may be obtained from the [Graduate School web site](#). We also strongly encourage students to familiarize themselves with the various Graduate School [forms](#) and [deadlines](#) as these are especially important to maintaining timely progress through the program.

### **GS1 - Application for Admission**

MS students seeking admission into one of the PhD programs must complete the application process by the normal application deadline.

### **GS2 - Graduate Degree Curriculum and GS2-14 - Masters En Route to Ph.D. Degree Curriculum**

PhD students completing the MS degree use the GS2-14, while 'terminal' MS students and PhD students completing the PhD use the GS2. List all graduate courses to be taken before graduation. PhD candidates do not list courses on their PhD GS2 that they had previously listed on their MS GS2 or GS2-14, thus be sure that 18 hours of Psych 991 are listed on the PhD GS2. For the MS degree, indicate "MS" as the Degree sought and either "Applied Psychology- HF" or "Applied Psychology- IO" as the Major. Leave the Minor blank. List the thesis/dissertation committee members. After completing the form, it must be signed by the committee chair, and then the remaining committee members. For any degree, if the composition of your thesis/dissertation committee changes you must redo the GS2 or GS2-14 with the new committee members. Once it is signed by all committee members the GS2 is put in the Department Chair's mailbox with a copy being placed in the graduate program coordinator's mailbox. The form will be signed by the department chair and then forwarded by the department chair to the Dean's office. The Dean signs it and forwards it to the Graduate school for final approval. After it is approved by the Graduate School they will return a final copy to the student via campus mail. **The deadline for the form is 3-5 months before the expected date of graduation (depending on the semester in which you expect to graduate).** It is important to note that the deadline listed for submitting the GS2 or GS2-14 is the deadline for getting it to the Graduate School, you should have it prepared well in advance of this deadline in order to have time to get all of the necessary signatures. If you do not graduate by the date indicated on the GS2 or GS2-14 you do not need to complete the forms again, they will automatically carryover.

**Diploma Application;** Notifies the Graduate School that you are ready to graduate - they MUST have an approved GS2 already on file. Be sure to note all of the important information on each part of this form. **The deadline for this form is 2-4 months before the expected date of graduation (depending on the semester).** If you plan to attend the graduation ceremony the cap and gown must be ordered from the university bookstore at about the same time as this form is due. It is important to note that the Diploma Application form is NOT automatically carried over to the next semester; should a student not graduate when indicated, it will have to be filled out again.

### **GS5D - Results of the Doctoral Degree Comprehensive Examination.**

This form is completed by the examining committee chair (which will often be different from the thesis or dissertation committee chair) and signed by the examining committee. Students typically do not see this form, but they should check with the appropriate faculty member to make sure that it was been completed. Note that this form may not be filed until the graduate school has accepted the GS2.

**Memo** - To be sent to the Graduate School at least 10 days prior to a thesis or dissertation defense, giving name, time, place, department, level (MS or PhD), program (IO or HF) and title of the defense.

**GS7 - Final Comprehensive Examination Form:**

Signed by all committee members after the thesis or dissertation has been successfully defended and the final written draft has been accepted by the committee. The student is responsible for filling out the GS7 and bringing it to each committee member. Be sure this form is filled out in BLACK pen. Make a copy for yourself, give a copy to the graduate coordinator, and send the original to the Graduate School. Note that the same faculty members must sign the GS7 and the GS2. If your committee has changed since you completed the GS2 you must fill out a new GS2. **The deadline for the GS7 is about three weeks before the expected date of graduation. Keep in mind that the oral thesis or dissertation defense must be completed at least two weeks prior to the graduate school deadline for the GS7.** (The graduate school probably should have called this form something different. Including the word 'comprehensive' often causes confusion between this form and the GS5.)

**GS32 - Thesis/Dissertation Review Form:**

The committee chair signs this form acknowledging that the thesis or dissertation is formatted in accordance with Graduate School standards and APA format.

**GS35 - Request for Certification of South Carolina Residency****GS48 - Thesis/Dissertation Binding and Mailing Form****GS2000 - Graduate Assistant Tuition Remission Form**

### JOB LINKS

The following web pages are helpful for finding a position. Please inform the graduate coordinator of any problems using these links and of new links you may find, and note that the department does not specifically endorse the use of any of these sites – so use them carefully. For master’s students, you should start your search early in the spring semester of your second year.

A good place to start is the major professional organizations and publications related to psychology, such as the American Psychological Association, the Association for Psychological Science, as well as specialty organizations such as SIOP, HFES, and the Academy of Management. [The Chronicle of Higher Education](#) and [Academic Keys](#) are good sources of information about academic careers.

<a href="http://psychjobsearch.wikidot.com">psychjobsearch.wikidot.com</a>	<a href="http://careerbuilder.com">careerbuilder.com</a>
<a href="http://AcademicCareers.com">AcademicCareers.com</a>	<a href="http://bestjobsusa.com">bestjobsusa.com</a>
<a href="http://monster.com">monster.com</a>	<a href="http://headhunter.net">headhunter.net</a>
<a href="http://helpwanted.com">helpwanted.com</a>	<a href="http://indeed.com">indeed.com</a>
<a href="http://careerkey.com">careerkey.com</a>	<a href="http://nationjob.com">nationjob.com</a>
<a href="http://jobbankusa.com">jobbankusa.com</a>	<a href="http://usajobs.opm.gov">usajobs.opm.gov</a>
<a href="http://glassdoor.com">glassdoor.com</a>	<a href="http://daybook.com">daybook.com</a>