

Southern Illinois University at Carbondale  
Department of Psychology

# Applied Psychology Program Handbook

*The Pink Book*

May, 2003

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## 1. Purpose of Program

The Applied Psychology major within the Experimental Psychology program is designed for students interested in research careers dealing with applied problems in non-academic and academic settings. It is based on the premise that empirical research methods and psychological theory can be of great assistance in solving problems of society, organizations, and technology. The program provides students with training in research and data analysis methods that can be applied to a variety of problems in public and private sector. The core of the Applied Psychology major consists of a series of courses on program evaluation, measurement, data analysis, research design, psychology theory and content courses, as well as concurrent applied research consulting experience and independent research. In addition, in order to deal intelligently with applied problems, students develop an area of specialization, acquiring in depth knowledge of the psychological theory and research. With the approval of the faculty, students may define their own specialty areas. Throughout the program there is an emphasis on integrating research techniques with psychological theory and data.

## 2. Faculty and Their Interests

*M. H. Clark* comparing experimental and quasi-experimental designs, applied statistics in behavioral research, selection bias in non-randomized experiments, statistical adjustments to correct for those biases, propensity scores, and methods for creating and controlling parameters in computer simulations.

*Eric A. Jacobs*, The Experimental Analysis of Behavior, Choice and Self-Control, Behavioral Economics, Behavioral Ecology, Behavioral Pharmacology, Contingency Management of Addictive Disorders.

*Meera Komarraju*, Industrial/Organizational Psychology, Individual and Cross-Cultural differences in Academic Motivation, Cross-Cultural Differences in Work-Family Conflict in Dual-Career Couples, Spirituality and Subjective Well-Being in Health Care Professions.

*Josephine Korchmaros*, Social Psychology, interpersonal relationships, social categorization and stereotyping, help giving and seeking, mediation

*Lynda Sagrestano*, Applied Social Psychology, Health Psychology, Prevention of High Risk Sexual Behavior, Psychosocial Factors Affecting Pregnancy, Power and Conflict in Relationships.

*Margaret (Peggy) Stockdale*, Industrial/Organizational, Sexual Harassment, Gender and Workplace Issues, Workplace Diversity, Program Evaluation and Needs Assessment.

*Alan Vaux*, Community Psychology, Social Support & Stress, Prevention, Social Intervention, Violence, Applied Methodology.

*Rebecca Weston*, Interpersonal relationships, violence, psychological abuse, sexual assault, and relational outcomes; advanced multivariate statistics

Affiliated Faculty

*Diane Taub* (Sociology) Social Psychology, Qualitative Methods, Eating Disorders, Physical Disabilities, Deviance, Medical Sociology

*Jack McKillip*, *Emeritus*, Professional Certification, Program Evaluation, Needs Assessment, Secondary Data Analysis.

*Nerella Ramanaiah*, *Emeritus*, Personality Assessment, Test Theory, Quantitative Methods

*Ronald Schmeck*, *Emeritus*, Teaching Methods, Individual Differences in Learning and Cognitive Styles

### 3. Applied Psychology and Departmental Curriculum Requirements

AREA	COURSE	CREDITS
<b>a. General Departmental</b>		
Required <sup>1</sup>	509 (History & Systems) <sup>2</sup>	3
	599 (Thesis)	4-6
	597 (training assignment)	1 (x 8 semesters)
	600 (Dissertation)	24
<b>b. Statistics and Measurement</b>		
Required	522 (GLM I-Univariate)*	4
	524 (GLM II-Multivariate)*	3
	525 (Psychological Measurement)*	3
At least one of the following:	529 (Structural Equation Modeling)*	3
	575 (Computational Modeling)*	3
	Other measurement seminars as approved by faculty*	3
Optional	EPSY 506 (on advice of faculty) <sup>3</sup>	4
	EPSY 507 (Regression)	4
<b>c. Research Methods and Program Evaluation</b>		
Required	523 (Research Design for Applied and Professional Psychology)*	3
	564 (Program Eval)*	3
	465 (Applied Social Research Methods)*	3
Optional	Other research methods seminars or courses as approved by the faculty	
<b>d. Applied Psychology</b>		
Required	571 (Prosem) <sup>4</sup>	2
	569 (ARC) <sup>5</sup>	3 (x 2 summers and 4 semesters)
<b>e. Psychology Content (at least three of the following courses: two must come from group A)</b>		
Group A:	411 (Applied Learning)*	3
	461 (Personal Relationships)*	3
	511 (Learning and Memory)*	3
	565 (Organizational Psychology)*	3
	566 (Health Psychology)*	3
	568 (Community Psychology)*	3

<sup>1</sup> Students must register for at least three hours of independent research in any term beyond the first year in which they are not enrolled for thesis, dissertation, three hours of Applied Research Consultants (Psyc 569), research practicum (Psyc 594), or on internship.

<sup>2</sup> 509 can be waived if the student has passed a similar course as an undergraduate, as approved by the Psyc 509 instructor

<sup>3</sup> Students who do not have a strong undergraduate statistics background are advised to take EPSY 506, Inferential Statistics, before enrolling in PSYC 522 or EPSY 507

AREA	COURSE	CREDITS
Psychology Content, con't		
Group B:	515 (Cognitive Psychology) *	3
	553 (Cross Cultural Psychology)*	3
	567 (Vocational Psychology)*	3
	Other psychology content course as approved by faculty*	3

\*Covered on Major Preliminary Exam

#### 4. Specialization

The specialization allows students to develop expertise in a psychology-related area. The specialization will reflect both their career and dissertation interests. It is expected that knowledge in the specialization will be developed through coursework (at least 3 courses), readings, and independent study.

A program of specialization is developed with the student and a specialization committee. The committee is composed of the student's advisor and two other faculty members. At least one of the specialization committee members must be an Applied Psychology faculty member. The program of study shall be approved by the specialization committee and will include the following:

1. Title and description of the specialization, including its scope. Also discuss how the specialization will support the student's career goals.
2. List of courses that support dissertation/specialization area
3. Working bibliography for specialization comprehensive paper

##### a. Specialization comprehensive paper

The specialization paper is a comprehensive literature review (*Psych Bulletin* style) covering research on the topics relevant to the student's specialization. The paper is expected to be approximately 50 pages long (double spaced, 12-point font). The literature review shall not be a meta-analysis and it should be prepared sufficiently well that it could be submitted for publication (although the paper does not have to be published to be acceptable to the program). The specialization committee also approves the final paper. An oral defense of the paper may be scheduled.

##### b. Relation between specialization paper and dissertation

It is expected that the student's dissertation will derive from the specialization paper. The specialization paper, however, will be broader than the dissertation. Whereas the specialization paper seeks to integrate the literature from the specialization courses, readings, and specialization bibliography, the dissertation would be an in-depth research-based examination of a topic within or related to the specialization.

After the plan has been developed and approved by the specialization committee, it must be submitted by the student in writing to the Director of the Experimental Program. Plans should

be submitted as early as possible, but no later than the end of the student's second full year in the program or the second semester of study if the student comes to the program with a Master's degree.

### **c. Types of Specializations**

Specializations require 3 courses, **at least one of which is a Psychology Department course**, plus an approved reading list and/or other independent study. Note: courses counted toward Applied Psychology content requirements (III. D.) cannot be counted toward a specialization.

Specialization plans that have been approved and completed by former students are available for review from Applied Psychology Area Head Director.

## **5. Additional Program Components**

### **a. Advisement.**

Students are assigned an advisor from among faculty associated with the program. As much as possible, the interests of students are matched with those of their faculty advisors. As students progress and their interests mature, changes in assignment of faculty advisors may be made. The student and the advisor will develop a plan of study that will meet the interests and career objectives of the student and satisfy program requirements. The advisor and two faculty members from relevant areas of study will constitute an advisory committee for the development of the specialization plan. One member of the advisory committee must be a regular Applied Psychology faculty member. Regular meetings of the faculty are held to monitor each student's progress through the program.

### **b. Training Assignments.**

Students are required to register for one hour of Psychology 597 (Preprofessional Training) each semester. As an integral and important part of the program, students participate as research assistants in ongoing faculty research programs, grants, and contracts, or as teaching assistants. Each student is expected eventually to gain both teaching and research experience. The training assignment requires 20 hours per week. Specific training assignments vary according to the needs of the department, and the interests and competencies of the student. Training assignments outside the Psychology Department may be appropriate, especially for advanced students. The outside department office in which the training assignment is done would generally be expected to provide stipend support for the student. Students have taken outside department training assignments doing applied research and statistical analyses for units such as Institutional Research, Personnel Services (Human Resources), Liberal Arts Dean's Office, and the Student Health Program.

### **c. Electives.**

Students take elective courses to broaden their education in Psychology or a related area, to develop additional skills, or to develop in greater depth their areas of specialization. As full-time students, Psychology graduate students are expected to register for approximately 12 graduate credit hours per semester, which provides ample opportunity for elective courses.

## **6. Applied Training Experience**

### **a. Proseminar**

Psychology 571, Proseminar in Applied Psychology, is required of all students for their first

Applied Psychology, introduction to the range of research topics that are of interest to the faculty in the program, of research ethics, and of university resources for library and computer-based research. Other topics are added at the discretion of the instructor and with the interests of the students.

### **b. Applied Research Consultants (ARC)**

A unique and nationally acclaimed component of the program in Applied Psychology is Psychology 569, Applied Research Consultants (ARC). ARC is an academic course that is modeled on a research consulting organization. It has both educational and service missions. The major purpose of ARC is to provide applied research experience and to promote students' professional development as applied research psychologists. It does this by performing research for the university and regional agencies and businesses. The course instructor serves as ARC's Director. The primary activity of ARC is organized around research projects, which are contracted with some agency. Projects are conducted by teams whose composition and leadership is based on the competence and interest of the students involved in ARC and assigned by the ARC Director. During their tenure in ARC, students should have an opportunity to work on a variety of projects, in a variety of roles, and to gain experience in areas of special interest.

All Applied students are required to enroll in ARC for two summers and four semesters (in consecutive order). In addition, students must pass their major prelim exam and complete all other ARC requirements before being permitted to "leave ARC." Students must be active in ARC for the entire semester in which they are enrolled. Students entering with a BA/BS degree begin ARC in the summer of their 1<sup>st</sup> year. Students entering with a masters degree begin ARC in the Spring of their 1<sup>st</sup> year. Students who have passed their prelim and have met ARC requirements are encouraged to continue in ARC as senior advisors, but will not be expected to be as active as ARC students who have not completed their requirements.

### **c. Practica/Internships**

Practica and Internships outside ARC are not required but are encouraged by the program. For more information, see the Applied Psychology director or your advisor.

## **7. Major Preliminary Examination**

A major preliminary examination must be taken and passed by the student. This is a comprehensive or major exam based on material covered in the required and elective Applied Experimental core curriculum courses (see starred courses). **Exams are scheduled during the week prior to the first week of classes for the Fall, Spring, and Summer sessions.** Students are expected to take the Major Prelim by the beginning of the Spring term of their third year. Students must submit a written notice of intention to take the exam to the Applied Psychology Area Head director at **least four weeks before the end of the term that precedes the scheduled exam.** The end of the term is the last day of regularly scheduled classes, not exam week. Thus, for students planning to take their prelim in January, they must inform the program director four weeks before the end regularly scheduled classes in December. For exams scheduled for the week prior to summer session, the program director should be informed no later than 4 weeks prior to the end of class in the Spring semester. For exams scheduled for the week prior to

session. This notice should include a list of the courses (and their instructors) the student took to satisfy the major prelim requirements.

The preliminary exam assesses the student's ability to respond appropriately to typical research problems in the areas of statistical analysis, research design, measurement, and psychological theory and research. The exam is written and evaluated by the Applied Experimental Faculty who teach the required and core courses in the program. It is a 1-day exam (8 hour) exam. The exam will include integrative questions, which cover the following general areas:

- a: Statistics and Measurement
- b: Research Design and Program Evaluation
- c: Psychological theory and content

Answers should demonstrate that the student understands how and when various statistical, measurement, and methodological procedures can and should be used, knows how to adapt procedures to the specifics of a given problem, and understands the problems, limitations, and theoretical issues that are associated with each procedure. Furthermore, students should be able to answer substantive, integrative questions drawing from psychology content courses as well as from the program evaluation sequence. The comprehensive exam, as a whole, is evaluated on a pass/fail basis.

Previously administered comprehensive exam questions are available for students to inspect in the graduate secretary's office. However students should note that the integrative nature of the prelim is a new as of Summer, 2001. Previous exams do not reflect this integrative approach.

## **8. Thesis and Dissertation**

The student's Master's Thesis and Doctoral Dissertation will be undertaken in areas of interest to the student. Typically, dissertation research will be in the student's specialization area or with some problem of an applied nature related to that area. Prior to initiating thesis or dissertation research, a faculty committee must approve a written prospectus of the proposed research. The Master's Thesis committee normally consists of three faculty members, and the Doctoral Dissertation committee of five faculty members. In each case, the committee must include a faculty member outside the Applied Psychology area, and the dissertation committee must also include a member outside the department. Students must also pass an oral exam and defense of their thesis and dissertation research, conducted by their thesis and dissertation committees. Additional information about theses and dissertations is contained in the "Blue Book", Rules and Regulations of the Department of Psychology Governing the Psychology Graduate Program.

## **9. Student Evaluations**

The departmental faculty regularly evaluates student performance and progress. All first year students are evaluated at the end of their first semester, and all students are evaluated in October of each year. The evaluations are based on an assessment of the student's performance in course work, performance of the training assignment, rate of progress toward the degree, and evidence of professional attitudes and ethical behavior. Students not in good standing are also

Formal evaluation is done by the entire faculty of the department, based on the recommendation of the faculty of the program in which the student is enrolled. Much of the information on which the evaluation is based comes from the student's advisor, the supervisor of the training assignment, and the program director. Hence it is important that there be free communication between the student and these faculty members so that the student not be taken by surprise when evaluations are reported. It is important for students to make sure that they understand how their work is being received.

The evaluation process will lead to one of three categories of student status: good standing, warning, or probation. Most students progress through the program in good standing, with the faculty happy with their progress. Warning is intended to convey that the student's performance is deficient in some respect and the deficiency must be rectified in order to return to good standing. Probation is intended to inform the student of a more serious deficiency, one that may lead to a recommendation that the student be dropped from the program if the deficiency is not rectified, or if further problems occur. Students placed on Warning or Probation will be informed of the reasons for that action and what they must do to return to good standing.

Note that neither warning nor probation carry any penalty in and of themselves - there is no intent to make the student's life more uncomfortable by placing him or her on warning or probation. It is a formal way in which the faculty informs students that they are not meeting faculty expectations and what they must do to return to good standing.

Warning is not a prerequisite step to probation. In certain extraordinary circumstances (e.g., a serious ethical violation) a student may be dropped from the program without having first been placed on probation. When a student is on probationary status, the Experimental Program faculty will prepare a recommendation to be considered at each student evaluation meeting of the whole faculty. That recommendation will be to return the student to good standing, maintain the probation, or drop the student from the program. The student will be provided an opportunity for a hearing with the program faculty prior to the formulation of any recommendation to drop the student from the program.

The following describes the faculty's expectations for student performance and progress, and the deficiencies that may lead to warning or probationary status. Table 2 provides a timeline for student progress.

**a. Progress toward the degree.<sup>6</sup>**

**(1) Master's Thesis.**

Students who enter the program with no prior graduate degree are expected to complete their Master's Thesis by August of their second year. The same schedule applies to students who are required to complete a thesis equivalency. There are three steps in the thesis process, the forming of a committee, the approval of a prospectus, and the approval of the final thesis. Note

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<sup>6</sup>Students entering with an approved master degree or who are on an approved accelerated track are expected to progress more quickly through the program. Such students shall meet with their advisor and the director of the

that students who have not finished their thesis by the end of year 3 will have a low priority for stipend support.

Warning status will be recommended if a thesis prospectus has not been approved by the end of the Fall term in December of year 2, or if the final thesis has not been approved by the end of the summer term year 2. Probation will be recommended if a prospectus has not been approved by the end of the summer term of year 2, or if the final thesis has not been approved by the end of the Fall term in December of year 3.

**(2) Specialization Plan.**

Students are expected to submit an approved specialization plan by the end of the second year.

Warning status will be recommended if a plan has not been approved by the end of the summer term of year 2. Probation will be recommended if a plan has not been approved by the end of the Fall term of December of year 3.

**(3) Preliminary Examination.**

Students are expected to complete their major prelim by January 31 of year 3. If the student enters with a Master's degree, the prelims would normally be expected to be completed somewhat earlier.

Warning status will be recommended if the major prelim has not been completed during the week in which major exams are given in January of year 3. Probation will be recommended if the major prelim has not been completed by the week in which major exams are given in August of year 3.

**(4) Specialization paper.**

Students are expected to complete their comprehensive specialization paper by the end of the summer term of year 3. If the student enters with a Master's degree, it is expected that the paper would be completed somewhat earlier.

Warning status will be recommended if the specialization paper is not completed by the end of the summer term of year 3 (i.e., turned into the specialization committee. The oral defense of the paper, if required, may be scheduled at a later date). Probation status will be recommended if the specialization paper is not completed by the end of the Fall term of December, year 4.

Warning status will also be recommended if the student fails the prelim exam or the specialization paper. A second failure of the prelim exam or the specialization paper (or the failure of both) will result in a review of the student's entire record to determine whether the student will be recommended for probation or for termination from the program.

**(5) Dissertation.**

It is expected that students will hold a prospectus meeting for their dissertation by the end of the Fall semester of year 4. It is expected that students will defend their dissertation by the end of the summer term of year 4. Once students have completed the major prelim, the specialization paper, and all coursework, they are no longer subjected to student evaluations. Students are typically not funded by the Psychology Department after their fourth year.

**b. Course Work**

Students are expected to enroll for 12-13 credit hours in the Fall and Spring semesters while in residence, and 1 -6 hours in summers, to complete all courses with a grade of B or better, and to maintain a grade-point-average (GPA) of at least 3.25.

Warning status will be recommended if a student receives a grade of C or worse in a graduate

recommended if the student's GPA is less than 3.0, or if there is a continuing pattern of INC grades.

### **c. Training Assignment**

Students are expected to receive training assignment evaluations that are at least "Satisfactory".

Warning or probation may be recommended for a "Marginal" training assignment evaluation, depending on the nature of the less-than-satisfactory evaluation. Probation will be recommended if the student receives an "Unsatisfactory" training assignment evaluation.

### **d. Professional and Ethical Behavior**

Students are expected to behave professionally and ethically as students, researchers, and professional psychologists. Depending on the nature of the unprofessional or unethical conduct, students may be placed on warning, probation, or may be dropped from the program. University and APA standards and principles will be used in making such decisions.

## **10. Admission to the doctoral program**

Although all Psychology graduate students are accepted to our Ph.D. program, the faculty makes a formal decision to admit each student to the doctoral program after they have completed their M.A. degree. Students who enter the program with a Masters degree or approved thesis equivalence are accepted to the doctoral program concomitantly with their acceptance to the graduate program, unless otherwise noted.

In the Spring semester of the student's 2<sup>nd</sup> year, the faculty first make a preliminary decision that they will admit the student to the doctoral program contingent on completing the MA requirements, and performing at a satisfactory level in all other respects. Students who have held a successful thesis prospectus meeting by this date and who are performing at a satisfactory level otherwise will normally receive a positive evaluation with regard to entry to the doctoral programs. Otherwise this decision will be postponed until the Fall of the student's 3<sup>rd</sup> year.

To be formally accepted to the doctoral program, students must successfully complete their M.A. degree and perform at a satisfactory level in all other respects. Students become doctoral candidates once they successfully complete their major prelim exam and complete the graduate school requirements for admission to candidacy (e.g., satisfy the residency requirement).

## **11. Illustrative Schedule**

Because the schedule of courses will vary from year to year, and the courses students take to fulfill requirements will vary, this illustrative schedule does not list a sequence of specific courses. Students who have previously fulfilled the History and Systems or Experimental Psychology Computer requirements, may substitute core, specialization, or elective courses for those courses. Students and advisors should take special note of the fact that many graduate courses in the Psychology Department are offered in alternate years, and they should devise their

their second year, the major prelim by the beginning of the Spring semester of their third year, and the specialization paper by the end of August of their third year.

Table 1: Illustrative schedule

Year	Fall	Spring	Summer
1	523 (3) 571 (2) 509/Content (3) Content (3) 597 (1) <i>12 credits</i>	522 (4) 525 (3) 465/564 (3) 599 (1) 597 (1) <i>12 credits</i>	569 (3) 597 (1) 599 (1) <i>5 credits</i>
2	524 (3) 509/Content/elective (3) 569 (3) 599 (1-2) 597 (1) <i>11-12 credits</i>  THESIS PROSPECTUS	465/564 (3) 569 (3) 575/Content/Elective (3) 599 (1-2) 597 (1) <i>11-12 credits</i>	569 (3) 597 (1) 599 (1) <i>5 credits</i>  SPECIALIZATION PLAN DEFEND THESIS
3	529/Content (3) 569 (3) Elective (3) 600 (1-3) 597 (1) <i>11-13 credits</i>	575/Electives (6) 569 (3) 597 (1) 600 (1-3) <i>11-13 credits</i>  PRELIMS (JANUARY)	600 (3) 597 (1) <i>4 credits</i>  SPECIALIZATION PAPER
4	529/Electives (3-6) 600 (6-12) 597 (1)  10-13 credits DISSERTATION PROSPECTUS	Electives (3-6) 600 (6-12) 597 (1)  10-13 credits	(Complete Dissertation) 597  1-3 credits  DISSERTATION DEFENSE

## 12. Four-Year Time Line (Entering without a Masters or Equivalency)

Table 2: Timeline for students entering with a Bachelor's degree

Year	Major Activity to Be Completed	Warning/Probation Status**
1 (1st day of Fall session to last day of the summer session)		
2	<p><b>Thesis Prospectus</b> by end of Fall term<sup>7</sup></p> <p><b>Thesis Defense</b> by end of Summer term</p> <p><b>Preliminary admission to the doctoral program</b> if in good standing by Fall of second year</p>	<p><b>Warning</b> if no thesis prospectus by end of Fall term</p> <p><b>Probation</b> if no thesis prospectus by end of Summer term</p> <p><b>Warning</b> if no thesis defense by end of Summer term</p>
3	<p><b>Specialization plan</b> by end of Fall Semester</p> <p><b>Major Prelim</b> during week before classes begin in January.</p> <p><b>Specialization paper</b> by end of summer term.</p> <p><b>Computer requirement</b> by end of summer term.</p>	<p><b>Warning</b> if no specialization plan by end of Fall term</p> <p><b>Probation</b> if no thesis defense by end of Fall term</p> <p><b>Probation</b> if no specialization plan by end of Spring term.</p> <p><b>Warning</b> if no (or failed) major prelim by January.</p> <p><b>Probation</b> if no (or failed) major prelim by week before Fall session of 4<sup>th</sup> year.</p> <p><b>Warning</b> if no (or failed) specialization paper by end of Summer term.</p>
4	<p><b>Dissertation prospectus and defense</b> by end of Summer term.</p>	<p><b>Probation</b> if no (or failed) specialization paper by end of Fall term.</p>

\*\* Warnings and Probations may also occur for (1) receiving a grade of C or lower in a graduate course, (2) a cumulative GPA of less than 3.25, (probation if less than 3.0), (3) two or more INC grades (probation if a pattern of INC grades continues); (4) marginal training assignment evaluations (probation if unsatisfactory evaluation); (5) unethical or unprofessional conduct (serious breaches may result in immediate dismissal).

<sup>7</sup> "End of Term" is defined as the last day of regularly scheduled classes, not final exam week.

### 13. Students Entering with a Master's Degree

Below are special guidelines for students entering with a Masters degree or equivalency.

#### a. Entrance to the doctoral program

Upon acceptance to graduate study in the Department of Psychology at SIUC, the student must present a copy of their Masters thesis to the Director of Admissions (DA). The DA will determine if the thesis qualifies as an empirical project. If approved, the student will be directly admitted to the doctoral program.

If an empirical Master's thesis was not completed, the student will be accepted in the Masters program but may receive accelerated entry to the doctoral program once a Master's equivalency project has been completed. This project should be of the same scope and magnitude as a thesis. The student will work with their advisor to determine the nature of the project, and the student shall adhere to their advisor's recommendations for completing various stages of the project. A defense of the project may be requested.

#### b. Course waivers

Course waivers are decided by the faculty teaching equivalent courses at SIUC or the Applied Psychology Program Director if no faculty member is available to make such a determination. Typically, the authoritative faculty should be given a course syllabus, textbook or other materials, and any other supporting materials (e.g., class papers) in order to make his or her determination. **Students are responsible for material from courses taught at SIUC for the prelim exam and specialization paper regardless of whether the course was waived.** Course waiver forms are available from the Psychology department, graduate office. A copy of the signed form should be given to the Experimental Program director and the original is kept in the student's file.

#### c. ARC

Students are expected to "sit in" ARC their first semester in the program and to enroll in ARC as a full member beginning their second semester. They are required to be enrolled in ARC at least four semesters and two summers and to complete all ARC requirements satisfactorily. Students must pass their prelims before being dismissed from ARC

#### d. Time line

Students who enter with an approved Master's thesis and directly admitted to the doctoral program should complete the Ph.D. in 3 years (although funding may be available for 4 years). Students who are required to complete a Master's equivalency are expected to complete the Ph.D. in 4 years. The following time line outlines the sequence of "hurdles," warnings, and probationations for progress toward the degree.

Table 3: Timeline for students entering with a Master’s Degree

Year	Entering with Empirical Masters	Requiring Masters Equivalency project
1 (Beginning of Fall term to End of Summer Term)		
2	<p>Specialization plan filed by end of fall term.</p> <p>Pass major prelim by January.</p> <p>Complete approved specialization paper by August 31.</p> <p><b>Warning</b> if no specialization plan by end of fall term.</p> <p><b>Probation</b> if no specialization plan by end of Spring term.</p> <p><b>Warning</b> if no (or failed) prelim by January.</p> <p><b>Probation</b> if no (or failed) prelim by end of Summer term.</p> <p><b>Warning</b> if no specialization paper by end of Summer term.</p>	<p>Draft of Equivalency project proposal to advisor, or completion of advisor’s request regarding a prospectus by end of Fall term.</p> <p>Completed equivalency project (with defense, if required) end of summer Term.</p> <p>Specialization plan by August 31.</p> <p><b>Warning</b> if no equivalency proposal to advisor by end of Fall term.</p> <p><b>Probation</b> if no equivalency proposal by end of Summer term.</p> <p><b>Warning</b> if equivalency project not completed by end of Summer term.</p> <p><b>Warning</b> if no specialization plan by end of Summer term.</p>
3 (Sept. to August)	<p>Dissertation prospectus and defense by end of Summer Term.</p> <p><b>Probation</b> if no (or failed) specialization paper by end of Fall Term.</p>	<p>Pass major prelim by January.</p> <p>Complete specialization paper by end of Summer Term.</p> <p>Admission to the doctoral program if in good standing.</p> <p><b>Probation</b> if equivalency project not completed by finals week of December.</p> <p><b>Probation</b> if no specialization plan by January 31.</p> <p><b>Warning</b> if no (or failed) major prelim by January.</p> <p><b>Warning</b> if no (or failed) specialization paper by end of Summer Term.</p>
4 (Sept. to August)		<p>Dissertation prospectus and defense by end of Summer Term</p> <p><b>Probation</b> if no (or failed) specialization paper by end of Fall term.</p>