

# GRADUATE STUDENT MANUAL

DEPARTMENT OF PSYCHOLOGY  
THE UNIVERSITY OF AKRON

Revised Effective  
February 2013

# THE UNIVERSITY OF AKRON

## FOREWORD

The Department of Psychology's *Graduate Student Manual* is intended to provide graduate students in psychology with information which may assist them in planning their graduate programs. It supplements the Graduate School requirements, as stated in *The University of Akron Graduate Bulletin*. Graduate students are responsible for knowing and completing the requirements of their respective programs, and should study and keep the version of the *Graduate Student Manual* which is in effect at the time they begin their program, as it forms the basis of their contract with the Department of Psychology. Successful completion of M.A. and Ph.D. programs is contingent not only upon successful fulfillment of specified degree requirements as stated in this manual, but also fulfillment of the general requirements of The University of Akron and its Graduate School. It should be noted, too, that academic policies and procedures may change over time and become effective at the time when they are voted upon by the faculty.

This manual has been designed to answer questions and clarify the functioning of our graduate programs in psychology. Suggestions for modifications and clarifications are welcomed, as this manual is subject to periodic revision to reflect any subsequent changes in the graduate programs.

The Department of Psychology is committed to the standards of graduate education in psychology as set forth by the American Psychological Association. These include a core curriculum covering biological, cognitive-affective, social and individual bases of behavior, an approved internship where relevant, use of the scientist-practitioner model in all applied areas of concentration, emphasis on research, and teaching and supervision of graduate students by faculty trained in psychology and clearly identified as psychologists.

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## INFORMATION IN CAPSULE FORM

### **I. Full-Time Faculty Members in the Department of Psychology**

Dr. Philip A. Allen  
Dr. David Baker  
Dr. Toni Bisconti  
Dr. James Diefendorff  
Dr. Dennis Doverspike  
Dr. Joelle Elicker  
Dr. Dawn Johnson  
Dr. Kevin P. Kaut  
Dr. Ronald Levant  
Dr. Paul E. Levy  
Dr. Andrea F. Snell  
Dr. Suzette Speight  
Dr. Jennifer Stanley  
Dr. Harvey L. Sterns  
Dr. Linda M. Subich  
Dr. David M. Tokar  
Dr. Charles A. Waehler  
Dr. Jennifer Wessel  
Dr. Janice D. Yoder

### **II. Faculty Advising**

All graduate students are advised by designated faculty members from their respective program option. The advisor plays a key role in directing the thesis and dissertation, as well as advising on other program-related issues. Students may change their faculty advisors; any such changes should be discussed with the two relevant faculty members. The Psychology Department main office must be notified as soon as a change in advisor is made. A formal Change of Advisor form can be obtained in the main office.

Consultation with one's advisor is important, but it is the student's responsibility to register for and complete courses in the proper sequence. Students should not register for courses if they have not completed the prerequisites of the course.

### **III. Standards of Academic Performance**

#### **A. Grades**

We follow the Graduate School policy, which states that the Dean of Graduate Studies and Research, with the approval of the relevant department chair, "may dismiss anyone who fails to make satisfactory progress toward declared goals or who accumulates six semester credits of C+ or below. The accumulation of six semester credits of F will result in mandatory dismissal."

Within the department, student performance is evaluated annually with the department's Student Evaluation Criteria. To maintain eligibility for their doctoral program, all MA-PhD and PhD students must make acceptable progress toward their degree and attain at least a 3.5

GPA in their content courses each year. Content courses include all required and elective courses which are counted toward the student's degree requirements, excluding 3750:797 Independent Reading and/or Research. The calculation of this GPA is credit weighted. Students who fall below this GPA in a given year are considered to be on "probation" in the department and must attain a 3.5 GPA in their courses in the following year. Doctoral students who fall below this GPA in two of their first three years will be dismissed from their program. For purposes of this policy, a year refers to the period from June 1 through May 31. Part-time students or those on leave must meet an equivalent requirement that will be determined by the student's advisor and area committee in consultation with the student. For terminal MA students a 3.0 GPA in content courses and overall is required each year.

Any student receiving a grade of C+ or below in any graduate course will be required to do remedial work in that course. Such remedial work will be planned in discussion with the course instructor and the student's advisor. The student will prepare a written summary of the remedial plan to be signed by the student, the instructor, and the advisor, and following that, it must be approved by the area chair. If the remedial work includes retaking the course for credit, both the original and the retake grade will be used in computing grade point averages. However, no course may be counted more than once toward degree requirements. No course may be repeated more than once, and a course may only be repeated if the original grade is C+ or below.

#### B. Dismissal Policy

Graduate students making unsatisfactory academic progress will be dismissed from their respective graduate programs. The policy for readmission to the program as stated in the Graduate School Bulletin is as follows: "a student dismissed from the Graduate School for academic reasons may not be readmitted for one calendar year, and then only if evidence for expecting satisfactory performance is submitted and found acceptable."

For purposes of dismissal, unsatisfactory academic progress is defined as any one of the following:

1. one course grade of "F"
2. three course grades below "B-"
3. below 3.00 overall GPA in coursework (excluding thesis, dissertation, and independent courses) persisting for two consecutive terms
4. two consecutive terms of probationary academic status
5. two failures of the Doctoral Comprehensive Examination
6. two failing performances on the M.A. Specialty Examination, with the following additional clarifications:
  - a. not taking the scheduled examination at first offering after completion of coursework will be considered a failing performance on the exam
  - b. not completing the specialty requirements within two years after initial eligibility constitutes failure, unless explicit written permission has been obtained from the area committee
7. for MA-PhD or PhD students, failure to maintain a 3.5 GPA in content courses for two of their first three years.

The procedure for academic dismissal is as follows: (1) the program chair or student's advisor will make a written recommendation for academic dismissal to program faculty; (2) the program faculty will review the student's performance and vote on the program chair's or advisor's recommendation; (3) if a majority of the program faculty agree with the recommendation, the program chair must make a written recommendation to the department chair, stating the reason(s) for academic dismissal; (4) the department chair, if he/she agrees with the recommendation, will send a letter to the student informing him/her of the recommendation; (5) the student will have 21 days from the date of the letter to resign, petition for reconsideration, or be dismissed from the program; (6) if the student does not respond within 21 days, the department chair will make a written recommendation for dismissal to the Dean of the Graduate School, stating the reason(s) for academic dismissal.

As stated above, students recommended for dismissal may petition for reconsideration. The procedure is as follows: (1) the petition must be signed by the student and acknowledged by his/her advisor, stating the reason(s) for requesting reconsideration; (2) the student or advisor must submit the petition to the program chair; (3) the program chair will consult with the other program chairs and form a panel consisting of at least one member from each program; (4) the panel will review the program committee's decision and the student's academic performance and vote on the initial dismissal decision; (5) if a majority of the panel agree with the dismissal, the panel will make a written recommendation to the department chair; (6) the department chair, if he/she agrees with the recommendation, will send a letter to the student informing him/her of the recommendation; (7) the student will have 14 days from the date of the letter to resign (8) if the student does not resign within 14 days, the department chair will make a written recommendation for dismissal to the Dean of the Graduate School, stating the reason(s) for academic dismissal.

C. Degree Progress:

RECOMMENDED progress is defined as follows for fall entrance students in all full-time programs:

Thesis and Thesis Waiver

April 1st of first year--proposal accepted and on file

April 1st of second year--written draft of completed research project submitted to review committee

End of second summer--completion of research project and approval by review committee

To keep on track, you should begin thinking of topics and develop a problem statement as early as possible. Also, keep in mind that an acceptable proposal may involve only a 5- to 15-page problem statement with hypotheses and a methods section. The full literature review may be done later. You should meet with your advisor as early as possible in your graduate career to discuss research ideas.

Dissertation

January of fourth year--proposal accepted and on file

It is expected that students entering a program with a B.A. should complete both the M.A. and Ph.D. programs within five years (six years for counseling). Those entering a program with an M.A. should complete the Ph.D. program within four years.

UNACCEPTABLE progress will be defined according to the following timetable:

Thesis and Thesis Waiver

April 1st of second year--proposal not yet accepted by committee

April 1st of third year--thesis not yet completed

Consequences of unacceptable progress on the thesis may include formal letters noting unacceptable progress which will be put in your file as part of usual periodic evaluations of graduate students.

Important Note: Students whose thesis has not been completed by the end of the Spring semester of their second year also may be delayed in receiving an assistantship award for the following year. Compliance with university policies requires that the thesis must be completed before the start of Fall semester of the third year in order to for the student to receive third year funding.

**IV. Procedures for Course Waiver/Exemption/Substitution Petitions**

- A. Petitions must be written by the student and acknowledged with the student's advisor's signature.
- B. All petitions should be addressed to the chair of the program committee and delivered to the graduate secretary prior to circulation. He/she will make sure that (a) the courses in question are on the student's transcript—if these courses are not on the transcript, the petition will be returned to the student's advisor; and (b) the necessary approvals—advisor and course instructor, if necessary—and documentation are attached. If the petition is in order, the graduate secretary will stamp an acknowledgment on the petition, copy it, and deliver it to the program chair for approval and circulation.
- C. Petitions involving course waiver/exemption must first be approved and signed by the faculty member in whose jurisdiction the course lies. If the petition is for an elective course not directly comparable to one offered in the Psychology Department, it is not necessary to include this step. Students are expected to complete all courses listed as required or petition in advance for course substitution.
- D. Course waiver/exemption/substitution petitions which involve transfer work must have the syllabus for the course attached. The petition should state the (a) school at which the course was taken, (b) course name, (c) course number, (d) term in which the course was taken, (e) number of credit hours, and (f) grade received. The petition should be written with reference to the Graduate Student Manual in effect when the student entered, indicating the correct category in which the course will be applied.
- E. As a final step, the area chair will write a memo to the student documenting the decision. A copy of this memo will be sent to the Graduate School, and if the petition involves transfer



work, the area chair will write a memo to the Dean of the Graduate School requesting that the courses be transferred.

## V. Transfer Credits

In addition to the guidelines stipulated in the Graduate Bulletin, departmental guidelines for transfer credits are as follows:

### A. General Requirements

Students who wish to transfer courses to replace a departmental course must petition their program committee prior to the offering of that course. Petitions to transfer course equivalents must list The University of Akron course and the proposed transfer equivalent. The number of credit hours for a specific course being transferred must equal or exceed the number of credit hours of The University of Akron course. For example, an individual who wishes to transfer a graduate course in Industrial/Organizational Psychology for three credits would not automatically receive credit for The University of Akron four-credit equivalent. Therefore, an additional course of at least one credit would have to be included in the petition to receive credit for The University of Akron four-credit course.

### B. Core Courses

Generally, students are expected to enroll in and complete the five core courses, but students who wish to transfer a course(s) to replace a core course(s) must petition their program committee prior to the first offering of that course.

### C. Master's Level

Students are not allowed to transfer more than ten semester credits. Students may petition to transfer credits at any time, but such credits will not be recorded until after completion of 12 graduate credits at The University of Akron.

### D. Doctoral Level

For students entering with Master's Degrees, 30 semester credits may be approved for transfer. For students with coursework beyond the Master's Degree, up to 50% of degree requirements (45 semester credits) may be approved for transfer. Transfer credits beyond the Master's Degree must fall within the ten year Ph.D. limit. Students may petition to transfer credits at any time, but such credits will not be recorded until after completion of 12 graduate credits at The University of Akron.

## VI. Class and Department Examinations

Students are required to appear for all their scheduled class examinations and for any scheduled Specialty or Comprehensive examinations. If a student must miss a scheduled department examination (Specialty or Comprehensive Examination), the student must notify the examination committee who will review medical and other documentation regarding reasons for absence from an exam and present a recommendation to the faculty. It is the student's responsibility to meet eligibility requirements when registering for the M.A. Specialty or Ph.D. Comprehensive Examination. Requirements for the Specialty Examination include: 1) completion of M.A. content courses for the chosen specialty area with a minimum GPA of 3.00, and 2) 3.00 GPA overall. Requirements for the Ph.D. Comprehensive Examination include: 1) maintenance of a 3.5 GPA in content courses each year for at least two of the first three years in

the program; 2) 3.00 GPA overall; 3) completion of M.A. thesis or thesis waiver; and 4) completion of other specified program requirements.

## **VII. Department Student Evaluations**

Every student is evaluated by the appropriate program committee based on his/her academic performance, research and/or teaching activity, progress toward degree, and professional conduct. At least once annually a formal evaluation will take place which may include data provided by the student's comprehensive self-evaluation.

### **Comprehensive Self-evaluation: Counseling Department**

In Spring of each year every graduate student must prepare a written self-examination that includes (at minimum):

1. Grades in content courses for the last year;
2. Research progress;
3. Teaching and other appropriate experiences;
4. A vita;
5. Professional/departmental contributions.

This self-evaluation will be prompted by the student's program area chair and the materials must be given to the student's advisor prior to evaluation by the whole committee in the student's area. Failure to provide this evaluation constitutes inadequate progress and may result in loss of assistantship or dismissal. Written feedback based on an evaluation of the student's progress will be given to each student regarding performance in graduate classes; performance in required research activity (e.g., thesis/waiver and dissertation); teaching proficiency (or other assistantship responsibilities); performance in additional, non-required research activity (e.g. presentations, publications, assistance with grant proposals, etc.); and, professional development (e.g., student initiative and independence, program/department citizenship, etc.).

## **VIII. Financial Assistance**

Graduate research and teaching assistantships, and internships are available. Graduate research and teaching assistantships involve a commitment of approximately 20 hours per week beginning fall semester through the end of spring semester. Typically these assistantships are for a 9 month period so there is no stipend in the summer, but a tuition waiver for the summer following the assistantship is included. Research assistantships are derived primarily from external funding obtained by individual faculty members.

Continuing students must request consideration for assistantship reappointment/appointment by submitting a Graduate Assistantship Application Form with an updated vita to the Psychology Department prior to April 1 of each year. Appointments/reappointments are made competitively based on degree progress and other factors (e.g., funds available, student expertise).

Summer support is always limited. Students in need of summer support should apply for work study at the Financial Aid Office very early in the spring semester.

Students are responsible for monitoring their enrollment status. After completion of 174 credit hours they are ineligible (per the Graduate School) for further GA funding.

## IX. Employment

All graduate students in the Department of Psychology are required to become actively engaged in research and/or teaching activities as part of their graduate training. Therefore, graduate students receiving university assistantships may not exceed 8 hours per week of outside employment when school is in session. Any outside employment activities should be planned in consultation with the faculty advisor and/or area chair. This expectation applies to all students regardless of specialty area, degree option, or graduate assistant status.

## X. Time Limit and Enrollment Requirements

Consistent with the time limits and requirements stated in the Graduate Bulletin, the Department of Psychology expects that all full- and part-time students complete degree requirements within a reasonable period of time. The current Graduate School policies are:

Master's Degree--"All requirements must be completed within six years after beginning graduate-level coursework at The University of Akron or elsewhere. An extension of up to one year may be granted in unusual circumstances by the Graduate School upon written request by the student and recommendation by the adviser and department chair."

Doctoral Degree--"All doctoral requirements must be completed within 10 years of starting coursework at the University of Akron or elsewhere. This refers to graduate work after receipt of a master's degree or the completion of 30 semester credits. Extensions of up to one year may be granted by the Graduate School under unusual circumstances upon written request of the student and recommendation by the adviser and department chair."

It is a policy of the Department of Psychology that if a student fails to submit a final copy of the dissertation to the Graduate School within four years of successfully meeting the Comprehensive Exam requirement, that student will be required to retake the exam.

Students should consult with their advisor and notify the department in writing of any proposed changes in their status (e.g., withdrawal from classes, change from full- to part-time student, non-registration during a semester, etc.).

In order to continue working with faculty toward a degree and in order to remain in good standing with the Graduate School, all M.A. thesis and Ph.D. students (once they begin working on thesis, thesis waiver project, and/or dissertation) **must register for a minimum of one credit hour each fall and spring semester** until all degree requirements are met. Summer enrollment is required **if** the student is planning a summer graduation. It is the student's responsibility to see that this gets done. *Failure to do so without receiving prior program approval for a leave of absence will result in a student being dropped from his or her degree program.*

It is expected that most graduate students will continue their studies and research during the summer. This is an excellent time to engage in thesis, dissertation or other research.

## **XI. Leave of Absence**

Students who want to take a leave of absence from the department must petition their program area faculty. The petition should include the reason for the requested leave and its anticipated duration. Students should be aware that a departmental leave of absence does not alter graduate school timelines for degree completion.

## **XII. Graduation Procedures and Requirements**

It is the student's responsibility to initiate the completion of the Advancement to Candidacy Form before the time specified by the Graduate School by signing and delivering the form to the administrative assistant. The Advancement to Candidacy Form is available on-line. This form is typically filed when a student has completed or almost completed the required coursework.

It is the student's responsibility to file an application for graduation with the Registrar and to pay all fees on or before the date specified by the university.

## **XIII. Colloquim Speakers**

Departmental or outside speakers are often scheduled on Friday at noon or in the afternoon to discuss topics relating to research or professional practice. This experience is considered an important part of the student's graduate education, and attendance is expected. Announcements regarding these speakers are posted around the department or delivered via email.

## **XIV. Release of Confidential Student Information**

Students must complete and sign an Authorization for the Release of Confidential Information Form (available in main office). All faculty members will assume this requirement is met if a reference is requested. A student may also be required by an individual faculty member to sign a Waiver of Right to Inspect Letters of Recommendation Form (available in main office). Psychology faculty members will prepare letters of recommendation for graduate school and employment applications only if authorized to do so.

## **XV. Students' Records**

Students are urged to retain copies of all important documents pertaining to their academic career and progress through the program, including any petitions presented to area faculty members. Unless other evidence is forthcoming, the documentation contained in each student's departmental folder will be viewed as definitive.

Degree recipients are requested to provide the department with current address and employment information. The Department of Psychology will maintain a file of degree recipients' names, addresses, and telephone numbers. If the degree recipient is not employed, the department will refer him or her to potential employers if authorized to do so.

## M.A. PROGRAMS

The University of Akron's Department of Psychology offers a Master of Arts Degree with two options. The thesis option is geared to students who later intend to enter Ph.D. programs. The non-thesis option is designed for students who do not plan to enter a doctoral program and whose interests lie primarily in professional applied areas of psychology. This non-thesis option involves completion of specialty study in Personnel or Counseling. Students are admitted to a specific M.A. option and area.

### I. General M.A. Degree Requirements

The Graduate School requires the completion of a minimum of 30 semester credits of graduate work. Psychology courses at the 500 level may not be used for graduate credit towards degree requirements in psychology. For M.A. thesis programs, a student's degree requirements are not complete until the final copy of the thesis has been signed by the dean of Graduate School or the thesis waiver has been approved by the faculty. Department requirements are listed below according to each program option. Psychology Department graduate courses are described in the current Graduate Student Bulletin. Students may petition for graduate credit toward the M.A. degree in Psychology for courses other than those listed. Petitions for waiver of a required M.A. course, other courses by reason of equivalency or competency in a subject area, or inability to follow the expected course registration sequence may be made in writing to the Counseling or Industrial/Organizational committees. Past petitions for waiver that were approved can be reviewed by students in the Psychology Department office.

### II. M.A. Thesis Requirements

#### A. COUNSELING

Note: Counseling required courses are currently undergoing revision. Please check with your program chair to determine whether there are changes in your required curriculum.

##### *Required Courses (53 credits)*

3750:601 Psych. Research Using Quantitative and Computer Methods I .....	4
3750:602 Psych. Research Using Quantitative and Computer Methods II .....	4
3750:610 Core I: Social Psychology .....	2
3750:620 Core II: Cognitive Psychology .....	2
3750:630 Core III: Individual Differences .....	2
3750:640 Core IV: Biopsychology .....	2
3750:650 Core V: Social-Cognitive Psychology .....	2
3750:672 Counseling Practicum (2 crs. repeated 4 times) .....	8
3750:673 Counseling Practicum Lab (2 crs. repeated 4 times) .....	8
3750:699 Master's Thesis (minimum 1 credit) .....	1
3750:709 Introduction to Counseling Psychology .....	2
3750:710 Theories of Counseling and Psychotherapy .....	4
3750:711 Vocational Behavior .....	4
3750:712 Principles and Practice of Individual Intelligence Testing .....	4
3750:714 Objective Personality Evaluation .....	4

**B. INDUSTRIAL/ORGANIZATIONAL**

Note: Industrial/Organizational required courses are currently undergoing revision. Please check with your program chair to determine whether there are changes in your required curriculum.

1. *Required courses* (35 credits)

3750:601 Psych. Research Using Quantitative and Computer Methods I .....	4
3750:602 Psych. Research Using Quantitative and Computer Methods II.....	4
3750:610 Core I: Social Psychology .....	2
3750:630 Core III: Individual Differences.....	2
3750:640 Core IV: Biopsychology .....	2
3750:660 The Science and Ethics of Industrial Psychology .....	4
3750:699 Master's Thesis (minimum 1 credit).....	1
3750:750 Advanced Psychological Tests and Measures.....	2
3750:751 Organizational Psychology .....	4
3750:752 Personnel Selection .....	4
3750:753 Training .....	2
3750:763 Performance Feedback and Evaluation .....	4

2. *A sample list of elective courses* (minimum 4 credits)

3750:740 Industrial Gerontological Psychology .....	4
3750:754 Research Methods in Psychology .....	4
3750:756 Role of Attitudes and Values in Industrial/Organizational Psychology .	4
3750:757 Organizational Motivation and Leadership.....	4
3750:759 Job Evaluation and Equal Pay.....	4
3750:760 Organizational Change.....	4
3750:780 Graduate Seminar - Special Topics.....	1-4

**C. ADULT DEVELOPMENT AND AGING**

Note: Adult Development and Aging required courses are currently undergoing revision. Please check with your program chair to determine whether there are changes in your required curriculum.

1. *Required courses* (30 credits)

3750:601 Research Using Quantitative and Computer Methods I.....	4
3750:602 Research Using Quantitative and Computer Methods II.....	4
3750:699 Master's Thesis (at least one hour).....	1
3750:797 Independent Reading and Research (up to 13 hours).....	

2. At least two selected from the following:

3750:780 Health Psychology in Later Life.....	4
3750:780 Mental Health and Aging.....	4
3750:780 Cognitive Aging.....	4
3750:780 Social and Emotional Development in Adulthood.....	4
3750:780 Sensory and Motor Processes in Aging.....	4
3750:780 Neuropsychology of Aging.....	4

## D. Thesis Requirements

A student may begin work on the Master's Thesis or Thesis Waiver research project at any time after admission to the graduate program realizing that he/she must meet all M.A. degree requirements as specified by the Graduate School and the Department of Psychology for successful completion of the program. All students in the thesis option must register for at least one credit hour of Master's Thesis. Students who complete a thesis will receive a grade of "CR." Students who waive the thesis will receive "PI" for Master's Thesis credits. ***It is the department's policy that students must be continuously enrolled until completion of their M.A. degree. Failure to maintain continuous enrollment without receiving prior program approval for a leave of absence will result in a student being dropped from his or her degree program.*** Additional requirements for thesis and thesis waiver are stated below.

### 1. Abbreviated Guidelines for Thesis Research

[see the complete "Guidelines for Preparing a Thesis or Dissertation" at <http://www.uakron.edu/gradsch/docs/gdln.pdf>].

- a. Select and consult with a major faculty advisor and determine the initial research problem.
- b. Form a Thesis Committee composed of the major advisor and at least one additional faculty member.
- c. Prior to data collection, prepare a thesis prospectus which is acceptable to all committee members. The prospectus is presented to the review committee, and after the completion of appropriate revisions, the research is approved by the committee. This thesis prospectus should include an introduction section which reviews relevant theoretical and empirical literature and presents a clear statement of the research problem; and a methods section, which describes the intended sample, all measures and procedures, and the intended analytic approach.
- d. Studies must receive appropriate Institutional Review Board approval, and must in addition comply with APA Ethical Guidelines in the conduct of the study.
- e. One copy of the thesis prospectus should be put on file in the Psychology Department main office. The cover page of the thesis prospectus should contain the title of the prospectus, the filing date, the student's name, and the name(s) of the committee chair and the committee member(s). A notice will be sent to psychology faculty indicating the date the prospectus was filed, the student's name, the title of the research, the major advisor, and committee member(s).
- f. It is the graduate student's responsibility to comply with all department and university requirements regarding content, form and time requirements for theses. It is recommended that the student remain on campus, or at least on call, until the thesis receives final approval.
- g. At the time you submit the final copy of your thesis to your major advisor for signature, Grade Change Forms for all IP grades on your transcript will be prepared

by the Psychology main office. Completed Grade Change Forms, signed by your major advisor, will accompany the signed thesis title page that is submitted to the department chair and Graduate Dean for approval. In addition, students must order a minimum of two bound copies of their thesis (1 for department, and 1 for advisor).

## 2. Thesis Waiver Requirements

The Psychology main office and the student's advisor must be notified if the student wishes to substitute a Thesis Waiver for a Thesis.

The purpose of this research requirement is to promote a high level of student involvement in original research. The goal is for the project to provide a meaningful contribution to knowledge so that, possibly along with other research, it warrants publication in a high quality journal.

To meet the substantive research requirement for thesis waiver the student must be deeply involved in the conceptualization, design, implementation, analysis, and writing phases of (ideally) a single research project. He or she also must produce a written product related to the research. This product typically is an APA format research report appropriate for submission to a journal, although a journal quality literature review or brief report also may be used if deemed appropriate.

The student is expected to work closely with a major advisor during all phases of the research. Oversight of the project is the joint responsibility of the major advisor, the student's review committee, and the student's program committee.

The major steps in completing the thesis waiver research requirement are as follows:

- a. Early in the first year of graduate study the student meets with the major advisor and together they decide on an appropriate topic. The topic may be based on ongoing research interests of the faculty advisor; it is not necessarily expected to be based only or even primarily on the student's original ideas.
- b. The student develops a concise written proposal for the research project (an empirical study or a literature review), which is then approved by the advisor for circulation to the project review committee.
- c. The review committee for the project is formed by the student and the major advisor. The review committee normally is comprised of one or two Psychology faculty members in addition to the major advisor.
- d. The research proposal is presented to the review committee, and after the completion of appropriate revisions, the content of the research project and the format (research report, review, etc.) of the final written report are approved by the committee.
- e. Under the supervision of the advisor the student completes the research project. Experience in data collection, analysis, and writing is obtained if the research project is an empirical investigation. Note, however, if the written product is to be a



literature review, the student must still demonstrate active involvement in all aspects of an empirical research project to be eligible for thesis waiver.

- f. In collaboration with the advisor, the student then develops an APA style draft of the final written product. The length of the paper is determined by the policy of the journal(s) that is the most appropriate outlet for the work. For research reports, the maximum length is normally about 25 pages of text (including references). After the completion of needed revisions, the advisor approves the draft for submission to the review committee.
- g. Review committee members provide (in writing or at a meeting) journal style review comments to the student, and revisions to the written document are completed with the major advisor's help and supervision. Depending on the quality, completeness, and length of the original draft, the committee determines whether or not a full review of the revised draft is needed. Overly long manuscripts typically require a second round of review.
- h. The written document must be given final approval by both the major advisor and the review committee. In both form and content, the paper should now be suitable for submission to a journal.
- i. Most projects are expected to be submitted for publication, but the decision regarding if and when to submit is made by the student and the major advisor. Since the project normally represents the collaborative effort of both the major advisor and the student (and sometimes others as well), joint or multiple authorship is usually appropriate. Order of authorship is determined by the extent of each author's professional contribution to the work. The Publication Manual of the American Psychological Association provides guidelines for the determination of publication credit and authorship order.
- j. A final copy of the submission-ready document is placed on file in the Department of Psychology. The paper must be on file prior to approval by the department faculty. This copy must include a departmental cover/approval page.

### 3. Deadlines

- a. Review committee approval of the proposal should be obtained as early as possible. The proposal must be approved by April 1st of the first year to allow the student to maintain full eligibility for assistantship support. The research advisor will complete a memo of proposal acceptance for the student's file at the time of approval.
- b. By April 1st of the second year of full time graduate study, the advisor-approved written draft of the research project should be submitted to the review committee

### III. M.A. Non-thesis Requirements

#### A. COUNSELING

Note: Counseling required courses are currently undergoing revision. Please check with your program chair to determine whether there are changes in your required curriculum.

*Required* (48 credits)

3750:601 Psych. Research Using Quantitative and Computer Methods I .....	4
3750:610 Core I: Social Psychology .....	2
3750:620 Core II: Cognitive Psychology .....	2
3750:630 Core III: Individual Differences .....	2
3750:640 Core IV: Biopsychology .....	2
3750:650 Core V: Social-Cognitive Psychology .....	2
3750:672 Counseling Practicum (2 crs. repeated 4 times) .....	8
3750:673 Counseling Practicum Lab (2 crs. repeated 4 times) .....	8
3750:709 Introduction to Counseling Psychology .....	2
3750:710 Theories of Counseling and Psychotherapy .....	4
3750:711 Vocational Behavior .....	4
3750:712 Principles and Practice of: Individual Intelligence Testing .....	4
3750:714 Objective Personality Evaluation .....	4

#### B. INDUSTRIAL/ORGANIZATIONAL (PERSONNEL)

Note: Industrial/Organizational required courses are currently undergoing revision. Please check with your program chair to determine whether there are changes in your required curriculum.

##### 1. *Required courses* (37 credits)

3750:601 Psych. Research Using Quantitative and Computer Methods I .....	4
3750:602 Psych. Research Using Quantitative and Computer Methods II .....	4
3750:610 Core I: Social Psychology .....	2
3750:630 Core III: Individual Differences .....	2
3750:660 Science and Ethics of Industrial Psych .....	4
3750:750 Advanced Psychological Tests and Measures .....	2
3750:751 Organizational Psychology .....	4
3750:752 Personnel Selection .....	4
3750:753 Training .....	2
3750:760 Organizational Change and Transformation .....	4
3750:763 Performance Feedback and Evaluation .....	4
3750:674 Personnel Practicum (minimum 1 credit) .....	1-4

##### 2. *A sample list of elective courses* (minimum 4 credits)

3750:740 Industrial Gerontological Psychology .....	4
3750:754 Research Methods in Psychology .....	4
3750:755 Computer Applications .....	4
3750:756 Attitudes and Values: Industrial/Organizational Psychology .....	4
3750:757 Organizational Motivation and Leadership .....	4
3750:758 Engineering Psychology and Job Design .....	4
3750:759 Job Evaluation and Equal Pay .....	4

### C. Specialty Examinations

This written and oral Specialty Examination is designed to demonstrate competency in the student's specialty area of Personnel Psychology (I/O) or Counseling Psychology. The I/O Psychology Specialty Examination is scheduled once each year, usually in late May or early June. It is typically given in coordination with the Industrial/Organizational doctoral Comprehensive Examinations. The Counseling Psychology Specialty Examination is individually scheduled.

The Specialty Examination is a sixteen-hour written exam with questions based on all M.A. coursework for the chosen specialty. Copies of past exam questions are on file and available for review. Answers must be typed prior to grading for purposes of confidentiality. The oral portion is usually scheduled within two weeks of a student's notification of passing the written portion of the exam. The Orals Committee consists of the faculty in the specialty. These examinations should be taken after completion of coursework in the specialty area. A student is permitted two attempts at passing the Specialty Examination. The retake should be scheduled at the next test administration.

### D. Practica Requirements for Personnel Non-thesis Option

For Personnel Practica, the amount of credit awarded for the practicum will be determined in advance of placement on the basis of the time involved and the nature of proposed duties. A rule of thumb for making such a determination is that one credit hour will be awarded for every four hours of work experience per week per semester.

After the initial approval of Personnel Practicum, the student must: a) complete the proposed work experience, b) receive a satisfactory evaluation by one's organizational superior, and c) submit a written report from the student describing the actual experiences and the degree to which stated goals were met.

#### 1. Personnel Practicum (3750:674 - 1-4 credits)

Since the Personnel Practicum may involve placement in a variety of organizations, flexibility to adapt to differing situations is demanded. Therefore, each student must submit a brief proposal to the Industrial/Organizational Program Chair in advance of placement. The proposal should include: a) a description of duties in the proposed organization, b) a statement of learning goals which could be satisfied through the internship, and c) a statement of evaluation procedure to be employed by the organization. Approval of the practicum is contingent on the Industrial/ Organizational Committee's evaluation and the willingness of the organization involved.

### E. Certificate in Gerontology

Students interested in Adulthood and Aging are encouraged to pursue the Certificate in Gerontology through the Institute for Life-Span Development and Gerontology.

## Ph.D. PROGRAMS

The Department of Psychology at The University of Akron offers two Ph.D. degrees in Psychology: (a) a degree in Counseling Psychology (one of the two tracks comprising the Collaborative Program in Counseling Psychology) and (b) a degree in Industrial/Organizational Psychology (including a specialization in Industrial/Gerontology).

The doctoral programs in the Department of Psychology are designed to be consistent with the Boulder model of training. As such, graduate students are expected to be enrolled full-time (i.e., 9-15 credits), year-round for at least four years in order to attain the breadth and depth of academic, practical and research training necessary to become a scientist-practitioner. Fall and Spring semesters are more heavily scheduled with coursework, while Summer sessions provide a greater opportunity for in-depth research apprenticeships with faculty working on research projects and grant-related activities.

### I. General Requirements

The Graduate School requires the completion of a minimum of 90 graduate credits including a minimum of a 30-credit master's program. Psychology courses at the 500 level may not be used for graduate credit towards degree requirements in psychology. In addition, students must meet other requirements (e.g., language requirement, Comprehensive Exam, Dissertation, Internship). A student's degree requirements are not complete until the final copy of the dissertation has been signed by the dean of Graduate School. A student may be required to complete additional credits beyond the 90 minimum credit requirement. ***All students admitted to doctoral programs must be continuously enrolled (i.e., take at least 1 credit each Fall & Spring semester) until completion of their Ph.D. degree. Failure to maintain continuous enrollment without receiving prior approval for a leave of absence will result in a student being dropped from his or her degree program.*** Department requirements are listed below according to each program option. Counseling Psychology students should also familiarize themselves with the Graduate Student Manual for the Collaborative Program in Counseling Psychology.

### II. Specific Ph.D. Course Requirements

#### A. COUNSELING

Note: Counseling required courses are currently undergoing revision. Please check with your program chair to determine whether there are changes in your required curriculum.

##### 1. *Required courses* (104 credits)

3750:601 Psych. Research Using Quantitative and Computer Methods I .....	4
3750:602 Psych. Research Using Quantitative and Computer Methods II .....	4
3750:610 Core I: Social Psychology .....	2
3750:620 Core II: Cognitive Psychology .....	2
3750:630 Core III: Individual Differences .....	2
3750:640 Core IV: Biopsychology .....	2
3750:650 Core V: Social-Cognitive Psychology .....	2
3750:672 Counseling Practicum (2 crs. repeated 4 times) .....	8
3750:673 Counseling Practicum Lab (2 crs. repeated 4 times) .....	8
3750:699 Master's Thesis .....	1
3750:707 Supervision in Counseling I .....	4

3750:709 Introduction to Counseling Psychology .....	2
3750:710 Theories of Counseling and Psychotherapy .....	4
3750:711 Vocational Behavior.....	4
3750:712 Principles and Practice of Individual Intelligence Testing.....	4
3750:713 Professional, Ethical and Legal Issues in Counseling Psychology .....	4
3750:714 Objective Personality Evaluation .....	4
3750:715 Research Design in Counseling I .....	3
3750:717 Issues of Diversity in Counseling Psychology .....	4
3750:718 History and Systems in Psychology .....	2
3750:727 Psychology of Adulthood and Aging .....	4
Or 5600:648 Human Development .....	3
3750:750 Advanced Tests and Measures .....	2
3750:795 Advanced Counseling Practica (4 crs. repeated 2 times).....	8
3750:796 Counseling Psychology Practicum (4 crs. repeated 2 times) .....	8
3750:899 Doctoral Dissertation .....	minimum of 12

2. *Electives* (minimum of 6 credits)  
 Electives to be planned in conjunction with advisor.

B. INDUSTRIAL/ORGANIZATIONAL

Note: Industrial/Organizational required courses are currently undergoing revision. Please check with your program chair to determine whether there are changes in your required curriculum.

1. *Required courses* (50 credits)

3750:601 Psych. Research Using Quantitative and Computer Methods I .....	4
3750:602 Psych. Research Using Quantitative and Computer Methods II.....	4
3750:610 Core I: Social Psychology .....	2
3750:620 Core II: Cognitive Psychology .....	2
3750:630 Core III: Individual Differences.....	2
3750:640 Core IV: Biopsychology .....	2
3750:650 Core V: Social-Cognitive Psychology .....	2
3750:660 Science and Ethics of Industrial Psychology .....	4
3750:750 Advanced Psychological Tests and Measures.....	2
3750:751 Organizational Psychology .....	4
3750:752 Personnel Selection .....	4
3750:753 Training .....	2
3750:763 Performance Feedback and Evaluation.....	4
3750:899 Doctoral Dissertation.....	minimum of 12

2. *Elective courses* (minimum 32 credits) from list below or approved by advisor

3750:740 Industrial Gerontological Psychology .....	4
3750:754 Research Methods in Psychology .....	4
3750:755 Computer Applications in Psychological Research .....	4
3750:756 Role of Attitudes and Values in Industrial/Organizational Psychology .	4
3750:757 Organizational Motivation and Leadership.....	4
3750:759 Job Evaluation and Equal Pay.....	4
3750:760 Organizational Change and Transformation .....	4
3750:761 Information Processing and Industrial/Organizational Psychology .....	4
3750:780 Graduate Seminar - Special Topics (may be repeated).....	1-4

C. INDUSTRIAL/GERONTOLOGICAL SPECIALTY

Note: Industrial/Gerontological required courses are currently undergoing revision. Please check with your program chair to determine whether there are changes in your required curriculum.

1. *Required* (68 credits)

3750:601 Psych. Research Using Quantitative and Computer Methods I .....	4
3750:602 Psych. Research Using Quantitative and Computer Methods II .....	4
3750:610 Core I: Social Psychology .....	2
3750:620 Core II: Cognitive Psychology .....	2
3750:630 Core III: Individual Differences .....	2
3750:640 Core IV: Biopsychology .....	2
3750:650 Core V: Social-Cognitive Psychology .....	2
3750:660 Science and Ethics of Industrial Psychology .....	4
3750:727 Psychology of Adulthood and Aging .....	4
3750:740 Industrial Gerontological Psychology .....	4
3750:750 Advanced Psychological Tests and Measures .....	2
3750:751 Organizational Psychology .....	4
3750:752 Personnel Selection .....	4
3750:753 Training .....	2
3750:754 Research Methods in Psychology .....	4
3750:763 Performance Feedback and Evaluation .....	4
3750:xxx TBA with Advisor .....	6
3750:899 Doctoral Dissertation .....	minimum of 12

2. *Elective courses* (minimum 12 credits) from list below or approved by advisor

3750:705 Vocational Behavior .....	4
3750:756 Role of Attitudes and Values in Industrial/Organizational Psychology .....	4
3750:757 Organizational Motivation and Leadership .....	4
3750:759 Job Evaluation and Equal Pay .....	4
3750:760 Organizational Change and Transformation .....	4
3750:761 Information Processing and Industrial/Organizational Psychology .....	4
3750:780 Graduate Seminar: Selected Topics (may be repeated) .....	1-4

3. *Other electives* (approved by advisor)

3006:680 Interdisciplinary Seminar in Life-Span Development/Gerontology .....	3
3006:686 Retirement Specialist .....	2
3850:678 Social Gerontology .....	3
7400:541 Family: Middle and Later Years .....	2
7750:550 Social Needs and Services for Later Adulthood and Aging .....	3

D. Certificate in Gerontology

Students interested in Adulthood and Aging are encouraged to pursue the Certificate in Gerontology through the Institute for Life-Span Development and Gerontology.

E. ADULT DEVELOPMENT AND AGING

Note: Adult Development and Aging required courses are currently undergoing revision. Please check with your program chair to determine whether there are changes in your required curriculum.

1. *Required* (90 credits)

3750:601 Research Using Quantitative and Computer Methods I.....	4
3750:602 Research Using Quantitative and Computer Methods II .....	4
(and two other statistics courses)(16 hours of statistic credits)	
3750:699 Master's Thesis (at least one hour) .....	1
3750:797 Independent Reading and Research (up to 13 hours) (Thesis).....	
3750:797 Independent Reading and Research (no limit) (Dissertation).....	
3750:899 Doctoral Dissertation (minimum of 12 hours).....	
3750:780 Graduate Seminar (special topics).....	
3750:780 Health Psychology in Later Life .....	4
3750:780 Mental Health and Aging .....	4
3750:780 Cognitive Aging .....	4
3750:780 Social and Emotional Development in Adulthood.....	4
3750:780 Sensory and Motor Processes in Aging .....	4
3750:780 Neuropsychology of Aging .....	4

**III. Language Requirement**

A. University Requirement (see The University of Akron's Graduate Bulletin).

B. Psychology Department

The Graduate School language requirement may be met either by demonstrating proficiency in a foreign language (i.e., either the demonstration of oral proficiency and reading comprehension in a single language, or reading comprehension in two languages with the aid of a dictionary) or proficiency in appropriate alternative research skills and techniques. The choice should be made by the student in consultation with his/her advisor, depending upon the career plans of the student and upon the academic and scientific requirements of his/her dissertation.

C. Fulfillment of Requirement

Psychology graduate students often substitute research skills and techniques for their language requirements. Competency in research skills and techniques is usually demonstrated through specific coursework. Many students complete a series of statistics courses to demonstrate such competency. Students may choose to follow a standard language requirement substitution plan or may propose a plan fitted to their individual needs. If the student chooses the standard plan, he or she would take:

3750:780 Graduate Seminar: Psychological Research Using Multivariate Quantitative and Computer Methods.

AND at least four additional credits in graduate level quantitative coursework (not including 601 and 602). Topics covered in such courses might include, but are not restricted to, Factor Analysis, Structural Equation Modeling, and Multi-Level Modeling. A course taken to meet the language requirement cannot also be counted as an elective.

Students who wish to propose an individualized plan must first submit a detailed petition with a clear rationale to their advisor who then will forward the petition to their area committee for discussion and the department faculty for approval. It is ordinarily expected that even such individualized plans will include:

3750:780 Graduate Seminar: Psychological Research Using Multivariate Quantitative and Computer Methods.

#### IV. Written and Oral Comprehensive Examination

The written and oral Comprehensive Examination is a two-part procedure. Written and oral Comprehensive Examinations should be taken by students after completion of the majority of their Ph.D. course work. Typically, this is after their third year in the graduate program. The student must have completed the thesis by the end of the semester proceeding the semester during which he/she intends to take the exam. ***If a student fails to submit a final copy of his/her dissertation to the Graduate School within four years of successfully meeting the Comprehensive Exam requirement, that student will be required to retake the exam.***

A student must pass the written portion of the exam in order to take the oral portion. The oral exam should be scheduled as soon as possible (normally within two weeks) after written notification of passing the written portion of the examination. A majority vote is required to pass the exam (a tie vote constitutes a failure). A student who fails one part of the Comprehensive Examination is permitted to retake that part of the examination once. The retake of the oral portion by a student who fails the first time must be scheduled after consultation with her/his orals committee. The retake of the written portion by a student who fails the first time is typically at the next normally scheduled test administration. Exams are coded for student confidentiality and must be typed prior to grading by the faculty committee to preserve this confidentiality. Copies of questions from prior exams are on file in the Department of Psychology main office for review.

##### A. COUNSELING

The examination should be scheduled by the student in conjunction with the Counseling Ph.D. Committee and normally should be taken prior to initiation of the 2,000-hour internship.

1. The written examination is two days (14 hours) in length and covers four broad content areas. These are not to be considered as sections of the exam. The Exam is integrative and covers material from courses as well as recent professional literature. The content areas are as follows:
  - Theory (counseling/therapy/personality, vocational, supervision and multicultural theories, etc.)



- Research (design, statistics, critical reviews, etc.)
- Practice and Interventions (case studies, diagnosis/assessment, intervention techniques, etc.)
- Ethics/Professional Issues (ethical principles, state statutes, case law {e.g., Tarasoff}, current issues such as education and training, diversity, etc.)

The goal of the examination is to assess knowledge and understanding of the field obtained through coursework and reading of current literature. Questions are written and answers read by the entire faculty of the Collaborative Program in Counseling Psychology and exam results are reviewed and voted on by the entire CPCP faculty.

2. The oral examination is conducted by a committee of three CPCP faculty one of whom is the student's advisor. The Comprehensive Exam Chairs arrange composition and scheduling of orals committees.

## B. INDUSTRIAL/ORGANIZATIONAL

The Comprehensive Examination should be scheduled by the student in conjunction with the Industrial/Organizational Ph.D. Committee, and normally would be taken in the summer following the student's third year in the MA-Ph.D. program. Students who enter with a M.A. may be eligible to take the Comprehensive Exam after two years in the program, but should get permission from the I/O Ph.D. committee in order to do so. The written portion of the examination will be scheduled each year and orals will follow the written examination as quickly as possible.

1. The written examination includes basic-level questions on a set of topics relevant to all students pursuing a degree in I/O Psychology (including methodology and statistics) as well as a set of questions related to an area of expertise that is defined by the student in conjunction with an expertise committee consisting of at least three faculty members. The basics portion of the written Comprehensive Examination is administered over two days (eight hours each day) and includes essay questions covering the field of Industrial/Organizational Psychology as well as applied quantitative problems. The basic questions are written, read, and reviewed by the Industrial/Organizational Psychology faculty. The goal of the examination is to assess broad knowledge, integration, and professional application in the field of I/O Psychology. The expertise portion of the Comprehensive Examinations consists of extended essay-style questions administered in a take-home format. Students receive approximately a week to address these questions. The expertise questions are written, read, and reviewed by the student's pre-approved expertise committee. The goal of the expertise questions is to demonstrate the student's in-depth mastery of a targeted topic area related to I/O Psychology.
2. The oral examination is conducted by the student's expertise committee and should be scheduled as soon as possible (typically within two weeks) after completion of the written examination.

## C. ADULT DEVELOPMENT AND AGING PROGRAM

The comprehensive examination should be scheduled by the student in conjunction with the ADA committee. The written portion of the examination will be scheduled each year and orals will follow the written examination as quickly as possible.

1. The written examination includes general-knowledge information on a set of questions covering ADA knowledge relevant to all students pursuing a doctoral degree in ADA psychology (including methodology and statistics), as well as questions related to an area of expertise that is defined by the student in conjunction with his or her advisor. The written comprehensive examination will be administered over the course of two eight-hours days. It will consist of essay questions covering the ADA field. The questions will be written, read and reviewed (graded) by the ADA faculty committee. The goal of the examination is to assess broad knowledge – including the integration and application of this knowledge in the ADA field. The specialty question(s) is typically based on the candidate's dissertation topic.
2. The oral examination is conducted by the student's committee and should be scheduled as soon as possible after the completion of the written exam.
3. Students are required to achieve an overall "pass" for the combined written and oral portions of the exam in order to proceed on to the doctoral dissertation.

## V. Internship

Successful completion of a 2000 hour internship within a 2 year period is required of all Counseling Psychology doctoral students. The internship placements applied to by a student are subject to faculty approval. **Students will not be approved to apply for Counseling internships until their dissertation proposal is on file.**

Industrial/Organizational doctoral students may, but are not required to, participate in internship experiences. It is anticipated that these experiences would typically not occur until the student has completed at least two years of the coursework in the doctoral program.

## VI. Dissertation Research and Defense

A student may begin work on the dissertation at any time within his/her graduate program.

All doctoral committees shall have a minimum of five (5) committee members, including the member from outside the Department of Psychology. The student's dissertation advisor must send a Doctoral Dissertation Committee Membership memo (available in the main office) to the Dean of the Graduate School indicating the committee members for Graduate School approval. This memo needs to be received by the Graduate School office at least three (3) months prior to defense. At a minimum, the Dissertation Committee is composed of the student's major advisor, at least three Department of Psychology or graduate program faculty members, and an approved faculty member from outside the Department of Psychology. Counseling Ph.D. candidate's committees must include at least one faculty member of the Collaborative Program in Counseling Psychology from the College of Education.

Students must sign up for a minimum of 12 credit hours of 3750:899 Doctoral Dissertation prior to completion of the dissertation. These hours may not be taken, however, before completion and final approval of the M.A. thesis project.

As soon as possible after the dissertation prospectus has been filed, the student must arrange to orally present the dissertation proposal to the full faculty or some other professional audience approved by the area committee.

Once work has begun on the dissertation, the student is expected to show consistent progress to final completion of the project. Regular contacts with faculty are strongly recommended. The suitability of the dissertation proposal is dependent on the currency of the topic and literature. The currency of a prospectus will be reviewed yearly.

Data collection cannot be undertaken until appropriate review and approval by the University Institutional Review Board.

The format of the dissertation must follow the Graduate School's instructions. These are available at <http://www.uakron.edu/gradsch/docs/gdln.pdf>.

After the dissertation advisor and/or committee members have given tentative approval to a complete draft of the dissertation, an oral defense should be scheduled. The student, with approval from the dissertation advisor, should set the time and place and notify committee members, allowing at least three weeks notice. The student's dissertation advisor must send a Doctoral Dissertation Defense Report memo (available in the main office) to the Dean of the Graduate School indicating the results of the oral defense.

The student must be present in person at the University of Akron for the dissertation defense meeting. This examination is primarily an oral defense of the dissertation. A majority vote of the committee members is needed to pass the student. There is no second opportunity to defend the dissertation except by petition to the university through the Graduate School.

At the time you submit the final copy of your dissertation to your major advisor for signature, you must complete the identifying information on the Grade Change Forms for all IP grades on your transcript related to it. The completed Grade Change Forms, signed by your major advisor, will accompany the signed dissertation title page that is submitted to the Department Chair for approval. Students will receive a grade of "CR" for Doctoral Dissertation. In addition students must order a minimum of two bound copies of their dissertation (1 for the department, and 1 for the advisor).

***It is the department's policy that students register for at least one credit hour per semester until its completion. Failure to be continuously enrolled until graduation without prior approval for a leave of absence will result in a student being dropped from his or her degree program. Furthermore, if a student fails to submit a final copy of the dissertation to the Graduate School within four years of successfully meeting the Comprehensive Exam requirement, that student will be required to retake the exam.*** If this Supplemental Comprehensive Exam is passed, the student will have another two years of eligibility before the dissertation is due to the Graduate School.

Microfilming--Doctoral candidates are to pay a fee for microfilming of the dissertation and for the publication of the abstract in dissertation form, as well as for the binding of the final copies. Payment of these fees is made at the Cashier's Office. Abstracts submitted to University Microfilms International must conform to the guidelines in Publishing Your Dissertation by UMI Dissertation Information Services.

## APPENDIX A

### Faculty - Department of Psychology

Paul E. Levy, Ph.D. Virginia Tech Chair, Department of Psychology	Industrial/organizational, performance appraisal, feedback, justice, and job attitudes
Linda M. Subich, Ph.D. The Ohio State University Associate Chair Department of Psychology	Counseling, women's issues, vocational counseling
Philip A. Allen, Ph.D. The Ohio State University Post-Doctoral Fellowship, Duke University Medical Center	Cognitive Aging and human performance basic visual word recognition
David Baker, Ph.D. Texas A & M University Director, Archives of the History of American Psychology	Counseling; History of psychology
Toni L. Bisconti, Ph.D. University of Notre Dame	Cognitive Aging and social/developmental, widowhood
James Diefendorff, Ph.D. The University of Akron	Industrial/organizational, emotional labor, motivation/self-regulation
Dennis Doverspike, Ph.D. The University of Akron	Industrial/organizational, training job evaluation
Joelle D. Elicker, Ph.D. The University of Akron	Industrial/organizational, performance assessment, justice, training, teaching effectiveness.
Dawn Johnson, Ph.D. University of Kentucky	Counseling, PTSD intervention
Kevin Kaut, Ph.D. Kent State University	Neuropsychology of learning and memory
Ronald F. Levant, Ph.D.	Psychology of men and masculinity.
Andrea F. Snell, Ph.D. University of Georgia	Industrial/organizational, measurement and human differences, differential psychology, developmental issues

Suzette Speight, Ph.D. The Ohio State University	Counseling, racial/ethnic minority mental health
Jennifer Stanley, Ph.D. Georgia Institute of Technology	Emotion recognition and emotion regulation across the lifespan
Harvey L. Sterns, Ph.D. West Virginia University	Industrial/gerontological, life-span development, psychology of aging
David M. Tokar, Ph.D. Southern Illinois University at Carbondale	Counseling, personality structure, career development, counseling expectations, racial identity, psychological measurement
Charles A. Waehler, Ph.D. Northwestern University	Counseling, personality assessment, projective techniques
Jennifer Wessel, Ph.D. Michigan State University	Diversity/women at work, fairness, stigmatization
Janice D. Yoder, Ph.D. State University of New York at Buffalo	Counseling, tokenism, workplace gender segregation and discrimination, norms of occupational appropriateness, feminist theory, women and power

**Faculty – Department of Counseling, College of Education**  
**Collaborative Program in Counseling Psychology**

Kuldhir Bhati, Ph.D. University of Wisconsin-Madison	Common factors research, principles and practices of qualitative approaches
John Queener, Ph.D. The University of Akron	Counseling, multicultural issues in counseling and in supervision and career development
Ingrid Weigold, Ph.D. Texas Tech University	Social Cognitive Career Theory, Personal Growth Initiative Theory, disordered eating

## Appendix B

### University Key Policy

#### Key Pick-Up

For your convenience, keys may be picked up 24 hours a day at the dispatch window located adjacent to the University Police office in the Physical Facilities Operations Center. Keys may be picked up by the person to whom they are issued only upon presentation of an appropriate photo I.D.

#### Key Return

The Lock Shop is open from 7:30 a.m. to 3:30 p.m., Monday through Friday. It is located in the basement of the Physical Facilities Operations Center. Keys must be returned by the individual to whom they were issued.

#### Requesting/Returning Keys or Reporting Lost/Stolen Keys

To protect the integrity of the University's master keying system as well as to maintain the safety and protection of University students, employees, and equipment, please take the following steps when requesting keys, returning keys to Physical Facilities, or reporting lost or stolen keys.

1. To receive a key, a key card must be completed. *Request all keys in the main office. When a student requests a key but fails to pick it up within 60 days from notification that the key is ready, any charge incurred by the department must be paid by the student before the key will be requested again.\**
2. The appropriate department chair and dean, where applicable, must sign all key cards. Rubber stamped signatures are not acceptable.
3. No master and submaster keys will be issued to graduate students.
4. Double sets of keys will not be issued to anyone. *You may borrow keys from the main office staff, but you must return the key immediately.*\*
5. When students transfer to another department or leave the University, they must personally return all their keys to the Lock Shop. If they fail to do so, they may be charged as if the keys were lost or stolen and a hold may be placed on their final grades or pay.
6. All lost and/or stolen keys must be reported to the Physical Facilities Lock Shop (Extension 6162) and Safety and Security (Extension 7123).
7. A graduated monetary fine is hereby established to cover lost and/or stolen keys:

A. Latch (office, desk, file, lab), each	\$ 10.00
B. Submaster	50.00
C. Building Master	75.00
D. Grand Master	100.00

The loss or theft of a Submaster, Building Master, or Grand Master key jeopardizes the security and protection of an area (dormitory, laboratory, office complex, or building) and the entire area may need to be re-cored and re-keyed. The department from which the key was lost or stolen will be charged for the total replacement cost.

8. Section 3345.13 of the Ohio Revised Code states: "No person shall knowingly make or cause to be made any key for any building, laboratory, facility, or room of any college or university which is supported wholly or in part by the State of Ohio."  
Section 3345.99 of the Ohio Revised Code states: "Whoever violates Section 3345.13 of the Revised Code shall be fined not less than fifty nor more than one hundred fifty dollars."

*\*department policy*