To get online resources, go to www.bsu.edu/psychology and choose For Current Graduate Students. Resources include:

• e copy of this Guidebook
• Guide to completing a thesis or independent research project
• Graduate catalog
• Grad School forms
• BSU grant info
• Links to professional organizations
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Introduction: Program Descriptions

This guide describes the policies and standards for graduate students in the Department of Psychological Science, as well as some specific procedures that students must follow during their graduate training. Students should be aware that they are subject to the policies and standards established by the Graduate School. They should also be aware that some policies are more stringent in our department than in the Graduate School. Any questions about policies should be directed to the Director of Graduate Studies.

Graduate Programs in Psychology

The department offers two master’s programs in Psychology. First, the two-year Clinical Psychology program is designed to provide training consistent with a scientist-practitioner model of clinical psychology. Its purpose is to prepare students for doctoral study in Clinical or Counseling Psychology or a related area. Therefore, the program consists of a rigorous combination of classroom, research, and supervised internship experiences. In addition to their course requirements, students must complete a practicum of at least 400 hours. Moreover, to help students become competitive candidates for doctoral study and to ensure their success at that level, we recommend that they complete a thesis or other type of independent research project and to take advanced statistics courses.

The Master’s in Cognitive and Social Processes is a two-year program designed to provide extensive training in cognitive psychology, social psychology, research methods, and statistics. Its primary purpose is to prepare students for doctoral programs in Cognitive Psychology, Social Psychology, or a related area (e.g., I/O, quantitative, personality, psychology and law). However, graduates will also be qualified to work in business, industry, or research settings. To help students become competitive candidates for doctoral study and to ensure their success at that level, we encourage them to complete a thesis or other type of independent research project and to take advanced statistics courses. All students should participate actively in research, either by collaborating with faculty members or by conducting an independent project (e.g., a thesis).

Course requirements and sequences for the two programs are described on the following pages. The best preparation for these programs is an undergraduate major in psychology, including courses in statistics and research design. Students with a minimal or no background in psychology will not necessarily be disadvantaged with regard to admission or the ability to succeed in their courses, but they may need to take additional courses, to be determined in consultation with the Director of Graduate Studies.

Research Requirement

To receive a master’s degree, students must complete a university research requirement. This requirement may be met in one of three ways:

1. Completion of PSYS 680 (Research Methods) and EDPS 642 (Intermediate Statistics). These courses are also required for both programs, thus automatically meeting the University requirement. However, we strongly recommend that students also complete an independent research project so that they will be competitive candidates for doctoral study.

3. RES 697 (Research Project). See the Ball State Graduate Catalog.

**Program Options**

**Certificate Programs**

Ball State offers several certificate programs, in which students can earn certificates in certain areas of study while completing their master’s degree, usually without extending the amount of time needed to finish.

Clinical psychology students may be particularly interested in BSU’s certificate programs in autism or applied behavior analysis.

Cognitive/Social students may be particularly interested in BSU’s institutional research certificate. Institutional research involves the collection and analysis of data related to planning and decision making in higher education. Therefore, the field is a unique combination of research methodology, data analysis, education policy, and applied research. Institutional researchers typically work in colleges and universities, state and federal government offices, and other organizations related to higher education.

For more information, type “certificate programs” into the search box on the main Ball State web page.

**Neuropsychology Concentration**

To students in either program, the department offers a multi-course neuropsychology concentration in cooperation with the Department of Educational Psychology. See the Director of Graduate Studies for details.

**Double Major in Sport and Exercise Psychology (SEP)**

Students can major in SEP as well as either Clinical Psych or Cognitive and Social Processes if accepted by both departments. If you’re interested, see the Director of Graduate Studies for more information. Note that both majors are two-year programs, so if you don’t start them at the same time, it may take longer than two years to graduate.
Clinical Program Requirements

<table>
<thead>
<tr>
<th>Clinical Course Requirements</th>
<th>Hours</th>
<th>Semester Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYS 632 Abnormal Psychology</td>
<td>3</td>
<td>Fall, 1st Year</td>
</tr>
<tr>
<td>PSYS 640 Assessment I</td>
<td>3</td>
<td>Fall, 1st Year</td>
</tr>
<tr>
<td>PSYS 644 Assessment II</td>
<td>3</td>
<td>Spring, 2nd Year</td>
</tr>
<tr>
<td>PSYS 652 Psychotherapy I</td>
<td>3</td>
<td>Spring, 1st Year</td>
</tr>
<tr>
<td>PSYS 653 Psychotherapy II</td>
<td>3</td>
<td>Fall, 2nd Year</td>
</tr>
<tr>
<td>PSYS 685 Clinical Internship</td>
<td>6</td>
<td>Fall and Spring, 2nd Year</td>
</tr>
<tr>
<td><strong>Total Clinical Requirements</strong></td>
<td><strong>21</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Psychology Core Requirements</th>
<th>Hours</th>
<th>Semester Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYS 616 Perception and Cognition or PSYS 623 Theories of Personality*</td>
<td>3</td>
<td>Fall, 2nd Year</td>
</tr>
<tr>
<td>EDPS 642 Intermediate Statistics</td>
<td>3</td>
<td>Fall, 1st Year</td>
</tr>
<tr>
<td>PSYS 668 Physiological Psychology</td>
<td>3</td>
<td>Fall, 1st Year</td>
</tr>
<tr>
<td>PSYS 680 Research Methods in Psychology</td>
<td>3</td>
<td>Spring, 1st Year</td>
</tr>
<tr>
<td>PSYS 696 Diversity Issues in Clinical Psychology</td>
<td>3</td>
<td>Spring, 1st Year</td>
</tr>
<tr>
<td>Electives**</td>
<td>12</td>
<td>Varies</td>
</tr>
<tr>
<td><strong>Total Psychology Core Requirements</strong></td>
<td><strong>27</strong></td>
<td></td>
</tr>
</tbody>
</table>

Total hours = 48 minimum

*Students may choose either of these two courses.

**Students may earn more than 8 hours of electives. Electives must be pre-approved (see “Pre-Approved Electives”) or submitted to Director of Graduate Studies for approval.
Recommended Course Sequence for Clinical Program

In the sequence below, the number and the position of the elective courses are flexible. In addition, the thesis (THES 698) is not required (although we strongly recommend it to prepare students for doctoral programs). Students must take responsibility for making sure that they take all required courses in the right order (for courses with prerequisites) and that they complete enough electives to bring their total credit hours to at least 48.

See the Graduate Catalog to find courses that may count as electives. All PSYS, EDPS, and CPSY courses will count; students interested in courses offered by other departments should contact the Director of Graduate Studies and ask whether a specific course will apply toward their degree. Advanced stats courses are especially recommended for help prepare for doctoral admission. Please note: Courses in any department that include a field experience or study abroad require a study plan. Get the form on the “For Current Graduate Students” page of the department’s web site and submit it to the Director of Graduate Studies as early as possible and before paying any course fees.

First Year, Fall:
PSYS 632, Abnormal
PSYS 640, Assessment I
PSYS 668, Physiological Psychology
EDPS 642, Intermediate Statistics

First Year, Spring:
PSYS 644, Assessment II
PSYS 652, Psychotherapy I
PSYS 680, Research Methods
PSYS 696, Diversity Issues in Clinical Psychology

Summer:
Electives, if desired

Second Year, Fall:
PSYS 616, Cognition or PSYS 623, Theories of Personality
PSYS 653, Psychotherapy II
PSYS 685, Clinical Internship (3 credits)
Elective

Second Year, Spring:
PSYS 685, Clinical Internship (3 credits)
THES 698, Thesis (6 credits)
Elective

Summer:
Electives, if desired

Licensure as a Master’s-Level Therapist

Although our department emphasizes preparation for doctoral study, some students may decide that they would prefer to start a career in a mental health setting immediately after graduating. In Indiana and most other U.S. states, master’s-level therapists must apply for licensure after they complete their degree. Our program is not intended or designed to prepare graduates for licensure. Therefore, the best option for students who decide they want to pursue licensure is to transfer to another graduate program whose mission is compatible with their career goals. It is possible that courses taken in our program will be accepted at other programs; students should contact the graduate studies director in the department in which they wish to apply for more information.

To learn about the licensure requirements in Indiana, visit http://www.in.gov/pla/2888.htm. For other states, conduct a Google search.
## Cognitive & Social Processes Program Requirements

<table>
<thead>
<tr>
<th>Cognitive/Social Course Requirements</th>
<th>Hours</th>
<th>Semester Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYS 616 Perception and Cognition</td>
<td>3</td>
<td>Fall, 1st Year</td>
</tr>
<tr>
<td>PSYS 623 Theories of Personality</td>
<td>3</td>
<td>Fall, 1st or 2nd Year</td>
</tr>
<tr>
<td>SOPS 610 Social Psychology*</td>
<td>3</td>
<td>Fall, 1st Year</td>
</tr>
<tr>
<td>PSYS 617 Memory Processes and Applications**</td>
<td>3</td>
<td>Spring, 1st or 2nd Year</td>
</tr>
<tr>
<td>PSYS 618 Advanced Cognitive Processes**</td>
<td>3</td>
<td>Spring, 1st or 2nd Year</td>
</tr>
<tr>
<td>Two of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOPS 615 Social Cognition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOPS 620 Group Dynamics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOPS 640 Social Psychology of Attitudes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOPS 660 Contemporary Social Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYS 695 Seminar in Psychology***</td>
<td>6</td>
<td>Varies</td>
</tr>
<tr>
<td>Electives****</td>
<td>9</td>
<td>Varies</td>
</tr>
<tr>
<td><strong>Total Cognitive/Social Requirements</strong></td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

*Waived if student had undergraduate social psychology course (replace with an elective).

**PSYS 617 and 618 are offered alternate years (617 even and 618 odd).

***Must be a 3 credit hour seminar covering a social psychology topic; get approval from the Director of Graduate Studies.

****Students may earn more than 9 hours of electives. Electives must be pre-approved (see “Pre-Approved Electives”) or submitted to Director of Graduate Studies for approval.

<table>
<thead>
<tr>
<th>Psychology Core Requirements</th>
<th>Hours</th>
<th>Semester Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDPS 642 Intermediate Statistics</td>
<td>3</td>
<td>Fall, 1st Year</td>
</tr>
<tr>
<td>PSYS 668 Physiological Psychology</td>
<td>3</td>
<td>Fall, 1st Year</td>
</tr>
<tr>
<td>PSYS 680 Research Methods in Psychology</td>
<td>3</td>
<td>Spring, 1st Year</td>
</tr>
<tr>
<td>PSYS 697 Diversity Issues in Psychological Research</td>
<td>3</td>
<td>Fall, 2nd Year</td>
</tr>
</tbody>
</table>

**Total Psychology Core Requirements** 12

Total hours = 42 minimum
**Recommended Course Sequence for Cognitive & Social Processes Program**

In the sequence below, the number and the position of the elective courses are flexible. In addition, the thesis (THES 698) is not required (although we strongly recommend it to prepare students for doctoral programs). Students must take responsibility for making sure that they take all required courses in the right order (for courses with prerequisites) and that they complete enough electives to bring their total credit hours to at least 48.

See the Graduate Catalog to find courses that may count as electives. All PSYS, EDPS, and CPSY courses will count; students interested in courses offered by other departments should contact the Director of Graduate Studies and ask whether a specific course will apply toward their degree. Advanced stats courses are especially recommended for help prepare for doctoral admission. **Please note: Courses in any department that include a field experience or study abroad require a study plan.** Get the form on the “For Current Graduate Students” page of the department’s web site and submit it to the Director of Graduate Studies as early as possible and before paying any course fees.

**First Year, Fall:**
PSYS 616, Perception and Cognition  
EDPS 642, Intermediate Statistics  
Additional courses as needed (e.g., PSYS 623, Theories of Personality; PSYS 668, Physiological Psychology; PSYS 696, Diversity Issues in Psychological Research; social psychology courses; electives)

**First Year, Spring:**  
PSYS 617, Memory Processes and Applications or PSYS 618, Advanced Cognitive Processes (offered in alternate years; students take both)  
PSYS 680, Research Methods  
Additional courses as needed (e.g., social psychology courses; electives)

**Summer:**  
Electives, if desired

**Second Year, Fall:**  
Courses as needed (e.g., PSYS 623, Theories of Personality; PSYS 668, Physiological Psychology; PSYS 696, Diversity Issues in Psychological Research; social psychology courses; electives)

**Second Year, Spring:**  
PSYS 617, Memory Processes and Applications or PSYS 618, Advanced Cognitive Processes (offered in alternate years; students take both)  
Additional courses as needed (e.g., social psychology courses; THES 698; electives)

**Summer:**  
Electives, if desired
Pre-Approved Electives

Students are strongly encouraged to complete a thesis (THES 698) as an elective, particularly if they intend to apply to doctoral programs. Students may also take any PSYS graduate course as an elective, providing the course is not restricted to students in the other graduate program. Some courses below may have prerequisites not listed here. If you wish to take electives not listed below, contact the Director of Graduate Studies to make sure the courses you’re interested in will apply toward your degree. Advanced stats courses are especially recommended for help prepare for doctoral admission. Please note: Courses in any department that include a field experience or study abroad require a study plan. Get the form on the “For Current Graduate Students” page of the department’s web site and submit it to the Director of Graduate Studies as early as possible and before paying any course fees.

Anthropology
521 Social Organization
601 Scope of Cultural Anthropology

Communication Studies
540 Interpersonal Communications
551 Communication in Organizations
602 Human Communication: Process and Theory
610 Studies in Persuasion
625 Interviewing
650 Business and Professional Communication
651 Applied Communication in Organizations
652 Dyadic Communication in Organizations
653 Issues in Communication Consultation
654 Executive Influence Systems

Counseling Psychology
610 Career Theories and Realities
614 Career Counseling, Assessment, and Intervention
618 Industrial Vocational Psychology
688 Group Techniques

Education: Higher (EDHI)
609 Preparing for the Professoriate: Teaching in Higher Education

Educational Psychology
603 Psychology of Human Development
625 Psychology of Later Life
645 Survey of Advanced Research Methods and Statistical Designs
740 Computer Analysis of Educational and Psychological Data
741 Applied Regression Analysis for the Social Sciences
742 Multivariate Statistical Techniques
Department of Psychological Science Graduate Policies and Procedures

General Procedures

Graduate Academic Load. Normally students will take 9-12 credit hours during fall semester and during spring semester. Students may choose to take summer classes but are not required to do so. A full-time graduate student, as defined for the purpose of classification for financial aid or veterans’ benefits, is a student registered for 9 or more credit hours during the fall or spring semester. A full-time student as defined by the Bursar’s office for billing purposes is a student registered for a minimum of 12 semester hours.

Graduate students may register for a maximum of 15 hours during a fall or spring semester and 12 hours during an entire summer.

The minimum course load for graduate assistants in the PSYS department is 9 graduate hours during a fall or spring semester; for graduate assistants in other campus offices the minimum is 6 hours. There are no minimums for summer terms. Requests for exceptions to the minimum course load must be submitted to the Director of Graduate Studies for approval. There is no minimum requirement for students who are not graduate assistants.
Graduate students may take undergraduate-level courses, but those credit hours will not count toward a master’s degree, and they are not covered by the partial tuition waiver given to graduate assistants.

**Time Allowed for a Masters Degree.** All degree requirements must be met within six years unless an extension of time is approved by the Graduate Dean on the recommendation of the Department Chair.

For degree requirements fulfilled more than 6 years earlier, a student must apply for re-validation. In doing so, the student must obtain permission from the Department Chair and the Graduate Dean to demonstrate evidence of current knowledge in the out-of-date requirements. Re-validation of the out-of-date requirements may be demonstrated through examinations, retaking of out-of-date courses for credit or audit, or by presenting other evidence of currency in the field. The Department Chair will present a written statement to the Graduate Dean outlining the conditions for re-validation of the requirements; the Graduate Dean will make the final determination on these conditions. If the Graduate Dean approves the conditions for re-validation, the Department Chair will forward written results of these conditions once satisfied along with a recommendation for or against granting credit for the course(s) in question.

The student must meet additional requirements as determined by the Department Chair and Graduate Dean if:

- the examinations are not passed with a B or higher (i.e. a “B-” grade is not considered passing) or evidence of current knowledge is not persuasive or
- the original recommendation of the Department Chair and Graduate Dean was that examinations and/or presenting of evidence were not appropriate.

**Registration.** During their first year, the Director of Graduate Studies will give students information about which classes to take and how to register. Thereafter, students are responsible for their own registration. Some courses require permission to register. For such courses in PSYS, contact the Graduate Secretary for help in securing permission. For such courses in other departments, contact the appropriate department. Electives must be approved by the Director of Graduate Studies unless they are specifically described as pre-approved in this Guidebook.

See Thesis Procedure for information about registering for THES 698. Clinical students must have completed the prerequisite courses and be approved for internship before registering for and starting the internship.

**Withdrawals and Incompletes.** Withdrawal from class may be accomplished during dates established by the Registrar. Be aware that withdrawing from a class may affect the course sequence and delay the completion of the degree. It may also affect the student’s assistantship if dropping a course reduces the student’s course load to less than 9 graduate hours; contact the Director of Graduate Studies for more information.

In extenuating circumstances, an incomplete may be given upon approval from the course instructor. At that time, conditions are set forth for the work to be completed. The student is
responsible for completing the work by the deadline established by the instructor (possibly in consultation with the Director of Graduate Studies). The maximum time allowed is one year, although the instructor and Director of Graduate Studies may establish a shorter time depending on the circumstances.

MAST 600 is a 0-credit hour course for active-status master’s degree students who have completed all of their coursework for the degree except for one or more incompletes outstanding. The Graduate School requires you to register for this course during spring and fall semesters if you fit this description. If you’re going to apply to graduate in the summer, you must register for MAST 600 during the summer term during which you will apply. If you will graduate in fall or spring, you do not need to register for MAST 600 during the summer.

Application for Graduation. Students should apply for graduation through the Graduate School no later than the second week of the term in which they plan to graduate or after they have registered for their final coursework. Students who chose the THES or RES option should consult the Graduate School’s website to learn how and when work must be turned in.

Changing Programs

The Graduate Committee recognizes that students’ interests may change, particularly during the first year of graduate work. However, a student may transfer to the other program within the department only if the desired program is not full and only if the Graduate Committee approves the request. The Committee may require the student to go through the regular application process. Contact the Director of Graduate Studies for more instructions on how to apply for a transfer.

Student Performance and Progress

Grade Requirements. Only grades of “C” or higher (i.e., not “C-” or lower) are acceptable in fulfilling Graduate School requirements. Some classes may require higher performance than a “C.” The option for credit/no-credit is not available for graduate courses. Classes may be audited by completing a form at the Graduate School five class days before the semester begins.

Normal Progress. Normally, a full-time graduate student will progress through the program in two calendar years or less. Please refer to “Time Allowed for a Master’s Degree” for further information.

Departmental Procedure for Evaluating Graduate Students. All students are formally evaluated at the beginning of each Spring Semester. A form (see Appendix A) will be completed by all departmental faculty who taught the student in class, served as a research advisor, or was the student’s assistantship supervisor. If there is only one departmental faculty member who had such contact with a student, one or more professors in other departments who had contact with the student will be asked to complete an evaluation. The completed forms will be provided to the Graduate
Committee, but will not be shown to the students. The Graduate Committee will examine the progress of all students using the following criteria:

1. Students must maintain an overall GPA of at least 3.00.

2. As described above, faculty will be asked to inform the committee about the quality of each student’s performance (see form in Appendix A). Both excellence and deficiencies in the following two areas will be considered:
   
   i. Academic skills not necessarily reflected in GPA (e.g., research proficiency, ability to communicate effectively when writing and speaking)
   
   ii. Professional behavior (e.g., responsibility, ability to communicate effectively, willingness to treat others respectfully).

3. If the student holds an assistantship in the Department of Psychological Science, the faculty supervisor(s) will report on the student’s performance with respect to assistantship duties.

4. Students working at an internship will be evaluated with respect to their performance at the internship.

Using these criteria, the Graduate Committee and Director of Graduate Studies will classify (by majority vote) each student in one of two categories: “progressing well” or “not making satisfactory progress.” The Director of Graduate Studies and the Graduate Committee Chair will send each student a letter reporting the committee’s assessment and the reasons for it and will place a copy in the student’s file. Students who are not making satisfactory progress will be required to meet with one or more members of the Graduate Committee, who will explain the committee’s concerns, invite the student to respond to the feedback, and outline the changes the student needs to make, along with a timeline for making the improvements. At the end of the specified time, the Graduate Committee may request a follow-up evaluation of the student. Using the results of this evaluation, the Graduate Committee will vote a second time to classify the student. If the committee agrees that the student is still not making satisfactory progress, then it will vote to do one of the following:

1. Place the student on probation for one semester or for a specific number of graduate credit hours with specific requirements for removal of probation stated in writing to the student.

2. Remove the student from the program.

Unsatisfactory Evaluation on Section Relating to Assistantship. Students with departmental assistantships who were not making satisfactory progress at the beginning of spring semester on items relating to performance of their assistantship duties will meet with one or more members of the Graduate Committee as described above to discuss the specific improvements that are needed. In addition, these students will be required to reapply for the privilege of maintaining a departmental assistantship during their second year. The Director of Graduate Studies will provide instructions for reapplying. The Director will also ask the student’s assistantship supervisor(s) to submit a written report at the end of the spring semester explaining whether the student successfully improved
upon the deficiencies identified in the evaluation made at the beginning of the semester. Using the student’s application materials and the report from the supervisor(s), the Graduate Committee will decide whether or not to allow the student to continue holding a departmental assistantship during his or her second year of study.

**Evaluation of Clinical Students Prior to Admission to Internship.** Clinical students will work with the Internship Coordinator throughout their internship experience. Students do not enter the internship phase of their training automatically. Instead, students must demonstrate that they are ready for this training. Specifically, the Internship Coordinator must be satisfied that students have (a) mastered basic and applied knowledge of psychology; (b) developed appropriate clinical skills, and (c) demonstrated an ability to function as a responsible professional. The Internship Coordinator will approve clinical students for internship training after consulting (if necessary) with Clinical faculty, the Director of Graduate Studies, and the Graduate Committee. Student requests for admission to internship will be minimally supported by the following:

(a). Student will be in good academic standing (i.e., 3.00 or B graduate GPA or better).

(b). Student must have completed at least 20 credit hours within the Clinical program.

(c). Specific prerequisites include PSYS 632, 640, 644, 652, and 696.

Recommendation for admission to internship does not ensure acceptance at any particular internship site. Beginning in the second semester of the first year students will work with the Internship Coordinator to help students choose a suitable site. Final placement is based upon site availability, the Internship Coordinator’s assessment of site suitability, and student preference. In addition, most sites require a vita, references, and an interview prior to acceptance and may require a student to compete with others in the department, students from other BSU departments, or students from other universities. See the Internship Coordinator for a list of potential sites. Actual internship duties vary by site and are negotiated with the site supervisors.

After a student is placed at an internship site, the supervisor at that site, along with the Internship Coordinator, will monitor the student’s performance and progress. Substandard performance and/or unsatisfactory progress could result in required remediation, a temporary leave of absence from the internship, or termination of the internship.

**Appropriate Student Conduct**

Students are expected to maintain certain standards of behavior both on- and off-campus, as well as online. They should treat all other members of the department respectfully and avoid behaviors that could cause harm to classmates, research participants, undergraduates (for whom graduate students may serve as teaching assistants), and therapy clients. They should refrain from all forms of academic dishonesty. In activities related to the teaching, service, and research functions of the department, each graduate student must conform to reasonable standards of academic and professional conduct, and all Graduate Assistants must sign a Confidentiality Agreement (see Appendix B) in which they promise to respect the privacy of research participants or other students whose records they handle as part of their assistantships. Students are also expected to adhere to the ethical standards of the American Psychological Association.
Graduate students are advised to familiarize themselves with Ball State’s student ethics code (go to www.bsu.edu and type Student Code into the search box), which all students are required to follow. The following is a partial list of prohibited behaviors:

- Physical abuse of other persons, harassment (see following section), stalking, hazing, and sexual misconduct.
- Obstructing or disrupting university-sponsored activities, including classes and meetings.
- Using, possessing, selling, distributing, manufacturing, or transferring drugs except as expressly permitted by law.
- Using, possessing, or distributing alcoholic beverages except as expressly permitted by law and university policies.
- Academic dishonesty of any type. Students who are determined to be guilty of academic dishonesty may be expelled from the graduate program by vote of the Graduate Committee.

It is possible that a graduate student may become aware that a classmate has violated university or departmental policies regarding appropriate conduct. To safeguard the welfare of persons with whom this classmate might interact and to ensure timely remediation, faculty, staff, students, and internship/practicum supervisors (through the Internship Coordinator) have an obligation to inform the Director of Graduate Studies as soon as possible after becoming aware of a possible violation. In cases of uncertainty, it is better to inform the Director of Graduate Studies rather than to take no action. The Director will investigate any suspected student conduct violations upon becoming aware of them and will consult, as appropriate, with the Internship Coordinator and the Graduate Committee to determine a remediation or sanction. In some cases, the Director may need to refer the case to another university official.

**Anti-Harassment Policy**

**A.** Harassment of any other person is prohibited. Harassment is defined as follows: Any actions, threats, gestures, and/or fighting words directed toward another person which have the purpose to or which tend to incite a breach of the peace or cause physical injury or emotional distress to that person because of the humiliating, degrading, intimidating, insulting, coercive, ridiculing, and/or alarming nature of the conduct. It frequently, but not always, involves a pattern of conduct. Harassment is particularly reprehensible when it is directed toward a person because of his or her race, ethnicity, national origin, ancestry, religion, creed, sex, sexual orientation, age, or disability.

**B.** Examples of harassment include using or threatening to use violence or other criminal means to cause physical harm to another person or his or her property or reputation; making repeated communications by telephone or mail anonymously, at extremely inconvenient hours, or in offensively coarse language; taunting, insulting, or challenging another person in a manner likely to provoke a violent or disorderly response; and subjecting another person to offensive
touching. However, this is not an exhaustive list of the types of conduct which may constitute harassment.

C. This anti-harassment policy will in every case be construed and applied so as to avoid violating individuals’ free-speech rights protected by the First Amendment to the United States Constitution. Therefore, language or other conduct which is used as a part of, or in the context of, the expression or discussion of an idea, ideology, or philosophy does not constitute harassment under this policy even if it would otherwise be proscribed hereby. Words or gestures used during a class discussion or in other academic settings will be presumed not to constitute harassment unless the evidence to the contrary is clear and convincing.

Student Concerns and Grievances

Program and Department-level concerns. Students may find that they have requests or concerns regarding courses, department policies, facilities, equipment, or other aspects of their program (excluding complaints about classmates or individual faculty). Such concerns may be submitted to the Clinical program student representative or the Cognitive/Social student representative (whichever is appropriate). If unsure who the representative is, contact the Director of Graduate Studies. Two student representatives, one from the Cognitive and Social Processes Program and one from the Clinical Program, serve a one-year term as representatives to the department’s Graduate Committee. The second-year students in each program participate in an election to select their representative. Consult Appendix C: Duties of Personnel Associated with the Graduate Program for a description of the responsibilities of those individuals.

The representatives are voting members of the Graduate Committee on all matters except those that involve complaints about individual faculty, the evaluation of current students, the selection of incoming students, Graduate Assistantship assignments, or faculty members’ requests for Graduate faculty status. The representatives are responsible for relaying information from the Graduate Committee to the students, as well as bringing issues of concern from the students to the Graduate Committee and for voicing student opinion on all issues brought before that committee. Although students can express concerns directly to the Department Chair, the Director of Graduate Studies, the Graduate Committee Chair, or other faculty, it is hoped that students will utilize their representation on the Graduate Committee as a vehicle for communication with faculty, unless their concerns involve classmates or individual faculty, in which case they should contact the Director of Graduate Studies as described below.

Grievances Involving Individual Classmates or Faculty. If a conflict arises between a student and another member of the university community, the student should first attempt to resolve the conflict by communicating directly with the classmate or faculty member. The student should make an appointment and meet with the other individual rather than attempting to discuss the issue publicly or during a class meeting. If the meeting does not result in a satisfactory conclusion, the student should next meet with the Director of Graduate Studies, who can offer advice, serve as a mediator, take specific remedial actions, or otherwise help resolve the conflict. If the student is unsatisfied with the outcome of the meeting with the Director of Graduate Studies or if the Director
is involved in the original conflict, the student should next meet with the Department Chair. If the
student is unsatisfied with the outcome of the meeting with the Department Chair or if the Chair is
involved in the original conflict, the student should next meet with the Dean of the College of
Sciences and Humanities.

**Thesis Procedures**

Below are the basic procedures for completing a master’s thesis. The entire thesis committee
must agree on any alternative procedures.

**Preparing to Begin a Thesis.** Students will receive basic information about the nature and
purpose of a thesis, as well as the general procedure, during First-Year orientation meetings (fall
semester), and Research Methods (PSYS 680). Students who decide to complete a thesis should
participate in Thesis Support meetings (spring semester of the first year), consult the department’s
online thesis guide (go to [www.bsu.edu/psychology](http://www.bsu.edu/psychology) and choose For Current Graduate Students),
and read Appendix D of this Guidebook.

Prospective thesis students should consult with faculty members whose research interests
overlap with theirs and ask one of these professors to serve as their thesis chair. The chair will help
the student choose a topic, develop the topic into a proposal, set a timeline, and determine the
membership of the thesis committee, keeping in mind the guidelines of the Graduate School.

**The Proposal and the Proposal Meeting.** The student will write a proposal in APA style that
includes a literature review, hypotheses, planned method, and planned analyses. After the chair has
approved the proposal, the student will schedule a proposal meeting with all three committee
members. The student must give a copy of the proposal to each committee member at least 2 weeks
before the proposal meeting so the committee has sufficient time to carefully review the paper.
Although committee members may be able to review the proposal in less than two weeks, students
should not assume or expect this to be the case and should plan accordingly. Students can ask
committee members whether they prefer an electronic or paper copy of the proposal.

The objective of the proposal meeting is to assess the student’s knowledge of the topic and the
soundness of the methodology and the planned statistical analyses. The thesis chair will help the
student prepare for the meeting. Near the end of the meeting, the student will step out of the room
while the committee discusses the student’s performance. When the student returns, the committee
will inform him or her of any required revisions to the writing, methodology, and/or analyses. The
committee members may approve the thesis proposal as is, approve it with the assumption that
certain revisions will be made, or withhold approval until after certain revisions have been made.
When they have granted their approval, they will sign a form indicating this, and the student will
submit the form to the Graduate School. The form is available from the department’s online thesis
guide, and the student is responsible for bringing it to the meeting. Students should type the
committee members’ names on the form before printing it out.
After the Proposal Meeting. If the committee does not approve the proposal at the proposal meeting, the student should work under the supervision of the chair to revise the proposal and should schedule a second proposal meeting as soon as possible. Once a committee approves a proposal, the committee is bound by its decision. Also, if a student wishes to make a change after the proposal is approved, he/she must obtain permission from the committee. Barring unusual circumstances, the committee’s membership should not be changed after the proposal meeting.

Before collecting data, the student must obtain authorization from Ball State’s Institutional Review Board (IRB). This process often takes three weeks but may take longer, so students should submit their proposals as soon as possible after receiving approval from the thesis committee. Go to [http://cms.bsu.edu/About/AdministrativeOffices/ResearchIntegrity/HumanSubjects.aspx](http://cms.bsu.edu/About/AdministrativeOffices/ResearchIntegrity/HumanSubjects.aspx) to get instructions and to submit a proposal.

Registering for Thesis Credit (THES 698). Students who complete a thesis must register for a total of 6 credit hours of THES 698 before graduating and must receive grades for these credits. **Students should not try to register for THES 698 until after the successful proposal meeting and after the topic approval form has been submitted to the Graduate School.** Common questions about registering for these credits are addressed below. Please read this information carefully and share it with your thesis chair. If you do not find the answer to your question here, consult the Director of Graduate Studies.

Q: Do I have to take all 6 credit hours of THES 698 during the same academic term?

A: No. If it’s more convenient for your schedule, you can take 3 hours during one term and 3 hours during another. But be aware that, if you’re a GA in any Ball State office or department, you must be enrolled in at least 9 hours but no more than 12 hours during fall and spring semesters. During an entire summer, can take 0 to 9 hours.

Q: How do I register for THES 698?

A: Tell your thesis chair how many credit hours of THES 698 you want to register for, and for which academic term. Your chair will give you permission to register by notifying the department secretaries. Then you can register online.

Q: What if I register for THES 698 during a given academic term, and at the end of that term I haven’t yet completed my project?

A: This is a common situation and not a problem. Your thesis chair will temporarily assign a grade of Incomplete and will submit a change-of-grade form after you’re finished.

Q: I’m a GA, so I’m supposed to carry at least 9 credit hours during fall and spring semesters. I haven’t had my proposal meeting, and since I can’t register for my thesis credit hours yet, I have only 6 hours for the current semester. Is this a problem?
A: As long as there are no other available courses this semester that you are required to take, the Director of Graduate Studies will give you permission to register for 6 hours (send email to get approval). Note however, that 6 credit hours is the minimum.

Q: What if I’m a GA, I haven’t yet had my proposal meeting, and I have fewer than 6 credit hours for the current semester? The Graduate School will not allow me to take less than 6 hours.

A: In this case, you can register for 3 credit hours of PSYS 698 (independent study) as a place holder so that you will be carrying 6 credit hours. Then, if your committee approves your proposal partway through the semester, you can drop PSYS 698 and add THES 698. Your thesis chair must give you permission for each step (registering for PSYS 698 or THES 698 or for dropping PSYS 698). The chair will tell the department’s graduate secretary what needs to be done, and she will work with the student to drop and add. If your committee does not approve your proposal until after the semester has ended, you can leave PSYS 698 on your transcript and register for THES 698 during a subsequent semester. Your thesis chair can temporarily assign a grade of Incomplete in PSYS 698 and submit a change-of-grade form after you finish your thesis.

Q: I have completed all of the courses required for my degree, and I registered for THES 698 credit hours during previous semesters (I have temporary grades of Incomplete for those hours). I still need another academic term to finish my thesis. Do I have to register for anything?

A: You must register for the zero-credit MAST 600 during fall and spring semesters while working off the Incomplete. You must also register for MAST 600 during summer semester if you will apply to graduate in the summer. There is a nominal fee to register. The university will not grant your degree until you register for and pay for this course.

The Defense Meeting. The purpose of a defense meeting is to evaluate whether students understand: 1) how their thesis relates to the relevant literature, 2) the reasons for the procedures they used, 3) how and why their statistical analyses were conducted as they were, 4) problems with and/or possible improvements to their thesis, 5) how to interpret the results obtained, and 6) directions for future research. Questions may cover any or all of these areas. The thesis chair will help the student prepare for the meeting.

Copies of the thesis should be provided to members of the committee at least two weeks prior to the defense meeting so that the committee has sufficient time to review the paper carefully. Students can ask committee members whether they prefer an electronic or paper copy of the proposal. In order to avoid a negative outcome, do not attempt to schedule the defense meeting until you have determined that each committee member agrees that you are ready for the defense. Consult your chair for help with this step.

At the beginning and end of the defense meeting, the committee will ask the student to step out of the room while they discuss his or her performance. After the discussion at the end of the meeting, the committee will inform the student of their decision. The committee may approve the
thesis with no or minimal revisions, approve the thesis with the understanding that certain revisions
will be made, or withhold approval until revisions are made and submitted to them.

After the Defense Meeting. The final copy of the thesis must be submitted electronically to
the Graduate School. Students must upload their documents to the Graduate School’s website, and
afterwards the committee members will electronically approve the project. Students can choose
whether the entire paper will be released for public access via the Networked Digital Library of
Theses and Dissertations or only the title page and abstract. Students can consult with their thesis
chair if unsure which option to choose.

Although the thesis must be submitted electronically, students must also submit two paper
forms to the Graduate School. The first is the final approval form, which students create by
following a template, and the second form is the ETD signature form. Both are available from the
department’s online thesis guide. Note that the Department Chair (as well as the members of the
thesis committee) must sign both forms before they are submitted to the Graduate School, so the
student should plan accordingly.

Consult the Graduate School’s website for deadlines so that you will know the date that your
thesis must be submitted. Be aware that the deadline is usually three to four weeks before the end of
a given academic term.

The Final Step. Celebrate your accomplishment! You have demonstrated that you know how
to design and conduct a major research project.

Deadlines

Concerning all aspects of Graduate School policy (e.g., registration, withdrawals, incompletes,
thesis, application for graduation), responsibility rests with the student for meeting deadlines.
Making yourself aware of these deadlines can prevent any difficulties from arising. Information
about deadlines is available on the Graduate School’s website.

Financial Aid

Graduate Assistantships. Any admitted, full-time student in good standing in the Department
of Psychological Science can be considered for a departmental assistantship. “Good standing”
means the student is not on academic probation and has not been classified as “not making
satisfactory progress” in his or her most recent departmental evaluation. Incoming students are
ranked for admission by the Graduate Committee, and the Director of Graduate Studies uses the
same rankings to assign assistantships. Students who held departmental assistantships during their
first year are usually given contracts for their second year as well, unless (a) the assistantship was
explicitly described as a one-year position when offered; (b) the department’s assistantship budget is
reduced; (c) the student receives unsatisfactory evaluations from his or her supervisor(s); (d) the
student is put on academic probation; or (e) the student is classified as “not making satisfactory progress” in his or her annual departmental evaluation.

Assistantships require a 20 hour per week work commitment during the academic year. The Graduate Secretary will put an absence report in each assistant’s mailbox once during each pay period. The report should be completed, signed by the assistant and his/her supervisor(s) and returned to the Graduate Secretary as soon as possible.

Applicants should indicate their interest in an assistantship at the time of their application to the program. Assistantships are awarded by decision of the Graduate Committee. In the case of an open position, the Director of Graduate Studies will invite applications, and the Graduate Committee will evaluate the applications and will decide how to fill the position.

Assistantships are not available to part-time students, students on probation, or students classified as “not making satisfactory progress” in their most recent departmental evaluation. A minimum of 9 hours of graduate courses must be taken each semester in which the student holds an assistantship (there are no minimum requirements for summer terms). Acceptance of an assistantship contract implies availability for work from the first day of the semester through the last day of finals week. If an assistant cannot fulfill assistantship duties on a given day, he or she must personally notify the faculty supervisors and arrange for a substitute to cover his/her duties. Failure to fulfill assigned duties, failure to complete assignments promptly or substandard performance may result in reduced pay and/or termination of the assistantship. In addition, the Director of Graduate Studies may decline to offer the student an assistantship for his or her second year in the program.

Graduate Assistants are assigned to work a total of 20 hours per week for one or two individual faculty members (either 20 hours for one or 10 hours each for two professors). Most assignments take the form of research assistantships and teaching assistantships. A small number may involve administrative duties, such as helping the Director of Graduate Studies or staffing the Advising Resource Center. All assistants must sign up to proctor a minimum number of departmental make-up exam sessions (see the department secretaries at the beginning of each semester for instructions). The Director of Graduate Studies will assign assistants to faculty members and will try to honor faculty requests for specific students. Students may not themselves request assignment to specific professors, but they may ask a professor to submit a request.

Teaching Assistants are assigned to professors who are teaching the undergraduate research methods course, the tests and measurements course, the research seminar, or the introductory graduate assessment course. They are expected to perform duties related to teaching that specific course. Examples of such duties are holding office hours, attending the class and taking notes, proctoring exams, grading assignments, and holding review sessions.

Other Graduate Assistants may be required to perform duties related to their faculty supervisor’s research and/or teaching. Examples of research-related duties are collecting and analyzing data, attending research team meetings, and conducting library searches. Examples of
teaching-related duties may be found in the above section titled “Teaching Assistants.” It is hoped that faculty supervisors will consult with their assistants to discover their preferences and strengths and then assign duties so as to accommodate the assistants’ preferences and put their strengths to good use. Ultimately, however, the supervisors make the final decisions in assigning duties.

Because assistants may work with students’ academic records, research participants’ data, and other sensitive information, they must sign a confidentiality agreement at the beginning of each academic year (see Appendix B). The signed agreements will be kept in the assistants’ files.

It is Ball State University’s policy that students who have an assistantship may work no more than 10 hours at another job on campus. These additional hours must be approved, preferably in advance, by the Director of Graduate Studies. There is no University policy about the number of hours students with assistantships may work off campus. The decision to work additional hours off campus is an individual one. In general, we discourage students with assistantships from working more than 10 additional hours, either on or off campus. Should students choose to do so, we assume that their assistantship will be their primary concern (e.g., will come before outside work in their priorities). Also, we caution that an outside job may interfere with coursework, which should also be a priority. If grades fall below a 3.0 average or if outside work unduly interferes with the assistantship, students should be aware that they might lose their funding from the department.

Students who are not awarded an assistantship in the Department of Psychological Science may seek one outside the department. The Director of Graduate Studies can provide information regarding outside assistantships that may be available, but it is the student’s responsibility to locate and secure an outside assistantship if he or she wants one.

Loan Programs Available to Graduate Students. In addition to assistantships, loans are available to graduate students. To be considered for a loan, students must complete a Free Application for Federal Student Aid. Loans are processed through the Office of Scholarships and Financial Aid. For more information, contact the Office of Scholarships and Financial Aid, Ball State University Muncie, IN 47306 or call 765-285-5600 or http://www.bsu.edu/finaid/.

Graduate Research Grants

The university offers research grants to graduate students (links can be found on the “For Current Students” page of the PSYS department website. These are excellent opportunities for second year students to receive funding for their research or for travel if they are presenting research at a professional conference. Students are responsible for meeting all deadlines associated with research and grant funding.

Students interested in pursuing outside grants or fellowships for graduate study are encouraged to explore the Community of Scholars web page at http://www.cos.com. This service provides detailed information about funds available for graduate students within disciplines. At Ball State University, this web page can only be accessed by an on-campus computer.
Be aware that data collection for any research project must be approved in advance by the Institutional Review Board. Proposal guidelines and forms may be obtained at http://cms.bsu.edu/About/AdministrativeOffices/ResearchIntegrity/HumanSubjects.aspx.

**Miscellaneous**

**Offices.** Office space for Graduate Assistants is assigned by the Director of Graduate Studies. Students without departmental assistantships will be assigned offices if space is available, and second-year students are accommodated before first-years.

**Keys.** The department secretaries will issue keys for student offices upon payment of a $5.00 deposit (please bring exactly $5.00 when you request a key). The deposit is refunded upon return of all keys. If assistantship or research duties require use of a faculty member’s lab, that lab key will be issued with the professor’s permission. Under no circumstances should an individual have a University key duplicated.

**Paychecks.** Graduate Assistants can get a schedule of pay dates at http://cms.bsu.edu/About/AdministrativeOffices/PayrollEB/Payroll.aspx Choose Pay Dates, then Graduate Assistant Pay Schedule.

**Refrigerator and Microwave.** A refrigerator and a microwave are available in the main office. Please clean up after yourself.

**Mail and Messages.** Graduate student mailboxes are located in the main office (NQ 104). Be sure to check your mailbox regularly. The main office is open 8:00 a.m. - 5:00 p.m. on weekdays (7:30 a.m. - 4:00 p.m. summer) and is closed on weekends.

**E-mail.** You will need your BSU e mail account to access some online services, but you can have your messages forwarded to another account if you wish. Be sure to check regularly for messages from your instructors, supervisors, and the Director of Graduate Studies.

**Testing Room (NQ 081).** This room is suitable for collecting data from small groups of research participants (up to 10 individuals). Students may schedule testing sessions by recording the start time and stop time, along with their name, on an online calendar (contact Dr. Pickel to learn how to access the calendar). The combination lockbox outside the door contains a room key. Because data and research equipment are often kept in the testing room, it is important that students do not leave the door unlocked when they are not present. Additionally, anyone who uses the room must help keep it clean. The custodial staff does not have access to the testing room, so researchers must carry out trash, clean up messes, and keep desks and equipment orderly.

**Duplicating Facilities.** The copier in the main office is to be used for departmental purposes only. Personal copying (including copying for graduate coursework) can be done at Bracken Library, the Student Center, or copy stores in the Village. Copying required for one’s assistantship for faculty members may be done on the office copier by the student helper employed for that
purpose or by the graduate student. The department secretaries will assist students in operating the machine.
Appendix A: Graduate Student Evaluation Form
Ball State University
Department of Psychological Science
Graduate Student Evaluation Form

Student: ___________________________ Evaluator: ___________________________

Ratings are based on the following scale:

5 = superior for this level of training
4 = above average for this level of training
3 = average for this level of training
2 = below average, student needs to develop this area*
1 = clearly inadequate, serious attention is needed in this area*
X = unable to make an accurate evaluation in this area

*areas marked with 1 or 2 are to be specifically addressed in PART III

PART I: Course Related Skills
1. Makes meaningful contributions in class discussion
2. Communicates effectively in written work
3. Communicates effectively in oral presentations
4. Communicates effectively on exams
5. Comes prepared for class
6. Prompt in the completion of assignments

If you have comments about areas not included here, please note them in Part III.

PART II: General Professional Skills
1. Responds well to feedback
2. Exhibits good judgment
3. Dependable
4. Displays an appropriate level of maturity
5. Conducts herself/himself in an ethical manner
6. Shows motivation to succeed
7. Willing to learn

If you have comments about areas not included here, please note them in Part III.

PART III: Skills Related to Graduate Assistantship (to be filled out by the professor for whom this student is a Graduate Assistant)
1. Meets responsibilities on time
2. Plans and organizes effectively
3. Contributes original ideas
4. Demonstrates knowledge of relevant literature
5. Shows initiative
6. Follows instructions
7. For Research Assistant: Able to conceptualize research issues
8. For Research Assistant: Has appropriate statistical knowledge
9. For Teaching Assistant: Develops appropriate exams/course assignments
10. For Teaching Assistant: Present materials effectively

*If you have comments about areas not included here, please note them in Part III.*

**PART III: General Comments.** Please provide, in at least a sentence or two, comments about the student’s strengths and weakness. In addition, for those areas marked with 1 or 2, summarize ways in which the student needs improvement:
Appendix B:

Confidentiality Agreement

Graduate Assistants

Department of Psychological Science

Ball State University

This confidentiality agreement applies to all private, confidential information, regardless of format: oral, written, computerized, printed, faxed, etc.

I am a Graduate Assistant in the Department of Psychological Science at Ball State University. I am aware that the data and materials to which I may have access are to be treated in a professional and confidential manner. I agree herein, as a consideration of my employment in the Department of Psychological Science, that I will not disclose or cause to be disclosed any confidential and private information that I may have knowledge of at any time. Such information includes, but is not limited to, student records to which I have access, data collected from human participants, student addresses, phone numbers, or identification numbers, exams, or any materials that I may be asked to photocopy.

I am aware that any breach of the confidentiality of this material or any abuse of my position, including but not limited to alteration of records, destruction of records, or other similar acts, will constitute a basis for termination of employment and may result in further disciplinary action.

Graduate Assistant (print name): _________________________

Graduate Student ID number: _________________________

Signatures of Graduate Assistant Supervisor(s):

________________________________Date ________

________________________________Date ________

Student’s Signature: ________________________________Date ________
Appendix C:
Duties of Personnel Associated with the Graduate Program

**Director of Graduate Studies**

The Director of Graduate Studies is appointed by the Chair each academic year. The appointment is renewable each Spring; there is no limit to the number of consecutive years that an individual may serve. Although the position is funded for two semesters only (Fall and Spring), some of the position’s responsibilities are carried out during the summer and between semesters. The Director is responsible for the administration of the two graduate programs in the Department of Psychological Science, serves as liaison to the Graduate School, and serves as an ad hoc member of the Graduate Committee. Additionally, the Director serves at the pleasure of the Chair and may be assigned other duties and responsibilities as needed. In the Chair’s absence, the Director can serve as the administrative supervisor in the department and assume the responsibilities of the Chair. Specific duties:

1. Carry out any policies or decisions made by the department or the Graduate Committee concerning the graduate programs or individual students (includes giving formal feedback to students concerning their progress or lack thereof)

2. Communicate University policies concerning graduate study to the department and to the graduate students

3. Be available to meet with prospective applicants to the Graduate Programs

4. Bring issues concerning policy, curriculum, etc. before the Graduate Committee for discussion

5. Serve as mediator in graduate student/faculty disagreements

6. Be available to consult with the Graduate Committee

7. Complete all correspondence and other paperwork concerning graduate studies as needed

8. Initiate the process of filling assistantship positions as they become available

9. Make adjustments in the schedule of curriculum offerings as needed
10. Serve as the contact person for students from other departments who wish to enroll in PSYS graduate courses

11. Respond to faculty concerns or complaints concerning graduate students

12. Be available to serve as departmental representative in the Chair’s absence

13. Complete all paperwork as requested by APA

14. Complete any requests for information concerning the graduate programs that are solicited by the Department Chair, the College or the University, or other departments (this includes summaries of demographic data concerning our applicants and our current students, self-study reports, etc.)

15. Work with the student representatives to the Graduate Committee as needed

16. Assist the Chair in identifying temporary or adjunct faculty to teach any unassigned graduate courses

17. Relay information from the Graduate School to students (re: grants, thesis deadlines)

18. Maintain and update departmental web pages that describe the master’s programs and how to apply; attend trainings needed to learn technology or marketing policies

19. Update departmental web pages that describe faculty research interests; solicit updated information from faculty

20. Update or revise application procedures and forms as needed

21. Ensure diversity of course content

22. Attend meetings organized by the Graduate School for graduate program directors

23. Revise the Graduate Student Guidebook as needed

**Fall Semester** (some of the duties below are completed before the start of the semester)
1. Assign offices to Graduate Assistants

2. Conduct orientation meetings for incoming graduate students throughout fall semester to cover adjustment to the department and university, getting involved in research, choosing and registering for future classes, and planning for after graduation

3. Conduct orientation meetings for departmental Graduate Assistants to cover work policies, confidentiality agreements, reporting work hours on Kronos, etc.

4. Meet with each student upon request to discuss goals for graduate study and post-MA plans

5. Respond to problems with Graduate Assistants’ work performance; make reassignments as needed

6. Revise any application materials to be made available to prospective applicants

7. Oversee the process of sending recruiting materials to other colleges and universities and to McNair Scholars; update this material as needed

8. Work with the Chair to schedule graduate classes for Spring

9. Monitor enrollment of students from other departments in PSYS courses

10. Advise graduate students regarding registration for Spring Semester

11. Solicit requests for Graduate Assistants from faculty for spring semester

12. Assign Graduate Assistants to faculty for spring semester

Spring Semester
1. Oversee the evaluation of graduate students; work with Graduate Committee Chair to provide feedback letters to all students; oversee remediation plan for students who are not making satisfactory progress

2. Coordinate any appeal procedures initiated by students in response to their progress letters

3. Organize thesis support meetings

4. Work with the Graduate Committee to establish the calendar for evaluating and admitting new students

5. Along with the Graduate Committee, evaluate all applicants and create a list of applicants who will be offered admission, who will be wait-listed, and who will be denied admission

6. Send information to incoming students regarding class registration, housing, departmental assistantships, finding an assistantship outside the department, and university policies; update this information annually

7. Oversee the process of responding to questions from prospective applicants

8. Oversee the scheduling of visits by prospective applicants; meet with visiting students

9. Complete all correspondence concerning admissions, denials, and wait-listed applicants

10. Oversee the awarding of assistantships

11. Complete paperwork on behalf of admitted McNair Scholars who are applying for assistantships through the Graduate School

12. Work with the Chair to make any revisions in the schedule of Graduate Courses for the upcoming academic year
13. Oversee the registration process for incoming students and returning students; obtain permission for incoming students to register for courses in other departments

14. Monitor enrollment of students from other departments in PSYS classes

15. Work with the Chair in establishing summer schedule of graduate offerings

16. Oversee the process of administering exit surveys to graduating students, tabulating graduating students’ plans, and posting some of this information on the department’s website

17. Solicit letters of recommendation from faculty for renewing assistantships if necessary

18. Complete check sheets for graduating students

19. Solicit requests for Graduate Assistants from faculty for fall semester (this task is actually performed during the summer)

20. Assign Graduate Assistants to faculty for fall semester (this task is actually performed during the summer)

**Clinical Internship Coordinator**

The Internship Coordinator is appointed by the Chair each academic year. He or she oversees the Clinical Internships for all sites at which students are placed. Decisions regarding internship placement are at the discretion of this individual. The appointment is renewable each Spring; and there is no limit to the number of consecutive years that an individual may serve. Usually, internship credit is offered during the Fall and Spring Semesters; however, some of the Position’s responsibilities are carried out during the summer.

1. Be available for meetings with Clinical Graduate Students about issues related to internship or clinical psychology more generally

2. Be available for meetings with onsite internship supervisors
3. Meet with first-year students during Fall Semester to initiate plans for internship placement

4. Assess the need for development of new internship sites and update site list, based upon students’ interests and changes in former sites

5. Prepare list of students needing University insurance coverage for Department Administrative Coordinator; advise the University Insurance Coordinator of the names of students who need liability coverage for internship

6. Assess the availability of internship slots for first-year students who have been approved for internship

7. Discuss with members of the Graduate Committee student eligibility for internship and, as soon as is feasible, identify students who might not be eligible for internship (with Director of Graduate Studies)

8. Notify Clinical students regarding their status for internship

9. Consult with prospective internship students about interviewing at an internship site

10. Distribute syllabi for PSYS 685 and PSYS 687

11. Makes final decision regarding site(s) to which internship site a student may apply

12. Contact internship sites about the availability of positions and submit student credentials to available sites; serve as liaison between potential site supervisors and graduate students to facilitate possible internship matches as needed

13. Confirm placement of student at a site after the site has accepted the student for an internship placement

14. Prepare letters of reference as needed
15. Monitor student progress during internship by collecting midterm and final semester evaluations and timesheets; provide feedback as necessary, including assigning grades

16. Meet with onsite internship supervisor as needed and participate in evaluation meeting at the end of internship training; assign grade for internship, taking into consideration the onsite supervisor’s recommendation

17. Complete grade and “I” removal paperwork related to PSYS 685 and PSYS 687

18. Notify Graduate Committee of any problems with students at various internship sites; work with Committee and site supervisor to develop solutions

19. Review vita and letter of interest of prospective internship students

20. Conduct group supervision for interns who do not get this supervision at their sites

**Department Graduate Secretary**

Duties are:

1. Schedule classes and classrooms for all department Graduate Courses

2. Process all assistantship contracts

3. Forward all correspondence regarding current students to Director of Graduate Studies

4. Forward all application materials to Graduate Program Assistant

5. Communicate with other departments concerning application materials for incomplete files (e.g., missing GREs, transcripts).

6. Maintain file of Minutes of Graduate Committee meetings
7. Notify Director of Graduate Studies and/or Internship Coordinator of any problems concerning graduate students that arise

8. Forward list of internship students needing insurance coverage each semester to the insurance office

9. Forward inquiries from international students to the Rinker Center for International Programs

10. Release and collect keys to student offices

11. Be responsible for upkeep of graduate student offices (e.g., painting, furnishings, etc.).

12. Forward routine Graduate School correspondence to students (mass mailings)

**Graduate Assistant to the Graduate Program**

This assistant works under the supervision of the Director of Graduate Studies and performs tasks associated with graduate student recruitment and admissions. A second-year graduate student is assigned to the position for 10 hours per week as part of his/her assistantship. Duties are as follows:

1. Respond promptly to prospective students’ requests for information and answer questions from prospective students via e-mail

2. Assist the Director of Graduate Studies in updating application materials and informational materials

3. Create, organize, and maintain application files for all applicants

4. Correspond with applicants regarding the status of their file (i.e., complete, items missing, etc.)

5. Prepare a list of applicants to each program to be reviewed for admission by the Graduate Committee after the March 1 application deadline (name, program, overall GPA, Jr/Sr. GPA, psych GPA, GRE scores)
6. Prepare a document containing contact information for applicants

7. Prepare addressed BSU envelopes that the Director of Graduate Studies will use when contacting applicants regarding admissions decisions

8. Work with Administrative Coordinator concerning contacting Graduate School or other departments concerning application materials they may have (e.g., GRE scores for one of our applicants)

9. Schedule campus visits for prospective graduate students: provide driving directions and information about hotel accommodations; obtain parking pass and (if possible) send it to visitor in advance; schedule half-hour meetings between the visitor and the Graduate Program Director, the Graduate Program Assistant, and any other specific members of the department that the visitor wishes to meet; create a written itinerary for visitor that shows all meetings with faculty and students that the visitor will have and distribute it to the visitor, Director of Graduate Studies, department secretaries, and anyone who will meet with the visitor

10. Meet with prospective graduate students who visit the campus; answer questions about the program, department, university, and Muncie area (including housing)

11. Contact McNair Scholars for recruiting purposes during the fall semester after the department receives a database containing their contact information.

12. Send out recruiting information to colleges and universities during fall semester as directed by the Director of Graduate Studies

13. Help update documents (e.g., FAQs) on the GA’s flashdrive

14. Carry out other duties as assigned by the Director of Graduate Studies

**Graduate Student Representatives to the Graduate Committee**

These are not supervised positions; students from each program select a representative to the Graduate Committee. These students attend all meetings of the Committee except when confidential student or faculty items are on agenda. The representatives of the two programs will work independently on issues specific to their
own programs, but collaboratively on issues that pertain to psychology graduate programs as a whole. Their duties are:

1. Attend all meetings of the Graduate Committee except those involving admissions decisions or other evaluation of students on faculty; in the event that a representative cannot attend a meeting, he or she should send another student in the same program in his or her place

2. Bring student concerns (except those about individual faculty) to the Graduate Committee; concerns about faculty and courses should be handled according to the procedures discussed in the section entitled “Student Concerns and Grievances”

3. Keep students informed about Graduate Committee decisions as directed by the Graduate Committee

4. Maintain confidentiality of meetings when appropriate (e.g., minutes of meetings are not to be distributed to other students)

5. Participate as subcommittee member as needed

6. Organize a welcoming party for incoming first-year students or delegate this responsibility to another second-year student

7. Give students the opportunity to respond to the items before the Graduate Committee

8. Present student feedback to members of the Graduate Committee

9. Initiate business to the Graduate Committee on behalf of graduate psychology students as needed; in this event, the student representative will contact the Graduate Committee Chair or Director of Graduate Studies prior to scheduled meetings and ask that items of importance to students be placed on the agenda for consideration

10. Vote on all motions proposed by the Graduate Committee with the exception of admissions decisions and motions which concern evaluation of specific individual psychology graduate students or faculty
11. Compile and distribute a summary (not the minutes) of each Graduate Committee meeting to all PSYS graduate students

12. In the event that a graduate psychology student files an appeal, the student representative shall make him- or herself available to support the appellant throughout the appeal process

13. Near the end of the representative’s last semester of study or if the representative feels he or she can no longer function in this role, the representative will take nominations and coordinate the election of a new representative

**Chair of Graduate Committee**

This position is an elected one, decided by members of the Graduate Committee. Ad hoc members of the committee can not serve as chair. Duties are as follows:

1. Schedule Graduate Committee meetings as needed

2. Inform Committee members of scheduled meetings

3. Prepare agenda for Graduate Committee meetings

4. Conduct Graduate Committee meetings

5. Solicit, collect, and summarize all graduate student evaluations during the evaluation process each January

6. Write feedback letters for all students (in consultation with Director of Graduate Studies)

7. Meet with students to deliver evaluative feedback as directed by the Graduate Committee

8. Collect and summarize Committee members’ ratings of applicants in preparation for the Committee’s meeting to make admissions decisions
9. Speak on behalf of the Graduate Committee in Department, College, and/or University meetings (with the Director of Graduate Studies)

10. Be available, as schedule permits, to meet with prospective students

11. Be available to current graduate students as a resource person

Recorder for Graduate Committee

This is also an elected position, based on elected membership to the Graduate Committee. The duties of the Recorder are:

1. Provide a written record of the actions of the Graduate Committee, including information regarding motions, seconds, and votes on those motions

2. Distribute a copy of the minutes for each meeting to all members of the Graduate Committee and to the Department Administrative Coordinator; be certain the Administrative Coordinator is aware of all actions relevant to her job description

3. Maintain a file of all committee action and be certain a copy of this file (kept in the main office) is updated after each meeting