

**BALL STATE UNIVERSITY**  
**DEPARTMENT OF PSYCHOLOGICAL SCIENCE**  
**GRADUATE STUDENT HANDBOOK**  
**2018-2019**

Rev. 6/12/18

**INTRODUCTION**

This handbook outlines policies and procedures for graduate students and faculty associated with the graduate programs in the Department of Psychological Science (PSYS). In addition to this handbook, PSYS graduate students are also required to adhere to the policies and procedures of the Ball State University Graduate School, the Ball State Code of Student Rights and Responsibilities, and all other university policies. Likewise, PSYS faculty are also required to adhere to the policies, procedures, and expectations of the PSYS Department Handbook, the Ball State Faculty and Professional Personnel Handbook, and all other university policies.

**PSYS GRADUATE PROGRAM DESCRIPTIONS**

**MASTER OF ARTS IN CLINICAL PSYCHOLOGY, 44 credits**

A two-year program designed to prepare students to be competitive candidates for psychology doctoral programs and to enhance students’ research skills by offering them a wide range of research experience from assisting faculty researchers to completing their own independent research projects. The program consists of a rigorous combination of classroom and research experiences.

Students are responsible 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 44.

<b>Master of Arts in Clinical Psychology (44 credits required)</b>		
<b>Required Courses</b>	<b>Credits</b>	<b>Offered</b>
EDPS 642 Analysis of Variance	3	Fall (1 <sup>st</sup> Year)
PSYS 632 Science of Psychopathology	3	Fall (1 <sup>st</sup> Year)
PSYS 640 Foundations in Psychological Assessment	3	Spring (1 <sup>st</sup> Year)
PSYS 652 Psychotherapy	3	Spring (1 <sup>st</sup> Year)
PSYS 668 Physiological Psychology	3	Spring (2 <sup>nd</sup> Year)
PSYS 680 Research Methods in Psychology	3	Fall (1 <sup>st</sup> Year)
PSYS 681 Applied Methods in Advanced Psychological Research	4	Spring (1 <sup>st</sup> Year)
PSYS 690 Professional Development Colloquium	1*	Fall (1 <sup>st</sup> Year)
PSYS 696 Diversity Issues in Clinical Psychology	3	Fall (1 <sup>st</sup> Year)
One of the following: <ul style="list-style-type: none"> <li>● EDPS 730 Nonparametric Statistics</li> <li>● EDPS 740 Categorical Data Analysis</li> <li>● EDPS 741 Applied Regression Analysis</li> <li>● EDPS 742 Multivariate Statistics</li> <li>● EDPS 743 Factor Analysis</li> <li>● EDPS 744 Structural Equation Modeling</li> <li>● EDPS 746 Theory of Measurement</li> </ul>	3 3 3 3 3 3 3	Subject to EDPS scheduling
Electives – 15 credits (THES 698 credits, courses in PSYS, EDPS, and CPSY, or submit elective courses to be approved).	15*	Varies
<b>TOTAL HOURS</b>	<b>44 Credits Minimum</b>	

\*Beginning with the 17-18 AY, PSYS 690 is only offered during the Fall semester for 1<sup>st</sup> year PSYS graduate students. Thus, the current BSU graduate catalog requirement of earning 4 credits in PSYS 690 is waived – but students must still earn 44 hours for graduation by completing at least 15 hours in electives.

**Clinical Psychology Suggested Course Sequence**

	<b>Fall</b>	<b>Spring</b>
<b>Year 1</b>	EDPS 642 (3 credits) PSYS 632 (3 credits) PSYS 680 (3 credits) PSYS 696 (3 credits) PSYS 690 (1 credit) <b>=13 credits</b>	PSYS 681 (4 credits) PSYS 640 (3 credits) PSYS 652 (3 credits) PSYS 668 or EDPS course or elective (3 credits) <b>=13 credits</b>
<b>Summer Year 1</b>	Electives, THES 698, or PSYS 698 (3 credits each) <b>=0-6 credits</b>	
<b>Year 2</b>	EDPS course or electives (6-9 credits) THES 698 or PSYS 698 (0-3 credits) <b>=9 credits</b>	PSYS 668 or EDPS course or electives (6-9 credits) THES 698 or PSYS 698 (0-3 credits) <b>=9 credits</b>
<b>Summer Year 2</b>	If needed or desired	

**MASTER OF ARTS IN COGNITIVE AND SOCIAL PROCESSES, 44 credits**

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.

Students are responsible 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 44.

<b>Master of Arts in Cognitive &amp; Social Processes (44 Credits Required)</b>			
<b>Required Courses</b>	<b>Credits</b>	<b>Offered</b>	
EDPS 642 Analysis of Variance	3	Fall (1 <sup>st</sup> Year)	
PSYS 616 Perception and Cognition	3	Fall (1 <sup>st</sup> Year)	
PSYS 617 Memory Processes and Applications	3	Spring (even years)	
PSYS 618 Advanced Cognitive Processes	3	Spring (odd years)	
PSYS 623 Theories of Personality	3	Fall	
PSYS 668 Physiological Psychology	3	Spring	
PSYS 680 Research Methods in Psychology	3	Fall (1 <sup>st</sup> Year)	
PSYS 681 Applied Methods in Advanced Psychological Research	4	Spring (1 <sup>st</sup> Year)	
PSYS 690 Professional Development Colloquium	1*	Fall (1 <sup>st</sup> Year)	
PSYS 697 Diversity Issues in Psychological Research	3	Fall (1 <sup>st</sup> Year)	
Two of the following (6 credits overall): <ul style="list-style-type: none"> <li>• SOPS 615: Social Cognition</li> <li>• SOPS 620: Group Dynamics</li> <li>• SOPS 640: Social Psychology of Attitudes</li> <li>• SOPS 660: Contemporary Social Psychology</li> <li>• PSYS 695: Seminar in Psychology (if approved by PSYS Director of Graduate Studies.)</li> </ul>	3 3 3 3 3	Varies and subject to SOPS scheduling	
Electives –9 credits (THES 698 credits, courses in PSYS, EDPS, and CPSY, or submit elective courses to be approved).	9*		Varies
<b>TOTAL HOURS</b>	<b>44 Credits Minimum</b>		

\*Beginning with the 17-18 AY, PSYS 690 is only offered during the Fall semester for 1<sup>st</sup> year PSYS graduate students. Thus, the current BSU graduate catalog requirement of earning 4 credits in PSYS 690 is waived – but students must still earn 44 hours for graduation by completing at least 9 hours in electives.

**Cognitive and Social Processes Suggested Course Sequence**

	<b>Fall</b>	<b>Spring</b>
<b>Year 1</b>	EDPS 642 (3 credits) PSYS 616 (3 credits) PSYS 680 (3 credits) PSYS 697 (3 credits) PSYS 690 (1 credit) <b>=13 credits</b>	PSYS 681 (4 credits) PSYS 617 or PSYS 618 (3 credits) PSYS 668 (3 credits) PSYS 695 or SOPS course (3 credits) <b>=13 credits</b>
<b>Summer Year 1</b>	PSYS 695, SOPS course, Electives, THES 698, or PSYS 698 (3 credits each) <b>=0-6 credits</b>	
<b>Year 2</b>	PSYS 623 (3 credits) PSYS 695, SOPS, elective (3-6 credits) THES 698 or PSYS 698 (0-3 credits) <b>=9 credits</b>	PSYS 617 or PSYS 618 (3 credits) PSYS 695, SOPS, elective (3-6 credits) THES 698 or PSYS 698 (0-3 credits) <b>=9 credits</b>
<b>Summer Year 2</b>	If needed or desired	

## OPTIONAL DEGREE SPECIALIZATIONS and INTERNSHIPS

### CLINICAL PSYCHOLOGY CONCENTRATIONS

The PSYS Department offers optional 18-credit concentrations in Clinical/Counseling, Assessment, and Cultural Diversity only for students admitted into the Clinical Psychology M.A. program. See the current Ball State University Graduate Catalog for course requirements. Students must declare their intention to complete a concentration by the **last day of class during the spring semester of their first year**. A plan of study will be required and signed by the Director of Graduate Studies and the student.

### CERTIFICATE PROGRAMS

The graduate school offers a number of optional certificate programs, in which graduate students can earn certificates in additional areas of study while completing their primary master's degree. Certificate programs are shorter in length than a master's degree program, and PSYS, CPSY, EDPS coursework counts toward some of these programs (e.g., Institutional Research, Neuropsychology). However, the additional coursework required will necessitate heavier regular semester and summer semester course loads to complete along with the PSYS graduate program. For a list of graduate certificate programs currently offered, see the BSU graduate school webpage.

### PSYS INTERNSHIPS

PSYS graduate students can earn up to six elective credits (PSYS 685 or PSYS 686) by completing an internship. Internships are optional and the opportunity is not guaranteed. The purpose of the internship is to provide graduate students with practical and/or research experience under the supervision of qualified professionals. Actual internship duties vary by site and are negotiated by the PSYS Graduate Internship Coordinator, the student, and site supervisors. Internships are arranged by the PSYS Graduate Internship Coordinator beginning in the second semester of the first year. Final placement is based upon students being offered a position by a site they applied to work at, as well as the student's preference. 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. Students must have approval from the Graduate Internship Coordinator and the Graduate Committee to complete an internship (See Evaluation of Students Prior to Admission to the Internship below).

## **GENERAL POLICIES and PROCEDURES**

### **GRADUATE ACADEMIC LOAD**

Normally PSYS graduate students will take 9-13 credit hours during fall semester and during spring semester. Full-time enrollment, as defined for the purpose of classification for financial aid or veterans' benefits, is a graduate student registered for 9 or more credit hours during the fall and spring semester. Students are encouraged to take summer classes but are not required to do so.

Graduate students may register for a maximum of 15 hours during a fall or spring semester and 12 hours during an entire summer. Students who enroll in summer classes may have their tuition waived if they served as graduate assistants in the previous two semesters. However, students must still pay student service and other mandatory fees when taking summer courses.

The minimum course load for graduate assistants in the PSYS department is 9 graduate hours during a fall or spring semester. 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 MASTER'S 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), 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 Director of Graduate Studies or the course instructor for help in securing permission. For courses in other departments (e.g., CPSY, EDPS), contact the appropriate department. The Director of Graduate Studies must approve electives unless they are specifically described as pre-approved in this Handbook.

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

## **WITHDRAWAL 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 semester, although the instructor and Director of Graduate Studies may establish a shorter time depending on the circumstances.

## **APPLICATION FOR GRADUATION**

Students should apply for graduation— see the BSU Graduate School website for specific deadlines and procedures. Students who chose the THES or RES option should also consult the Graduate School website to learn how and when work must be turned in.

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 do not need to register for MAST 600.

## **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.



## **POLICIES CONCERNING 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.” Except for THES 698, the option for credit/no-credit is not available for graduate courses. If you want to take a course but do not need or expect to receive credit for the course, you can register to audit the course. Your instructor will decide whether to post the audited course on your permanent transcript.

### **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**

Each student’s progress in the program is formally evaluated annually, with progress letters distributed to students at the start of the 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 may be asked to complete an evaluation. The completed forms will be provided for review by the Graduate Committee, but the raw data 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 graduate GPA of at least 3.00.
2. As described above, faculty will be asked to inform the Graduate Committee about the quality of each student’s performance (see form in Appendix A). Both excellence and deficiencies will be considered.
3. Students completing 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. The student will also receive a letter outlining this feedback. At the end of the specified timeline, the Graduate Committee may request a follow-up evaluation of the student, including eliciting feedback from the student’s current professors and research supervisor(s). 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 or more 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. Not renew the student's departmental graduate assistantship.
3. Remove the student from the program.

### **UNSATISFACTORY EVALUATION RELATING TO ASSISTANTSHIP**

Students with departmental assistantships might not have their assistantship renewed if their assistantship faculty supervisor(s), separate from the formal annual evaluation, have reported ongoing concerns with the graduate assistants and a satisfactory solution for both parties by the deadline agreed upon by all involved parties has not been reached.

The student will meet with one or more members of the Graduate Committee to discuss the specific improvements that are needed. If the Graduate Committee votes to not renew a student's departmental assistantship, all students without departmental assistantships will be invited to apply for the vacated position. Applications will include: a letter of interest, a curriculum vitae including grades in graduate classes, and two letters of support from departmental faculty. Students who just lost their assistantships may apply, provided that they also include with their application a letter outlining their improvements on the issues in which they had deficits. Decisions regarding the next year's assistantship will be made by the Graduate Committee.

Failure to fulfill assigned duties, failure to complete assignments promptly, failure to submit hours in a timely manner on Kronos Timekeeper (more than twice), or substandard performance may result in termination of the assistantship. If students do not submit all their hours in Kronos by the payroll deadlines, the following procedures will be followed:

1. After the first missed deadline, the Director of the Graduate Studies will notify the student's graduate assistantship supervisor(s).
2. After the second missed deadline, the student, faculty supervisor(s), and the Director of Graduate Studies will meet to discuss a remediation plan.
3. After the third missed deadline, the graduate committee will meet to determine if the student's assistantship should be cancelled.

### **GRADUATE ASSISTANTS' CONCERNS RELATED TO FACULTY SUPERVISORS**

If students with departmental assistantships find they have an ongoing concern with their current faculty supervisor, they are strongly encouraged to:

1. First speak with the faculty supervisor about their concern before pursuing other resolution options. If they do not believe they can comfortably or safely perform this action, they may request the Director of Graduate Studies or another member of the Graduate Committee to accompany them when speaking to the faculty supervisor.
2. Inform the Graduate Director of **ongoing** concerns with supervisor as soon as possible. In the case where the Director of Graduate Studies is the supervisor in

question or a conflict of interest is seen to exist, students are encouraged to inform another member of the Graduate Committee.

If discussion (accompanied or not by a member of the Graduate Committee) with the supervisor does not yield a satisfactory solution for both parties by the deadline agreed upon by all involved parties, the student may be reassigned by the Director of Graduate Studies to a different faculty supervisor.

### **FACULTY SUPERVISORS' CONCERNS RELATED TO GRADUATE ASSISTANTS**

Faculty supervisors are responsible for ensuring that Graduate Assistants are fully trained to carry out their duties and for supervising their activities to ensure that Graduate Assistants are carrying out their tasks properly and ethically. Supervision includes meeting with Graduate Assistants periodically during each semester to give them feedback on their performance. If a Graduate Assistant appears to be performing his or her duties inadequately, the first question to be asked is whether the Graduate Assistant was properly trained and supervised.

If faculty supervisors within the department have ongoing concerns with their current student graduate assistants, Faculty are expected to first speak with the student and provide feedback before pursuing other resolution options. If concerns are ongoing after feedback is provided, faculty may ask for the Director of Graduate Studies or another member of the Graduate Committee to be present for a follow-up meeting with the Graduate Assistant to develop a remediation plan. If this process does not yield a satisfactory solution by a deadline agreed upon by all involved parties, the student may be reassigned by the Director of Graduate Studies to a different faculty supervisor.

### **EVALUATION OF STUDENTS PRIOR TO ADMISSION TO INTERNSHIP**

PSYS graduate students must demonstrate they have both the academic and professional skills needed to work in an applied or research setting prior to seeking a PSYS internship. The graduate committee will determine each student's eligibility for completing an internship during the annual evaluation (see "Departmental Procedure for Evaluating Graduate Students" section above and Appendix A). The graduate committee will consider the student's progress in the program and information provided by raters during the annual review, especially any concerns noted in response to the "Internship Readiness" questions. Clinical Psychology students wishing to complete an internship in an applied clinical setting must also have approval from all PSYS faculty involved in the Clinical Psychology program. The Internship Coordinator will obtain this approval when needed.

Student requests for admission to internship will be minimally supported by the following:

1. Student must be evaluated by the Graduate Committee as "making satisfactory progress" during the annual evaluation.
2. Student must be in good academic standing (3.00 graduate GPA or better).
3. Student must have completed at least 20 credit hours within their master's program.

Once all information is reviewed, the Graduate Committee will classify (by majority vote) each student into one of two categories “internship eligible” or “not eligible.” This information and the reasons for it will be included in the evaluation letter sent to each student. Students who desire to complete an internship but were deemed ineligible by the committee will meet with the Internship Coordinator and 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. The student will receive a letter outlining this feedback. At the end of the specified timeline, the Graduate Committee will reconsider the student’s eligibility for an internship, including eliciting feedback from the student’s current professors and research supervisor(s). Using the results of this evaluation, the Graduate Committee will vote a second time to determine the student’s eligibility for internship. If deemed ineligible by the committee during this vote, the committee will also determine whether the student should be provided an additional opportunity to remediate continued concerns. If the committee votes yes, the remediation process will be repeated. If the committee votes no, the student may appeal the decision to the Department Chair.

## EXPECTED PSYS GRADUATE STUDENT CONDUCT

PSYS graduate students are expected to maintain professional and ethical standards of behavior at all times. They should be mindful that they represent, and their behaviors reflect, the Department of Psychological Science and Ball State University even when they are not in the classrooms or in the presence of professors and staff (e.g., in the labs, in their offices, on campus, and off campus). 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.

## CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

PSYS Graduate students are advised to familiarize themselves with the Ball State Code of Student Rights and Responsibilities:

<https://www.bsu.edu/about/administrativeoffices/studentrights/policiesandprocedures/studentcode>

## LEGAL INFORMATION AND POLICIES

PSYS Graduate students are advised to familiarize themselves with the legal information and policies set by the BSU Office of General Counsel:

<https://www.bsu.edu/about/administrativeoffices/legal>

These include the following laws and policies (consult BSU webpage for specific policies):

- FERPA PRIVACY PROTECTION
- ANTI-HARASSMENT POLICY
- STATEMENT ON SEXUAL HARASSMENT
- TITLE IX
- EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY
- POLICY ON CONSENSUAL SEXUAL OR ROMANTIC RELATIONSHIPS

## 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 Graduate student representatives on the Graduate Committee. If unsure who the representatives are, contact the Director of Graduate Studies. Consult **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. Specifically, regarding concerns with faculty professors or research supervisors, the students may follow the same policy as outlined above under **Graduate Assistants' Concerns Related to Faculty Supervisors**. 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 may speak with another member of the Graduate Committee or may 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.

## **MASTERS 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), Research Methods (PSYS 680), and Applied Methods (PSYS 681).

Prospective thesis students should consult with a faculty member in the Department of Psychological Science whose research interests overlap with theirs and ask him/her to serve as their thesis Chair or Co-Chair. The thesis committee should comprise of three members, including the thesis Chair or Co-Chairs. One faculty from the PSYS department must serve as the thesis Chair or Co-Chair. Students may have individuals from outside the Department of Psychological Science serve as committee members and or as the second Co-Chair, provided that these individuals have graduate faculty status in the PSYS department. The Chair or Co-Chairs 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 proposal. Students 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. At the beginning and near the end of the meeting, the student will step out of the room while the committee discusses the student's performance. Before the meeting ends, 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, withhold approval until after certain revisions have been made, or not approve the proposed thesis. If approved, the committee will sign a form indicating this, and the student will submit the form to the Graduate School. The form is available from the BSU graduate school, 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.

### **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 a final grade for these credits (cannot graduate with an Incomplete). 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.

### **FREQUENTLY ASKED QUESTIONS ABOUT REGISTERING FOR THESIS/RESEARCH CREDITS**

Q: When and how do I register for THES 698 credits?

A: Talk to your thesis chair about how many credit hours of THES 698 you want to register for, and for which academic term. When you have an agreed plan, your chair will give you permission to register by notifying the department secretaries. Then you can register online. It is most typical for students to register for 3 credits of THES 698 in the Fall of their 2<sup>nd</sup> year, and another 3 credits in the Spring of their 2<sup>nd</sup> year.

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

A: Yes - if it's more convenient for your schedule (e.g., if you are also completing a graduate certificate), you can take all 6 hours of THES 698 during a single semester (typically would be your final semester).

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: When you first enroll in THES 698, the graduate school expects you to at least hold your proposal meeting during that same semester. If you are not making satisfactory progress toward the proposal meeting by the middle of the semester, your thesis chair will arrange for your removal from THES 698.

Q: Do I get a grade in THES 698?

A: THES 698 is a CR (credit) NC (no credit course). Fully completing a thesis typically takes at least 2 semesters, and often a bit more time into the summer semester. Until you fully complete the thesis, your thesis chair will typically assign a temporary grade of Incomplete and will submit a change-of-grade form after you are finished.

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 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. 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 following their procedures. Students must also submit 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. 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 proper procedures, forms, and deadlines. Be aware that the deadline for submitted the completed thesis is usually three to four weeks before the end of a given academic term.

## PSYS GRADUATE ASSISTANTSHIPS

Any admitted, full-time student in good standing in the Department of Psychological Science (PSYS) 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, who considers the applicants’ GPA, GRE scores, student-faculty research interest match, research experience, letters of recommendation, and students’ career goals. The Director of Graduate Studies use 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 placed on academic probation; or (e) the student is classified as “not making satisfactory progress” in his or her annual departmental evaluation.

Assistants receive a partial tuition remission (excluding certain fees that the university requires all students to pay) as well as a stipend. Assistantships require a 20 hour per week work commitment during the academic year.

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, the GA must personally notify the faculty supervisors and arrange for a substitute to cover his/her duties.

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). 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. 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. Examples of teaching assistant duties are holding office hours, attending the class and taking notes, proctoring exams, grading assignments, and holding review sessions. Examples of research-related duties are collecting and analyzing data, attending research team meetings, and conducting library searches. 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.

Graduate Assistants should be sure to ask their faculty supervisors about the supervisors' expectations regarding assistantship performance (e.g., how often assistants should check their e-mails, how quickly they need to respond to the supervisors' e-mails, and how often they should check their mailboxes). When tasks are assigned, students should ask the faculty supervisors about due dates and, if multiple tasks are given, priorities of those tasks. Graduate assistants should keep a written record of the assignments given, their due dates, the expected outcomes, when they performed those tasks, and how much time was devoted to the tasks. Graduate assistants should work 20 hours per week on their assistantship duties. Graduate assistants need to inform their assistantship supervisors as soon as possible if the assigned duties require significantly more or less time. Graduate assistants are expected to inform the Director of Graduate Studies if they are consistently putting in more than 20 hours a week total toward their assistantship 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. Students should consult the Ball State University Graduate School website for further information and postings for these assistantships.

## MISCELLANEOUS

### GRADUATE RESEARCH GRANTS

The university offers research grants to graduate students. 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. The current link for these programs is as follows: <https://cms.bsu.edu/about/administrativeoffices/sponsored-projects-administration/aspire/studentprograms/graduate-student-programs>

### OFFICES

Office space for PSYS 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 cash 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.

### REFRIGERATOR AND MICROWAVE

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

### MAILBOXES

Graduate student mailboxes are located in the main office (NQ 104). Be sure to check your mailbox on a daily basis. 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.

### COPY MACHINE IN MAIN OFFICE

The copier in the main office is to be used only by PSYS faculty and staff and for Department-related duplication (teaching, research) only. Students' copying materials for classes or other purposes does not meet this criterion.

Copying required for one's assistantship for faculty members may be done on the office copier with assistance from the office staff.

## **DUTIES OF PERSONNEL ASSOCIATED WITH THE GRADUATE PROGRAM**

### **DIRECTOR OF GRADUATE STUDIES**

The PSYS Director of Graduate Studies is appointed by the Department 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 positions are 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 graduate programs in the Department of Psychological Science, serve as liaison to the Graduate School, and serve as an ad hoc member of the Graduate Committee. Specific responsibilities are as follows:

- Administer policies and decisions made by the Department or Graduate Committee concerning the graduate programs or individual students
- Coordinate the graduate admissions process
- Coordinate the graduate student evaluation process
- Communicate University policies concerning graduate study to the Department and to the graduate students
- Meet with prospective applicants to the graduate programs and coordinate meetings with other faculty members
- Bring issues concerning policy, curriculum, etc. before the Graduate Committee for discussion
- Serve as mediator in graduate student/faculty disagreements and complaints
- Serve as ex officio member of the Graduate Committee
- Fill assistantship positions as they become available and assign Graduate assistants to faculty members
- Recommend changes and adjustments in the graduate curriculum and class schedule
- Serve as the contact person for students from other departments who wish to enroll in PSYS graduate courses
- Complete any requests for information concerning the graduate programs from the College or the University
- Work with the student representatives to the Graduate Committee as needed
- Assist the Chair in identifying temporary or adjunct faculty to teach any unassigned graduate courses
- Relay information from the Graduate School to students (e.g., grants, thesis deadlines, etc.)
- Maintain and update PSYS graduate program web pages
- Other duties as determined in consultation with Department Chair

## **GRADUATE INTERNSHIP COORDINATOR**

The PSYS Graduate Internship Coordinator oversees PSYS internships. The position is appointed by the Chair each academic year. The appointment is renewable each spring; and there is no limit to the number of consecutive years that an individual may serve.

### **DUTIES INCLUDE:**

- Discuss with members of the PSYS 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)
- Arrange and supervise internships in applied and research settings for PSYS graduate students.
- Maintain relationships with established internship sites and develop new sites, based upon students' interests
- Provide direction and support to students when applying to internship sites; serve as liaison between potential site supervisors and graduate students to facilitate possible internship matches as needed
- Confirm placement of student at a site after the site has accepted the student for an internship placement
- 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
- Monitor student progress during internship by collecting midterm and final semester evaluations and timesheets; provide feedback as necessary
- Talk 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
- Notify Graduate Committee of any problems with students at various internship sites; work with Committee and site supervisor to develop solutions
- Be available for meetings with graduate students and onsite internship supervisors

## **THE GRADUATE COMMITTEE**

The Graduate Committees is responsible for curriculum issues, including program assessment, and other policy matters as appropriate (e.g., evaluating students for special awards). The Graduate Committee also admits applicants to the graduate programs, conducts the annual evaluation of graduate students, and recommends applicants for Graduate Faculty status to the Graduate School. The Graduate Committee has 3 elected members, 2 ad-hoc voting members (the Director of Graduate Studies and the Graduate Internship Coordinator), and one student representative from each graduate program.

## **GRADUATE STUDENT REPRESENTATIVES TO THE GRADUATE COMMITTEE**

Students from each graduate program select a representative to the Graduate Committee. The representatives of the two programs will work independently on issues specific to their own programs, but collaboratively on issues that pertain to PSYS graduate programs as a whole. Specific responsibilities are as follows:

- 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
- Communicate graduate student views and 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”
- 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 prior to scheduled meetings and ask that items of importance to students be placed on the agenda for consideration
- Maintain confidentiality of meetings when appropriate (e.g., minutes of meetings are not to be distributed to other students)
- 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
- Compile and distribute a summary (not the official minutes) of each Graduate Committee meeting to all PSYS graduate students
- 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
- 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

**APPENDIX A: GRADUATE STUDENT EVALUATION FORM**

BALL STATE UNIVERSITY  
DEPARTMENT OF PSYCHOLOGICAL SCIENCE

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

1. Shows initiative
2. Follows instructions
3. Responds well to feedback and is willing to learn
4. Shows motivation to succeed
5. Produces consistent and high quality of work
6. Exhibits good judgment
7. Plans and organizes effectively, evidenced by consistently meeting responsibilities and due dates
8. Displays an appropriate level of maturity
9. Conducts herself/himself in a professional manner
10. Is respectful toward peers, students, staff, and faculty
11. Respects and works well with people from diverse backgrounds
12. Communicates effectively in written work
13. Communicates effectively in oral presentations and discussions
14. Thinks critically
15. Demonstrates appropriate research and statistical skills

General comments. Please provide, in a least a sentence or two, comments about the student's strengths and weakness.

If you have marked any item with a 1 or 2, please summarize ways in which the student needs improvement.

Internship/Practicum Readiness

1. Do you have any concerns regarding this student completing an internship/practicum?  
(YES/NO/UNABLE TO EVALUATE)



2. Do you have any concerns regarding this student's ability to interact ethically or professionally in an applied setting? (YES/NO/UNABLE TO EVALUATE)
3. If you answered yes to either of the Internship/Practicum Readiness questions above, please summarize your concerns, as well as what changes you think the student would need to make to participate in an internship/practicum.

**APPENDIX B: CONFIDENTIALITY AGREEMENT FOR GRADUATE ASSISTANTS**

BALL STATE UNIVERSITY  
 DEPARTMENT OF PSYCHOLOGICAL SCIENCE

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: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signatures of Graduate Assistant Supervisor(s):

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_