

MASTER OF ARTS PROGRAM STUDENT HANDBOOK

Department of Psychology California State University, Fullerton

Welcome to the Department of Psychology at the California State University, Fullerton.

This handbook contains information about the Psychology Department and Graduate Program relevant to your studies. The requirements and rules governing graduate students in psychology are provided. Information in this Handbook is **supplemental** to the University Catalog, which contains general University graduate degree program information.

This Handbook is organized in the following sections:

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The faculty in the Department of Psychology wish you success with your graduate studies!

*Melinda Blackman, Ph.D.
Coordinator, Master of Arts Program*

Administrative Personnel

M.A. Program Information

M.A. Program Coordinator

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Graduate Office

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Information Technology Consultant

Terry Jones
Phone: (657) 278-3562
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University Graduate Office

Location: MH 103
Phone: (657) 278-2618

Psychology Advanced Computer Lab

Location: H-625
Phone: (657) 278-3386

MASTER OF ARTS PROGRAM INFORMATION

Our 30-unit program provides students with a general background in experimental psychology and opportunities to specialize within interest areas. M.A. course work is augmented by the Mentor Program and participation in research. Many M.A. students take additional elective course work beyond the 30 units, including courses in areas related to Psychology, such as Sociology, Management, and Gerontology. Students are expected to be engaged in research throughout the program and may take additional units in Independent Research (Psychology 599) beyond the three units required in the Study Plan.

Graduate Office

The M.A. Coordinator is responsible for advisement, supervision and approval of students' study plans. The Psychology Graduate Office (H835N), staffed by our Graduate Secretary, is a focal point for graduate student affairs. The Graduate Secretary is familiar with all aspects of our program and is an invaluable source of information. **Students are responsible for keeping abreast of requirements and deadlines. Failure to do so may delay graduation.**

Master of Arts Graduate Studies Committee

This committee is responsible for the administration of the Master of Arts Program. The Committee meets approximately twice monthly. Student requests and petitions are reviewed and acted on by the Committee. Two students from the Master of Arts Program, one from the first year class and one from the second year class, serve as representatives on this committee (see Student Affairs Student Representation).

Time Limit

The M.A. Program is designed for completion in two years (4 semesters). Students requiring more time to complete the degree requirements do not need to file a petition for extension. Tenure in the program, however, cannot extend beyond five years (10 semesters) from the date of admission unless approved by the University. A petition must be submitted to the Graduate Affairs Office and is available from that office.

Study Plan

The M.A. Study Plan serves as a program-planning document and is a formal declaration of degree requirements for each student. **A Study Plan is developed in consultation with the Graduate Coordinator prior to the student's completion of the first semester in the program.** The Study Plan for each student is reviewed by the Coordinator of the Program and the University's Graduate Affairs Office. After a Study Plan has been filed, the student is expected to complete all course-work and other requirements listed. Study Plan changes may be made with consultation and approval of the Graduate Coordinator. File a **"Request for Change in Study Plan for Master's Degree"** form with the Graduate Secretary. Students must receive a grade of "B-" or better in all Study Plan classes.

Classified Standing

Participation in the Graduate Programs in Psychology requires Classified Student Status. The requirements are usually met as part of the admission procedures and include (1) official report of Graduate Record Examination (GRE) scores for both the aptitude and advanced subject test in psychology; (2) official undergraduate transcripts, which document appropriate course work completion in psychology; and (3) verification of Writing Proficiency by EWP test passage or analytical GRE writing score of 4 or higher. If you choose the EWP Exam to fulfill your writing requirement, you may register on line through the student portal.

Grades

The letter grade system below is used for all classes listed on your study plan for Master of Arts Program. Students should be careful not to choose CR-NC (Grade option 2) when registering for classes because it will delay graduation. Students must maintain a minimum grade-point average of 3.0. M.A. Students with a grade-point average of less than 3.0 are subject to academic probation and dismissal from the program. **M.A. Students who receive lower than a “B-“in a study plan class must retake that class and receive a passing grade.**

GRADE	POINTS
A+	4
A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7
D+	1.3
D	1
D	.7
F	0

Admission to the Graduate Program does not assure students automatic "A" grades in course work or thesis. The full range of grades may be used, and the faculty members are free to award grades within this range.

Appeals

Graduate students have the right to request an independent review of academic decisions made by faculty members, the Program Coordinator, or the Graduate Studies Committee. An attempt should first be made to reach a satisfactory solution with the party involved. Issues regarding faculty should be brought to the attention of the Program Coordinator. Appeals of decisions of the Coordinator or Graduate Studies Committee should be addressed to the Department Chair. Remedies are sought initially through discussion with involved parties. If an agreement cannot be reached, the Department Chair will refer the matter to a Graduate Student Appeals Board comprised of a three-person faculty committee from the Psychology Department. The final level of appeal is to appropriate authorities at the University.

Advancement to Candidacy

University policy dictates: A student who has been granted classified standing is normally advanced to candidacy after a request is filed for graduation by the student and an affirmative recommendation made by the graduate program advisor. A minimum grade-point average of 3.0 (B) for all study plan course work is required; other scholastic, professional and personal standards, the passing of examinations, and other qualifications may be prescribed. Only those students, who continue to demonstrate a satisfactory level of scholastic competence and fitness, as determined by the appropriate authorities, shall be eligible to continue on in the graduate program.

Graduate Office

The M.A. Coordinator is responsible for advisement and supervision. The Psychology Graduate Office (H835N), staffed by our Graduate Secretary, is a focal point for graduate student affairs. The Graduate Secretary is familiar with all aspects of our programs and is an invaluable source of information.

COURSE WORK

Core Classes

Students are required to take the following three-unit classes:
 PSYC 500 Issues & Perspectives in Psychological Research
 PSYC 510 Experimental Design
 PSYC 599 Independent Graduate Research
 PSYC 598 Thesis Research

B. Graduate Seminar

Students must complete two Seminars
 PSYC 520T Advanced Topics in Psychological Research

C. Content Classes

Students are required to complete nine units from three different areas in order to fulfill the Content Class Requirement. The classes listed below qualify as Content Classes.

<p style="text-align: center;">COGNITIVE.</p> PSYC 414 Cognitive Neuroscience PSYC 415 Cognitive Processes PSYC 416 Everyday Cognition PSYC 417 Psycholinguistics PSYC 418 Research in Memory* PSYC 520T Seminar	<p style="text-align: center;">DEVELOPMENTAL</p> PSYC 462 Advanced Psychology of Aging PSYC 464 Advanced Developmental Psychology PSYC 476 Dev Psychopathology & Assessment PSYC 543 Advanced Lifespan Development PSYC 520T Seminar
<p style="text-align: center;">SOCIAL/PERSONALITY/INDUSTRIAL</p> PSYC 431 Theories of Personality PSYC 452 Intimate Relations PSYC 454 Social Cognition PSYC 456 Psych of LBGT PSYC 460 Social Psych of Sports PSYC 474 Health Psychology PSYC 520T Seminar	<p style="text-align: center;">QUANTITATIVE</p> PSYC 461 Psychological Testing PSYC 466 Adv. Social Science Computer Apps PSYC 467 Multivariate Stats for Psychology PSYC 520T Seminar
<p style="text-align: center;">CLINICAL</p> PSYC 473 Sleep, Dreams & Beh PSYC 475 Psychopharmacology PSYC 545 Advanced Psychopathology* PSYC 520T Seminar	<p style="text-align: center;">SENSORY/PHYSIOLOGICAL BIOLOGICAL</p> PSYC 473 Sleep, Dreams and Behavior PSYC 474 Health Psychology PSYC 475 Psychopharmacology PSYC 520T Seminar
<p style="text-align: center;">APPLIED RESEARCH</p> PSYC 418 Research In Memory* PSYC 466 Adv Comp Apps in Psych PSYC 452 Intimate Relations PSYC 456 Psych of LBGT PSYC 466 Adv Soc Sci Comp Appl PSYC 520T Seminar	

*Require: Instructor's Permission to Enroll

D. Elective Classes

Students may enroll in classes not required for the degree at any time. If students choose to complete only three units of thesis research rather than six, the three additional units must be made up of any 400 or 500 level class on the approved content course list. In addition, students are encouraged to enroll in extra units of PSYC 599 (Independent Study), particularly if they intend to apply for Ph.D. Programs.

E. Thesis Research

Students may choose to complete three units of PSYC 598 (Thesis Research) and a fourth content course (3 units) or a maximum of six units of PSYC 598 (Thesis Research).

MASTER OF ARTS PROGRAM CLASS SCHEDULING

Presented below is a typical schedule for completion of course-work for the Master of Arts degree. PSYC 500 and PSYC 599 must be taken first and second semesters, respectively. PSYC 510 is recommended for either the second semester of the first year or the first semester of the second year. Content Classes and Seminars may be taken at any time. Students lacking prerequisites will need to complete them during their first semester.

F I R S T Y E A R

Fall Semester	(Nine Units)		
	PSYC 500	Issues & Perspectives in Psychological Research	3 Units
	PSYC 520T	Seminar	3 Units
	PSYC XXX	Content Course	3 Units
		Or Prerequisite Classes	
	PSYC 465	Advanced Statistics	3 Units
	PSYC 408	History of Psychology	3 Units
Spring Semester	(Nine Units)		
	PSYC 599	Independent Graduate Research	3 Units
	PSYC XXX	Content Course/Seminar	3 Units
	PSYC 510	Research Design	3 Units
		S E C O N D Y E A R	
Fall Semester	(Six Units)		
	PSYC 510	Experimental Design	3 Units
		Or	
	PSYC XXX	Content Course/Seminar	3 Units
	PSYC 598	Thesis Research (First Three Units)	3 Units
Spring Semester	(Six Units)		
	PSYC 598	Thesis Research (Second Three Units)	
		Or	3 Units
	PSYC XXX	Fourth Content Course	
	PSYC XXX	Content Course/Seminar	3 Units

The specific classes you will complete for your M.A. degree will be listed on your Study Plan, which is developed in consultation with the M.A. Coordinator. A copy of a Study Plan form is included in this Handbook. The Study Plan is subject to change by completing the appropriate form and filing it with the University Graduate Office.

Insert Study Plan

COURSE AND REGISTRATION INFORMATION

PSYC 500 (Research Issues) 3 Units Class must be completed in the first semester of your first year in the program

PSYC 510 (Experimental Design) 3 Units may be completed the second semester of your first year or the first semester of your second year. Advanced statistics (PSYC 465) is a prerequisite for Experimental Design. If you completed Advanced Statistics at a University other than CSU, Fullerton, Please see Dr. Marelich to schedule a Placement Exam.

Content Courses 9-12 Units of approved 400 or 500 level courses – You are required to complete three content courses from three different areas. If you choose to complete twelve units (4 classes) of content course work, you will only register for three units of PSYC 598, Thesis Research. The fourth content course may be from the same area as one of the courses used to fulfill the three content course requirements. You may use seminar courses to fulfill Content Course requirements.

Master of Arts 400 Level Content Course Contract 400 level classes used for your study plan require an assignment above and beyond the class requirements for undergraduate students in the same course. Graduate students may complete an extra assignment that undergraduates do not do. Or, graduate students may complete an undergraduate assignment with added length, depth or complexity. An M.A. 400 Level Course Contract should be completed including a description of any extra paper or other work to be completed; it should be signed by the instructor and returned to the graduate office. 400 level classes will not be accepted for your study plan unless a contract is submitted.

PSYC 520T (Topical Seminars) two seminars (6 units) must be completed to fulfill your seminar class requirement. Seminar courses may also be used to fulfill Content Course requirements. Seminar courses taken to fulfill seminar requirements may be from the same area. Contact the Graduate Secretary prior to registration to be admitted to seminar classes as enrollment is limited.

PSYC 599 (Independent Graduate Research) 3 Units to receive Department credit for PSYC 599, please complete a Department of Psychology PSYC 599 Registration Form (available in the Department Office), have it approved by your instructor and Program Coordinator and return the form to the Graduate Secretary to receive a computer permit to register. If you plan to apply for a Ph.D. program, it is advisable to show research units each semester either PSYC 599 (Independent Graduate Research) or PSYC 598 (Thesis Research).

PSYC 598 (Thesis Research) 3-6 Units to register ask your Thesis Chair to e-mail the Graduate Secretary giving his or her permission for you to enroll in PSYC 598, Thesis Research. The Graduate Secretary will issue a permit for you to register on the computer.

Registering for more than 12 Units You will only be allowed to register for a maximum of 12 units during Titan I and Titan II. Please register for classes that may fill up and not be available during Titan I and Titan II. You are assured a place in M.A. Program classes and classes you have been given a permit for. Postpone registering for thesis classes until the first week of the semester. During the first week of the semester complete an additional units form available in the Graduate office or on the University Graduate web site, have it signed by the Program Coordinator, and take it to the registration counter in Langsdorf Hall. You will be given a permit on the computer to register for more than 12 units.

Graduation Check

The application for a Graduation Check should be filed one semester prior to the semester you are planning to graduate. This petition is available from the Office of Admissions and Records (LH 111) the deadlines for the application are found in the Academic Calendar and posted in the Department's Graduate Office. **Filing this Grad check late may delay your graduation!**

The University Graduate Office receives your application and notifies the Department of your intention to graduate. The Department reviews your Study Plan and verifies completion of course work. The Department's evaluation is sent to the University Graduate Office. Students are officially advanced to candidacy for their respective degrees at this time (see Advancement to Candidacy). A final evaluation is conducted by the University Graduate Office. If everything is in order, your degree will be awarded at the next graduation (January, May or August). **Students must file their theses by appropriate deadlines for degree award. Students are responsible for knowing and meeting all deadlines.**

Continuous Enrollment

Students must maintain continuous enrollment at the University until their degree is awarded. Your place in the program will be forfeited if enrollment is not maintained. Application for re-admission would be required if a break in enrollment occurs; re-admission is not guaranteed. Apply for a leave of absence if you expect to be absent from the program for one semester or more.

GS 700

Students may enroll for GS 700 credit to sustain their enrollment after **(1) all course work has been completed and (2) a thesis proposal has been approved and filed with the Department's Graduate Office.** GS 700 is a "place-holder," does not require class attendance, and does not have a unit value. Registration in GS 700 will ensure continuous enrollment. The course-code number is found in the Class Schedule under "Graduate Studies."

FACULTY MENTOR PROGRAM

The Faculty Mentor Program facilitates students' early involvement in research, helps students develop their thesis topic, and provides academic and career counseling in areas of emphasis in psychology. New students, in consultation with the M.A. Coordinator, select a Mentor prior to their second semester in the program. Students may change Mentors at any time by obtaining the agreement of the new Mentor and informing the current Mentor. It is anticipated that students' Mentors will serve as Thesis Advisors in the second year. However, students are free to select a different person to chair their thesis project. All tenured or tenure-track faculty are qualified to serve as Mentors. Approval must be granted by the Graduate Studies Committee if your advisor is not tenured, tenure track, or a tenured faculty member from another department.

Mentor's Responsibilities

1. Supervises Psych 599 research during the second semester in the program. Expect to participate in various phases of your Mentor's research such as library research, data collection, data analysis, and report preparation.
2. Provides you with academic and career counseling.
3. Helps you develop your thesis topic.

Your Responsibilities

1. Select a faculty mentor during the first semester of your program.
2. Work with your mentor in a timely manner to complete the required PSYC 599 project.

You should formalize your agreement about your and your mentor's expectations in the Department: PSYC 599 registration form. These expectations include how many hours of work you will be putting in per week, what tasks you will accomplish and how grades will be determined.

Several M.A. Students do research in more than one lab. Students are encouraged to gain as much experience as their schedules will allow, particularly if their goal is to gain admission to a Ph.D. Program.

THESIS

Thesis Advisor/Chair's Responsibilities

Your relationship with your thesis advisor will probably be your most important during graduate school.

Choose your advisor carefully. Talk with the M.A. Coordinator to help you make your decision and discuss your choice with other students who have worked with your advisor.

1. Supervises all aspects of the thesis requirements.
2. Chairs your committee and helps you select appropriate faculty for your thesis committee and develop a reasonable time-line for your project.
3. Helps you to select a suitable project design, and to execute the study. The advisor should also help you obtain any space, equipment, and administrative approvals necessary to conduct the project.
4. Serves as the editor on the thesis manuscript, which includes supervising the preparation of the initial drafts of the thesis prior to submission to the thesis committee, and editing the complete manuscript in preparation for your final thesis meeting. Students must receive approval from their Thesis Advisor before submitting their thesis to other committee members. Expect to make numerous revisions of your thesis before it is approved.

Your Responsibilities

1. Work diligently towards preparation of a project that has a reasonable time line for completion. A time line for graduation is available from the Department Graduate Office.
2. Coordinate with your thesis advisor and committee to schedule the two required meetings (proposal and final oral) in accordance with the guidelines.
3. Keep your chair and committee informed of your progress.

Thesis Committee

This committee consists of a minimum of three members, at least two of whom must be full-time tenured or tenure-track members from the Psychology Department. Tenured faculty from other departments and part-time faculty from the Department of Psychology may co-chair your committee or serve as the third member. Students are encouraged to incorporate the assistance of Committee Members as they progress with their project.

Thesis Proposal

The Thesis Proposal details the study you plan to complete, including rationale, theoretical and empirical background, methods and procedures, and proposed data analyses. Your Thesis Advisor will guide you in the preparation of this document and provide you with specific guidance concerning length and format. The first draft of your proposal is submitted to your Thesis Advisor for review and editing. **After your Thesis Advisor has approved your draft, you may schedule your proposal meeting.** Members should be allowed two weeks to review the draft prior to your meeting.

Thesis Proposal Meeting

The Thesis Proposal details the study you plan to complete, including rationale, theoretical and empirical background, methods and procedures, and proposed data analyses. Your Thesis Advisor will guide you in preparation of this document and provide you with specific guidance concerning length and format. The first drafts of your proposal are submitted to your Thesis Advisor for review and editing. After your Thesis Advisor has given approval, it is then appropriate to submit to the other members of the committee for review. If feasible, scheduling PSYC 510 in your second semester will also allow you to present your proposal to your peers for feedback.

At the conclusion of this meeting, your Committee may:

1. Approve your thesis plan as presented;
2. Request that you document, in writing, modifications to your thesis that were agreed to at the meeting and submit to your Committee Chair for approval;
3. Require that you make revisions in your proposal and resubmit the proposal for Committee review;
4. Go back to the drawing board.

Thesis plans are rarely approved without modification. Thus, the second alternative listed above is typical for well-conceptualized projects. Your Thesis Advisor will help you draft the memo detailing changes agreed to at the meeting. **You may begin your thesis only after your approved thesis proposal (with accompanying memo, if required) is filed with the Department's Graduate Office.**

Thesis Time-Line and PSYC 598

Thesis planning usually begins in your second semester. By the third semester, you should be ready to enroll in your first three units of Psychology 598 (Thesis Research), which allows unit credit for thesis planning and proposal. A second three units of Psychology 598 accompanies the data collection and thesis write-up. All phases of your activities are conducted in consultation with your Thesis Advisor. Keep him or her informed about your progress! Ask your Thesis Chair to e-mail the Graduate Secretary with permission to issue a permit for you to enroll in PSYC 598, Thesis. Deadlines governing the filing of your Thesis with the University Graduate Affairs Office are posted in the Psychology Graduate Office, will be e-mailed and are available on the Graduate Studies web site. Consult these deadlines in the fall semester and plan accordingly! The [CSUF Graduate Thesis Regulations Student Handbook](http://www.fullerton.edu/graduate/forms.htm), available at <http://www.fullerton.edu/graduate/forms.htm>, details University regulations. It is the responsibility of the student to be aware of thesis guidelines and time line.

Equipment

Use of departmental equipment is coordinated with Terry Jones (H 616; 278-3562), the Department's Equipment Technician.

IRB INFORMATION

Studies involving human or animal subjects must be reviewed by either CSUF's Institutional Review Board (IRB) for research involving human subjects, or the Institutional Animal Care and Use Committee (IACUC) for research involving animals. The original of each application (only original for exempt or expedited review; plus fifteen additional copies for full review; plus three additional copies for IACUC applications) must be submitted prior to collection of data. Applications must be submitted to the Regulatory Compliance Coordinator located within the Office of Grants and Contracts, MH 112. Allow 4 to 12 weeks for approval.

Applications can be completed on-line at www.ogc.fullerton.edu <<http://www.ogc.fullerton.edu>>. The original application must be printed and signed by both you and your advisor. Note that you can be the principal investigator and your advisor can be the faculty sponsor.

Approval notices will not be issued without an original signature by both the investigator and the faculty sponsor. Additionally, IRB applications will not be processed without a 100% score and printed certification of completion on the IRB tutorial assessment (also located on the above webpage). The printout of the certification should accompany the IRB application.

Data Collection and Analyses

For experimental designs, data collection for your thesis may commence only **after** your Thesis Committee approves your Thesis plan. Approval is designated by all members of your committee signing the cover sheet attached to your proposal.

During data collection, consult with your Thesis Chair and/or Committee Members about data analysis plan. Students are expected to know how to use the statistical packages necessary to carry out their data analyses. Tutors and consultants are available. For assistance, contact the Social Science Research Center MH-33.

Use of Archival and Secondary Data for Thesis

The use of previously collected archival or secondary data for one's thesis is up to the discretion and judgment of the thesis committee. The terms "archival" and "secondary" are very similar, and hence are inclusive (but not limited to) available statistical archives (e.g., data from the Inter-university Consortium for Political and Social Research – ICPRS), survey archives (e.g., National Opinion Research Center), verbal and personal records (e.g., interviews, public documents, correspondence, etc.), and mass communications (e.g., content analysis of television shows, newspapers, etc.). When considering this decision, remember that the goal of the Master's program is to make all students competent with the entire research process (e.g. research design, data collection, analysis).

Thesis Preparation and Final Meeting

Following data collection and analyses, you will prepare a draft of your thesis for your Advisor's review. Your manuscript should be prepared according to the ***Publication Manual of the American Psychological Association and Format Guidelines*** published by the University Graduate Affairs Office available at <http://www.fullerton.edu/graduate/forms.htm>. A number of revisions may be necessary before it is distributed to the members of your Thesis Committee. After the committee reviews your thesis draft (give them about two weeks), the **oral examination** is held. Scheduling of this meeting is coordinated by you and your Thesis Advisor and the Graduate Secretary. An announcement of your Thesis meeting is published one week before your meeting. **Please e-mail the Graduate Secretary a typed abstract of your study for inclusion on this announcement with the date/time, room number of your meeting and the names of your thesis committee.** Your thesis meeting is **open** to all interested faculty and students.

Students may submit the initial review copy of the thesis to the Graduate Studies office on regular printer paper, although the signed approval page must be on rag-content paper. After you complete your corrections, you must print the final copy of the thesis on 8 ½ X 11" white paper 20 pound weight, with a 25-100% rag or cotton content. This archive-quality paper assures durability and permanence. (Paper containing rag or cotton content shows a watermark when held up to the light and can be purchased in most office supply stores.)

At the final thesis meeting, you will report your research findings. Emphasis is placed on presenting research results, interpretation, and conclusions. You may be asked several questions about your project by your Committee Members regarding results and interpretation. Your Thesis is officially approved when all members of the Committee sign the cover page. **THE SIGNATURES MUST BE IN BLACK INK AND PRINTED ON 8 ½ X 11" WHITE PAPER, 20 POUND WEIGHT, WITH A 25-100% RAG OR COTTON CONTENT**

There are three typical outcomes to a final thesis meeting:

1. Pass the oral defense: All Committee Members sign your cover page.
2. Minimum revision required: Two committee members sign your cover page and the Thesis Chair signs when the revisions are complete.
3. Substantial revision required: A second Oral Defense meeting is necessary; none of the Committee Members sign.

After your thesis has been formally accepted and passed by all committee members, you are required to submit your final thesis manuscript to the University Graduate Office, MH 103, for review and approval. Formatting and other editorial revisions may be required. Your unbound thesis (which the Graduate Studies Office has approved) should be submitted to the bookstore for binding. One copy will be housed in the University Library (copy must be bound at the bookstore). A bound thesis should also be filed with the Department of Psychology Graduate Office. Change of grade cards for PSYC 598 (Thesis) will not be submitted by the Graduate Office until a bound copy of your thesis is received. It is also traditional for students to present a bound copy of their thesis to their thesis advisor. Additional copies of your thesis can be bound in the bookstore or the Oral History Program located in the Pollack Library South, Room 363.

Summer Completion of Thesis

Summer completion of thesis cannot be guaranteed. It will depend on availability of faculty on the thesis committee. Unless faculty are teaching summer school, they are not being paid during the summer. Thus, any supervision of thesis work during the summer typically is as an unpaid volunteer. In addition, faculty may have other commitments during the summer. If you plan to finish your thesis during the summer, you should coordinate this with your thesis advisor well in advance of the summer.

Thesis Psychology 598 Grading Policy

FIRST THREE UNITS

RP (Satisfactory Progress)	Student has made reasonable progress toward completing thesis proposal
I (Incomplete)	Student has begun thesis work but has not made reasonable progress toward completing thesis proposal
U (Unacceptable)	Student shows little effort toward making progress on thesis

SECOND THREE UNITS

RP (Satisfactory Progress)	Thesis proposal is approved and on file in the Department's Graduate Office
I (Incomplete)	Thesis Proposal not Completed
U (Unacceptable)	Student has not made reasonable progress on the project

NOTE: Your PSYC 598 (Thesis) final letter grade(s) will be issued after you have turned in a copy of the final draft of your thesis to the Titan Book Store for binding and a bound copy to the Psychology Graduate Office. You must also submit an IRB Completion Form to MH 112

THESIS CHECKLIST

Mentor: Choose a mentor with the guidance of the M.A. or M.S. Coordinator, and enroll in PSYC 599.

Enroll in PSYC 598 (Thesis) first 3 units: Ask your thesis advisor to e-mail the graduate secretary requesting you be permitted to register for thesis units.

Thesis Committee: With your advisor's guidance, choose two other faculty to serve on your thesis committee. Once your advisor has approved your thesis, submit it to your committee and schedule a proposal meeting. Bring cover sheets to be signed by the committee to signify passing your proposal.

Enroll in PSYC 598 (Thesis) second 3 units: Ask your thesis advisor to e-mail the graduate secretary requesting you be permitted to register for thesis units.

Reserve a room for your Proposal

Proposal Meeting: following the proposal meeting, make any revisions specified by the committee and submit a copy of your signed title page and your proposal to the **Department Graduate Office**.

Submit IRB Documents

Reserve a room for your Thesis Defense

The following should be provided **VIA E-MAIL** to the **Department Graduate Office** no later than **One Week** prior to your defense:

- Abstract
- Time, Room and Date of your defense
- Thesis Committee Members

Thesis cover sheets: (title sheets/signature sheets) provide several copies for your committee members to sign at your thesis meeting. The signatures must be in **BLACK INK AND PRINTED ON 8 ½" X 11" WHITE PAPER, 20 POUND WEIGHT, WITH A 25-100% RAG OR COTTON CONTENT**

Additional thesis information: the Department of Psychology Graduate Handbook, The Graduate Affairs Office Thesis Handbook located at: <http://www.fullerton.edu/graduate/forms.htm> and the CSU, Fullerton University Catalog.

CSU, Fullerton Library Copy: must be bound at the Titan Bookstore.

A bound copy of your thesis must be provided to the Department of Psychology Graduate Office: your PSYC 598 (Thesis) grade will not be issued until proof of binding or a bound copy is received in the Department Graduate Office. Please supply the Graduate Secretary a copy of your receipt for binding your Department thesis copy, to avoid a delay in your grade being submitted or your graduation.

Thesis Advisor: A bound copy of your thesis should be presented to your thesis advisor (Note: this is in addition to the copy submitted to the Graduate Secretary.)

YOUR THESIS IS NOT CONSIDERED COMPLETE UNTIL THE DEPARTMENT OF PSYCHOLOGY GRADUATE OFFICE HAS RECEIVED A BOUND COPY OF YOUR THESIS

STUDENT AFFAIRS

Student Representation

M.A. students are represented on the Master of Arts Graduate Studies Committee by two students, one first year and one second year. M.A. students are also represented at faculty meetings by the PDSA representative. Student representatives participate in all phases of the meetings except personnel matters.

Graduate Assistants (GA's)

Several Graduate Assistantships are available each semester. Assistantships are awarded on a semester basis to full-time students in good standing.

Open GA positions are e-mailed to students. Faculty members requiring a Graduate Assistant interview candidates and recommend appointments to the Department Chair. Both the faculty member and student agree to workload and responsibilities **prior** to commencement of the assistantship.

Financial Aid

The University Financial Aid Office (UH 146; 278-3125) provides information about student loans and funds available through Work Study Programs.

Student Research Grants

The University Interclub Counsel, the parent group of PDSA, provides funds for activities of the Associated Students. Each year, some of these funds are set aside for student research, including travel funds to participate in professional conferences and conventions. Contact your student PDSA representative for more information. The Department of Psychology also provides an opportunity for students to be reimbursed for conference registration fees. An announcement and applications are available in April of each year from the department's main office.

Selection of the Outstanding Master of Arts Student(s)

Nominations: In April, a memo is circulated to the faculty to solicit nominations. The memo includes a roster of graduating M.A. students with their overall GPA in graduate school. To be qualified for this nomination, the M.A. student must be advanced to candidacy and be near completion (June or August) of his or her thesis. Faculty choosing to nominate a M.A. student must write a nomination letter. Letters in support of the nominee may be submitted as well. The nominated student must provide a CV that will be included with the nomination.

Voting: A folder with the nomination letters, a vita, and a copy of the study plan will be prepared and retained in the Psychology Graduate Office. The awarded winner will be determined by the Graduate Studies Committee.

Recipients of the Master of Arts Outstanding Student Award

1982	Cheryl Beauvais	1997	Sandra Fluck Patric Giordani
1983	Kathleen Brown		Colleen Killian
1984	Barbara Throckmorton	1998	Gina Armendariz Sherry Yeary
1985	Rana Matteson		
1986	Stewart Donaldson	1999	Craig Baker
1987	Joan Tucker	2000	Gayle Dow Paul Kieffaber Michelle Ramos
1988	Curtis Harden		
1989	Joni Radio	2001	Pam Drake Makeba Parramore
1990	Barbara Cherry	2002	Lawrence Wright
1991	Beverley Sale	2003	Monica Coto Sandra Wakcher
1992	Sharon Connelly	2004	Andrew Kleer
1993	Jaki Coffman Mark Whatley	2005	Sarah Wong-Goodrich
1994	Pam Oliver	2006	Jon Baello
1995	Shelby Taylor	2007	Zelida Keo
1996	Colette Lay Heidi Weller	2008	Kris Gunawan Jessica Lundquist Tressler
		2009	Amy Ho

FORMS	WHEN TO SUBMIT
Study Plan	Meet with the Program Coordinator during the first semester of your program to develop and complete your study plan.
Change of Study Plan HTTP://WWW.FULLERTON.EDU/GRADUATE/FORMS.htm	To change your original study plan after it has been submitted to Graduate Studies Office. Changes to your study plan must be approved by the Program Coordinator and submitted to the Psychology Grad Office.
Request for Excess Units Department Graduate Office or HTTP://WWW.FULLERTON.EDU/GRADUATE/FORMS.htm	To enroll in more than 12 units of course work. The Program Coordinator's approval is required. Excess units cannot be added to your schedule until the first week of classes. Completed and signed form is submitted to the registration window in Langsdorff Hall. After permit is issued you can register on Titan On Line or by phone for the extra units.
Independent Study (PSYC 599) Department of Psychology H-830M	To receive Department credit for Independent Study. Complete the form, sign, have your instructor approve, and return to the Graduate Secretary. You will receive a permit on the computer to register.
M.A. 400 Level Course Contract	To receive credit for an approved 400 level study plan course
Thesis Manual HTTP://WWW.FULLERTON.EDU/GRADUATE/FORMS.htm	Published by the University Graduate Affairs Office. Contains information regarding thesis formatting guidelines.
Request for Leave of Absence University Graduate Affairs Office MH-103 HTTP://WWW.FULLERTON.EDU/GRADUATE/FORMS.htm	If you are unable to attend classes for a semester, you need to apply for a leave of absence. Unless an official leave of absence is granted, you will be disenrolled from the University. Readmission to the Program is not guaranteed once you are disenrolled.
Application for a Graduation Check Admissions & Records Information Counter or University Graduate Affairs MH 103	Please apply for a graduation check one semester prior to the semester you wish to graduate. You may not graduate on schedule if you have not completed the application in a timely manner.
Change of Graduation Date Univ. Graduate Affairs MH 103 HTTP://WWW.FULLERTON.EDU/GRADUATE/FORMS.htm	If you have applied for a Graduation Check, but are unable to complete requirements by your scheduled date, you must officially change your date of graduation to remain eligible.
Petition for Summer Completion University Graduate Affairs MH 103 HTTP://WWW.FULLERTON.EDU/GRADUATE/FORMS.htm	If you have filed a Graduation Check for June graduation and are unable to complete your thesis on time, you may file a petition for August completion. Please ascertain your committee will be available to meet during the summer. The form needs the approval of your Thesis Chair and the Program Coordinator.
GS 700 Extended Education Enrollment University Graduate Affairs MH 103 HTTP://WWW.FULLERTON.EDU/GRADUATE/FORMS.htm	<p>If you have completed all course work, your thesis proposal has been approved, and a copy of your thesis proposal is on file with the Department Graduate Office, you may enroll in GS 700 through Extended Education to complete your thesis for a minimal fee. Form is available on the University Graduate Affairs web site or in the Department Graduate Studies Office.</p> <p>If you have completed classes but not completed your proposal you will need to enroll in GS 700 through the University and pay tuition equal to 6 units. You may enroll online or by phone. The schedule number is available in the University schedule.</p> <p>You must enroll in GS 700 each semester until you complete your thesis and graduate.</p>
Petition for Extending Time Limit Univ. Graduate Affairs MH 103 HTTP://WWW.FULLERTON.EDU/GRADUATE/FORMS.htm	If you have not graduated within the five year limit, you may petition for extending your time limit up to two years.

DEPARTMENT OF PSYCHOLOGY FULL-TIME FACULTY

The following individuals have served as Psychology Department Chair.

Louis J. Schmidt	1962-1966
Robert E. Edwards	1966-1969 (deceased)
Ernest H. Dondis	1969-1973
David Perkins	1973-1979
P. Chris Cozby	1979-1984
David Perkins	1984-1985
Patricia Worden	1985-1989
Richard McFarland	1989-1992
Daniel W. Kee	1992-1998
David Perkins	1998-2003
William Smith	2003-2005
Daniel Kee	2005-2008
Jack Mearns	2008-

Faculty Research Information is Available in the Psychology Department Office H 830M
or at: <http://psych.fullerton.edu/faculty.html>

FACULTY

Kristin P. Beals

U.C.L.A. (Ph.D. 2003)
Office: H-710M
Phone: 278-3136
kbeals@fullerton.edu

Research interests include gay and lesbian identity and mental health issues, gay and lesbian relationships, and sport psychology. Currently examining how identity support and devaluation impacts the LGB community.

Michael H. Birnbaum

U.C.L.A. (Ph.D. 1972)
Office: H-628C
Phone: 278-7653
mbirnbaum@fullerton.edu

Research interests are in the field of judgment and decision making, specifically mathematical models. Particular applications include prospect theory, priority heuristic, and similarity evaluation models.

Melinda Blackman

U.C. Riverside (Ph.D. 1996)
Office: H-810E
Phone: 278-3569
mblackman@fullerton.edu

Research topics include the accuracy of personality judgments, counterproductive behavior in the workplace, and the psychology behind nutrition adherence and eating behavior.

Iris Blandon-Gitlin

Claremont Graduate University (Ph.D. 2004)
Office: H-710J
Phone: 278-3496
iblandon-gitlin@fullerton.edu

Research interests include detecting deception, suggestibility of memory, flashbulb memories, and the effectiveness of expert and eyewitness testimony.

Barbara Cherry

U.S.C. (Ph.D. 1995)
Office: H-725F
Phone: 278-3035
bcherry@fullerton.edu

Research interests include memory, attention, cognitive aging, hemispheric asymmetries, and hormones relation to cognitive performance. Current research also includes fibromyalgia, and bilingualism related to performance on attention tasks.

Russ Espinoza

University of Nebraska (Ph.D. 2005)
Office: H-725H
Phone: 278-7566
ruespinoza@fullerton.edu

Interests include psychology and law, prejudice in the legal system, cognition and implicit prejudice, and multicultural issues including prejudice against low SES populations in healthcare, education and business.

David Gerkens

Texas A&M University (Ph.D. 2004)
Office: H-710G
Phone: 278-2553
dgerkens@fullerton.edu

Current research centers on memory blocking and recovery. This includes examining the accuracy of recovered versus continuously accessible memories of experimenter provided materials (e.g., word lists), and the blocking and recovery of autobiographical memory.

Aaron Goetz

Florida Atlantic University (Ph.D. 2007)
Office: H-725G
Phone: 278-7578
agoetz@fullerton.edu

Interests include evolutionary psychology, and sexual conflict. Current research includes sexual coercion in intimate relationships and infidelity.

Allen W. Gottfried

New School for Social Research (Ph.D. 1974)
Office: H-519E
Phone: 278-2147
agottfried@fullerton.edu

Research interests include developmental psychology; environment/development relationships, gifted intelligence, temperament, family characteristics relating to children's development, longitudinal data analyses, and continuity and stability in development.

Jinni Harrigan

University of Cincinnati (Ph.D. 1979)
Office: H-710I
Phone: 278-2580
harrigan@fullerton.edu

Social and Clinical Psychology; anxiety, verbal and nonverbal behavior analysis, and social interactions. Current topics also include examining hand movement associated with speech and emotion, and examining others' impressions of nonverbal behavior.

Richard A. Lippa

Stanford University (Ph.D. 1976)
Office: H-710N
Phone: 278-3654
rlippa@fullerton.edu

Research areas include gender, gender differences, gender variation within each sex (masculinity-femininity), sexual orientation and how it differs for men and women, and gender differences in sex drive and sociosexuality (how committed vs. uncommitted sexual attitudes and behaviors are).

William D. Marelich

Claremont Graduate University (Ph.D. 1997)
Office: H-715D
Phone: 278-7374
wmarelich@fullerton.edu

Interests include health psychology, social psychology, and intimate relationships. Current research topics are decision making and alternative medication practice, condom intervention study, and various projects related to intimate relationships. These include intimate relationship lying, negative relationship events, and precursors to jealousy reactions.

Jack Mearns (Department Chair)

University of Connecticut (Ph.D. 1989)
Office: H-7100
Phone: 278-3514
jmearns@fullerton.edu

Teaching interests include abnormal and clinical psychology, personality, personality assessment and graduate fieldwork. Research interests include mood regulation expectancies, personality factors in health and coping, particularly among Japanese speakers; personality test construction.

Mindy Mechanic

University of Illinois -Urbana (Ph.D. 1996)
Office: H-715C
Phone: 278-2302
mmechanic@fullerton.edu

Research interests focus on the psychosocial consequences of trauma and interpersonal violence, especially against women. Teaching interests include the psychology of women, psychopathology, and the psychology of victimization.

Eriko Miyahara

University of Chicago (Ph.D. 1993)
Office: H-835M
Phone: 278-7388
emiyahara@fullerton.edu

Teaching interests include sensation and perception, visual science, physiological psychology, and research methods. Research interests center on visual and auditory perception; hearing behavior and auditory thresholds relating to a potential correlation to premature hearing loss.

Lisa T. Mori

University of Missouri-Columbia (Ph.D. 1987)
Office: H-835K
Phone: 278-3761
lmori@fullerton.edu

Clinical psychology with an emphasis in cross-cultural psychology issues. Research topics include anxiety, factors influencing perceptions of sexual assault and victim blame, intimate partner violence and racial socialization within diverse groups, and ethnic and gender differences regarding mental illness and therapy.

Douglas J. Navarick

U.C. San Diego (Ph.D. 1973)

Office: H-835J

Phone: 278-7040

dnavarick@fullerton.edu

Teaching interests are learning, motivation, introductory psychology. Research interests include learning, motivation, and human choice behavior; specifically impulsive vs. self-controlled choice behavior.

Jessie Peissig

University of Iowa (Ph.D. 2001)

Office: H-710L

Phone: 278-8278

jpeissig@fullerton.edu

Cognitive Psychology, specifically the theoretical and applied aspects of visual recognition of objects and faces.

Danielle Popp

University of Connecticut (Ph.D. 2005)

Office: H-725C

Phone: 278-2149

dpopp@fullerton.edu

Interests include social psychology, stereotyping and prejudice, and close relationships. Research topics include self-fulfilling prophecies in interracial interactions, intragroup objectification or why women objectify other women, and interpersonal expectancies in dyadic social interactions between stigmatized and non-stigmatized individuals.

Nancy Ryba

University of Alabama (Ph.D. 2004)

Office: H-725B

Phone: 278-5904

nryba@fullerton.edu

Primary interest is in clinical forensic psychology, including forensic assessment related to competency to stand trial and malingering, juvenile competence and maturity relating to the waiver to adult court, and standard practices in forensic psychology.

Christine Scher

San Diego State Univ./U.C. San Diego (Ph.D. 2000)

Office: H-710F

Phone: 278-8428

cscher@fullerton.edu

Cognitive and developmental factors in risk for and maintenance of anxiety and depression. Measuring development and psychometric evaluation.

Nancy Segal

University of Chicago (Ph.D. 1982)

Office: H-426C

Phone: 278-2142

nsegal@fullerton.edu

Areas of interests include individual differences, behavioral-genetics, life-span development and ethnology. Research includes evolutionary psychology, behavioral-genetic analyses, and twin studies. Current topics include behavioral similarities in twins and unrelated siblings, bereavement in twin survivors, and Chinese twins reared apart and together.

Joanne Hoven Stohs

University of Chicago (Ph.D. 1987)
Office: H-810D
Phone: 278-3105
jstohs@fullerton.edu

Teaching interests include reasoning and problem solving, abnormal psychology, and field placement. Research concerns the relationship of twins separated at birth, in collaboration with Dr. Segal.

Julie E. Stokes

U.C. Riverside (Ph.D. 1994)
Office: H-324F
Phone: 278-3485
jstokes@fullerton.edu

Research interests in alcohol/substance use/abuse across gender ethnicity and race (various populations: college students, cross-cultural samples, clinical and at-risk samples); ethnic/racial identity issues affecting the psychosocial functioning of individuals and groups; and African American elderly. Teaching interests are in social psychology, developmental psychology, research methods, learning and memory, afro-ethnic and cross-cultural.

Susan Sy

University of Michigan (Ph.D. 2002)
Office: H-835L
Phone: 278-5338
susansy@fullerton.edu

Research interests are cultural and family influences on children and adolescents during school transitions; particular emphasis on Latino and Asian groups and the transition to college.

Jennifer Trevitt

University of Connecticut (Ph.D. 2000)
Office: H-830K
Phone: 278-2669
jtrevitt@fullerton.edu

Research focuses on biopsychology, behavioral pharmacology, basal ganglia anatomy and function, and Parkinson's disease. Current projects include the interaction between dopamine and adenosine in the basal ganglia as it relates to movement disorders, examination of cellular activity in populations of striatal neurons using ICC techniques, and development of a novel method of gait analysis in parkinsonian rats.

Laura Zettel-Watson

U.C. Irvine (Ph.D. 2004)
Office: H-710H
Phone: 278-3898
lzettel-watson@fullerton.edu

Research includes investigating the social support networks of at risk individuals as they age. This includes those aging without a spouse and/or children, caregivers of elderly or dementia patients, and individuals with fibromyalgia. Specific interest is given to the roles that extended family members, friends, and acquaintances play in helping to maintain the psychological, emotional and functional well-being of these individuals as they age.

Program Learning Objectives and Assessment
Master of Arts Program in Psychology
Graduate Studies Committee

Overview: The MA Program provides students with an opportunity for advanced study in the field of Psychology. Both breadth and depth of knowledge are emphasized along with building research competence and critical thinking skills. Students are prepared for further study at the doctoral level or for careers upon graduation at the master's level. Professionalism, responsibility, and community awareness are integral components of the program.

Goals and objectives: Students are expected to develop several specific skills, including oral and written communication, statistical expertise, critical evaluation, research and computer competence, synthesis of information, and an appreciation for cultural diversity. The faculty is committed to ongoing assessment and evaluation to improve teaching and learning.

Specific goals and objectives

- ✓ Demonstrate professionalism in the field
- ✓ Demonstrate understanding of the ethics and standards of the profession
- ✓ Demonstrate in-depth knowledgeable of two content areas of psychology
- ✓ Critically evaluate published research
- ✓ Distinguish between credible and pseudo research
- ✓ Critically evaluate popular media's presentation of research
- ✓ Design a research project or program
- ✓ Analyze data

Assessment procedures currently employed

- ✓ On-going evaluation by Graduate Coordinator: Students' progress is monitored throughout the program. Professionalism, standards, and responsibility are emphasized in the first semester of the program in the core class required by all students. Both the Graduate Coordinator and the students' mentors oversee their conduct during their tenure in the program. Formal assessment procedures are under consideration.
- ✓ Original research project (Master's Thesis): This project requires students to demonstrate in-depth knowledge in a specific area chosen by the student in conjunction with his or her thesis advisor, critically evaluate published research, design a research project, analyze data, and present the entire project both orally and in written form. A minimum of three faculty members evaluates each student's performance.
- ✓ Oral exams and thesis defense: Students undergo oral examination concerning their project and must demonstrate a cogent understanding of the issues, explain their results, and provide a knowledgeable interpretation of the data. Their performance is evaluated by a minimum of three faculty members.
- ✓ Curriculum Vitae: Students prepare a curriculum vita during the first semester of the program. Each student's mentor, often in conjunction with the Graduate Coordinator, tracks the student's progress and assists in providing the types of experiences that will allow the student to become a potential candidate for doctoral programs or a sought-after entry-level employee in a variety of professions.
- ✓ University and community involvement: Such involvement may be demonstrated in several ways, including representing CSUF at professional conferences, participating in Psychology Day, being an active member of student organizations (e.g., peer mentoring), attending department colloquia, and serving on department and university committees.

Department Web Sites:

<http://hss.fullerton.edu/psychology/>

The Department website has department forms and information about:

Contacting faculty/staff
Graduate Program Information
Graduate Handbooks
Financial Aid
Student Organizations
Faculty Office Hours
Professional Organizations

Department Address:

Department of Psychology
P.O. Box 6846
Fullerton, CA 92834-6846

Street and Shipping Address:

Department of Psychology
800 N. State College Blvd
Fullerton, CA 92834

University Graduate Studies Office:

<http://www.fullerton.edu/graduate/index.htm>

University Graduate Studies Office Forms

<http://www.fullerton.edu/graduate/forms.htm>

These forms can be completed on-line and then printed. Each must be submitted as paper copy with original signatures to the Graduate Studies office.

- [Changes in Study Plan](#)
- [Excess Units Request](#)
- [GS700 Request Form](#)
- [GS700 Enrollment Instructions](#)
- [Graduate Student Checklist](#)
- [Graduate Equity Application](#)
- [Graduate Equity Flyer](#)

- [Leave of Absence](#)

- [Summer Completion Petition](#)
- [Thesis Approval Form](#)
- [Thesis Manual](#)
 - [Front Pages Template](#)
 - [Chapter Template](#)
 - [Thesis One File](#)

- [Time Limit Extension Petition](#)
- [Validation for Outdated Course Petition](#)
- [Fleckles Graduate Travel Award Flyer](#)
- [Fleckles Graduate Travel Award Application Form](#)

Paulina June & George Pollak Library

Resources for Department of Psychology Students

The library supports the Department of Psychology's learning outcomes for students. Through its reference and instruction services, they strive to assist you in the development of your information literacy skills, such as:

1. Identifying resources that will best meet your information needs	3. Evaluating your resources <ul style="list-style-type: none">• <i>Understanding the nature of peer-reviewed, scholarly articles</i>• <i>Recognizing the unique features of empirical studies</i>• <i>Identifying popular sources (both print and online)</i>
2. Conducting effective searches using various resources (especially the online databases) <ul style="list-style-type: none">• <i>Finding books and other resources using the library's catalog</i>• <i>Effectively searching PsycINFO</i>• <i>Acquiring search strategies for PubMed</i>• <i>Locating and searching other relevant subject-specific databases</i>	4. Acquiring tools to properly cite your sources <ul style="list-style-type: none">• <i>Formatting citations in APA style</i>• <i>Navigating and effectively using RefWorks</i>• <i>Understanding the importance of academic integrity</i>

Please visit the Pollak Library homepage to access their many services, including links to the library's online catalog, online databases, research information, subject guides, library blog, live help features, policies and guidelines, and more:

<http://www.library.fullerton.edu>

You have access to the Pollak Library's research guide for psychology students via the Department of Psychology Web site:

<http://hss.fullerton.edu/psychology>

“Forms and Links” tab → “Psychology Links” → “Psychology Resources” section → “Psychology Research Guide-Pollak Library, CSUF” link

For more information, please contact:

Adolfo Prieto
Reference & Instruction Librarian
(657) 278-5238
aprieto@fullerton.edu

Mary Anne Lynn
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(657) 278-7420
malynn@fullerton.edu