

Student Handbook

Academic Research Master of Arts in Psychology

2023-24

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Students are responsible for following the Psychology Department and the Academic Research Graduate Program policies and procedures delineated in this handbook. Students should read this document at the beginning of their graduate program.

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PREREQUISITES AND REQUIREMENTS FOR ADMISSION

In addition to Cal Poly Humboldt requirements, the Department of Psychology requires the following criteria be met for admission to the program as a classified graduate student:

- A bachelor's degree from an accredited institution or equivalent Statement of purpose
- Selection of a specialization area of interest (see Specializations) and desired thesis advisor
- Completion of 24 units of undergraduate coursework in Psychology including Introduction to Psychology, Introduction to Psychological Statistics, and Introduction to Research Design & Methodology (or equivalent courses).
- A minimum undergraduate grade-point average (GPA) of 3.25 in Psychology courses.
- Prerequisites
 - Neuroscience Option: Principles of Biology, Fundamentals of Chemistry, Introduction to Behavioral Neuroscience, and Advanced Neuroscience
 - Social/Cognitive Option: Cognitive Psychology and Social Psychology
 - Developmental Option: Developmental Psychology, Abnormal Psychology, and Developmental Psychopathology
 - Behavior Analysis Option: Behavior Analysis and Learning and Motivation
- Admission will also be based on a match between student and faculty interests and the willingness of a faculty member to supervise the student's thesis or project research. We strongly recommend that students contact faculty in their area prior to application. A student may be conditionally admitted to the program if the undergraduate degree lacks one or more prerequisite courses within their option area.

For students in the 5th year (Blended) Pathway, the requirements are as follows:

All requirements listed in the section above titled Prerequisites and Requirements for Admission, except completion of B.A.

Completion of the departmental application (contact department office for form). Admission is also based on a match between student and faculty interests and the willingness of a faculty member to supervise the student's thesis or project research.

GENERAL COURSE OF STUDY

We offer a master's degree with a focus of study in one of four emphases: Social-Cognitive Psychology, Neuropsychology, Developmental Psychology, and Behavior Analysis. Each area provides a background in methodology and statistics that is paired with courses relevant to the area.

Requirements for Degree (All Specialization Areas)

At least 30 units in Psychology or supporting courses as defined by Specializations or approved by the graduate committee. At least half of these must be at the graduate level.

- Completion of PSYC 641 (3) Research Methods: Philosophy and Design, PSYC 642 (2) Research Methods: Evaluation, and PSYC 647 (3) Academic Research Proseminar in the first year.
- Completion of PSYC 578 (4) Analysis of Variance or PSYC 588 (4) Regression/Multivariate Statistics.
- Continuous enrollment in PSYC 690 (1-6) Thesis or PSYC 692 (1-3) Project.
 - Students may enroll in PSYC 693, continuous enrollment when they have completed all other coursework and advanced to candidacy.
- Completion of either a Thesis or Project as a culminating experience.
- Completion of additional courses outlined in the area of specialization (see pages that follow).
- Elective courses selected in consultation with the thesis advisor and program coordinator to complete unit requirements.

Blended Requirements for Degree

All requirements listed in the section above titled Requirements for Degree (All Specializations) with the following deviations.

- Completion of PSYC 641 (3) and PSYC 642 (2) in the Senior year. PSYC 647 may be completed in the Senior year OR the second year of the master's program.
- All lower division degree requirements must be completed before 120 units are completed.
- Second bachelor degree seeking students are not eligible for admittance to the Blended program.
- Strong candidates for the Academic Research MA program who are working on a second BA may complete their second BA and MA at the same time.
- Blended students must be enrolled in at least one unit of graduate study each semester or have a formal leave of absence on file.

Course of Study Notes

Students who complete courses required for their M.A. (e.g., PSYC 345/478/488) as undergraduates may substitute approved electives from their emphasis areas.

Courses that were completed at the undergraduate level may not count toward the Academic Research Master's degree.

For students interested in pursuing doctoral study, we recommend completion of the thesis option and both PSYC 578 Analysis of Variance and PSYC 588 Regression/Multivariate Statistics.

DEGREE REQUIREMENT NOTES

California State University requirements allow students to count only 6 units of thesis/project (690 or 692) toward the 30-unit requirement.

California State University requirements allow students to count only 9 combined units of thesis/project (690 or 692), teaching assistantships/internship (683 or 684), research practicum (495 or 695), and independent study (499 or 694) toward the 30-unit requirement.

In the event that the department does not offer a required course, we will provide a reasonable alternative.

SOCIAL/COGNITIVE OPTION

The Social/Cognitive option focuses on how thoughts, feelings, and behaviors are influenced by others and the mental processes underlying these influences. Our program prepares students for application to Ph.D. programs in either Social or Cognitive Psychology.

Prerequisites

PSYC 324 (or equivalent for Cognitive) and PSYC 335 (or equivalent for Social)

Required Courses

PSYC 622 (3) Advanced Learning and Behavior OR

PSYC 635 (3) Advanced Social Psychology

Elective Courses (8-19 units)

PSYC 336 (3) Social Influence & Persuasion

PSYC 345 (4) Psychological Tests and Measurement

PSYC 484 (3) Culture & Diversity

PSYC 487 (3) Evolutionary Psychology

PSYC 511 (3) Advanced Social Neuroscience

PSYC 578 (4) Analysis of Variance

PSYC 588 (4) Regression/Multivariate Topics

PSYC 683 (1-3) Graduate Teaching Assistantship

PSYC 684 (1-3) Graduate Teaching Internship

PSYC 480/680 or other courses in other departments relevant to the concentration as approved by advisor and AR coordinator.

PSYC 695 (1-3) Graduate Research Practicum

Only a combined 3 units of 683, 684, 480/680, and/or 695 count as elective units in the 30 required units for the master's degree.

Students may count 578/588 toward one elective if they complete both courses (see Requirements for Degree) and may count 622/635 toward electives if they complete both courses.

Elective Courses from Other Departments

These electives represent courses suggested by the Social/Cognitive emphasis area. The student's thesis advisor and the program coordinator must approve all elective selections. Many of these courses have prerequisites, please consult the Cal Poly Humboldt Catalog before adding these courses to your contract.

NEUROSCIENCE OPTION

Neuroscience is the study of the physiological bases of behavior, particularly how the brain affects behavior. The Neuroscience Option provides an extensive background in biological bases of behavior and numerous research opportunities. Our program prepares students for application to Ph.D. programs in the field of Neuropsychology and Neuroscience. Students with degrees in Biology (or closely related fields) may apply for admission to the Neuropsychology option without 24 units of Psychology if they have completed Introduction to Psychology, Introduction to Psychological Statistics, and Research Methods and Design (or equivalents). These students would complete prerequisite Psychology courses (in addition to the required coursework) after admission to the program to bring them to a total of 24 prerequisite units overall.

Prerequisites

BIO 105 Principles of Biology
CHEM 107 Fundamentals of Chem (may also use CHEM 109/110)
PSYC 321 Intro Behavioral Neuroscience
PSYC 325 Advanced Behavioral Neuroscience

Required Courses

PSYC 511 (3) Social Neuroscience
PSYC 625 (3) Advanced Psychobiology
PSYC 672 (3) Advanced Psychopharmacology

Elective Courses (9-19 units)

PSYC 336 (3) Social Influence & Persuasion
PSYC 487 (3) Evolutionary Psychology
PSYC 578 (4) Analysis of Variance
PSYC 588 (4) Regression/Multivariate Topics
PSYC 635 (3) Advanced Social Psychology
PSYC 578 (4) Analysis of Variance
PSYC 588 (4) Regression/Multivariate Topics

PSYC 683 (1-3) Graduate Teaching Assistantship
PSYC 684 (1-3) Graduate Teaching Internship
PSYC 480/680 or other courses in other departments relevant to the concentration as approved by advisor and AR coordinator.
PSYC 695 (1-3) Graduate Research Practicum
Only a combined 3 units of 683, 684, 480/680, and/or 695 count as elective units in the 30 required units for the master's degree.

Elective Courses from Other Departments

These electives represent courses suggested by the biological emphasis area. The student's thesis advisor and the program coordinator must approve all elective selections. Many of these courses have prerequisites, please consult the Cal Poly Humboldt Catalog before adding these courses to your contract.

ANTH 305 Human Evolutionary Health

BIO 305 Social Behavior and Biology
BIO 340 Genetics or BIO 345 Genetics with a Population Emphasis
BIO 410 Cell Biology
CHEM 328 Organic Chemistry
CHEM 438 Introductory Biochemistry
ZOO 310 Animal Physiology
ZOO 374 Introduction to Human Anatomy

DEVELOPMENTAL OPTION

Developmental Psychology is the study of human development from both normal and atypical development. The Developmental option prepares students to work with a wide variety of children and their families or pursue Ph.D. study.

Prerequisites

PSYC 311 Human Development or CD 350 Lifespan Development

Required Courses

PSYC 518 (3) Developmental Psychopathology
PSYC 632 (3) Advanced Developmental Psychology

Elective Courses (2-19 units)

PSYC 345 (4) Psychological Tests and Measurement
PSYC 414 (3) Psychology of Adolescence and Young Adulthood
PSYC 415 (3) Psychology of Aging and Older Adult
PSYC 419 (3) Family Violence
PSYC 578 (4) Analysis of Variance
PSYC 588 (4) Regression/Multivariate Topics
PSYC 683 (1-3) Graduate Teaching Assistantship
PSYC 684 (1-3) Graduate Teaching Internship
PSYC 480/680 or other courses in other departments relevant to the concentration as approved by advisor and AR coordinator.

PSYC 695 (1-3) Graduate Research Practicum

Only a combined 3 units of 683, 684, 480/680, and/or 695 count as elective units in the 30 required units for the master's degree.

Students may count 578/588 toward one elective if they complete both courses (see Requirements for Degree) and may count 622/635 toward electives if they complete both courses.

Elective Courses from Other Departments

These electives represent courses suggested by the developmental emphasis area. The student's thesis advisor and the program coordinator must approve all elective selections. Many of these courses have prerequisites, please consult the Cal Poly Humboldt Catalog.

EDUC 318 Gay and Lesbian Issues in Schools
EDUC 377 Educ of Excpnl Individuals
CD 352 Parent-Child Relationships
CD 366 Exceptional Children and Families

CD 467 Working with Culturally Diverse Families
 CD 479 Policy Analysis and Advocacy
 Soc 306 The Changing Family
 Soc 330 Social Deviance
 Soc 430 Criminology
 Soc 584 Qualitative Research Methods
 SW 530 Social Welfare Policy and Services
 SW 550 Human Development, Diversity, and Resources

BEHAVIOR ANALYSIS OPTION

Behavior Analysis is the design, implementation, and evaluation of instructional and environmental modifications to produce improvements in human behavior through skill acquisition and the reduction of challenging behavior. The Behavior Analysis Option develops students' skills in conducting behavioral research and providing applied behavioral intervention services for children and adults in areas including education, developmental disabilities, and behavioral consulting. This program is designed to provide coursework that constitutes part of the requirements for becoming a Board-Certified Behavior Analyst.

Prerequisites

PSYC 320 Behavior Analysis PSYC 322 Learning and Motivation

Behavior Analysis Program Overview

Course	# Credits
1st Year	
PSYC 641 Research Methods: Philosophy and Design	3
PSYC 647 Academic Research Proseminar	3
PSYC 578 ANOVA or PSYC 588 Multivariate Statistics	4
PSYC 667 Ethics and Professionalism in Behavior Analysis	3
PSYC 642 Research Methods: Evaluation	2
PSYC 622 Advanced Learning and Behavior Analysis	3
PSYC 680 Personnel Supervision & Management	3
PSYC 682 Fieldwork	1
PSYC 690 Thesis or	
PSYC 692 Masters ABA Project	2
	Total: 24
2nd Year	
PSYC 675 Single-Case Research Designs	3
PSYC 674 Philosophy of Behaviorism	3
SPED 706 Applied Behavior Analysis for Teachers	3
PSYC 682 Fieldwork	2
PSYC 655 Social-Behavioral Evaluation	3
PSYC 690 Thesis or	
PSYC 692 Master's ABA Project	4
	Total: 18

THESIS POLICY FOR THE M.A. IN PSYCHOLOGY

Deviations from the general policy are noted in the section titled AR PROGRAM ADDITIONS AND MODIFICATIONS TO GENERAL THESIS POLICY. The information below comes from the department handbook and is outdated with regard to course #s and hiring of consultants.

- A. Each Psychology Thesis Committee will be composed of three members, two of whom must be full-time members of the Psychology Department (or those who are normally full-time but are serving part-time in other units). The Thesis Chair must be a full-time member of the Psychology Department. If a third member is chosen from outside the Psychology Department, this member must have the appropriate graduate degree and the approval of the Thesis Chair and the Department Chair. (Adjunct Professors are not eligible to act as Thesis Chair - Apr. 25, 1985.)
- B. It is the responsibility of the student to locate a Chair interested in the thesis topic. In consultation with the Chair, other potential members of the thesis committee are to be identified.
- C. The Chair bears the final responsibility for all aspects of the thesis.
- D. The Chair is responsible for making sure the student has the necessary tools and skills to perform the data analysis and interpret the results of the chosen research project. The student is responsible for understanding all aspects of the research, including the statistics and computer methods. In the thesis proposal, the design and statistical analysis should be presented in detail. The student will be expected to demonstrate understanding of these matters at the final oral Defense Meeting.

To assist students who wish to use the computer for statistical analysis of thesis data, the department hires consultants and offers workshops in addition to regular courses that include instruction on this matter. Consultants hired by the department are expected to assist only in organizing data and computer commands, and should not be asked for other help, e.g. choice of statistics, entering data or interpretation of results. These latter activities are to be the responsibility of the student with help from the thesis committee. Students may hire others to assist in the use of the computer, and to enter data or other clerical chores, if they choose. In all cases, a student must inform the thesis chair of plans to get assistance from other individuals on the thesis. Students are to be advised that they will be expected to knowledgeably discuss all aspects of the thesis at the oral defense meeting, including statistical design, computational details, and interpretation of findings.

- 1. Psychology Department Guidelines Regarding the Use of Statistical Techniques, Computer Programs and Psychological Tests in Masters Theses and Projects (Approved October 1990)
 - a. Graduate students are required to take PSYC 109 as a prerequisite for all three graduate programs. Psychology 578 (ANOVA) or Psychology 588 (Regression) is required in the Academic Research M.A. and School Psychology programs and is strongly recommended in the Counseling program.
 - b. The student shall be responsible for mastering or understanding all statistical procedures used in their thesis research. Conversely, students should not employ procedures that they do not understand. It is expected that the student will be asked questions about their statistical procedures during the thesis proposal meeting or thesis defense.
 - c. Statistical procedures for a thesis should be selected upon consultation with the Thesis Chair (generally the Committee Chair, but occasionally other committee members). It is recognized that

students vary in their level of understanding of statistics. Consequently, the Chair should consider both the power of a statistical procedure and the level of the student's understanding in making a recommendation. In some cases, a less powerful procedure may be recommended over a more powerful technique if the latter procedure is beyond the student's understanding. (Note - "Less powerful" does not mean "inappropriate." If the only appropriate procedure for answering a particular research question involves a high level of sophistication, that procedure must still be the technique of choice.)

- d. With rare exceptions, it is expected that thesis advisors will only require statistical procedures within the advisor's range of understanding. That is, the advisor (rather than other faculty) has the primary responsibility for knowledge about a statistical technique. In some circumstances, at the design phase of the study, the advisor may defer to other thesis committee members or the department statistical consultant for such information.
- e. Each semester, the department will designate at least one faculty member as department statistical consultant. Graduate students should only contact the consultant after referral by their Thesis Chair. Although other faculty may be available for consultation, students should not presume that this will be the case.
- f. The consultant position will receive credit for two weighted-teaching-units per semester or appropriate credit for time spent. The position should rotate among interested faculty.
- g. The statistics sequence, Analysis of Variance and Regression (of which AR students, unless otherwise approved by their advisor and the coordinator are expected to take one of these classes for their degree) uses the coding language *R*. Moreover, most theses will require that students analyze their data using sound statistical methods. We strongly recommend that students gain familiarity with *R programming* before starting the program.
- h. Students who plan to use Psychological tests in their research are required to meet A.P.A. and test publisher user qualification standards for access to testing material.

Students who plan to do research with B level tests (e.g., FIRO-B, Myers-Briggs) must have taken Psychology 345L (Psychological Tests and Measures) in addition to completing graduate program prerequisites and courses in the area of research.

Students who plan to do research with C level tests (e.g., the MMPI, WAIS) must meet all requirements for level B tests and also complete the appropriate graduate assessment course for the specific area of research:

- i. Research in personality, clinical and social & industrial psychology - Psych 646 (Personality Assessment).
- ii. Research in perception, learning and cognition - Psychology 616-617 (Intelligence Testing) or Psychology 651 (Diagnosis of Psychological Difficulties).

(Note: APA standards do not make any distinction between test user qualifications for applied practice and qualifications for psychological research. For example, the APA's "Standards for Educational and Psychological Testing" require the same user qualifications for clinical practice, employment testing and program evaluation research.)

- E. The full Thesis Committee should have an opportunity to react to the thesis proposal as early as possible in the development of the research plans, when, in the judgment of the Chair, the proposal is sufficiently formulated to warrant further examination and input.
- F. Following the Proposal Meeting, students may advance to candidacy and should thus complete the following forms: <https://forms.humboldt.edu/graduate-application-advancement-candidacy-and-graduation>.

- G. Assuming that the thesis meets the qualifications for human subjects research, the thesis proposal shall be submitted to the Institutional Review Board. (2000-1) Data collection shall follow the approval of the proposal by means of a formal IRB letter.
- H. The student should be familiar with and follow the APA standards for ethical research and work with humans and animals, as presented in the following APA publications: *Ethical Principles in the Conduct of Research with Human Participants*; *Guidelines for Ethical Conduct in the Care and Use of Animals*; and *Standards for Educational and Psychological Tests and Manuals*.
- I. The proposal and final thesis should be written in the style and form presented in the *APA Publication Manual*, with modifications as requested by the Thesis Committee, and comply with Cal Poly Humboldt Office for Research & Graduate Studies requirements for exact format.
- J. When, in the judgment of the student and the Chair, the final draft of the thesis is complete, copies of the draft should be distributed to the other Committee members, after which a final Oral Defense meeting will take place, during which the student will be asked to demonstrate knowledge and competence in the area of the thesis research. After Committee approval, the final typing and signing of the thesis will take place.
- K. Any formal action, including approval of proposal and the oral defense, requires the presence of all Committee members. The department Chair may sign off for committee members who cannot otherwise do so.
- L. Replacement of a member of the Committee requires the approval of the Chair, and the person to be replaced, if possible.
- M. The student should plan the thesis on the presumption that faculty members have no obligation to be available to work on theses during the summer.
- N. To complete the thesis within two years, the following timetable is strongly recommended:
1. Spring semester of first year or in the early part of the Fall semester of the second year: proposal meeting and submission of proposal to IRB.
 2. Fall semester of second year: collect data and complete analysis
 3. Early spring semester of second year: begin writing final draft with thesis chair
 4. 5th week of spring semester: first draft completed and given to thesis chair
 5. 9th week of spring semester: final draft to Committee
 6. 10th-13th week of spring semester: Oral Defense Meeting
 7. 14th week of spring semester: Final copy typed, signed & submitted to the Office for Research & Graduate Studies (Deadline: 10 days before end of semester)
- O. Any exceptions to this policy require recommendation from the Department Chair and approval of the respective Graduate Program Committee.
- P. All students working on M.A. theses and projects must be enrolled in specific research and/or supervision courses, e.g., either PSYC 690 (Thesis) or PSYC 692 (PPS Project) for every semester during which the work is being conducted (even during the summer). All students working on a thesis or project in the first

or second year of their M.A. programs must be enrolled for a minimum of 4 units in their appropriate course. Students in their third year and beyond have the alternative of enrolling for 1 Extension unit in PSYC 495. This alternative requires the approval of your thesis or project chair, since department faculty receive no teaching credit for extension courses. Students must submit a "Request for Program Variation" form with an attached "Request for Credit through Extension Criteria for Eligibility" form.

AR PROGRAM ADDITIONS AND MODIFICATIONS TO GENERAL THESIS POLICY

The following additions to the thesis policy have been developed as an aid to master's students in the AR program. For information on the University thesis requirements must also be followed. For university thesis requirements, including requirements for thesis formatting, refer to the Office of Research and Graduate Studies general format of the thesis, refer to the Culminating Experience For Master's Students at

<http://www.humboldt.edu/academicprograms/gradstudies/thesisguidelines.html>

- A. Once the student's thesis or project proposal has been approved by the student's thesis committee, changes in the committee are normally not made. However, if a student requests a change of committee member, approval of the student's Thesis Chair will be required. If a student requests a change of Thesis Chair, approval of the committee will be required. If a majority of the committee has been changed at the student request, a new proposal, proposal meeting, and acceptance of the new proposal by the current committee will be required.
- B. When, in the judgment of the thesis Chair, the proposal is sufficiently formulated to warrant further examination and input, the full thesis committee should have an opportunity to react to the thesis proposal as early as possible.
- C. The proposal must be approved by all thesis committee members at a proposal meeting. If changes to the proposal are requested by the committee, such changes must be reviewed by the Thesis Chair, or if need be, by the thesis committee as a whole, before final approval is given. If the research involves human (or animal) subjects, the student is required to submit forms to the Institutional Review Board (IRB) at Cal Poly Humboldt for the Protection of Human Subjects in Research (The IRB approval number is required on the Advancement to Candidacy forms). For projects using animal subjects, an Institutional Animal Care and Use Committee (IACUC) approval is required (refer to the Office of Research and Graduate Studies) *A copy of the final (after all requested and approved changes have been made) thesis proposal should be also be given to the AR Coordinator at the time of IRB submission.*
- D. The student must follow the American Psychological Association (APA) standards for ethical research and work with humans and animals, if applicable.
- E. The thesis must follow the standards and style for psychological research reports as presented in the APA Publication Manual (7th Ed.), with the modifications listed below.
 - 1. Include all front materials and pagination as stated in Cal Poly Humboldt Thesis guidelines
 - 2. Figures and Tables appear in the text rather than at the end

- F. When, in the judgment of the Thesis Chair and the student, the final draft of the thesis is complete, copies should be distributed to the other committee members. The student should schedule a time (usually 1 - 2 hours) for a final oral defense of the thesis. This meeting should be scheduled at least two weeks after the final draft of the thesis has been distributed.
- G. Any final action, including approval of the oral defense, requires the presence of all committee members. The final Oral Defense should include substantive demonstration of the candidate's knowledge and competence in his or her area of research.
- H. After the oral defense, revisions, and approval of the final thesis by the thesis committee, an electronic copy (word or Google document file) of the final thesis to the AR Coordinator for evaluation and approval. Please allow at least one week for the coordinator's review and subsequent revisions.
- I. All theses are submitted to digital commons. The committee members, committee chair and the graduate coordinator have final approval on the theses after completely submitted by the student.
- J. The student should plan the thesis on the presumption that faculty members have no obligation to be available to work on theses/projects during the summer.
- K. For continuous enrollment or when working with their Thesis Chair, students must enroll in PSYC 690 (Thesis) or PSYCH 692 (Project). Students may enroll in Graduate Student Continuous Enrollment (PSYC X693) after completing all course work and advancing to candidacy. The AR program does not allow the PSYC 495 option noted in item O of the general thesis policy.
- L. Any exceptions to this policy require approval of the AR committee.
- M. To complete your thesis the following schedule is recommended:
 1. Spring semester of senior year or first year of MA: proposal meeting and submission of proposal to IRB or IACUC.
 2. Fall semester of 5th year or second year of MA: collect data, complete analysis, and begin writing final draft
 3. 3rd week of spring semester: *first* draft completed and given to thesis chair for review and comments
 4. 9th week of spring semester: final draft to Committee
 5. 11th to 12th week of spring semester: Oral Defense Meeting, make revisions, final approval by committee
 6. 14th week, paper and electronic copies to the AR Coordinator, make revisions as necessary.
 7. End of spring semester: Final copy typed, signed & submitted to the Office for Research & Graduate Studies, Digital Commons.

PROJECT GUIDELINES

As an alternative to a thesis, students may choose to complete a research project. According to the *Culminating Experience for Master's Students at Cal Poly Humboldt*, “A project is a significant undertaking appropriate to a professional field. It shows originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project’s significance, objectives, methodology, and a conclusion or recommendation.” (pp. 3)

The thesis policy on the preceding pages is relevant to projects with differences summarized below. Thesis		Project
Committee Membership	3 faculty members, 2 of whom must be full time members of the psychology department faculty.	2 faculty members. Chair must be a full-time member of the psychology department faculty.
Proposal	Committee must approve a formal thesis proposal that typically consists of the first three or four chapters (depending on format) of the thesis. Student defends the proposal in a formal meeting.	Committee must approve, does not require a formal proposal defense meeting.
Final Defense	Committee must approve the final thesis. Student defends the thesis in a formal meeting. After the final defense and any subsequent required revisions, an electronic copy is submitted to the AR Coordinator for review and evaluation.	Committee must approve, may require a formal defense meeting. After the final committee approval and any subsequent required revisions, a hard copy (paper) and electronic copy are submitted to the AR Coordinator for review and evaluation.
Final Form: for information regarding proper format of thesis/project.	See Cal Poly Humboldt Graduate Handbook for information regarding proper format of thesis.	Submitted to Digital Commons.

POLICY ON THE PROTECTION OF HUMAN SUBJECTS

A policy has been developed as a guide for master's students in our Academic Research Program. This policy is consistent with the requirements of the Cal Poly Humboldt Committee for the Protection of Human Subjects in Research (IRB) and American Psychological Association (APA) policies on research with human subjects or animals.

Every effort will be made to protect subject anonymity and confidentiality in all academic research. Where required by APA and IRB policy, the informed consent of subjects will be obtained with the consent process and materials identified in the methods section of the research proposal. In research involving risk to subjects, the research proposal will contain a description of the procedures for risk management that should be reported in the methods section of the proposal. All student research will be reviewed by the student's thesis committee that shall serve as the department's committee on the protection of human subjects.

The thesis committee chair and the student will submit a proposal that includes three forms and a protocol to the University Committee for the Protection of Human Subjects in Research. The protocol is a statement of the researcher's responsibilities toward the human subjects involved in his/her research.

You will find IRB requirements (proposal submission checklist, forms and instructions) at: <http://www.humboldt.edu/hsuf/irb.php>

ACADEMIC RESEARCH PROGRAM POLICIES

Grades and Incompletes

Students must maintain a B (3.0) average in all required coursework. If a student's G.P.A. falls below 3.0, he/she will be put on probation by the Graduate Division of the University. Student on probation will have one academic year to bring their G.P.A. up to a 3.0 prior to dismissal.

Students who receive a grade of Incomplete (I) in courses should complete course requirements and have instructors change their grades as soon as possible. A university policy changes all "I" grades to "F's" if coursework is not completed in one year.

A student who receives a grade of C+ or lower in a required graduate course must repeat that course.

Misconduct and Non-compliance

Students who fail to follow the Code of Ethics or engage in non-professional behavior shall be subject to review by the Academic Research Committee and probable dismissal from the program or other sanctions.

Requirements to Change Status to Advance to Candidacy

In order to change your student status from conditional to unconditional, you must have completed all of the prerequisites of the program.

You may advance to candidacy only when you have completed all the required prerequisites for this program, are in the process of completing required graduate coursework, and your proposal has been approved by your committee.

Continuous Enrollment

Students admitted to master's degree programs are expected to enroll for two (Spring and Fall) semesters each academic year until their degree requirements are completed. Registration must be completed by the end of the fourth week of the semester (the University Census date).

All students working on M.A. theses must be enrolled in Psyc 690 (1-unit minimum) for every semester during which work is being conducted. After completion of course work and advancing to candidacy, students may enroll in Graduate Continuous Enrollment (PSYC X693).

Master's degree students who do not maintain continuous enrollment (Spring and Fall semesters each academic year), or who have not been granted a leave of absence (see below), are required to reapply for admission to the university and to the graduate program. Thus, students will be subject to any new admission or degree requirements.

NOTE: This policy supersedes Item O from the department's thesis policy.

Leave of Absence

A student may request an educational leave from the university to pursue other educationally related activities or to clarify his/her educational goals. A student may also request leave for extraordinary personal circumstances (e.g., serious illness, financial difficulty). The request must be signed by the advisor/committee chair, the graduate coordinator and a graduate studies designee.

A leave of absence is normally granted for one semester, or for one academic year. A request for an extension must be justified and supported (when possible) with appropriate documentation. A student is not permitted to be on leave of absence for more than a total of two years while working toward a master's degree. Leaves of absence cannot be used to extend the seven year time limit available for completing the master's degree. After the expiration of the period of time for which the leave (and any extension) has been granted, the student is expected to enroll in the next regular semester (excluding summer). If the student does not enroll for the next semester following expiration of the leave of absence, he/she will need to reapply for admission to the university and the department before enrolling in a subsequent semester. Under no circumstances will a student on leave of absence be allowed to use Cal Poly Humboldt laboratory and field facilities, library and computer resources, and faculty supervision. The student is required to submit an Educational Leave Agreement form. The form is available in the Office for Research and Graduate Studies, or at: <http://www.humboldt.edu/gradprograms/current-students>.

The submission deadline for educational leave agreements is the same date as the add/drop deadline each semester.

University and Program Policy on 7-year Limit to degree and Establishing Coursework Currency

Students who do not complete the Academic Research Program within seven years are required to petition the Cal Poly Humboldt graduate school and the program to waive the seven year limit. (See Cal Poly Humboldt Graduate Handbook at <http://www.humboldt.edu/gradprograms/current-students>).

Students are required to demonstrate and document the CURRENCY of graduate coursework in the Academic Research Program for all extensions of the 7-year limit. Students who take between 7 and 10 years to complete their Academic Research M.A. degree must take the current edition of the GRE subject test (psychology) and score at or above the 80th percentile to demonstrate coursework currency. An official report from ETS of the student's GRE subject scores must be submitted to the Academic Research Program Coordinator to document program currency. The student's subject GRE score will satisfy currency for an additional 5 years.

FUNDING SOURCES

There are several sources of funding available to students enrolled in the program. We strongly encourage you to explore funding options. A full list of grants, fellowships, and scholarships is available at <http://www.humboldt.edu/gradprograms/scholarships>. The list below includes those most commonly received by graduate students in our program.

- A. Student Travel Awards: Amount varies for students presenting research at a professional conference. <https://cps.humboldt.edu/student-professional-success-fund>
- B. Chester Collins Scholarship: For post BA graduate students in Psychology, apply during the Spring semester of the first year of the graduate program for an award provided during the second year. Typically, two \$1,500 scholarships are available each year.
- C. The [CPS Scholars Program](#) program provides Assistantship opportunities for CPS undergraduate, post-baccalaureate, and graduate students to apply *with a faculty sponsor* to do supervised, faculty-led and supported research, scholarship, and/or creative activities (RSCA).
- D. The College of Professional Studies (CPS) [Student Professional Success Fund \(SPS\)](#) is intended to support the professional development of CPS students through research, travel to attend professional conferences, or travel for unpaid internships/field placements that are a requirement of your major. The Fund is comprised of donations from generous donors. As such, the amount available each year varies and is not guaranteed.

PSYCHOLOGY DEPARTMENT FACULTY AND RESEARCH INTERESTS

The list below reflects faculty affiliated with the AR Graduate Program and their research interests. Although we list faculty in a specific research area, many faculty have programs of research that fit multiple areas of study.

Aigner, Carrie, Ph.D. Health behavior change (Biological Faculty).

Gaffney, Amber, Ph.D. Intergroup relations, leadership, and social identity (Social/Cognitive Faculty).

Gahtan, Ethan, Ph.D. Organization of neural circuits controlling sensory-motor reflexes; Evolutionary Psychology (Biological Faculty).

Gold, Gregg, Ph.D. Social psychology, social influence/social power, attribution theory, social cognition, forgiveness (Social/Cognitive Faculty).

Hahn, Amanda, Ph.D. Hormonal regulation of responses to infant cues (Biological Faculty)

Howe, Tasha, Ph.D. Developmental psychology, child psychopathology, child abuse and family violence, parent training (Developmental Faculty).

Iturbide, Maria, Ph.D. Adolescent well-being, acculturation, and parenting practices (Developmental Faculty).

Sanchez, Mari, Ph.D. Visual speech information and social aspects of speech (Social/Cognitive Faculty).

Villarreal, Brandilynn, Ph.D. Motivation and self-regulation (Developmental Faculty).

Walmsley, Chris, Ph.D., Behavioral assessment and treatment in dementia care (Behavior Analysis Faculty).