

Student Handbook
Academic Research
Master of Arts in Psychology

2020-2021

Department of Psychology

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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.

CONTENTS

CONTENTS.....	2
PREREQUISITES AND REQUIREMENTS FOR ADMISSION.....	3
GENERAL COURSE OF STUDY.....	4
Requirements for Degree (All Specialization Areas).....	4
Blended Requirements for Degree	4
Course of Study Notes.....	4
DEGREE REQUIREMENT NOTES	5
SOCIAL/COGNITIVE OPTION.....	6
Prerequisites	6
Required Courses	6
Elective Courses from Other Departments.....	6
NEUROSCIENCE OPTION	7
Prerequisites	7
Required Courses	7
Elective Courses (9-19 units)	7
Elective Courses from Other Departments.....	7
DEVELOPMENTAL OPTION	8
Prerequisites	8
Required Courses	8
Elective Courses (2-19 units)	8
Elective Courses from Other Departments.....	8
BEHAVIOR ANALYSIS OPTION	9
Prerequisites	9
Behavior Analysis Program Overview.....	9
THESIS POLICY FOR THE M.A. IN PSYCHOLOGY	10
AR PROGRAM ADDITIONS AND MODIFICATIONS TO GENERAL THESIS POLICY ...	14
PROJECT GUIDELINES.....	16
POLICY ON THE PROTECTION OF HUMAN SUBJECTS	17
ACADEMIC RESEARCH PROGRAM POLICIES	17
Grades and Incompletes	17
Misconduct and Non-compliance.....	17
Requirements to Change Status to Advance to Candidacy.....	18
Continuous Enrollment	18
Leave of Absence	18
University and Program Policy on 7-year Limit to degree and Establishing Coursework Currency	19
FUNDING SOURCES.....	19
PSYCHOLOGY DEPARTMENT FACULTY AND RESEARCH INTERESTS.....	20

PREREQUISITES AND REQUIREMENTS FOR ADMISSION

In addition to Humboldt State University 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 PSYC 104 (Introduction to Psychology), PSYC 241 (Introduction to Psychological Statistics), and PSYC 242 (Introduction to Research Design & Methodology) or equivalent course.
- A minimum undergraduate grade-point average (GPA) of 3.25 in Psychology courses.
- (Neuroscience Option) BIOL 105, CHEM 107, PSYC 321, and PSYC 325 (or equivalent).
- (Social/Cognitive Option) PSYC 324 and PSYC 335 (or equivalent)
- (Developmental) PSYC 311 or CD 350, PSYC 438, and CD 464 or PSYC 418 (or equivalent).
- (Behavior Analysis Option) PSYC 320 and PSYC 322 (or equivalent).
- 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 three Options: Social and Environmental Psychology, Neuroscience, and Developmental. A fourth Option: Behavior Analysis, is not presently admitting students. 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 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 (3) 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.
- Completion of either a Thesis or Project as a culminating experience.
- Completion of additional courses outlined in the one of specialization areas (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.
 - All General Education Coursework must be completed prior to the 5th year.

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.
- 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 and PSYC 335 (or equivalent)

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 487 (3) Evolutionary 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.

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 HSU Catalog before adding these courses to your contract

STAT 504 Multivariate Statistics

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 Neuroscience and neuroscience. Students with degrees in Biology (or closely related fields) may apply for admission to the Neuroscience option without 24 units of Psychology if they have completed PSYC 104, PSYC 241, and PSYC 242 (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 Chemistry (may also use CHEM 109/110)
PSYC 321 Intro Behavioral Neuroscience
PSYC 325 Advanced Behavioral Neuroscience

Required Courses

PSYC 625 (3) Advanced Psychobiology
PSYC 672 (3) Advanced Psychopharmacology

Elective Courses (9-19 units)

PSYC 487 (3) Evolutionary 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 courses in other departments relevant to the concentration as approved by advisor and AR coordinator.
Students may count 578/588 toward one elective if they complete both courses (see Requirements for 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 HSU Catalog before adding these courses to your contract

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
PSYC 438 Dynamics of Abnormal Behavior
PSYC 418 Developmental OR CD 464 Atypical Child Development

Required Courses

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

Elective Courses (2-19 units)

PSYC 303 (3) Family Relations in Contemporary Society
PSYC 345 (4) Psychological Tests and Measurement
PSYC 414 (3) Psychology of Adolescence and Young Adulthood
PSYC 419 (3) Family Violence
PSYC 578 (4) Analysis of Variance
PSYC 588 (4) Regression/Multivariate Statistics
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.
Students may count 578/588 toward one elective if they complete both courses (see Requirements for Degree)

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 HSU 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 430 Criminology
Soc 330 Social Deviance
Soc 306 The Changing Family
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 problematic 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 the 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

<u>Course</u>	<u># Credits</u>
1 st Year	
PSYC 641 Research Methods: Philosophy and Design	4
PSYC 647 Academic Research Proseminar	3
PSYC 578 ANOVA or PSYC 588 Multivariate Statistics	4
PSYC 680 Ethics and Professionalism in Behavior Analysis	3 BACB
PSYC 690 Thesis	<u>1</u>
PSYC 642 Research Methods: Evaluation	2
SPED 722 Autism Intervention Strategies	2 BACB
PSYC 622 Advanced Learning and Behavior Analysis	3 BACB
PSYC 682 Fieldwork	3
PSYC 690 Thesis	<u>1</u>
	Total: 26
2 nd Year	
EDUC/PSYC 680 Single-Case Research Designs	3 BACB
PSYC 683 Graduate Teaching Assistantship	3
SPED 706 Applied Behavior Analysis for Teachers	3
SPED 731 Classroom Management and Behavior Supports	1
PSYC 682 Fieldwork	3
PSYC 690 Thesis	<u>1</u>
PSYC 655 Social-Behavioral Evaluation	3
PSYC 682 Fieldwork	3
PSYC 690 Thesis or	
PSYC 692 Master's ABA Project	1
	Total: 21

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 discuss knowledgeably 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 241 as a prerequisite for all three graduate programs. Psychology 341 (Intermediate Statistics) 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. Students who plan to use computer statistical packages are strongly urged to take a seminar in Computer Statistical Packages. (Note added by AR Program Chair 7/10/03 – the current Psych 241, 341, 541 sequence includes extensive coverage of computer packages)

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.

The student who plans to do research with B level tests (e.g., FIRO-B, Myers-Briggs) must have taken Psychology 545 (Psychological Testing) in addition to completing graduate program prerequisites and courses in the area of research.

The student who plans 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, 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.

G. 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*.

H. 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 HSU Office for Research & Graduate Studies requirements for exact format.

I. 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.

J. Any formal action, including approval of proposal and the oral defense, requires the presence of all Committee members.

K. Replacement of a member of the Committee requires the approval of the Chair, and the person to be replaced, if possible.

L. 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.

M. 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)

N. Any exceptions to this policy require recommendation from the Department Chair and approval of the respective Graduate Program Committee.

O. 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) or PSYC 682 (Counseling Supervision), 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 our 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 HSU 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, a 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 (6th Ed.), with the modifications listed below.
 - 1. Include all front materials and pagination as stated in HSU 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 is should scheduling 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, the student will submit a hard copy (paper) and electronic copy (word 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. Distribution of the final bound copies of the thesis are as follows: two copies to the HSU library and one to the Psychology Department, and typically one to the Thesis Chair
- 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). 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 -12th week of spring semester: Oral Defense Meeting, make revisions, final approval by committee
 - 6. 14th week, paper and electronic copies to AR Coordinator, make revisions as necessary.
 - 7. End of spring semester: Final copy typed, signed & submitted to the Office for Research & Graduate Studies.

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 Humboldt State University*, “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, a hard copy (paper) and electronic copy are 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 HSU Graduate Handbook for information regarding proper format of thesis.	Informally bound (e.g. spiral) with cover and back.
Disposition	2 bound copies for HSU library; 1 bound copy for Psychology Department; 1 bound copy for the thesis supervisor.	2 “informally bound” copies for the Psychology Department Test Library; 1 copy for project supervisor.

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 HSU 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. Students 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 of the required prerequisites for this program, obtained an Institutional Review Board (IRB) or IACUC approval if applicable, and are in the process of completing required graduate coursework.

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.

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 in order to pursue other educationally related activities or to clarify his/her educational goals. A student may also request a leave for extraordinary personal circumstances (e.g., serious illness, financial difficulty). The request must be signed by the major professor, the committee members, the graduate coordinator and the graduate dean.

A leave of absence is normally granted for one semester, or for one academic year. A request for an extension (no more than one additional year) 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 HSU 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>.

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

Students who do not complete the Academic Research Program with 7 years are required to petition the HSU graduate school and the program to waive the 7-year limit. (See HSU 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 in order 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. Watch for the announcement of this opportunity during the Fall semester.
- B. Woolford-Hegy Rotary Fellowships. \$1000 Fellowship. Spring semester. Our graduate students traditionally do well in this competition.
- C. Chester Collins Scholarship: For post BA graduate students in Psychology, apply during Spring semester of the first year of the graduate program for award provided during the second year. Typically two, \$1,500 scholarships are available each year.

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.

Aberson, Chris, Ph.D. Intergroup relations (e.g., prejudice, racism), applied social psychology, statistics and methodology (Social/Cognitive Faculty).

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).

Reynolds, William, Ph.D. Depression and suicidal behaviors in children and adolescents, bullying, child and adolescent internet use/abuse, exposure to violence, adolescent psychopathology, internalizing disorders (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).