

ΨΨ **GRADUATE STUDENT MANUAL** ΨΨ

**Department of Psychology  
University of Washington  
1999-2000**

The information in this Graduate Student Manual is designed to be a quick guide to all the information that you ought to know, or wish you knew, about procedures, policies, and miscellany of the Psychology Department. It also includes those University and Graduate School policies, which are of greatest importance to you. However, we make no claim to being exhaustive. Any University, Graduate School, and Departmental policies not included here have not, by that omission, ceased to exist. You are not relieved of responsibility for conforming to such omitted policies. However, we do feel that this is reasonably complete, although changes do occur regularly. Consult the U.W. General Catalog for University rules and procedures as well as for graduate requirements which must be satisfied in addition to departmental requirements.

Keep this guide as a reference throughout your tenure as a graduate student. From time to time you may receive revisions or additions which should be added to this packet. Updated manuals will be distributed each fall, funding permitting. If you think there is incorrect or misleading information, or if you would like coverage of additional topics, please make this known to the Graduate Program Coordinator or Assistant, and we will consider what we can do to improve this manual.

**TABLE OF CONTENTS**

I.	The Ins and Outs of Registering for Courses .....	2
II.	Whom to See for What You Need .....	5
III.	Graduate Program Advising .....	8
IV.	First Year Graduate Students .....	10
V.	What every Graduate Student Should Know About How to Conduct a Research Project.....	11
VI.	Psychology Department's Procedures and Policies for the Assignment of TA's and RA's .....	14
VII.	Money Matters .....	18
VIII.	Grading and Evaluation Procedures.....	22
IX.	University Policy regarding Scholarly Integrity.....	24
X.	Grievance Procedure .....	25
XI.	Changing Areas of Study.....	25
XII.	Supervisory Committee .....	26
XIII.	Master's Degree .....	28
XIV.	General Examination .....	29
XV.	Dissertation and Final Examination .....	31
XVI.	Annual Plan .....	33
XVII.	Course Requirements.....	34
XVIII.	Petition for Non-Standard Outside-of-Area Requirements .....	41
XIX.	Clinical Area - Quick List of Course Requirements.....	42
XX.	Clinical Area – Final Defense <i>before</i> Internship option.....	44

## I. THE INS AND OUTS OF REGISTERING FOR COURSES

Before you register for courses, you should first decide which courses you want to take. Many of these decisions have already been made for you. Review the course requirements at the back of this manual. A description of Psychology courses is found in the "Revised Curriculum" (copies available in G-119 information rack). Consult your academic advisor to determine which courses you should register for. Talk with other students or the instructor of the course to get the real scoop. Once you have decided upon the classes you want to take, look in the "Time Schedule" for the appropriate quarter to find out the days and times when these classes meet. The U.W. Time Schedule can be picked up on the second floor of Schmitz Hall. Sometimes class conflicts (two classes meeting at the same time) are okay, but ask the instructor to be certain. The Psychology Department prints its own time schedule each quarter (available in G-119A.) It includes many schedule changes not found in the U.W. Time Schedule. You should also make note of the classes which need a "course entry code" or a "course permission card." Course permission cards can be picked up at the main office of Guthrie (G-119A.) They need to be signed by the instructor of the course and then exchanged for the course entry code number. The course entry code numbers are usually available from the instructor, or sometimes from the main office (G-119A), especially if the course has variable credits, such as Psych 600 or 800.

**During the academic year you must be registered for courses or petition for on leave status. Failure to do so will result in being dropped from the University. (Exception: You do not need to go on leave or register for Summer Quarter only.) If you have a teaching or research assistantship, please see the section of this manual entitled "How Many Credit Hours" on the following page.**

### **Registration**

Registration is now done with the STAR System (Student Telephone Assisted Registration). You will receive a set of step-by-step instructions for using the system (also found inside the UW Time Schedule). If you have questions, call Registration at 543-5927.

**Important:** Keep a file for yourself of all the courses you take, *including* seminars and independent studies. In this file enclose reading lists, syllabuses, instructor name(s), and the quarter and year each course was taken. This file will be invaluable to you later; e.g., when you apply for licensing.

### **Dropping and Adding Courses**

If, for some reason, you need to drop or add a course, be certain to do this no later than the first week of the quarter to avoid a \$20 late registration fee. Dropping and adding courses may be done by using the STAR program, or in person at Schmitz Hall. Some types of changes may not be possible using the STAR program, such as adding courses with variable credits or courses which require entry codes.

If you are changing classes in person at Schmitz Hall, you may be required to present an add/drop card, signed by the instructor(s). These cards are available from the Psychology Undergraduate Advising Office, G-114. If you add or drop classes after the first week of the quarter, take your add/drop card and \$20 to Schmitz Hall. You should note, however, that you cannot receive a passing withdrawal from a course after the second week of the quarter. Only one drop is permitted per academic year – choose wisely!

## **Tuition and Residency**

Tuition: Full-time graduate tuition effective Autumn Quarter, 1999, is as follows: resident - \$1,861/quarter; non-resident - \$4,624/quarter. Summer Quarter only, resident tuition rate is paid by both residents and non-residents.

IMPORTANT - If you are currently a non-resident who expects to be eligible for resident status after living here for at least one year, *please apply for residency during Spring Quarter of your first year*. This is essential for students appointed as teaching or research assistants during their graduate training. Each year the Department is allocated a limited number of non-resident tuition waivers, almost half of which go to first-year students. If the number of non-resident students with TA/RA support exceeds the number of waivers allotted, some graduate students will be required to pay full non-resident tuition.

To obtain resident status, you must make formal application. Proof of residence for at least one calendar year is required (other criteria must also be met). This can be done by registering to vote or obtaining a Washington driver's license. Residence applications and further information are available at the Residence Classification Office, 320 Schmitz Hall (phone: 206-543-4188).

## **How Many Credit Hours**

- ◆ TA's and RA's must register for a minimum of 10 credit hours for each quarter of their appointment. (3 credits, Summer Quarter.)
- ◆ The tuition charge is the same for 7-18 credit hours. You will be charged additional tuition for credits in excess of 18.

<u>REGISTRATION REQUIREMENTS</u>	<u>Academic Year</u>	<u>Summer Quarter</u>
Full time Status	10-18	10-18
Minimum Credits to maintain TA/RA	10	3
Minimum Credits Required	2	0*
Minimum Credits to maintain Financial Aid**	10	0* or 10

\* If registered during previous academic year (3 quarters)

\*\* Student Financial Aid: Janet Cantelon, Assistant Director 206-685-1371

Note: For Full time Financial Aid you NEED 10 CREDITS per quarter (including summer.) Please check with Student Financial Aid for your particular situation: deferred status, satisfactory standing, etc. For Stafford Loans only: a minimum of 5 credits per quarter.

Always register for Psych 600 (Independent Study/Research), Psych 700 (Master's Thesis), or Psych 800 (Doctoral Dissertation) with the number of credit hours appropriate to your time commitment to your research and individual study. Thus, if you are taking 6 hours of courses and spending half of your time on your research project, you would also register for 6 credits of Psych 600 or 800. Since you are virtually always conducting a program of independent study and research, you will generally register for one or more of these courses each quarter.

## On-Leave Status

**Each quarter (except summer) you must either register for classes or petition for on-leave status.** On-leave petition cards may be obtained from the Graduate Program Office, Guthrie 127. The on-leave petition must be returned to the Graduate Office in Guthrie for signing by the Graduate Program Coordinator, Frank Smoll. You then submit the card together with the \$35 fee to the Withdrawal Office, 264 Schmitz Hall, by the 5th calendar day of the quarter in which you begin your leave period. If you have already registered for that quarter, you must officially withdraw at 264 Schmitz to avoid liability for tuition and fees. Once the quarter begins, if you are already registered, you cannot go on leave for that quarter. After having withdrawn, if you wish to go on leave for the subsequent quarter(s), you must file an on-leave petition.

### ***Procedure for re-enrollment***

UPON EXPIRATION OF YOUR LEAVE period, you may either petition to extend your leave or, if you wish to enroll, you must file a "Former UW Student Enrollment Application" at 225 Schmitz Hall.

Application deadlines are:

July 1	for Autumn Qtr
November 1	for Winter Qtr
February 1	for Spring Qtr
June 1	for Summer Qtr

YOU MUST EITHER BE <b>REGISTERED</b> OR <b>OFFICIALLY ON-LEAVE</b> EACH ACADEMIC QUARTER.
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Failure to register or extend your leave of absence will result in dropping you from University enrollment. You must then re-apply to the Graduate School and submit a \$45 application fee before the application deadline.

If you were registered or officially on-leave during the 3 previous academic quarters, then you need not register or go on-leave for summer quarter. (But, if you were on-leave the previous summer and all 3 academic quarters as well, then you DO need to register or extend your on-leave status.)

If you have a TA or RA for summer quarter you must be registered for a minimum of 3 credits.

## II. WHOM TO SEE FOR WHAT YOU NEED

During your graduate career you will occasionally have the need to draw upon the services and facilities offered by the Psychology Department. The faculty and other graduate students usually help you find out the ins and outs of locating these potential services. The following list of the staff, and their responsibilities is included to give you an idea of whom to talk to as your needs as a graduate student change and develop.

### **Paul Bernard**, Administrator (G-119, 3-2077)

e-mail: pbernard@u.washington.edu

(If Paul is on vacation, see Michele Jacobs.)

- ◆ Maintenance or repairs needed in Guthrie Hall and the Annexes.
- ◆ Security problems in Guthrie Hall and the Annexes.
- ◆ Shop schedule times.
- ◆ Questions concerning space allocations (academic, research, and operations).
- ◆ Liaison with Personnel Office.
- ◆ Establish e-mail accounts.
- ◆ Telecommunications/Ethernet questions.
- ◆ Issues building permits.
- ◆ Mailing Services barcode coordinator.
- ◆ If you can't find someone to answer your questions, he can usually help.

### **Michele Jacobs**, Associate Administrator (G-129, 5-2027)

e-mail: mjacobs@u.washington.edu

(If Michele is on vacation, see Paul Bernard.)

- ◆ Monitors state funded budgets and does projections.
- ◆ Maintains detailed files on departmental expenditures.
- ◆ Monitors Fellowship Awards, Endowment accounts, and departmental gift accounts.
- ◆ Questions concerning Institutional Allowance Funds  
(i.e., small amounts of money for Dissertation research).
- ◆ Checks budgets on all outgoing proposals, maintains files on all proposals submitted.
- ◆ Information relating to grant proposals re: fringe benefits, indirect costs, proposal application materials.
- ◆ Central Stores supply orders for Psychology Department.
- ◆ Travel - some money available for graduate students and faculty.
- ◆ Assistant to the Administrator. Handles immediate problems in his absence.
- ◆ Petty Cash Custodian - Handles Petty Cash reimbursements.  
Advises whether purchases may be reimbursed under Petty Cash. (Michele Jacobs and Ling Fu share Petty Cash responsibilities.)

### **Patricia Guberlet**, Fiscal Specialist (G-130, 3-8879)

e-mail: guberlet@u.washington.edu

- ◆ Monitors majority of externally and UW funded research grants and contracts.
- ◆ Questions concerning purchasing supplies/equipment for grant use.
- ◆ Questions on travel covered by grants (if you are employed as an RA on a grant).
- ◆ General questions or problems related to grants.

**Ling Fu**, Fiscal Technician (G-132, 6-5275)

e-mail: lingfu@u.washington.edu

- ◆ Assistant to Michele Jacobs and Pat Guberlet.
- ◆ Prepares travel paperwork.
- ◆ Handles all purchase order requests, including stores orders.
- ◆ Petty Cash Custodian.

**Brian Culver**, Payroll Coordinator (G-126, 3-3366)

e-mail: culver@u.washington.edu

- ◆ Prepares payroll forms and has a complete listing of your departmental employment and service records.
- ◆ Questions concerning payroll checks for TAs and RAs.
- ◆ Distributes paychecks.
- ◆ Reference Station (University policies and procedures).
- ◆ Personal Xerox account billings and accounts receivable.

**Beth Rutherford**, Assistant to the Chair (G-121, 5-8035)

e-mail: bethr@u.washington.edu

- ◆ Schedules appointments for the Chairperson (Michael Beecher).
- ◆ University and departmental policies.

**Geraldine Williams** (G-119A, main office, 3-2640)

e-mail: lovegw@u.washington.edu

- ◆ Questions concerning mail delivery to Guthrie.
- ◆ Compiles weekly department Newsletter items.
- ◆ Has "Reprint Request" cards.
- ◆ If you are a TA, she handles the scheduling of the typing and copying of tests, and other class-related materials.
- ◆ Office machine scheduling (Zenith, Mac, Xerox).
- ◆ Keys to rooms in Guthrie.
- ◆ To reserve rooms 57, 211, and 315 in Guthrie, or rooms in other buildings.
- ◆ Problems with the copy machines.
- ◆ Text book orders and desk copies.
- ◆ Change of grades or removal of incompletes.
- ◆ Office hours publication.
- ◆ Course entry codes for variable credit classes ( $\Psi$ 600,  $\Psi$ 700,  $\Psi$ 800).
- ◆ Seminar Description Editor.
- ◆ Airborne Express service.
- ◆ Colloquium advertisements.
- ◆ Grade sheet distribution.
- ◆ Messenger service (on campus).

**Undergraduate Advising Staff** (G-114B, 3-2698)

- ◆ Recruit potential undergraduate research assistants.
- ◆ Advise undergraduate Psychology majors.
- ◆ Tutor training and recruitment.
- ◆ Student ratings of courses, professors, and TAs.
- ◆ MCC Minority Student Mentor Program.
- ◆ Evening Degree advising.
- ◆ Statistics tutoring pool.
- ◆ Unusual registration problems for undergraduates.

## **Technical Support Services Staff** (G-29, Basement, 3-8281)

### **Rich Ball** (G-26, 3-8281)

e-mail: richb@u.washington.edu

- ◆ Departmental equipment checkout and return.
- ◆ Departmental shipping and receiving.
- ◆ Questions concerning A/V and other equipment owned by the department.
- ◆ Departmental; equipment inventory.

### **Doug Kalk** (G-27, 3-8281)

e-mail: dougkalk@u.washington.edu

- ◆ Computer hardware and software support.
- ◆ Hardware/software integration.

### **Chris Blanks** (G-53, 5-2079)

e-mail: equinox@u.washington.edu

- ◆ Assists faculty and TA's with multimedia classroom presentations.
- ◆ Assists with first year presentations.
- ◆ Webmaster for the Psychology Department.

### **Dean Malidore** (CHemLib 27, 3-4410)

e-mail: dmalid@u.washington.edu

- ◆ Runs and coordinates the vivarium.

### III. GRADUATE PROGRAM ADVISING

#### ***Graduate Training Committee***

The Graduate Training Committee is an appointed committee of the faculty, chaired by the Graduate Program Coordinator. Faculty members of the Committee represent each of the sub-areas within the Psychology Department, and a graduate student attends to provide student input. The functions of the Committee are to:

1. Consider graduate training issues that relate to the entire department in order to make recommendations for departmental action. This would include such topics as statistics course requirements, outside of major area requirements, departmental research requirements, grading, etc.
2. Review and take action on requests from students for special considerations (e.g., requirements in areas other than those published). See Petitions section on page 40.
3. Deal with grievances any student may have in regard to training issues or individual treatment within the department.
4. In collaboration with sub-areas or Supervisory Committees, review the progress of individual graduate students.
5. Consider changes in Graduate School policies in order to interpret them to students and faculty.
6. Each faculty member of the Committee individually consults with students regarding requirements in the area he/she represents. This includes making decisions on waivers of courses, course substitutions and giving feedback or recommendations as appropriate.

**Graduate Program Coordinator - Frank Smoll** (G-219, 543-4612)  
e-mail: [smoll@u.washington.edu](mailto:smoll@u.washington.edu)

The Graduate Program Coordinator (GPC) supervises the activities of the Graduate Program Office, is a member of the Graduate Training Committee, acts as liaison with the Graduate School, assigns teaching assistants, and provides individual counseling and troubleshooting to graduate students. Academic advising, in general, is provided by your own advisor, though the GPC may be more knowledgeable and up-to-date on some policies and requirements. If in doubt, see the GPC, who can refer you to a more appropriate person, if necessary.

**Graduate Program Assistant - Sandi Dormont** (G-127, 543-9329)  
e-mail: [dormont@u.washington.edu](mailto:dormont@u.washington.edu)

The Graduate Program Assistant may be the most important of all these sources, as she is knowledgeable about the Graduate School and the University as a whole, and knows all the procedures that you must follow almost every step along the way toward your degree.



Graduate Program Assistant activities of importance to you include:

1. Keeping an updated record of your student status, Supervisory Committee members, etc. Also, if she has some idea of your time schedule for completing requirements, she can remind you of procedural details you must attend to.
2. Making official requests to the Graduate School for Supervisory Committee formation and changes.
3. Scheduling General and Final Examinations with the Graduate School.
4. Preparing and distributing General Exam warrants.
5. Distributing Final Exam warrants.
6. Appointment petitions to register for less than 10 credit hours for a quarter, or to receive more than 50% funding for a quarter.
7. Coordinating TA assignments and TA budget questions.
8. Questions concerning University and departmental requirements.
9. Registration problems.

The Graduate Program Assistant also has many other responsibilities, including the very time-consuming job of graduate admissions, so please be considerate of her time, especially in the months of December, January and February, when the input from graduate school applicants peaks.

#### IV. FIRST YEAR GRADUATE STUDENTS

Many of the sections of this manual are pertinent to the concerns of students throughout their years of graduate study. However, there are several activities of importance which relate only to first year graduate students.

- 1. Orientation Week.** First year graduate students are expected to attend a professional orientation seminar during the week prior to the start of classes, Autumn Quarter. Normally, first year students are asked to register for this credit seminar when registering for Autumn Quarter classes. Contact the Psychology Graduate Program Assistant at 543-9329 for details if you have not received them in the mail.
- 2. Faculty Advisors.** You will have been assigned an advisor or advisors in your major area who will assist you with planning your program of courses for the first year. Your advisor(s) will also supervise your research during the first year. Although many students continue with this advisor past their first year and/or make this person the chair of their Supervisory Committee, this is not required. You should feel free to pursue work with another faculty member if that should better fit your educational needs.
- 3. Course Requirements.** You should begin fulfilling departmental course requirements in the first year. In particular, you must take courses to satisfy the statistics requirement in order to complete it by the end of the second year, as required. You must also take part in the First Year Seminar which is designed to introduce the new graduate students to research being done in the department.
- 4. First Year Research Project.** All first year students are required to conduct research during the year. This activity culminates in a formal presentation of your work at the annual Psychology Department Research Festival, held at the end of Spring Quarter. Non-Clinical students present their research at the end of their first or second year depending upon their Area's decision; Clinical students present at the end of their second year in the program.
- 5. Annual Evaluations.** You will be evaluated at the end of each year by the faculty in your major area. This evaluation will be reviewed by the Graduate Training Committee, and a letter providing feedback from the evaluation and any appropriate recommendations will be sent to you from your advisor(s). First and second year Clinical students will receive additional in-depth evaluations from the Clinical Area Faculty. For more detailed feedback, you should talk with your advisor and/or the Graduate Program Coordinator. An intermediate evaluation takes place during Winter Quarter 1999. It is expected that this will provide additional, more informal feedback to students.
- 6. Transfer of Course Credits.** It may be possible for you to transfer course credits from other UW departments or universities for the purpose of satisfying *departmental* requirements (see "Course Requirements" in the last pages of this manual). Forms for this purpose are available in the Graduate Program Office, G-127 (Petition to the Dean of the Graduate School). Please arrange any transfer from other colleges or universities during your first year at the UW. However, according to the University of Washington's Graduate School requirements, "Transfer credits are not applicable towards a doctoral degree". Transfer credits may be applied only toward the master's degree. And, in general, courses to fulfill requirements for one degree (undergraduate or Master's) may NOT also be used to fulfill requirements for another degree (Master's or Ph.D.).

## V. WHAT EVERY GRADUATE STUDENT SHOULD KNOW ABOUT CONDUCTING A RESEARCH PROJECT

1. **General Considerations.** All students are expected to acquire research skills. All research must have a faculty sponsor, typically the student's advisor. A student's research experience begins in the first year of graduate school and should be an ongoing activity throughout their graduate career. At the end of the first year, all first year graduate students present the results of their first year project to the faculty and other students at an annual Research Festival held in late May. (Exception: Clinical students present their research at the end of their second year.)

### 2. Acquisition of Research Participants (Subjects)

*Animal Research* - Dean Malidore (CHL-112) coordinates the use of the department's supply of laboratory animals. Limited animal research is also possible in connection with the Woodland Park Zoo (see Joan Lockard, G-317, for information).

*Human Participants* - The department maintains a pool of human research participants each quarter in connection with various introductory classes. Frank Smoll (G-219) coordinates the use of human research participants. Before each quarter begins, all graduate students and faculty submit a request to the Subject Pool office for human research participants for that quarter. The Subject Pool Assistant's office is located at G-122.

Human research participants are also obtained by survey methods, such as mailing and telephoning. ALL RESEARCH WITH HUMAN PARTICIPANTS MUST BE APPROVED BY THE DEPARTMENT OR BY THE UNIVERSITY HUMAN SUBJECTS REVIEW COMMITTEE.

3. **Human Subjects Review Committee.** All research using human participants must be reviewed and considered qualified for "certification of exemption" by the Department review committee chaired by Lynn Fainsilber-Katz. Applications for committee review may be obtained in the Subject Pool office (G-122). Return the exemption application, signed by your faculty sponsor, to Lynn Fainsilber-Katz's mailbox. Please allow about one week for processing of the application.

Some projects (those involving risk or deception, or those done without subject anonymity) require review by the University Human Subjects Review Committee. Instructions and guidelines for applying to the University committee are found in the boxes located just outside the Subject Pool office (G-122).

4. **Research Space.** Space for animal research is coordinated by the Department Chair and Assistant Chair(s). Research space for human participants is allocated annually by area. Your advisor should know what space is available to you. For information on shared space, contact the following people:

Geraldine Williams (G-119A) - for large groups of 10-50 (rooms 57, 211 and 315 in Guthrie)  
The Administrator (Paul Bernard, G-119), or your advisor - for other needs for space

5. **Equipment.** Small research equipment and audio-visual aids are available for loan by contacting Michele Jacobs (G-129). The department orders new equipment on an annual basis. See the Administrator (G-119) for current inventory and future needs. The Office of Technical Support Services (G-26) also has equipment that may be borrowed for experimental research. Equipment requests must be sponsored by a faculty member.

- 6. Financial Support for Research.** The department generally cannot provide funds for student research projects. Clerical support such as typing questionnaires and manuscripts or Xeroxing for unfunded projects is just not available. You may apply for funds for equipment, supplies, subject payment, etc., for your dissertation. To be eligible, you must have reached Ph.C. status. This fund is not available for travel expenses. Application forms can be picked up from Michele Jacobs and submitted to the Chair of the department.

If you are a research assistant on a grant, all grant-related work must be billed to the budget number on the grant. Most students do not have an RA position on a grant. However, you may write your own grant under sponsorship of a faculty member. For information on grants being offered, watch the Department Newsletter for agency requests for proposals, see Michele Jacobs, or discuss the possibility with your advisor. Graduate fellowships for research are also available. For information on such opportunities, watch the Newsletter, contact the Graduate Program Assistant in G-127, or visit the Grants and Funding Information Service (GFIS) office located in Suzallo Library Reference & Research Services. The GFIS office has a computer system to locate fellowships in specific interest areas. (See information on-line at: <http://www.washington.edu/newslett.htm> and <http://www.lib.washington.edu/gfis>)

## **7. Computer Facilities**

Psychology Department Resources - Computer Committee: Jaime Diaz, Chair, 543-2546, Guthrie 335; Computer Committee Student Representative, appointed annually.

Each graduate student has a faculty advisor and/or faculty person with whom he/she is doing research. The computer facilities of the faculty advisor/research colleague are generally shared with their graduate students.

Graduate students have access to microcomputers at the following locations in Guthrie:

**Room 10 (Pit)** - 4 MacIntosh computers, 2 computers with Windows 98, a Postscript laser printer for the MacIntosh and one for Windows. All of these computers are connected to the Internet and to the departmental network.

**Room 53 (Media Lab)** – 4 PCs and 4 MACs with a b/w laser and a color printer. There is an array of web/image editing and presentation software available to graduate TA's and all faculty.

**Room 119 (Main Office)** – HP6 Laserjet connected to a MacIntosh, and NEC Laser Printer connected to a Dell.

For practical reasons, for now and the foreseeable future, the Department is supporting only Macs, IBM and compatibles.

The department has standardized on Microsoft Word for work processing software for the Mac's and PCs. We are leaning toward Lotus 123 and MS Excel for spreadsheets, and MS Access for database software. For statistical analysis, we support Systat and SPSS PC+. We recommend SPSS PC+ because that is what you will use in the computer lab part of Psychology 513.

The Office of Technical Support Services (G-28, 543-8281) is responsible for computer maintenance, equipment, and software advice.

## *Extrdepartmental Resources*

### **Academic Computer Center (ACC)**

Computing and Communications Bldg.: 543-5970

Consultation: 543-5227

Servers available to all: Mead, Saul, Homer and Dante are known as the Galaxy.

### **Micro Lab**

Suzzallo Library, Room 102. Macs and IBM compatibles connected to Laser Printers for student and faculty use.

### **Center for Social Science Computation and Research (CSSCR)**

Phone: 543-8110

e-mail: [CSSCR@u.washington.edu](mailto:CSSCR@u.washington.edu)

Students should familiarize themselves with this upper campus "computer center." It is located in Savery Hall and exists to help social scientists with using computers in their research. The Center has a large number of terminals and printers connected to ACC mainframes as well as microcomputer teaching classrooms. The Center offers basic courses free of charge in computing, e.g., SPSS X, MS Windows, etc. Consultants are available to assist you. Normally a Psychology graduate student serves as one of the consultants. The Psychology Department is part of this center. Please use it!

8. **Undergraduate Research Assistants (499's)** The department requires Bachelor of Science, Psychology Majors to have some type of field or research experience. Undergraduate research assistants enroll in Psych 499 under the sponsorship of a faculty member. Often undergraduates help or work with graduate students. The Psychology Undergraduate Advising Office (G-114) manages the recruitment of undergraduate students for 499. Contact the Psychology Undergraduate Advising Office for further information.

*Concluding Comments.* Conducting good research requires substantial planning and ongoing administration. Your advisor and those listed above are available to aid you in your research endeavors. Research skills will play an important part in your evaluation throughout your graduate career, so get started early, plan well, and don't hesitate to ask for help.

## **VI. PSYCHOLOGY DEPARTMENT PROCEDURES AND POLICIES FOR ASSIGNMENT OF TAs and RAs**

Teaching Assistantship assignments are made near the end of the quarter prior to the actual appointment. This process requires students to complete a form on which they specify their requests for TA positions for the following quarter. TAs are then assigned courses by the Graduate Program Coordinator, according to the following criteria: a) the student's qualifications to teach the course, b) the student's priority ranking (see below), c) the preferences of the instructor (from among qualified potential TAs) and of the graduate students (from among available courses), and d) the student's demonstrated teaching ability. The overriding consideration in assigning TAs is the quality and enhancement of instruction.

### **Procedures**

1. In the fall of each year, the Psychology Department surveys the courses to be taught in the following year and the grants pending and makes an estimate of the number of TA and RA slots likely to be available. This estimate is used in deciding how many new graduate students will be accepted for the following year. Definite offers of support are not made until the funds for each position are assured.
2. Each quarter, all current graduate students and faculty are asked to state preferences for funding and assistance for the following quarter. Preferences for Autumn Quarter are collected during Summer Quarter.
3. Based on stated preferences, and funding priorities (see Priorities section below), formal appointment offers are made for both TA and RA positions just prior to the beginning of the quarter for which they are effective. It is not possible to make these any further in advance primarily due to the uncertainty of course registration and research funds.
4. No student will receive a Teaching Assistantship unless he/she applies by the deadline when the quarterly request forms are distributed.
5. **WARNING:** There are only about a quarter as many Teaching Assistantships available during Summer Quarter as there are during each of the three quarters of the academic year. This does not include several courses taught entirely by senior graduate students. The Graduate Program Coordinator has nothing to do with this selection procedure. Hence, we can NOT give TAs to all those graduate students who request them for Summer Quarter. You should consult your advisor and the faculty member who heads your area for other possible sources of Summer Quarter financial support.

Graduate students who rely on TAs should, from the beginning of the year, work on alternative sources of summer support. If, for example, you are offered a Research Assistantship which supports you in some but not all of the four quarters, if possible, try to arrange for the RAship during summer quarter as one of those quarters. You might also investigate the possibility of obtaining graduate work/study eligibility and applying those funds to summer quarter positions.

The promise of support given to incoming students is for the regular academic year. Summer Quarter operates on a separate budget and is outside of this promise. Therefore, most students have to look elsewhere for summer support. It follows that the TA priority system, being based on the promise of a support letter, does NOT apply to Summer Quarter. The most important criteria in selecting for summer TAs are, competence, instructor preference, and student preference.

## Priorities

### 1. Teaching Assistants

The following priority system is applied in the TA assignment process:

- Priority I      First-year students who were given an explicit promise of support during that year as an inducement to enter the program. These students are top priority for TAs only in the Autumn, Winter, and Spring Quarters of their first year. In Summer Quarter, they are on a par with students in priority levels II and III. Only Priority I students are guaranteed a TAship during the academic year.
- Priority II      Second-, Third-, and Fourth-year students who were admitted with explicit promises of support or, who were later placed at this priority level by the faculty in their area or program, and who are not on Probation or Final Probation with the Graduate School.
- In some cases, Priority III students may be given preference over Priority II students in making TA assignments, e.g., courses requiring special knowledge or skills such as statistics or clinical seminars.
- Priority III      Students who were admitted with no promise of support, students beyond their 4th year of study, and students on Probation or Final Probation.

*An internal action, i.e., department watch or warn status, does not affect a students' priority level.*

As far as possible, student and instructor requests for positions will be matched within the guidelines shown above. Instructors and students are given up to six choices of requests for appointments. If the first choice request is not possible, attempt is made to provide the second or third choice. As instructors are held responsible for the conduct of courses, every effort is made to provide them with the personnel they request. Any student who is assigned to a class that he or she did not request can contact the Graduate Program Coordinator to discuss the assignment or request a review of the assignment.

### 2. Research Assistantships

If a student is requested by the Principal Investigator and wishes to accept the appointment, that student will be awarded the RA position. This is done because PIs are responsible for the conduct of the research. If the PI does not have a particular request, students are sent by the Graduate Program Coordinator to interview for the position, based on the same priorities that are stated for assigning Teaching Assistantships.

### 3. Fellowships and Traineeships

Clinical Psychology traineeships typically are given to first year students to help them best handle a heavy first year course load. Other fellowships and traineeships which may be under Departmental control are awarded by the Chair, after consultation with appropriate faculty and as dictated by the conditions of the fellowship in question. Graduate students are encouraged to apply for any other advertised fellowship or traineeships for which they are eligible. Contact the Graduate School Fellowship Office for information on further possibilities and watch the Departmental newsletter for announcements of awards, internships, etc., being offered by other agencies. (See information on-line at: <http://www.grad.washington.edu/newslett.htm>.)

## Further Guidelines

*10 Year Limit:* The count of years in the program begins during the Autumn Quarter following the student's admission. Quarters on leave or assigned off campus count as if the student has been in residence, i.e., "the clock keeps ticking." Quarters in clinical internships **do** count in the determination of the student's number of years in the program. In the unlikely event it becomes necessary to complete your program in more than ten years, you must submit a petition to the Dean of the Graduate School for permission to extend the 10-year limit. Forms for this are available in the Graduate Program Office (G-127).

*Teaching Experience Requirement:* Since the Psychology Department has required that students get teaching experience if they wish recommendations for teaching jobs, students requesting TA positions who have not previously held such a position will have some priority over students who have been teaching regularly. This, of course, will be weighed with other factors, including the needs of the course in question.

*TA Evaluations:* As the assignment of TAs is primarily to provide undergraduate teaching services, formal evaluation of students in terms of their competence as TAs will be considered in the making of future assignments. Therefore, an evaluation of all TAs will be requested each quarter from instructors with whom they were working. These evaluations will be considered in determining priorities for future TA assignments.

*Students on Probation* If a student is on External Warn, Probation, or Final Probation status with the Graduate School, he or she cannot be a candidate for a TA Fellowship or for the Lead TA position. If a student is on internal warn status, he or she can only be appointed to the Lead TA or TA Fellowship positions after consultation with, and approval of, the student's advisor(s) and the Graduate Program Coordinator. After each meeting of the Graduate Training Committee (GTC), the faculty member in charge of recruiting and assigning the Lead TA and TA Fellow positions will be informed about students who are currently not in good standing (or are in questionable standing) in our program.

### *Appointment Ranks*

The University has several ranks of pay scales for TAs and RAs. They can be found in the general catalog under the graduate school appointment section. Below is a summary of our most common appointment ranks.

<u>TAs</u>		<u>RAs</u>	
Teaching Assistant	(TA)	Research Assistant	(RA)
Predoctoral Teaching Associate I	(PDTAI)	Predoctoral Research Associate	(PDRAI)
Predoctoral Teaching Associate II	(PDTAII)	Predoctoral Research Associate II	(PDRAIL)
Predoctoral Instructor		Predoctoral Researcher	

Our budget includes mainly TA positions paid at the lowest salary scale, called the "Teaching Assistant" level. We have a limited number of positions that can be paid at the "Predoctoral Teaching Associate I



and II” levels. As you progress through our program, you can expect to be promoted through these three ranks.

After you have officially formed your Supervisory Committee, you may, providing there are sufficient funds, be promoted to the Predoctoral TA(RA) I level.

After you have passed your General Examination, you may, providing there are sufficient funds, be promoted to the Predoctoral TA(RA) II level.

## VII. MONEY MATTERS

### Teaching Assistants

Assignments to TA positions are made on a quarterly basis only. After the assignment has been made and the level established, employment forms are prepared by Brian Culver (G-126). The payroll form (Personnel Action Form, PAF) must be completed for all employees. Students for whom this is a new appointment must complete and sign the Employee Personnel Data / Campus Contact Data Form, a W-4 form, an Affirmative Action Data form, a Conviction / Criminal History form, and INS form I-9 (Employment Eligibility Verification).

Evening and summer appointments are of two general kinds: assistant to the instructor of the course in large classes or laboratories; or instructor of the course. In the former case, we restrict the level to the payroll rate determined by the student's progress in the program (see salary levels below). In the latter instance, we appoint the graduate student at the Predoctoral Teaching Associate II regardless of program status. For budgetary reasons, we are limited to a very small number of such positions to cover both kinds of appointments. Once appointments are made, payroll procedures are the same as in the first paragraph above.

### TA Salary Levels

Funding permitting, you are eligible for the following salary levels:

<u>Title</u>	<u>Minimum Eligibility Requirement</u>
TA	Graduate Student Status
PDTA I (Predoctoral TA1)	Supervisory Committee appointed
PDTA II (Predoctoral TA2)	Ph.D. candidacy (oral General Exam passed)

Notes: The only time you will be paid at a TA level other than that reflecting your graduate school program status is when you are the instructor for the course.

The funding level at which you are hired at the beginning of the quarter is in effect for the entire quarter of your appointment. If you become eligible for the PDTA I or II level during the quarter, you will not be promoted to the higher salary until the next quarter you hold a TA appointment.

### Research Assistants

After an assignment as RA has been made, employment papers are prepared by the payroll person (Brian Culver, G-126). See Teaching Assistants, paragraph one above.

The RAs responsibilities are to the principal investigator and the respective research project providing the salary (which may or may not coincide with the student's own personal research interests). These appointments should never be confused with fellowships which allow the student research freedom.

## RA Salary Levels

Your salary level as an RA is determined by the Principal Investigator (PI) of the grand budget funding your RAship. Factors affecting your salary level include your graduate student classification (see TA salary levels above), your duties on the project, and the amount of money available in the grant. Usually, faculty project directors budget sufficient funds to provide for the higher PDRA I and PDRA II levels. You cannot, however, be paid more than your level justifies; you could be paid less. Discuss your salary level with the Principal Investigator of the grant.

## Fellowships and Traineeships

After a traineeship or fellowship has been awarded and a University budget title and number assigned, the Payroll Coordinator prepares the appointment form. Information and signature of the student are required to complete the required forms.

In many instances, all or part of the student's tuition and fees are paid by the fellowship or training grant. A section on the fellowship form is completed to indicate which quarters are to be charged to the grant number listed. *Questions concerning payment of tuition should be clarified before the onset of the appointment.*

## Appointments in Excess of 50%

All graduate student service appointments are normally limited to 20 hours per week (50% time). This includes hourly supplementation and other forms of University employment when performed in addition to a regular graduate student service appointment. Equated with these half-time appointments are fellowships and traineeships. A petition to the Graduate School must be completed and signed for all cases of employment or appointment which exceed the specified 50% (or its equivalent). Petitions for appointments in excess of 50%, including TAs, RAs, GSAs, will be approved only in special circumstances. The justification should include a description of work to be performed and the reason for a work assignment (either hourly or monthly) in excess of 50%. All petitions must be signed by the Graduate Program Coordinator, Frank Smoll. No petitions are required for fellowship supplements to the appointments. Contact the Graduate Program Assistant (G-127) who has the appropriate forms and processes these petitions.

## Payroll Procedures and Deductions

### 1. Paydays and Paychecks

Paychecks for salaried, monthly, and hourly appointees (TAs, RAs, Fellows, Trainees) are issued on the 10th and 25th of each month. Time sheets for hourly employees are to be submitted on the 11th day of the month, with payday following on the 25th; and on the 26th of the month, with payday following on the 10th of the next month. Checks are picked up by the "home department," reviewed for accuracy and completeness, and are usually available in the Psychology Department by 11:00 on the respective payday. Advice slips for those who have direct deposit are put in the employee's mailbox. Actual paychecks are **never left in open mailboxes** but must be picked up and signed for by the individual recipients in the main Psychology office (G-119).

Each employee has a "home department" where the individual's composite check - money from all sources and issued each payroll - is sent. Sometimes things go awry and expected paychecks are missing or incorrect. Reasons range from late submission of payroll papers or time cards, to balkiness

of a sickly computer. Any question concerning your paycheck should be directed to the Payroll Coordinator, Brian Culver. Emergency checks can be arranged, and in most cases take about a week.

## 2. Standard Appointment Periods

- a. Teaching assistantships, as stated earlier, are made on a quarterly basis only, and have arbitrary payroll dates which do not coincide with the actual instructional period of the quarter. These payroll periods are as follows:

Autumn	Sept. 16 - Dec. 15 (3 months)
Winter	Dec. 16 - Mar. 15 (3 months)
Spring	Mar. 16 - June 15 (3 months)
Summer	June 16 - Aug. 15 (2 months only)

The TA's responsibility is to the course and the instructor to whom he/she is assigned for the entire quarter which the above appointment periods represent. There is no paid vacation. In other words, there is *no pay* for the period from August 15 - September 15.

- b. Research assistantships can be for any period, but usually follow the quarterly dates as in the TA appointments. The standard practice is to make RA appointments for full or half months, although there is no regulation prohibiting the appointment for irregular periods, in which cases payment is computed on a daily basis from the monthly rate. However, the RA, unlike the TA, is expected to be on duty during the actual period of the appointment and, as is the case with TA's, there is no paid vacation period.

*Qualifying for a Tuition Waiver:* During Autumn, Winter, and Spring Quarters (the academic year) both RAs and TAs must be employed full time (20 hours per week) and be on the active payroll for at least five of the six pay periods in order to qualify for a tuition waiver. They must also be registered for a minimum of 10 credits per quarter to qualify – see below.

## 3. Payment of Tuition and Fees

One of the eligibility requirements for holding TA/RA positions is full-time registration of a minimum of 10 graduate credits per quarter. Exception: For Summer Quarter only, the minimum is 3 graduate credits. See: Registration Requirements chart in section I. If you have a student loan you may be required to register for the full 10 credits during the Summer Quarter as well.

Most of your tuition and fees will be automatically paid for any RA or TA who is appointed to a 50% or greater position (i.e., 20 hours or more per week). However, you will receive a bill for certain fees that must be paid by Friday of the third week of the quarter. Student Fees are \$141 for Autumn Quarter, 1999. Failure to pay these fees by the deadline will result in an additional "late payment fee" being assessed to your account. See the UW Time Schedule or the General Catalog for deadlines and rates.

**EVEN IF YOUR TUITION BILL IS INCORRECT, BE SURE TO PAY THE \$141 STUDENT FEE PRIOR TO THE DUE DATE.**

## 4. Standard Deductions from TA/RA Paychecks

- a) Federal Withholding Tax on salary

- b) "Medical Aid" (state accident/health insurance termed "Workingman's Compensation" to provide for on-the-job injuries). This deduction is quite small so it is the least painful of these deductions. In cases of injury during the period of your service appointment, contact the Administrator (G-119), who had the appropriate claim forms.

## **5. Income Tax Information**

You will receive a W-2 form (statement of income and taxes withheld) in January following the calendar year worked. If you were on the payroll during the months of November or December, your W-2 will be distributed to your mailbox in Guthrie. If you are off the payroll during the last couple months of the calendar year through the time that the W-2's are issued, then your W-2 would be sent to your permanent address. Please be sure to inform the payroll coordinator of any address changes.

## **6. Summer Employment**

The number of summer TA positions available is less than half those available during the academic year. It is, therefore, important for graduate students to plan ahead for alternative funding in the form of RA, fellowship, or traineeship appointments, and even to prepare small research grant applications to such on-campus facilities as the Alcohol and Drug Abuse Institute, the Graduate School Research Fund, etc., by contacting their faculty advisors, training grant directors, and, in the case of grant applications, Michele Jacobs, the Associate Administrator.

The Graduate Program Coordinator routinely sends out a memo to graduate students prior to each quarter requesting information about the students' preferences for TA funding. These should always be returned if you want to be considered for available funding.

## VIII. GRADING AND EVALUATION PROCEDURES

### Grades

1. All courses fulfilling departmental requirements (300, 400, and 500 level courses only) must be taken for a grade unless the course as a whole is offered on a Credit/No Credit basis. This means that you will receive a numerical grade. A grade of 2.7 is the minimal satisfactory grade for individual major courses and for courses taken to satisfy the Statistics and General Methodology requirement. You will need at least 18 graded credits at these levels and a minimum grade average of 3.0 for graduation.
2. Some courses will be offered as Credit/No Credit and designated as such in the University Time Schedule. You cannot receive a numerical grade for these classes, and the credits will not be counted in the 18 graded credits required for graduation.
3. You may opt to take courses other than those fulfilling departmental requirements on a Credit/No Credit basis. You must make that designation when you register for the course. The instructor must give you a numerical grade which will be changed by the Registrar's Office for transcript purposes. Again, these credits will not be counted in the 18 graded credits required for graduation.
4. Two sections of each independent study/research course (498, 499, 597, 599, 600, 700 & 800) are offered; section "A" for graded credit, section "B" for Credit/No Credit. You should discuss which section to take with the person sponsoring your work. Grades in these courses are not considered in calculating your grade point average.
5. An "N" grade is given in independent study/research courses when a project continues over several quarters and will not be graded until its completion. You must maintain continuous registration in that course until a grade is given, and you must be consistent in registering for either the graded or the Credit/No Credit section.

### Grading Guidelines

One of the challenges in our educational effort is to provide adequate feedback to graduate students on the quality of their work. There are a number of ways to provide feedback, and we encourage better use of all these modes:

1. We encourage each student's advisor to take a more active role in reviewing progress and giving performance feedback.
2. We feel that course grades should be considered a mechanism for performance feedback to students. Grades and one's graduate transcript seldom have any future implications providing the student maintains the minimum acceptable GPA of 3.0. We, therefore, encourage instructors to use a full range of numerical grades in order to reflect an evaluation of the student's work.

We suggest that the highest grades be reserved for truly outstanding or creative work and that the average grade be something less than 4.0. The following guidelines are suggested:

3.6 and above	Outstanding, noteworthy, creative work. More and better than is expected. (Think A+).
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3.5	Good work. All work in the course is at the expected level of proficiency. However, the student's performance was noteworthy.
3.0	Moderate or mediocre course work. All work was completed, some was at expected levels of competence, some was not, but was not unacceptable. (Think B in the old system.)
2.7	Minimally satisfactory course work. All or most of the student's work was below the expected level of proficiency. However, none or little was totally unsatisfactory.
Below 2.7	Unsatisfactory work. A grade below 2.7 according to the Graduate School is unsatisfactory in major courses (if the course was taken CR/NC by the student, the grade would be converted to NC). The implication is that if this were an essential course to the student's career, it would be necessary for the student to retake the course.

We feel strongly that grading is the prerogative of the individual instructor. These suggestions and guidelines, however, may stimulate a new perspective for evaluation and grading of graduate students.

## Evaluation Procedures

- Grade reports are received each quarter in the Graduate Office and are made a part of each student's file. If your quarterly or cumulative grade point average drops below 3.0, your name will appear on the "Low Scholarship List" sent by the Dean of the Graduate School to the Graduate Program Coordinator. The progress of those students will then be reviewed by the Graduate Training Committee at their next meeting (usually the 2nd week of the following quarter), and one of the five possible actions listed in Section 2 below may be taken.
- If your progress is less than satisfactory in any area of your program, you will receive feedback from the Graduate Program Coordinator, and in some cases, from the Dean of the Graduate School. There are five ways in which unsatisfactory progress can be communicated to a student. They are, in increasing order of seriousness:
  - a verbal warning from the student's advisor or from the Graduate Program Coordinator,
  - a written warning from the Graduate Program Coordinator ("Internal Warn"),
  - a change in the student's status to "Warn,"
  - a change in the student's status to "Probation," or
  - a change in the student's status to "Final Probation."

Procedures 1 and 2 are essentially "internal" warnings within the department, whereas procedures 3, 4, and 5 are actions taken by the Dean of the Graduate School.

"Probation" or "Final Probation" status results in a notation on your transcript and in a letter being sent to you by the Dean. Students in each of the three "external" categories (3, 4, and 5) will be

informed in a letter from the Graduate Program Coordinator of the steps they must take to return their standing to that of a student in good standing. A student is not usually dropped from the University unless he/she has spent at least one quarter in the status of "Final Probation." Students in Probation or Final Probation status are less likely to receive assignments as teaching assistants (see "Policies for the Assignment of Teaching Assistants" in this manual).

3. At the request of any faculty member, Supervisory Committee, or individual student for him- or herself, the Graduate Training Committee will review the academic status of any graduate student and will make any appropriate recommendations.
4. Each sub-area or program, at the end of each academic year, reviews the progress of all students in that area and presents its review and recommendations to the Graduate Training Committee. This committee accepts or modifies these reviews and recommendations. At the completion of this procedure, each graduate student will receive a letter summarizing his/her review and any recommendations. Details of the evaluation should be discussed with your advisor. Again, this evaluation and feedback is intended for your guidance and for constructive use in maintaining satisfactory status.

An intermediate step has recently been instituted. This additional review will take place during Winter Quarter in an effort to provide earlier and augmented feedback between students and advisors.

5. Should you have questions about your evaluation, see your advisor or the Graduate Training Coordinator.

## **IX. UNIVERSITY POLICY REGARDING SCHOLARLY INTEGRITY**

Because of the importance of issues of scholarly or scientific misconduct to the operations of the University and because significant expertise is required to address such issues, the University has established an Office of Scholarly Integrity (OSI) under the Vice Provost and Dean of the Graduate School (206-543-9054). This Office assumes primary responsibility for investigating and resolving allegations of scientific and scholarly misconduct by its faculty, staff, and students.

Inappropriate activities include:

- Intentional misrepresentation of credentials
- Falsification of data
- Plagiarism
- Abuse of confidentiality
- Deliberate violation of regulations applicable to research
- Other practices that seriously deviate from those commonly accepted by the scientific community in proposing, carrying out, or reporting results

Please refer to Executive Order #61 and to the University Handbook, Volume II, Section 25-51 for further information.



## **X. GRIEVANCE PROCEDURE**

In issues concerning evaluations or relations between other graduate students or faculty members, every effort should be made to resolve the situation informally. At the discussion level, the subject remains confidential. Once a statement is put in writing it becomes part of the record and at that point is available to anyone with an interest in the subject, including those involved in the situation.

It is in your best interests to resolve any problems or conflicts at the lowest possible level. In order to do this, you should first consult with your advisor. If you do not reach a satisfactory resolution, the next step is to see your Area Representative, then your Area Coordinator (Area Head) or the Graduate Training Coordinator, and finally, the Department Chair. At any time, you may resort to the Departmental Ombudspersons. \*\*\*K. Barrett, C. Fagan, M. Linehan, and A. Marlatt are the appointed ombudspersons for 1998-99.

If you fail to resolve the difficulties locally, there are avenues available to you outside the department as well; for example, the Human Rights Office (543-7217) and the Ombudsman for Sexual Harassment (543-0283). You should consult with these outside offices only after you have failed to resolve your difficulties within the department.

## **XI. DEPARTMENTAL POLICY ON CHANGING FROM ONE AREA OR PROGRAM TO ANOTHER**

Occasionally, after some time in our graduate program, a student decides that he or she wishes to transfer to another area or program within the Department of Psychology. Such a transfer requires an application process and is subject to the following conditions:

1. The student finds a new faculty advisor within the area or program to which he or she wishes to transfer. This faculty member must be willing to serve as the student's advisor and to supervise the student's research in the new area or program.
2. If the student requesting the transfer was admitted to the department with a promise of financial support and is within the first four years of graduate training, *the area to which the student is transferring* assumes responsibility for providing TA or RA support through the remainder of the student's first four years in the department.
3. The faculty of the area or program into which the student wishes to transfer approve the transfer. In most cases, applications for such transfers will be considered by the faculty of an area or program during January of each year in the same meetings in which admissions for the following year are considered, thus putting the transfer application on essentially the same footing as a new applicant to the department.

A student who wishes to make such a transfer should apply no later than January 1 to the new area or program. Applications received after that date will not normally be acted upon until January of the following year. Decisions on funding status will be made on an individual basis.

## XII. SUPERVISORY COMMITTEE

Your Supervisory Committee's roles are to guide you in the preparation of your graduate program, to conduct your General Examination, and to conduct your Final Examination.

1. Composition of the Supervisory Committee: You must set up a Supervisory Committee consisting of *at least four and not more than seven* members. This Committee must be officially formed at least four months prior to the time the warrant for the General Exam is presented to the Graduate School. It is advisable to have one or more members over the minimum number to assure a necessary quorum for meetings and examinations. The following are considerations for composition of the committee:
  - a) Members of the committee must be members of the appointed Graduate Faculty, with one exception allowed. One, but not more than one, person may be appointed who is not on the Graduate Faculty. Not every faculty member is a member of the Graduate Faculty, although most are. Some new assistant professors, lecturers, and research associates are not. If in doubt, ask the person you are considering having your committee, check with the Psychology Graduate Program Office, or call the Graduate School's Student Services Office at 543-8720.
  - b) A majority of your members must be from your major area, e.g., Clinical, Behavioral Neuroscience, etc. Normally, *at least three* of your members are core faculty in the Psychology Department.
  - c) You must have a Graduate School Representative (GSR) who is from a field other than Psychology. The GSR is appointed by the Graduate School to represent the broad concerns of the Graduate School. The role of the GSR includes monitoring the conduct of the student's exams, resolving conflicts, and facilitating communications between committee members and the student. The GSR is charged with the additional responsibility of reporting directly to the Dean of the Graduate School on the content and quality of the General and Final Examinations. The main function of the GSR is to ensure that the process allows for fairness to all parties. The GSR is a non-voting committee member.
2. When to Form Your Supervisory Committee: Your supervisory committee should be formed early in your second year in the UW Ph.D. program. It is advisable to form this committee at this point so that your committee members can have a voice in the curriculum you follow in preparation for your General Examination (see "General Examination" section in this manual.) If your Supervisory Committee is not formed by the end of Winter Quarter of your second year, you may be placed on academic probation.
3. Procedures for the Formation of Your Supervisory Committee:
  - a) Get an "Application for Ph.D. Supervisory Committee" form from the Graduate Program Office, G-127.
  - b) Discuss your committee with each potential member and get a signature on the form for each member who is willing to serve on the committee.
  - c) Return the form to the Graduate Program Office. After the Graduate Program Coordinator evaluates the representation on your proposed committee, an official request will be prepared and sent to the Graduate School.

4. Changing (Reconstituting) Your Committee: Within reason, it is possible to change the members of your committee. For example, if your dissertation focus has changed, a different committee member may be more appropriate. If a change is needed, follow the steps outlined below.
  - a) Get a "Request for Supervisory Committee Reconstitution" form from the Graduate Program Office, G-127.
  - b) Indicate the changes to be made, and your reasons for making these changes.
  - c) Get the signatures of any members who are being added to, or removed from, the committee.
  - d) Return the form to the Graduate Program Office. After the Graduate Program Coordinator evaluates the change(s) proposed, an official request will be prepared and sent to the Graduate School.
  
5. Meetings with your Supervisory Committee
  - a) During your second year in our program, you must meet with your Supervisory Committee to plan the course work, reading, and other activity you will do in preparation for your General Examination.
  - b) The committee will meet for the oral portion of your General Examination. If your exam is entirely written, then the committee will meet to evaluate the written exam.
  - c) Normally, a meeting is held to approve your dissertation proposal.
  - d) The committee will meet for your Final Examination, during which you will defend your dissertation.
  - e) Other meetings may be scheduled as you and the chair of your committee deem necessary.

### **XIII. MASTER'S DEGREE**

The Psychology Department has an approved, ***thesis only***, Master's Degree option, which is completed along the way toward the Ph.D., and is not a requirement of the Department. Some students, however, may be required to complete the Master's degree in order to show competence and reason why they should be allowed to continue for the Ph.D. degree.

**There is no non-thesis Master's Degree available to graduate students in the Psychology Department.**

In the first two weeks of the quarter in which you expect to complete a Master's degree, you must make application at the Graduate School Office, 201 Gerberding (Administration) Hall. If approved, your application will be forwarded to the Graduate Program Office in Psychology approximately the 5th week of the quarter. It will be filed in your student file until requested by you or your committee for signature. Any two members of your supervisory committee, or your advisor and one other graduate faculty member, are required to sign the warrant for your Master's Degree. Your approved application is good for two consecutive quarters.

#### ***Requirements for the Master's Degree***

1. A minimum of 36 credits, 9 of which must be thesis credits.
2. At least 18 of the 36 credits must be numbered 500 or above; at least 9 must be for course work, 9 must be for thesis (700).
3. Numerical grades in at least 18 credits of work at 300, 400, and 500 level courses at the U.W. A minimum grade point average of 3.0.
4. A minimum of three full-time quarters of residence (part-time quarters may be accumulated to meet this requirement).
5. A thesis approved by your "Supervisory Committee", which consists of at least two members of the Psychology faculty. This is not necessarily the officially appointed Supervisory Committee discussed earlier. If you have not yet formed your official Supervisory Committee it is necessary only to have your advisor and one other Graduate Faculty member from the Psychology Department sign the warrant for your Master's Thesis.
6. A final Master's examination, either oral or written, as determined by your Supervisory Committee.
7. Any additional requirements as set by the Graduate Program Coordinator, the Psychology Department, or your Supervisory Committee.
8. Completion of all work for the Master's Degree within six years. This includes work transferred from other institutions.
9. You must be registered at the University either full- or part-time in the quarter in which you complete the requirements for the degree.
10. Your signed warrant and completed thesis must be accepted by the Graduate School by the last day of the quarter in order for you to receive your degree that quarter.

#### **XIV. GENERAL EXAMINATION**

1. The General Examination is a requirement of the Graduate School. However, your Supervisory Committee sets the format and the content of your examination. In establishing both the form and the content, your Supervisory Committee will generally follow the accepted practice for General Exams for students in your area or program. You and the Chair of your committee are expected to call a meeting of your Supervisory Committee no later than the end of Spring Quarter of your 2nd year to determine the content of your General Exam. Having done this, you and your Supervisory Committee Chair will be able to plan your curriculum during the quarters that remain before you take the exam. Your entire committee, including those members who are not in your major area of Psychology, should be given the opportunity to participate in the preparation of your examination and all should participate in the evaluation of the examination and of the candidate. Although there may be other parts of the examination, at the least there must be an oral examination attended by at least four members of your committee including the Chair and the Graduate Faculty Representative.
2. You must have completed two years of graduate study before you take the General Examination. The Graduate School requires that all coursework, including departmental requirements, be completed at this time. Exceptions may be granted with the signed approval of your advisor.
3. You must have formed a Supervisory Committee at least four months prior to taking your exam.
4. You must be registered at the U.W. for a minimum of 2 credits for the quarter in which you complete the General Examination.
5. Any full-time student who has not passed the General Examination prior to the first day of classes of his or her fourth year of study may be recommended for Probation until such time as the exam has been successfully completed. Any such student who has not passed the General Examination by the beginning of the third quarter (usually Spring Quarter) of his or her fourth year of study may be recommended for Final Probation. (Exception: Students in the Clinical and Animal Behavior areas will have a nine-month extension of these deadlines.) Petition to extend these deadlines may be made to the Graduate Training Committee. However, such a petition will be very closely scrutinized and not routinely approved.
6. You must schedule the oral (final) part of the examination and present the Warrant for the General Examination, signed by you and your chairperson, to the Graduate School at least three weeks before the date of the meeting. The Graduate Program Assistant (G-127) will prepare the warrant and the request for scheduling the exam. Arrange a date and time for the exam which is agreeable with all your committee members. Give this information to the Graduate Program Assistant at least 21 days before the exam date.
7. Upon satisfactory completion of the General Examination, the warrant will be signed by the Supervisory Committee and returned to the Graduate Program Office. It will then be filed with the Graduate School. If this is filed no later than the last day of the quarter you will be designated as a doctoral Candidate (Ph.C.) for that quarter. Otherwise you become a Candidate at the end of the following quarter.
8. The General Examination and Final Examination may not be taken in the same quarter. You may take the General Examination one quarter and take the Final Exam the next.

#### **Summary of Procedures for the General Examination**

1. Form your Supervisory Committee during Autumn Quarter of your second year of study at the U.W. (See "Supervisory Committee" section in this manual.) Meet with your Supervisory Committee during Spring Quarter of your second year to plan the curriculum that will prepare you for your examination. The Graduate School requires at least four months between the time your committee is officially appointed by the Graduate School and the date of your General Examination.
2. Fulfill all requirements that precede the scheduling of an oral General Examination. Complete the coursework questionnaire, obtained from the Graduate Program Office (G-127), showing that you have met all course requirements or, with your advisor's approval, will soon do so. Return this form to the Graduate Program Office **before** you request the scheduling of your exam.
3. Three or more weeks before the oral portion of the exam, give the date and time arranged with your committee to the Graduate Program Assistant (G-127) who will help you to:
  - ◆ schedule a room
  - ◆ prepare and send the General Examination application (warrant) to the Graduate School for scheduling the examination.

**THE GENERAL EXAMINATION REQUEST MUST BE SIGNED BY YOU AND ALL YOUR COMMITTEE MEMBERS, AND RECEIVED AT THE GRADUATE SCHOOL AT LEAST 21 CALENDAR DAYS BEFORE THE EXAM DATE.**

4. On the day of the oral General Examination, you or your Chairperson should get the warrant from the Graduate Program Assistant (G-122) to take to the meeting, if the warrant has not already been placed in your Supervisory Chair's mailbox. After your Supervisory Committee has signed it, return the warrant to the Guthrie 127.
5. Optional: Complete the postcard application for the Candidate's Certificate and mail to the Registrar, 207 Schmitz Hall, Box 355850.

### **Clinical General Exam Requirements**

In order to successfully pass generals, three things are required:

1. A written publication-quality empirical article conducted since beginning graduate school at the University of Washington on which the student has played a key role, both conceptually and analytically. This will usually be the student's second year project. However, in cases where the second year project is not publication worthy, another piece of work can be used to meet this requirement. The requirement is that students will have to actually send the article out to a peer-reviewed journal.
2. A comprehensive written review of the literature on a topic relevant to clinical psychology of the student's choosing. This can either be presented as a Psychological Bulletin type paper or in the form of a dissertation proposal.
3. An oral defense of the literature review/dissertation proposal. This oral defense will usually include both a presentation by the student and a period of questioning from the committee.

## XV. DISSERTATION AND FINAL EXAMINATION

The dissertation and defense of it, in the Final Examination, are the final requirements for the Doctoral Degree. These requirements are undertaken after you have received Candidate status, i.e., passed your oral General Examination at least one quarter previously. The dissertation should demonstrate "original and independent investigation and achievement [and]... should reflect not only mastery of research techniques, but also ability to select an important problem for investigation."

1. You must register and receive credit for a minimum of 27 credits of dissertation research (800) distributed over a minimum of three quarters. At least one of these quarters should be after you have passed your General Examination.
2. As you near completion of your dissertation, you should request the formation of a Reading Committee. Obtain the signatures of three members of your Supervisory Committee who agree to be on this Reading Committee. Request the necessary form from the Graduate Program Assistant and return the signed form to the Graduate Program Office (G-127). An official request will be prepared and sent to the Graduate School. This should be done before, or no later than, the time you schedule your Final Examination.
3. To schedule your Final Examination, arrange a day and time agreeable with your committee members. A minimum of 4 members, one of whom is the Graduate School Representative (GSR), must be present at the examination.
4. Obtain a "Request for Scheduling the Final Examination" form from the Graduate Program Office (G-127). This must be signed by ALL members of your Supervisory Committee, after they have read a draft of your dissertation, and returned to the Psychology Graduate Program Office. The scheduling request is then submitted to the Graduate School *at least 21 calendar days* before the proposed examination date.
5. When the Graduate School Student Services Division's review of the student's record indicates that the Graduate School's minimum requirements have been met (see below), a Final Examination Warrant will be sent to the Psychology Graduate Program Assistant.
6. Graduate School instructions on formatting and submitting the thesis will be placed in your mailbox approximately one week before the Final Exam date. The approved warrant arrives in the Psychology Graduate Program office at the same time. Either you or your Supervisory Committee Chair will arrange to obtain the warrant on or before the final exam day. The final warrant is signed by all committee members present (minimum of four required) at the exam and returned to the Psychology Graduate Program Office.
7. The signed Final Examination Warrant indicating satisfactory performance on your exam and two final copies of your approved dissertation must be accepted by the Graduate School's Student Services Division, 200 Gerberding (Administration) Hall, no later than the last day of the quarter for you to receive your degree that quarter. If the dissertation is turned in after the quarter ends, you must register for the following quarter. The dissertation, in any case, must be submitted to the Graduate School within 60 calendar days of the defense or the student must re-defend. This is strictly enforced by the Graduate School.

8. "Procedures for the Presentation of Doctoral Dissertations" and "Requirements for the Preparation of Theses and Dissertations" are available from the Graduate School, or on-line at the following address: <http://www.grad.washington.edu/thesistempl.html>. Read them and follow them, or you may be required to retype parts of your dissertation.

**Requirements for Doctoral Degree which must be met before a Final Examination will be scheduled**

1. Completion of all required courses of the Psychology Department including statistics, Within-Area, Outside-of-Area and breadth requirements.
2. At least half of your program must be in courses 500 or above.
3. Minimum of three academic years of resident study, two of which are at the U.W. with at least one year of continuous full-time residence. The continuous year must be 3 of 4 consecutive full-time quarters prior to the General Examination. This requirement cannot be met solely with summer or part-time study.
4. You must have at least 18 graded credits of course work (300, 400, or 500 level courses only) at the U.W. which averaged to at least 3.0

Major area courses must individually have a grade of 2.7 or above.

5. Creditable passage of the General Examination at least one quarter before the Final Examination.
6. Minimum of 27 dissertation credits (800), taken over a period of at least three quarters, at least one of which follows the General Examination.
7. Completion of all work for the doctoral degree within ten years. This includes work transferred from other institutions, as well as all time spent on-leave, e.g., on internship.
8. You must be registered at the University either full- or part-time (minimum 2 credit hours) during the quarter in which you take your Final Examination. You have 60 days from the date of your Final Examination in which to submit your dissertation to the Graduate School. However, if you do not submit your dissertation in the same quarter in which you defended it, you must also be registered for the quarter in which you do submit your dissertation to the Graduate School.

**Clinical Students:** The APA requires a PRE-DOCTORAL INTERNSHIP for a clinical degree. If your Ph.D. is conferred *prior* to completion of internship, that would go against APA regulations and when it comes time for licensing, you may find yourself ineligible. Please refer to page 45 for your options in this situation.



## **XVI. ANNUAL PLAN**

All graduate students and their advisors are expected to participate in an annual planning and evaluation process. Newly entering students would meet with their advisors during orientation week or shortly thereafter to devise a plan for the first year of studies and research.

The recommended procedure for students in other years begins in early May with a planning / evaluation meeting between the student and his/her advisor(s). After the meeting, either the advisor or the student is asked to prepare a written version of the plan for the coming year. In following years, review of the previous year's plan would be a part of the planning/evaluation meeting.

The advisor is also asked to draft an evaluation letter to the student, and to forward both the annual plan and the evaluation letter to the Area. Other Area faculty members would suggest additions or modifications to the letter, and the revised letter would then be sent to the student by mid-summer. Copies of both the plan and the evaluation letter would also be forwarded to the Graduate Training Committee and placed in the student's departmental file.

Templates setting forth the topics that need to be covered for both the student plan and the faculty evaluation letter, are available from the Graduate Program Office, G-127. Topics include items such as goals, accomplishments, progress, development of skills in teaching and/or research, coursework, service, presentations and awards.

## XVII. COURSE REQUIREMENTS

The Department of Psychology has course requirements for all graduate students in the following areas:

1. Statistics and General Methodology
2. Within-Area courses
3. Outside-of-Area courses

In general, the number of credits for a major varies anywhere from 20-50 depending upon the area. The number of credits required for outside-of-area requirements is usually a minimum of 12. All required course work in these areas should be taken for a grade, unless the course itself is offered on a credit/no credit (CR/NC) basis.

### Statistics and General Methodology

Departmental requirement - 4 courses at the graduate level as follows:

*During the first year* -- You must successfully complete Psych 513 and 514, and the SPSS computer labs, Psych 500 and 501.

“Successful completion” is accomplished by achieving a grade of at least 2.7.

**Within-Area Requirements:** 3 or more courses as determined by the Area and individual advisors. See individual descriptions below.

**Outside-of-Area Requirements:** 3 or more courses either stipulated by the Area or determined by mutual agreement between the student and co-advisors or supervisory committee. Course work for completion of outside-of-area requirements may be chosen from the lists presented below. These requirements should generally be completed during the first two years of graduate work. A minimum of one course must be within the Psychology Department unless exception to this is granted as a result of a petition to the Graduate Training Committee (see section in this manual on petitions).

**Substitutions:** Simple substitutions of courses for outside-of-area requirements may be approved by the **Area Representative** of each area (see list below) without a petition to the Graduate Training Committee. Such substitutions should be approved in writing and placed in the student's file. An e-mail message to this effect will also be acceptable.

### **Area Representatives - Graduate Training Committee (GTC) members**

The area/program representatives to be consulted for course substitution approval are shown below (as of September 1999):

	<u>Area Rep (GTC)</u>	<u>Area Head</u>
Animal Behavior	Sean O'Donnell	Mike Beecher
Adult Clinical	Bob McMahon	Bill Geroge
Child Clinical	Bob McMahon	Geri Dawson
Cognition and Perception	David Corina	Beth Kerr
Developmental	Stephanie Carlson	Jim Sackett
Behavioral Neuroscience	Jaime Olavarria	Jim Diaz
Quantitative	John Miyamoto	John Miyamoto
Social Psychology and Personality	Yuichi Shoda	Jonathon Brown

## THE AREAS

### Animal Behavior

*Outside-of-Area* Selection List:

Psych 400	Learning	(5)
Psych 408	Mechanisms of Animal Behavior	(4)
Psych 409	Sociobiology	(5)
Psych 412	Behavioral Genetics	(4)
Psych 416	Animal Communication	(5)
Psych 417	Human Behavior as Natural Science	(5)
Psych 418	Primate Social Behavior	(5)
Psych 419	Behavioral Studies of Zoo Animals	(5-10)
Psych 542	Seminar in Animal Behavior	(2)

For the additional credits, comparable courses in other departments are acceptable by petition; consult with the area representative.

*Within-Area* Requirement: a minimum of four courses chosen in consultation with advisors.

### Adult Clinical

*Outside-of-Area* Selection List:

Psych 489	Clinical Psychology	(3)
Psych 538	Systems of Psychotherapy	(3)
Psych 594	Advanced Personality Theory	(5)
Psych 595	Behavior Disorders	(5)
Psych 596	Behavior Change	(5)

*Within-Area* Requirement: See Clinical Quick Listing of Required Courses at the back of this manual.

### Child Clinical

*Outside-of-Area* Selection List - for Developmental majors only:

Psych 525	Assessment of Intelligence	(5)
Psych 526	Psychological Assessment of Children	(5)
Psych 570	Child Clinical Psychology	(4)
Psych 571	Child Psychopathology	(5)
Psych 572	Approaches to Child Treatment	(4)
Psych 597	Fieldwork in Clinical Psychology	(1-36)

*Within-Area* Requirement: See Clinical Quick Listing of Required Courses at the back of this manual.

## Cognition and Perception

*Outside-of-Area* Selection List: Other courses taught by members of the Cognitive Area (e.g., Psychology/Law; Intelligence) may also be acceptable. See area representative.

Psych 428	Human Motor Control and Learning	(5)
Psych 441	Perceptual Processes	(5)
Psych 447	Psychology of Language	(4)
Psych 461	Cognitive Neuropsychology	(4)
Psych 462	Human Memory	(5)
Psych 466	Judgment and Decisions	(5)
Psych 468	Information Processing	(4)
Psych 469	Psychology of Reasoning	(4)
Psych 522	Cognitive Perception	(3)
Psych 523	Cognition	(5)
Psych 524	Cognitive Approaches to Human Memory	(3)

(cont.)

*Within-Area* Requirement:

Psych 541 Seminar in Cognitive Processes 3 qtrs. minimum

A minimum of 20 credits from the C, P, or Seminar lists below. You must have at least one course from the C list and one from the P list. And, at least 12 of the 20 credits from either the C or P list.

### Cognition (C) List

Psych 428	Human Motor Control..	(5)
Psych 447	Psychol of Language	(4)
Psych 460	Cog Neuropsych	(4)
Psych 462	Human Memory	(5)
Psych 463	Pathol Human Memory	(5)
Psych 465	Intelligence in Psych	(3)

### (C) List continued

Psych 466	Psych of Judgment..	(5)
Psych 467	Eyewitness Testimony	(3)
Psych 468	Information Processing	(4)
Psych 469	Psychol of Reasoning	(4)
Psych 523	Cognition	(5)
Psych 524	Cog Approach Memory	(3)

### Perception (P) List

Psych 424	Vision & Its Physiol Basis	(5)
Psych 434	Lab in Vision	(2)
Psych 435	Lab in Vision	(3)
Psych 441	Perceptual Processes	(5)
Psych 522	Cognitive Perception	(3)

### Seminars

Psych 548	Seminar Perceptual Proc	(2)
Psych 550	Seminar Psycholinguistics	(2)
Psych 551	Seminar Psychophysics	(2)
Psych 554	Seminar Decision Process	(2)
Psych 559	Seminar Curr Res Vision	(1)
Psych 560	Diverse Topics	(var)

In addition, every cognition/perception major is required to write at least one paper per year on a cognition or perception topic, and give at least one public presentation per year of research ideas and/or results. See Advisor or Area Representative for further details.

## **Developmental**

### *Outside-of-Area* Selection List:

Psych 437/560	Motor Development/Advanced Motor Development	(4)
or Psych 436	Developmental Aspects of Sport Competition	(4)
Psych 504	Biological Basis of Development	(4)
or Psych 413	Developmental Psychobiology	(3)
Psych 505	Early Cognitive and Linguistic Development	(4)
or Psych 414	Cognitive Development	(5)
Psych 506	Personality and Social Development	(4)
or Psych 415	Personality Development of the Child	(5)

### *Within-Area* Requirement:

Psych 504	Biological Basis of Development	(4)
Psych 505	Early Cognitive and Linguistic Development	(4)
Psych 506	Personality and Social Development	(4)
Psych 519	Statistical Methods in Longitudinal Research	(3)

A Methodology exam is required, as well as a minimum of 6 additional graduate seminars or advanced specialty courses in developmental topics.

## **Behavioral Neuroscience**

### *Outside-of-Area* Selection List:

Psych 421	Neural Basis of Behavior	(5)
or Psych 422	Physiological Psychology	(5)
Psych 423	Sensory Basis of Behavior	(5)
or Psych 424	Vision and Its Behavioral Neuroscience Basis	(5)
or Psych 427	Behavioral Endocrinology	(5)

### *Within-Area* Requirement:

In addition to general university and department degree requirements, students majoring in Behavioral Neuroscience psychology are required to take 4 of the following 8 basic Behavioral Neuroscience psychology courses:

## **Behavioral Neuroscience (cont.)**

Psych 421	Neural Basis of Behavior	(5)
Psych 422	Physiological Psychology	(5)
Psych 423	Sensory Basis of Behavior	(5)
Psych 424	Vision and its Physiological Basis	(5)
Psych 427	Behavioral Endocrinology	(5)
Psych 431	Neural Basis of Behavior	(5)
Psych 433	Regulatory Behavior	(5)
Psych 504	Biological Basis of Development	(4)

The individual's advisor and the area representative to the Graduate Training Committee must approve any substitution for these courses.

Among the classes taken for the individual's within-area, or outside-of-area courses, 3 courses must be taken from related Health Science departments (such as neuroanatomy, physiology, pharmacology, and endocrinology), and 6 quarters of specialized seminars must be chosen in light of the student's career goals in consultation with the individual's advisor.

### **Social Psychology and Personality**

#### *Outside-of-Area Selection List:*

Psych 405	Advanced Personality: Theory and Research	(5)
Psych 445	Theories of Social Psychology	(5)
Psych 446	Objective Assessment of Personality	(3)
Psych 452	Psychology of the Self-Concept	(4)
Psych 503	Advanced Social Psychology	(4)
Psych 508	Research Methods in Social Psychology	(4-8)
Psych 511	Personality: Motivation and Psychodynamics	(3)
Psych 560	Proseminar in Social Psychology	(4)

#### *Within-Area Requirement:*

Psych 445	Theories of Social Psychology	(5)
Psych 5xx	Advanced Personality Theory & Research	(5)
Psych 508	Research Methods in Social Psychology	(4)

In addition, in consultation with their advisors, students will select further courses that contribute to their particular interests and goals. Participation in journal clubs and informal seminars is also expected.

## OTHER AREAS OF STUDY

### Community Psychology

*Outside-of-Area* Selection List:

Psych 574	Community Psychology	(4)
Psych 560	Community Psychology	
	only one of the above may be taken, not both	
Psych 560	Program Evaluation	
Psych 560	Minority Mental Health	

Courses taken in other departments, including American Ethnic Studies, Sociology, Women's Studies, Psychiatry and Behavioral Sciences, PSN, Epidemiology, Health Services, and Social Work have also been approved. For a complete listing of allowable courses see the Graduate Program Assistant (G-127).

*Within-Area* Requirement: There is no major in Community Psychology.

### Quantitative

*Outside-of-Area* Selection List:

515	Modeling Experimental and Observational Data	(4)
516	Latent Variables & Measurement Error	(4)
517	Psychophysics & Fundamental Measurement	(3)
518	Single Subject Design and Research	(3)
519	Statistical Methods in Longitudinal Research	(3)
520	Theory of Educational & Psychological Measurements	(3)
534	Foundations of Psychological Research	(3)
552	Seminar in Quantitative Techniques	(2)

Courses from other departments may be used to satisfy this requirement with approval of the Quantitative Area Representative and/or the Graduate Program Coordinator. The courses selected must be rigorous and contain substantial mathematical, statistical, or computational content. You are encouraged to examine the course offerings in Psychology and other departments such as Statistics, Educational Psychology, Biostatistics, Computer Science, Mathematics, and Applied Mathematics.

*Within-Area* Requirement: There is no major in Quantitative Psychology.

## **Sport Psychology**

### *Outside-of-Area* Selection List:

Psych 426	Neural Basis of Motor Behavior	(5)
Psych 428	Human Motor Control and Learning	(5)
Psych 436	Developmental Aspects of Sport Competition	(4)
Psych 438	Social Psychology of Sport I	(4)
Psych 439	Social Psychology of Sport II	(4)
Psych 545	Seminar in Motor Control	(2)
Psych 560	Seminar in Motor Development	(4)
Psych 560	Seminar in Sport Psychology Research	(variable credits)
Psych 560	Sport Psychology Practicum	(variable credits)

*Within-Area* Requirement: There is no major in Sport Psychology.



## **XVIII. PETITION TO THE GRADUATE TRAINING COMMITTEE**

Petition forms are available from the Graduate Program Office (G-127.) The petition form is to be used to request anything which differs from the standard requirements of the Department of Psychology. (This is not the same as the Petition to the Dean of the Graduate School which requests changes in requirements of the Graduate School.) After discussing your request with your advisor(s) or major area representative, you must present the petition to the Graduate Training Committee (GTC).

The GTC meets during the first or second week of Autumn, Winter, and Spring Quarters. Petitions must be turned in to the Graduate Program Office by the following dates.

Academic Year deadline:      First class day of the quarter  
Summer deadline:              Monday of the last week of Spring Quarter

In evaluating petitions, the GTC applies the following criteria/guidelines:

1. Relevance to the student's educational and career goals.
2. Clarity of the request.
3. Brevity or succinctness.
4. Courses that are used to fulfill requirements must be taught by credentialed academic faculty.
6. If a petition is resubmitted, copies of all previous materials relating to the petition must be included; forms, documents, correspondences, etc.

## **XIX. CLINICAL AND CHILD CLINICAL AREAS ONLY**

### **QUICK LISTING OF ALL REQUIRED COURSES**

Psych 560 O	Orientation	2 credits
Psych 560 I	First Year Seminar	2 credits
Psych 591	Issues in Clinical	Total of 3 credits
Psych 513-514	Statistics	Total of 8 credits
Psych 500-501	Statistics Lab	Total of 4 credits
Psych 538	Systems of Psychotherapy	3 credits
Psych 587	Clinical Methods: Interview	2 credits
Psych 588	Clinical Methods: Ethics	2 credits
Psych 593	Clinical Colloquia / Practicum*	Variable credit (1-6 cr/qtr)
Psych 574	Community Psychology	Total of 3 credits
or Psych 575	Minority Mental Health	Total of 3 credits
Psych 589 A/B	Advanced Clinical Practicum	Total of 8 credits

Minimum Total 45 credits

*\*Required for all students seeing clients in the clinic.*

### **Additional Requirements for "Adult" Clinical Students**

Psych 596	Psychology of Behavioral Change	5 credits
Psych 594*	Advanced Personality Theory	5 credits
or Psych 511	Personality	3 credits
Psych 595	Behavior Disorders	5 credits

One of the following Child-Related Courses: 506, 571, 572

One Course in Assessment (e.g., 535/590, 586, 525)

One Course Each in Social, Cognitive, and Behavioral Neuroscience (Physiology)

Minimum Total 36 credits

\*Psychology 594 cannot be used to fulfil outside-of-area requirements.

### **Additional Requirements for Students in Child Clinical Track**

Psych 571	Child Psychopathology	5 credits
Psych 572	Approaches to Child Treatment	4 credits
Psych 525/535	Assessment of Intelligence	5 credits
Psych 526	Psychological Assessment of Children	5 credits
Psych 560	Child Clinical Research Seminar	Total of 6 credits
Psych 583	Research Methods in Clinical & Community Psychol	4 credits

Two Treatment Seminars 2-5 credits each

Minimum total 33 credits

## **Outside-of-Area Requirements**

The Director of the Clinical Training Program has no official say over what is required or offered in other areas in the Psychology Department. In general, courses used to fulfill within-area requirements may not also be used to fulfill outside-of-area requirements. Nor may courses used to fulfill outside-of-area requirements also be used to fulfill within-area requirements. In addition, courses taken at previous institutions toward another degree (e.g., a Master's degree) may not be used toward fulfilling course requirements for the Ph.D. at the University of Washington.

**The policy for required coursework outside of the clinical area is still being developed and refined. During this transition,, the following statement will serve as a guide for planning coursework outside of the clinical area.**

**Six or more courses must be taken from curriculum offerings outside of the clinical area. Three of these courses must meet the APA curriculum guidelines for “breadth of scientific psychology;” therefore students must complete one course each covering biological, affective-cognitive, and social aspects of behavior. For child clinical students, the outside-of-area coursework must include the core developmental courses (Psych 504, 505, & 506), which also serve to meet the aforementioned APA guidelines. For all clinical students, the balance of the six-or-more courses is to be determined by mutual agreement between the student and co-advisors or supervisory committee. These courses should be selected with an eye toward developing cohesive themes of subspecialty expertise pertinent to the student’s future research and clinical endeavors.**

### **All Students in the Child Clinical Track must take the following courses in Developmental.**

The developmental courses shown below meet the APA requirement for one course each in social, cognitive, and physiology (Behavioral Neuroscience).

Psych 504	Biological Basis of Development	(4)
Psych 505	Early Cognitive and Linguistic Development	(4)
Psych 506	Personality and Social Development	(4)

## **Clinical General Exam Requirements**

In order to successfully pass generals, three things are required:

1. A written publication-quality empirical article conducted since beginning graduate school at the University of Washington on which the student has played a key role, both conceptually and analytically. This will usually be the student’s second year project. However, in cases where the second year project is not publication worthy, another piece of work can be used to meet this requirement. The requirement is that student’s will have to actually send the article out to a peer-reviewed journal.
2. A comprehensive written review of the literature on a topic relevant to clinical psychology of the student’s choosing. This can either be presented as a Psychological Bulletin type paper or in the form of a dissertation proposal.
3. An oral defense of the literature review/dissertation proposal. This oral defense will usually include both a presentation by the student and a period of questioning from the committee.

## **XX. FINAL EXAM (Dissertation Defense) BEFORE INTERNSHIP**

If you take your final exam (defend your dissertation) before you go on internship, you have only one choice for turning in the final draft to the Graduate School:

You must submit a Petition to the Dean to extend the deadline for submitting your dissertation beyond the 60 days allowed. This petition must include a timetable for completion of the internship and submittal of the dissertation. Then you, your advisor, or a trusted friend holds everything – dissertation and signed warrant – until the final quarter of your internship, or the one after that. Once your internship has been successfully completed, you should get a letter from your internship supervisor, stating that this is the case and send copies to both the Clinical Director and the Graduate Program Assistant in the Psychology Department. You then return, submit the paperwork to the Graduate School, and get your degree. (Or have that trusted friend submit the paperwork for you in your absence.)

### **Returning Student Reenrollment Form:**

You must be registered for a minimum of two credits in the quarter in which the degree is conferred (i.e., the internship is demonstrated to have been successfully completed, and the dissertation is submitted to the Graduate School). This requires the Returning Students Reenrollment Form to be returned to Schmitz Registration Office well in advance of the final quarter.

July 1	for Autumn Quarter
November 1	for Winter Quarter
February 1	for Spring Quarter
June 1	for Summer Quarter

The cost will be around \$500 - \$600 for two credits. You should also be aware that there are other fees involved in submitting the dissertation including copying, microfilming, and copyrighting costs, so plan on an extra \$75 - \$100.

Also note that the degree is awarded at the END of the quarter in which it is earned. This becomes crucial when you have a job that begins in September and requires the Ph.D., but your degree is not effective until December!