Department of Psychology
APPALACHIAN STATE UNIVERSITY

Graduate Student Handbook and Thesis Guide

2023-2024

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1   Welcome Message

Welcome! This guide is intended to assist you in completing your graduate studies in the Psychology Department with a minimum of confusion or misguided effort. Please read it thoroughly.

Dr. Rose Mary Webb is the Chairperson and Dr. Tim Huelsman is the Assistant Chairperson of the Department of Psychology. Drs. Twila Wingrove, Lisa Curtin, Jamie Yarbrough, and Tim Huelsman are the Program Directors; they will be your contact persons for most graduate information or concerns. Additional resources you should consult include the Graduate School website (http://www.graduate.appstate.edu/) and the graduate psychology program guide in your area, obtainable from your program director and/or on your program website.

2   The Department and Graduate Programs

2.1   Psychology Department

The Department of Psychology has 30 full-time doctoral level, tenure-track faculty members, approximately 1500 undergraduate majors, and almost 80 full-time graduate students in four programs: Psychological Science, Clinical, School, and Industrial-Organizational Psychology and Human Resource Management. The Department operates a clinic for training, research, and service to the community. Department and program faculty are dedicated to mentoring students and offering opportunities for experiential learning.

2.2   Psychological Science

The first graduate program in psychology at ASU began with 10 students in 1968 with Dr. Willard Brigner as the Program Director. Previous program directors include Drs. Mark Zrull, Ken Steele, Jim Denniston, Doris Bazzini, and Rose Mary Webb. The Psychological Science Program is presently designed for those students planning to pursue doctoral-level training in a sub- discipline of psychological science or to directly enter the workforce in research or data analyst positions.

Psychological Science is the cornerstone of any academic program in psychology. The Master of Arts Program is committed to quality training of students at the graduate and undergraduate levels and the production of high-quality research. Our goal is to offer courses and training in basic areas of research psychology. We strive to train our students to become researchers and/or teachers in the field. Because our faculty members maintain active research laboratories, we provide a rich environment for graduate and undergraduate students to participate and learn about the research process. Our purpose is to provide graduate students with extensive background in several basic areas of research, with the ultimate goal of training students to plan and execute original research in the field, as well as to advance their oral, writing, and critical thinking skills.

Program Director:	Dr. Twila Wingrove	
Program Faculty:	Dr. Mary Ballard	Dr. Doris Bazzini
	Dr. Reagan Breitenstein	Dr. Chris Dickinson
	Dr. Lisa Emery	Dr. Amy Galloway
	Dr. Christopher Holden	Dr. Matt Meier
	Dr. Andrew Smith	Dr. Ken Steele
	Dr. Doug Waring	Dr. Rose Mary Webb
	Dr. Katie Wolsiefer	Dr. Mark Zrull

2.3   Clinical Psychology

In 1970, Dr. Richard Levin began the Clinical Program at ASU. Other former program directors include Drs. Hank Schneider and Bob Hill. In 1971, Dr. William Knight founded the separate Rehabilitation Psychology program that had tracks in Vocational Rehabilitation and Health Psychology. From 1998-2005 under the leadership of Dr. Stan Aeschleman and later Dr. Denise Martz, the Rehabilitation Program changed to an applied Health Psychology degree. The terminal Master of Arts program in Clinical Psychology was a result of a merger of the pre-existing Clinical and Health psychology programs. The program prepared students for N.C. licensure as a Licensed Psychological Associate and to pursue doctoral education in clinical psychology or allied health fields. The Master of Arts program in Clinical Psychology, as a terminal degree program, admitted its final class in 2017.

To prepare graduates for independent practice of psychology, the program developed into a professional Doctoral Program (Psy.D.) and admitted its first class in fall 2019. The Psy.D. program is designed to train psychologists who are well-rounded practitioners committed to evidence-based professional practice, particularly in underserved rural areas. The Psy.D. curriculum requires two advanced "capstone" experiences—a doctoral dissertation and a pre-doctoral internship. The dissertation serves to document the student's mastery of scientific skills while the pre-doctoral internship serves to document the student's ability to integrate and apply discipline-specific knowledge and professional competencies in a clinical setting approved by the program faculty. Upon completion of the program, graduates will be eligible to apply for licensure as psychologists and health service providers in North Carolina. See https://academicaffairs.appstate.edu/resources-forms/online-learning-state-authorization/professional-licensure for additional licensure disclosure information.

Program Director:	Dr. Lisa Curtin	
Program Faculty:	Dr. Josh Broman-Fulks	Dr. Will Canu
	Dr. Jacqueline Hersh	Dr. Hannah Holmes
	Dr. J.P. Jameson	Dr. Denise Martz

2.4   School Psychology

Through the joint efforts of the Department of Psychology and Counselor Education and Research, the Level II School Psychology program began in the fall of 1979 under the leadership of Dr. Eric Hatch. The program is now housed solely within the Department of Psychology and provides both a Master of Arts degree and a Specialist in School Psychology degree. Dr. Jim Deni served as the program director between 1992 and 2006, and Dr. Pam Kidder-Ashley served in that capacity from 2006 to 2018. Dr. Jamie Yarbrough is the current program director. The program has been identified by the National Association of School Psychologists as an Accredited Program since 1991.

The primary mission of the Master of Arts & Specialist in School Psychology Program at Appalachian State University is to provide learning experiences grounded in the scientist- practitioner model that enable our students to become well-rounded, effective school psychologists who work in public schools or in other related settings. Our program prepares our graduates to work with diverse populations in a variety of settings and to practice competently, ethically, and from a scientific perspective in the major domains of school psychology practice, including consultation, assessment, prevention, intervention, training, diversity, home-school collaboration, and research. Ultimately, we aspire to produce leaders in the field of School Psychology who advocate for and facilitate positive change for the children, families, and institutions they serve by employing the best available scientific evidence and the most effective interpersonal and collaborative skills. Upon completion of the program, graduates will be eligible to apply for licensure as a school psychologist in all fifty states through the state's Board of Education. In North Carolina, school psychologists are licensed by the Department of Public Instruction. Graduates are also eligible to become a Nationally Certified School Psychologist. Graduates are also eligible to apply for licensure as psychological associates and health service providers in North Carolina.

Program Director:	Dr. Jamie Yarbrough	
Program Faculty:	Dr. Jim Deni	Dr. Sandy Gagnon
	Dr. Crystal Taylor	

2.5   Industrial-Organizational Psychology and Human Resource Management

During the fall of 1982, a two-year program in Industrial-Organizational Psychology was founded in the Department of Psychology. It was revised in 1993 under the leadership of Dr. Mary Powell (Psychology) and Dr. Hugh Hindman (Management) to become the Industrial-Organizational Psychology and Human Resource Management (IOHRM) program, a joint offering of the Department of Psychology (PSY; in the College of Arts and Sciences) and the Department of Management (MGT; in the Walker College of Business). Dual-degree options with the Master of Business Administration (MBA) and Master of Science in Applied Data Analytics (MSADA) are available.

The IOHRM program is an interdisciplinary Master of Arts degree program with the mission to prepare professionals for work in business, industry, and government. It also provides a strong foundation for those interested in pursuing the doctoral degree. The program is designed to equip students with specialized training in

human resource management and I-O psychology, and it emphasizes professional development based on students' developing knowledge of theories, methods, and research findings derived from the behavioral sciences. The program also emphasizes the acquisition of knowledge and skills and their application to such organizational activities as selection, placement, and motivation of employees; leadership; training and development; performance appraisal; and development and change of organizations.

Program Director:	Dr. Tim Huelsman (PSY)	
Program Faculty:	Dr. Yalçın Açıkgöz (PSY)	Dr. Jess Doll (MGT)
	Dr. Jacqui Bergman (MGT)	Dr. Kemp Ellington (MGT)
	Dr. Shawn Bergman (PSY)	Dr. Tim Ludwig (PSY)
	Dr. Jack Carson (MGT)	Dr. Jim Westerman (MGT)
	Dr. Kristl Davison (MGT)	

3   Department Facilities

3.1   Main Office
The main office for the Psychology Department is in Smith-Wright Hall 100. It houses our chairperson and administrative staff:
- Dr. Rose Mary Webb, Chairperson
  - SW 100F, 262-2272 (webbrm@appstate.edu)
- Dr. Tim Huelsman, Assistant Chairperson
  - SW 220, 262-8949 (huelsmantj@appstate.edu)
- Ms. Michelle Holcombe, Administrative Support Specialist
  - SW 100A, 262-2272 (holcombekm@appstate.edu)
- Mr. Ryan Kennedy, Administrative Support Associate
  - SW 100, 262-2272 (kennedyrp@appstate.edu)

3.2   Graduate Lounge
The graduate lounge is in SW 111. The lounge houses a computer, a printer, student mailboxes, a refrigerator, coffee makers, and a microwave. It also contains daytime lockers, which are available on a first come, first served basis. You must supply your own lock and remove possessions daily.

The lounge is a casual work and break space. However, please note that the lounge is near faculty and other offices; students should maintain a professional demeanor. Keep this space clean!

3.3   Research Space
Some faculty members have dedicated research space in Smith-Wright and elsewhere and allow/encourage their students to use that space for work when it is available.

Some of the faculty share research space within the suite in SW 201 and there is available workspace with computers in the common area. Graduate students are encouraged to use that space, so long as they maintain a professional demeanor and do not interfere with research being conducted. The door contains a lockbox. If you need access to the room, check with your mentor/supervisor for the code.

If you need to schedule shared space to conduct research for yourself or your mentor/supervisor, then several rooms can be signed out: SW 104, BH 101, and several classrooms. These spaces may have a lockbox, so you will need to acquire the code from your mentor. You can reserve the space through Ryan or Michelle.

Your program director may inform you of additional space for shared use (e.g., East Hall).

3.4   Student Offices
Unfortunately, space constraints prevent the department from providing most students with offices. However, students with teaching assignments will be assigned shared office space.

Your program director may inform you of additional space for shared use (e.g., East Hall).

3.5   Auxiliary Space at University Hall
The department has auxiliary space at University Hall. The space houses the Psychology Clinic, which offers assessment and therapeutic services to students and the community. Clinical students have classes, meetings, and placements there.

University Hall also houses research space used primarily by AGE Labs, a group of researchers from the Psychological Science Program. Students who need space for community-based research are encouraged to contact AGE Labs (Dr. Emery) to see if space is available and work on coordinating sharing it.

4   Departmental Resources

4.1   Mail
Mailboxes for faculty are in the main office, SW 100. Graduate student mailboxes are in the graduate lounge, SW 111. Check your mailbox regularly.

Students may send internal and external mail out by placing it on the small table in the main office. Personal external mail must have a stamp. All external mail must have a name and return address. Mail goes out/comes in at approximately 8:30 a.m. each weekday.

4.2   Copier/Printer
The departmental copier is in the main office in SW 100, and another printer for student use is in SW 111

4.3   Conference Poster Printer
Poster printing may be done in the department; however, it is expected that students will apply for a poster research grant from Office of Student Research (https://osr.appstate.edu/). Please write the grant for $35 for a 36 x 48-inch poster. Please discuss larger posters with Michelle. One edge must be no larger than 36 inches to be printed in the department.

Posters should be ready to print including size and resolution. Do not use black or other dark background colors. The poster file should be submitted via the shared M-drive or ustor (accessible to faculty). Your mentor must upload the file at least 5 business days prior to the pick-up date. No emailed poster files will be accepted. After the file has been placed in the shared drive, please send an email to Michelle and Ryan notifying them and stating the date the poster needs to be ready for pick up. Costs of posters are subject to change.

4.4   Psychological Assessment Library
The Assessment Library (SW 310D) houses psychological assessment materials for a wide variety of tests. Students enrolled in assessment classes are given priority access to materials. Practicum students and interns also may access materials from the Assessment Library, but they generally are expected to use materials supplied by their practicum/internship sites. Faculty members also may use Assessment Library materials in teaching and conducting research. Test kits must be officially checked out by assessment library staff.

Handle all test kits with care. Do NOT write in test manuals. If you do, you will be charged for damages. Many test kits contain numerous test booklets and stimulus materials; you will be accountable for all these materials for any kit checked out to you. If you allow another student to use a kit that is checked out to you, be sure that all materials are in the test kit upon exchange. If a test kit is checked out in your name, you are ultimately responsible for replacing missing materials.

All materials should be returned immediately after you are finished with them. Assessment materials are limited in number, and they are shared among many students and faculty members.

Library hours will be emailed and posted on the Assessment Library door. Schedule changes will be announced via email. As a courtesy to others, do NOT ask to check out or return a test kit or protocol when the Assessment Library is closed.

5   Financial Information

5.1   Tuition and Fees
Information about tuition and fees for all students may be found here: https://studentaccounts.appstate.edu/tuition-fees. When looking at this information, be sure to refer to the correct campus, academic year, level (i.e., graduate student), and residency status.

Students who are not North Carolina residents may be eligible for in-state tuition rates after residing in the state for one full year. Requirements for eligibility and details on the process are available here: https://registrar.appstate.edu/students/nc-residency

5.2   Scholarships and Other Financial Support
Fellowships and some assistantships are available through the Graduate School and are described here: https://graduate.appstate.edu/students/financial-support. The Graduate School website also lists other potential sources of financial aid, including student loans. Certain Graduate School Fellowships and Assistantships have minimum GPA requirements; if you received one of these, be sure to read the requirements carefully.

Some awards are available within the department: https://psych.appstate.edu/students/scholarships. All graduate students are eligible to apply for the department's Frank R. Terrant, Jr. Memorial Scholarship ($200-$800). Additionally, second-year clinical students may apply for the Donna Clark Scholarship (up to $500) and first-year school students may apply for the Moore Scholarship (amount varies annually). See your program director or program website for details.

5.3   Graduate Assistantships in Psychology
Graduate assistantships within the Psychology Department for either 10, 15, or 20 hours per week and are paid in semi-monthly installments throughout the academic year. Assistantships are granted based upon budget and needs of the Department. Most assistantships and contracts are assigned annually. Continuation of spring semester assistantships are dependent upon performance and good academic standing. Students holding assistantships must be enrolled in 9-13 hours of coursework, maintain a 3.0 GPA or better, track their hours, and attend the graduate school's orientation. Early course registration is imperative for students with assistantships to avoid a delay in payroll. There are several kinds of assistantships.

5.3.1   Graduate Research Assistant (GRA)
Responsibilities for a research assistantship may include gathering data, reviewing literature, completing drafts of research manuscripts and other activities that support faculty research endeavors. Students may engage in a thesis with a faculty member who is also their GRA; students must note that hours towards their thesis are independent from the expected hours towards the assistantship.

5.3.2   Graduate Administrative Assistant (GAA)
This assignment may involve clerical service in which case the student might be assigned to assist the office staff or faculty. For example, a GAA may coordinate our undergraduate research participation program (helps investigators secure subjects, space, etc.). A GAA may also assist faculty administrative responsibilities and program needs.

5.3.3   Graduate Teaching Assistant (GTA)
This assignment involves assisting a faculty member primarily in their teaching responsibilities. Duties may include assisting in preparation of lectures, classroom activities, and exams, grading exams, papers or assignments, as well as occasional engaging in teaching. GTAs with access to student files or products must sign a confidentiality pledge.

5.3.4   Graduate Research Associate Mentor (GRAM)
Faculty who are recipients of a GRAM grant sponsor their students for $12,000 per year for a 20- hour assistantship. GRAMs are hired to assist a faculty member with their research project.

5.3.5   Graduate Teaching Faculty Associate, Instructor of Record (GTFA)
A GTFA entails responsibility for a section of General Psychology or a Psychology lab course and is supervised by. This assistantship is only available after the first year. GTFAs teach one course per semester for a total of two

courses across the academic year. Potential GTFAs must take PSY5011 Teaching of Psychology during the Spring semester of their first year and every semester in which they teach.

5.3.6   Graduate Only Research Assistant (GORA)
Like a GRA, responsibilities include supporting faculty research endeavors, but student funding is generated from a grant or contract with an organization or source external to the university.

5.4   Administrative Requirements for Assistantships
Your employment agreement must be signed at the beginning of the academic year (each semester in some cases) and you may not work or be paid until it is processed. The agreement specifies the number of hours you are expected to work for that semester, as well as your supervisor(s). You will be given a copy of the agreement. You should keep this copy in a safe place for future reference.

5.5   Timesheets
Students on GRA, GAA, GRAM, and GORA contracts must submit their timesheet electronically semi-monthly. You will be prompted to complete these on the 15th and the last day of the month (or the last work day of the pay period if it falls on a weekend or holiday). Failure to submit your time online may result in a pay delay.

All students should maintain a timesheet and share it with their supervisor(s) to track the number of hours they are working.

You cannot exceed the number of hours in your contract, unless you have prior approval from the Chair in writing. No holiday work is permitted; therefore, your timesheet should never include holiday work, or dates the university is closed for staff.

5.6   Paychecks
Paychecks are direct deposited into your chosen account. You set this up when you meet with HR to process your employment-related tax forms and provide your identification. Acceptable documentation includes a valid passport or unaltered Social Security Card and driver's license, state-issued ID, or certified birth certificate. In addition, you should bring a cancelled check to set up the direct deposit.

Payments are deposited on the 15th and last working day of the month. GRA, GAA, GRAM, and GORA pay is based on the number of hours reported in the prior given time period (see Timesheets above).
GTFAs and GTAs will receive their pay in equal installments across the contract interval. If you do not receive your paycheck or the amount seems incorrect, please contact Michelle.

5.7   W-2s
W-2 forms are sent to your permanent address, which is the address you provided on the Biographical Data Sheet that you filled out when you signed your employment agreement. If your addresses changes, it is your responsibility to contact Human Resources and the payroll office in writing to request a change of address. This change will only affect payment and taxes; you should also change your address with the Registrar's Office to continue receiving student- related mail.

5.8   Graduate Assistantship Orientation
All Assistants must attend the Graduate School orientation in the fall. If you have teaching responsibilities, you will be given confidentiality training and must sign a confidentiality pledge.

5.9   Support for Research
Obtaining research support is not only necessary for some students to complete their work, but it is an important professional development opportunity. For many graduate students, this process from application to monitoring expenditures to writing the final report is a skill they will use throughout their career. Here is a general outline of the steps you will need to take to walk through this process:
1. Design study and outline budget
2. Identifying funding
3. Monitor expenditures
4. Submit final report

5.9.1   Design study and outline budget

You cannot obtain research support without demonstrating a strong research idea and a need for money to execute it. All applications will require a specified budget. If you are applying solely to cover the costs of conference poster printing, then you should apply for the OSR research grant, described below.

5.9.2   Identifying funding

Important details for any potential funding mechanism include the maximum amount of money available, deadline, and whether you need a letter of support from a faculty member. If the maximum amount for any particular funding source is too low, you should consider applying for funding from multiple sources to accumulate sufficient funds. Given the nature of funding cycles and deadlines, it is important that you plan early to take advantage of every opportunity you can. It is your responsibility to identify which mechanisms you intend to apply to and notify your faculty mentor at least one week prior to the deadline (even earlier, especially if you will need their letter of support). Here is a list of the internal funding options currently available, but you must explore each option to see if it meets your specific funding needs:

Source of Funding	Grant Name	Website
Psychology Department	WiSE grants	https://psych.appstate.edu/students/scholarships
College of Arts & Sciences	Student and Faculty Excellence (SAFE) Fund	https://cas.appstate.edu/faculty-staff/student- and-faculty-excellence-safe-fund
Office of Student Research	multiple grants and awards available	https://osr.appstate.edu/apply
Graduate School	multiple grants and awards available	https://graduate.appstate.edu/enrolled- students/awards-and-honors/research-and- teaching-awards

Students are strongly encouraged to also consider applying for external funding. APA, APS, various APA divisions, and other professional and philanthropic organizations offer funding to support student research and travel. Consult with your mentor to identify appropriate opportunities.

5.9.3   Monitor expenditures

Once you obtain funding, you must work closely with Michelle to follow the appropriate procedures for spending it. It is ultimately your responsibility to make sure that you spend the funds appropriately, save all documentation of expenditures, and meet the spending deadline. Do not incur any expenses prior to meeting with Michelle. The university does not allow reimbursements to students for research supplies.

5.9.4   Submit final report

Most funding mechanisms will require the submission of a final report. The details of this requirement are typically shared upon receiving the award notification. If you intend to seek future support, then meeting this deadline is critical.

5.10   Support for Travel

There are a variety of options available for support for travel (see funding table above). The maximum awards may not be sufficient to cover all expenses, so students are encouraged to apply to multiple awards to support their travel. Importantly, most of these applications require a letter of support from a faculty member; you must give your letter-writer at least one week's notice to write their letter. App State requires travel justification and authorization to be approved before any grant applications or making ANY expenditures. Any monies spent towards your travel prior to an approved travel authorization will not be reimbursed by App State. Travel authorization applications are completed by providing all of the relevant information in a Google Form. The forms must be submitted at least 4 weeks prior to the first day of travel. Additional information and detailed instructions can be found here.

5.11   Travel Checklist:

☐ Estimate budget at least a month before travel
☐ Identify funding sources and apply at least one month prior to travel (and noting the source's funding cycle and deadlines)
☐ Notify letter-writer at least one week before deadline
☐ Fill out a Travel Authorization request at least four weeks prior to travel
☐ Nothing may be purchased for reimbursement until your Travel Authorization has been approved
☐ Save all receipts and boarding passes; you may submit a printout of a digital boarding pass. Meals are reimbursed per diem, so those receipts are not needed.
☐ Upon return, submit receipts and boarding passes to Michelle either in person or PDF sent via email. Screenshots and other images are not accepted by the University.

6   General Program Requirements

The following general requirements apply to all programs. Thesis requirements are in section 9 of this handbook.

6.1   Good Standing

Graduate students must maintain at least a 3.0 GPA. If your GPA falls below 3.0, you will be suspended. You may continue in the program for one semester of probation only with the approval of the Program Director, Department Chairperson, and the Graduate School. If permission to continue is granted, a contract is negotiated that delineates the probationary conditions for continuation. Students on probation may not hold an assistantship. For students who are required to enroll in practica or internships, a grade of Unsatisfactory (U) or a C or below in a placement will result in a student's expulsion from both the program and the university.

6.2   Program of Study

A Program of Study (POS) must be on file for every graduate student by the time the student has completed 50% of his or her required hours. The POS for each student is recorded in *DegreeWorks*, the University's academic advising and degree audit tool (http://degreeworks.appstate.edu/). Each program has a default program curriculum entered in *DegreeWorks* (also, see your Program Director for details on your program's curriculum). If you are not following the default program curriculum, notify your Program Director to discuss possible substitutions and the appropriate processes for requesting substitutions.

6.3   Comprehensive Exam

All graduate students are required to successfully complete a comprehensive exam specific to their program, typically in their second year. PsyD students typically complete their preliminary exam during fall of Year 3. School psychology students typically complete their exam the summer before internship. Your Program Director will provide details of the exam for your program.

6.4   Admission to Candidacy

Your program *may* require that you are formally admitted to candidacy for your degree. Program directors will initiate the process and your program faculty must approve each student's readiness to continue in the program and to advance towards their degree. Each program determines when (and if) the candidacy review and approval process will be completed. Before a student can be admitted to candidacy for the degree, the following conditions must, at a minimum, be met:

- Program of Study is on file with the Graduate School.
- A 3.0 or higher GPA across all completed courses.
- Recommendation of the Program Faculty.
- Completion of a minimum of 9 semester hours.
- Individual programs have additional requirements for admission to candidacy. Check with the appropriate resources.

6.5   Foreign language, computer science, statistics
Competence in a foreign language, computer science, or statistics is required for graduation. Successful completion of PSY 5020 Research Methods in Psychology will satisfy this requirement and will be indicated on your Admission to Candidacy form.

6.6   Independent Study
If you want to study a subject not offered in the catalog and a graduate faculty member is willing to supervise your work, you may be able to enroll in an Independent Study, PSY 5500. Additional permission is needed from your Program Director to ensure the course can be placed on the Program of Study. The Independent Study form is available here: https://psych.appstate.edu/sites/default/files/indepstudyundergradgradfillable_0.pdf. A course prospectus must be approved, and the appropriate form must be signed by the supervising professor and your Program Director. In addition to the departmental form, you must also complete a Special Course Approval Form to formally register for these credits (https://graduate.appstate.edu/forms).

6.7   Internships/Practicum
Internships and practica may be required components of your program. The practicum is like an internship, except that it requires closer supervision and fewer hours of participation at the field-based site. Internships tend to be more intensive and longer. You will work with your Program Director and designated program faculty in securing these placements. Although some internships are paid, many are not. Students must be enrolled in the appropriate Practicum or Internship course concurrent with this experience to obtain academic credit and secure liability/malpractice coverage through ASU. You will have an on-site supervisor and ASU faculty supervisor for both. The on-site supervisor is responsible for arranging and monitoring the day-to-day activities and for supervision of specific applied professional activities. Expectations for students, the supervisor, and program director are stipulated in an internship agreement. Some programs (e.g., Clinical and School) and training sites require additional applications and agreements beyond the mandatory ASU agreement. You should consult your program's materials (e.g., syllabi, program handbook) to confirm all the requirements of the experience.

Students are expected to exhibit professional and ethical behavior and to use their supervision appropriately. Practica and internships are intended to be valuable learning experiences that allow for the evaluation of a student's ability to learn and demonstrate applied knowledge and skills. Students experiencing any difficulties on site should contact their on-site supervisor(s) and ASU faculty supervisor/program director immediately.

6.8   Applying to Graduate
Degree-seeking students must apply for graduation (regardless of whether they plan to attend the commencement ceremony). The form is available here: https://graduate.appstate.edu/forms. Graduation requires a non-refundable/non-transferrable application fee. The deadline for completing the application to graduate and other graduation information is available here: https://graduate.appstate.edu/students/graduation. Students who do not meet the deadline may experience delays in receipt of their diplomas or be required to apply for a later term. A late fee will be assessed on all applications submitted after the deadlines.

Students enrolled in dual-degree programs may graduate only after *all the degree requirements for both degrees* are met. Apply to graduate only once, after all degree requirements are met. For instance, apply for August graduation if you will finish the IOHRM requirements in May and the MBA requirements over the summer.

You may participate in your program's Hooding Ceremony (in May) even if you will not graduate until August.

7   Professional Development
Our graduate programs are designed to train students in professional and ethical behavior for employment, licensure (if applicable), or further study (e.g., PhD, PsyD). Full professional development requires more than attending classes and satisfying degree requirements. Many students request letters of recommendation from faculty members towards the end of their tenure at ASU. In addition to their academic work, these letters often comment on students' initiative, classroom behavior, professional interactions with fellow students and faculty, ability to conduct research, work independently on the thesis and other projects, presentation skills, and clinical or applied skills. Faculty expect students to communicate respectfully with clients, peers, and other professionals, to attend and present research at

professional conferences, to request additional supervision at practicum/internship sites when needed, and to participate in professional development opportunities when presented. Further, professionalism is demonstrated by:

- Taking responsibility for educational goals by maintaining your own timelines, initiating contact with supervisors and mentors, and allowing supervisors adequate time to respond to feedback requests.
- Maintaining professional demeanor (e.g., using appropriate language, exhibiting decorum) and dress when teaching classes or on practicum/internship sites.
- Respectfully communicating with faculty, staff, students, and other individuals.
- Turning off or silencing cell phones and other electronic devices during classes, meetings, and other events and activities.
- Demonstrating dependability (e.g., punctuality; following through on tasks).
- Seeking out and responding appropriately to supervision and feedback (e.g., accepting criticism, incorporating feedback into assignments and reports).
- Demonstrating appropriate time management skills (e.g., adhering to established timelines, meeting deadlines).
- Displaying appropriate level of independence in performing duties.
- Managing stress appropriately.
- Showing evidence of ongoing self-evaluation.

In addition to professionalism, students are encouraged to take advantage of relevant professional development opportunities. Your graduate program may provide these opportunities but they may also be found elsewhere. For instance, the university regularly offers workshops to graduate students on everything from how to format a thesis to advanced statistical techniques (some are listed here: https://graduate.appstate.edu/students/professional-development). Students should also explore professional organizations in their discipline that may be relevant to their career goals (e.g., divisions of APA).

One local opportunity for professional development is the Graduate Student Government Association (GSGA). The GSGA represents all graduate students at ASU. One member and an alternate represent each program. Students will arrange the election early in the Fall semester (this may differ by program). GSGA is also a source of financial support for research-related expenses (including travel). More information is available here: https://graduate.appstate.edu/students/gsl/gsga.

8   University Policies and Resources

You should take time to review and familiarize yourself with the policies that will guide your time at Appalachian State. They are probably similar to the policies that guided your undergraduate program, but there may me important differences. These policies and other important information are available in the Graduate Bulletin (http://bulletin.appstate.edu; be sure to click on the link for the academic year you started your program).

8.1   Student Conduct and Academic Integrity

General information is available on the Student Conduct website (https://studentconduct.appstate.edu). Please consult this resource for detailed information on the Code of Conduct, Academic Integrity, important forms, and FAQs, including information on how to report an incident, student rights, and policies regarding discipline and remediation.

8.2   Office of Access and Equity

This office "promotes equity in educational opportunity, programming, and employment and promotes an environment of respect and inclusion for all members of the University community." The website (https://titleix.appstate.edu) has information about reporting concerns, numerous resources, and university policies and procedures.

8.3   Office of Disability Resources

Procedures regarding requests for academic accommodations based on disability are described on the website: https://odr.appstate.edu/requests.

8.4   Counseling and Psychological Services

Students currently enrolled in classes may receive services at *no charge*. The services include:

- Short-term individual counseling
- Group counseling
- Short-term couples/family counseling
- Workshops, educational programming, and prevention programs
- Emergency services when classes are in session
- Initial Consultation assessments that include recommendations and referrals
- Referral coordination and Referral Resources
- Consultation

The Counseling Center offers **after-hours emergency** coverage for urgent mental health concerns such as suicidal thoughts, sexual assault, and other trauma. Call the Counseling Center at (828)262-3180 and select the option to speak with the counselor on-call.

Students also *may* be eligible to seek services through Counseling for Faculty and Staff.

8.5   Health Services

M.S. Shook Student Health Service is a primary care ambulatory campus health clinic located in the Miles Annas Building (near the Plemmons Student Union and the Belk Library). You may phone them at 828-262-3100. More information is available on the website: https://healthservices.appstate.edu.

8.6   Wellness and Prevention Services

The mission of Wellness and Prevention Services is to "to serve all students through the promotion of healthy behaviors, risk behavior modification services, and advocacy for campus-wide health policies which facilitate student success and holistic well-being." They offer services in areas such as nutrition, sexual health, drugs, alcohol, tobacco, stress, and sleep. More information is available on the website: https://wellness.appstate.edu.

8.7   Legal Services

The Student Legal Clinic offers free legal advice, information, and referrals. More information is available on the website: https://legalclinic.appstate.edu.

8.8   Intercultural Student Affairs

The mission of the Office of Intercultural Student Affairs is "to care for all intersectional experiences, engage students of marginalized and minoritized identities, and transform the Mountaineer journey. The office operates three student-led centers: LGBT Center, Multicultural Center, and Women's Center.

8.8.1   LGBTQ+ Center

The mission of the Henderson Springs LGBT Center (located in the Plemmons Student Union) is to serve as a "resource to empower, educate, and affirm LGBTQ+ people, allies, and advocates." More information is available on the website: https://lgbt.appstate.edu.

8.8.2   Multicultural Center

The mission of the Multicultural Center (located in the Plemmons Student Union) is to provide "a bridge that connects and promotes the uniqueness of various multicultural groups… by providing a venue for hosting exhibits, programs, activities and lectures that seek to enhance the rich cultures that comprise our collective community." More information is available on the website: https://multiculturalcenter.appstate.edu.

8.8.3   Women's Center

The Women's Center is "committed to educating the Appalachian community, eliminating gender discrimination, promoting social, economic, and political equity, and empowering ALL female identifying individuals." More information is available on the website: https://womenscenter.appstate.edu.

8.9   University Recreation

Aquatics, outdoor programs, cardio, resistance, intramurals, and more. Information is available on the website: https://urec.appstate.edu.

8.10   University Ombuds Office

The Ombuds office "provides an independent, confidential environment for faculty, staff and students of the Appalachian community to discuss campus related concerns or problems. The Ombuds Office holds the identity and all communications with those seeking assistance in strict confidence and does not disclose confidential communications unless given permission to do so, except as required by law or where, in the judgment of the Ombuds, there appears to be imminent risk of serious harm." More information is available on the website: https://ombuds.appstate.edu/.

9   The Thesis

A thesis is required for students in the Psychological Science and the Clinical programs and is an option for students in the IOHRM program. The PsyD program also requires a dissertation (see program handbook for additional details). Students who plan to continue in a doctoral degree are advised to complete a thesis. The empirical thesis provides a student with the opportunity to conduct research and work collaboratively with their mentor. Our faculty strongly encourage that all thesis projects be considered for professional presentation and publication. Students may also work on other research projects to increase the likelihood of obtaining authorship on other scholarly products.

The thesis process can be divided into the following three stages: idea development, prospectus, thesis. Each stage is characterized by administrative and substantive requirements. Below are some general guidelines; students should work closely with their mentors to ensure the process runs smoothly. The Graduate School also provides resources and guidelines that are available here: https://graduate.appstate.edu/students/professional-development/thesis-and-dissertation. The Graduate School's *Thesis & Dissertation Handbook* is available here: https://docs.google.com/document/d/1Jf6x7KtIhspAf5VvFiEJRztP61obJzfrhIDGTGSE8Pw/edit?usp=sharing.

9.1   Idea Development

The student's mentor serves as the chairperson of the thesis committee. Hence, picking one's chairperson and one's topic often occur simultaneously. Current faculty research interests and recent publications can be found on the psychology department's website (https://psych.appstate.edu/faculty-staff) and, for IOHRM faculty in Psychology and Management departments, the IOHRM website (https://iohrm.appstate.edu/faculty). Psychological Science and Clinical programs match their students to a faculty chair upon admission. IOHRM students may seek a faculty chair by approaching a faculty member working in an area of interest to the student. The faculty member may request a brief written summary of the project before determining whether to chair the thesis.

Students tend to find the process less frustrating if they secure a chair sooner, rather than later (e.g., during the first semester). While many faculty members honor a student's desire to pick an independent or novel topic, theses tend to progress most smoothly when a student picks a project that dovetails with a topic area and methodology ongoing in a professor's lab. It is also important that the student/professor interview one another carefully before committing to this professional relationship. Students are encouraged to converse with senior students about their thesis experiences before committing to the process (provided it is an option in their program) and before securing a thesis chair and committee.

9.1.1   Idea Development Checklist

- ☐ Identify a mentor and develop an idea.
- ☐ Form a committee. Email your Program Director your committee membership prior to registering for PSY 5998. See Guidelines for Committee Composition below.
- ☐ Enroll in PSY 5998 Thesis Proposal. This requires a Special Course Form to be initiated by the student (https://graduate.appstate.edu/node/3345).

10.1.2   Guidelines for Committee Composition

The Thesis Committee must have a minimum of three members, the student's mentor and two other professors with Graduate Faculty status. The chair and one additional member of the Thesis Committee must be a tenured or tenure-

track faculty member of the Department of Psychology (or Department of Management for IOHRM students). Additional members may be from other academic departments if they hold Graduate Faculty status.

Students should identify other members of the committee through conversations with their mentor. The committee members should be chosen based on their expertise and interest in the topic. The student should approach the faculty members to determine their willingness to serve on the committee. The Thesis Chairperson should confirm the committee appointment with the designated members and should ensure that the names have been filed by email with Michelle and the Program Director.

9.2 Prospectus Development

The prospectus is a formal written proposal of your thesis idea. Students are to use APA style for a submitted manuscript (not a final product) as outlined in Chapter 2 of *Publication Manual of the American Psychological Association* (7th ed.). No Graduate School pages are necessary for the prospectus with the exception of the signed Committee Membership form (https://graduate.appstate.edu/sites/default/files/thesis-committee-form.pdf). Graduate Faculty membership expiry dates must be included for each member. The prospectus should have a title page, abstract, introduction, method, planned analysis, and limitations sections. It should also include at least these appendices: the IRB/IACUC approval document. Your committee may also appendices for the consent form for human subjects (if applicable), and all materials used for data collection.

9.2.1 Prospectus Development Checklist

- ☐ Write and revise prospectus drafts with your mentor. Expect to go through multiple drafts (five or more is not uncommon) before your mentor approves your prospectus.
- ☐ Schedule a date for the prospectus meeting in consultation with your committee members.
- ☐ Reserve space for the meeting with Michelle *at least* one week prior to meeting.
- ☐ Give electronic or hard copy of your prospectus (ask preference) to committee members *at least* one week before the prospectus meeting.
- ☐ Bring copy of the Graduate School Committee Membership Form (link above) to the meeting. If members approve the prospectus that day, they will sign the form. If they request revisions, you must seek signatures once the final version is approved.
- ☐ Submit an IRB or IACUC application. You may want to submit this prior to the prospectus meeting with the expectation that modifications to the application may be required. IRB/IACUC approval documentation must be included in the final copy of your prospectus (next step).
- ☐ Electronically submit your prospectus (or summary), the signed thesis/dissertation committee form, and a copy of your IRB/IACUC/IBC approval letter or attestation (where applicable) as a single, attached PDF file to the Graduate School at thesis@appstate.edu. All committee member names MUST be listed on the committee form. Make sure to copy (cc) all committee members on the email, as this serves as their tacit approval of the prospectus. Alternatively, signatures on the form may be electronic or a scanned copy of "wet" signatures. You will not be cleared to register for thesis/dissertation hours (5999, 6999, or 7999) until these items are submitted and approved. If you need to change a committee member later, do not forget to inform the Graduate School by submitting a Committee Change Form.
- ☐ Enroll in 5999. This requires a Special Course Form to be initiated by the student (https://graduate.appstate.edu/node/3345).

9.2.2 Guidelines for Prospectus Meeting

The student should begin with a brief, formal description (10-20 minutes) of the planned study. The Committee will discuss each section of the proposal and make recommendations for revision. Particular attention will focus on the Method section to ensure that the study is feasible, that there are no ethical difficulties, that all instruments, questionnaires, and procedures are clear and appropriate, and that the number of participants and statistical analyses are appropriate. If the Committee approves the Prospectus, edited paper or electronic copies of the manuscript are collected from the members to facilitate the student's revision of the prospectus.

After the meeting, the Thesis Chair will write a memo to the student and all Committee members summarizing all agreed upon substantive changes. This memo and the Prospectus represent an agreement between the student and the

Committee and assure the student that no further substantive changes will be required relative to the design of the research project. If the student or members of the Committee feel the memo is incomplete or inconsistent with the recommendations generated at the Prospectus Meeting, the Thesis Chair should be informed and the issues clarified (via an additional meeting of the Committee, if necessary).

9.3   Thesis Development
The thesis document is a full manuscript with an abstract, introduction, method, results, and discussion sections. It should be submitted in APA format, except to accommodate the requirements of the Graduate School. Students must closely follow the graduate school's formatting requirements to ensure timely review and acceptance of the draft. Brief guidelines for formatting are presented below.

9.3.1   Thesis Development Checklist

- ☐ Conduct project, write and revise multiple drafts with mentor.
- ☐ Schedule a date for the defense in consultation with your committee members. The defense date must be *at least* one month before the last day of classes. Each semester, the Graduate School posts a deadline for submission of your thesis. You must defend at least one week prior to that deadline, so that you have time to make revisions and get signatures to still meet the Graduate School's expectation. (see Guidelines for Thesis Defense below)
- ☐ Give electronic or hard copy (ask preference) of your completed to committee members *at least* one week before the defense.
- ☐ Reserve a space for the meeting with Michelle *at least* one week before the defense. Let her know the meeting is for your defense, so she can notify the Graduate School as required.
- ☐ If you are planning to order any printed, bound copies of your thesis, then you must bring copies of the signature pages to your defense for the committee to sign. The Graduate School has additional requirements for preparing copies for binding (see Graduate School website).
- ☐ Revise and get signatures if necessary.
- ☐ Once the manuscript is approved by the committee, the chairperson of your committee must submit an email to thesis@appstate.edu, copying all committee members, verifying that the committee has approved the document, attaching a PDF file of the approved document, and indicating what style manual was used in preparation of the manuscript.
- ☐ Await Graduate School approval; they may require changes, so check email regularly.
- ☐ If you want printed, bound copies of your thesis, follow the additional steps explained on the Graduate School website, including payment of a fee.

9.3.2   Guidelines for Thesis Defense
All members of the Committee must attend the thesis defense meeting. If the defense is in person rather than on Zoom, visitors to the meeting, other than the Dean, should be seated away from the meeting table at which the student and committee are seated. The Thesis Chairperson should introduce all in attendance and request that visitors withhold questions and comments until after the student formally presents the work.

The student should present a 15-30-minute summary of the research reviewing the statement of the problem and concentrating on the results and conclusions. The presentation is typically accompanied by projected slides using presentation software. The Committee discusses the thesis, asks questions of the student, and makes recommendations for the final revision. The Thesis Chairperson may invite comments and questions from the visitors at this time.

At the end of the thesis defense (usually around the 50-minute mark), the Thesis Chair should excuse the visitors and the student for a brief executive session in which a final evaluation decision will be discussed. The Thesis will either be (a) approved with non-substantive revisions (committee members may choose to sign the approval pages on site), (b) approved with substantive revisions (committee signatures will be granted only after revisions are approved), or (c) disapproved. In the event of disapproval, the committee and the student will meet to discuss requirements for approval. The student is readmitted (along with visitors, at the Thesis Chairperson's discretion), and a review of the decision of the work is provided.

9.3.3 Guidelines for Thesis Format
The thesis will consist of four sections: front matter, the manuscript, appendices, and vita.

9.3.3.1 Front Matter
The formatting of the front matter is dictated by the Graduate School. Students should download the template in Word format and add in their specific information.

9.3.3.2 Manuscript
The manuscript is the heart of your thesis. It should be formatted in accordance with APA style, beginning with a title page and ending with Tables and Figures.

9.3.3.3 Appendices
Appendices go at the end of the document. At minimum, you should include your IRB/IACUC approval page. Additionally, you committee may require, a consent form (if applicable), and a copy of all materials used in your study, unless those materials are copyright protected and should not be published publicly.

9.3.3.4 Vita
The Vita is required by the Graduate School and a template can be found on their website.