Welcome to the graduate psychology program at Appalachian State University (ASU)! This guide is designed 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. Jim Denniston is the Chairperson, and Dr. Denise Martz is the Assistant Chairperson of the Department of Psychology. Drs. Rose Mary Webb, Lisa Curtin, Pam Kidder-Ashley, and Tim Huelsman are your Program Directors, and they will be your contact persons for most graduate information or concerns. Additional resources you should acquire include the current graduate school catalog, obtainable from the Graduate School website (http://www.graduate.appstate.edu/) and the graduate psychology program guide in your area, obtainable from your program director or on the Psychology Department website (http://www.psych.appstate.edu/).

Appalachian State University is committed to providing equal opportunity in education and employment to all applicants, students, and employees. The university does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, creed, sex, gender identity and expression, political affiliation, age, disability, veteran status, or sexual orientation. The university actively promotes diversity among students and employees.

HISTORY

Experimental Psychology

The first graduate program in psychology began with 10 students in 1968 and with Dr. Willard Brigner as the Program Director. Previous program directors include Drs. Mark Zrull, Ken Steele, Jim Denniston, and Doris Bazzini. The Experimental program is presently designed for those students planning to pursue doctoral-level training in a sub-discipline of experimental psychology.

Experimental psychology is the cornerstone of an academic program in psychology. The Experimental Master’s 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 experimental psychology. We strive to train our students to become researchers and/or teachers in experimental psychology. 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 master’s 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. These actions are intended to prepare master’s graduates for advanced study so that they will be competitive applicants for doctoral programs. The vision for the program is to maintain the quality of the existing program as demonstrated by number of students successfully completing the Master of Arts degree and/or gaining acceptance into a doctoral program or other professional program.

Program Director: Dr. Rose Mary Webb
Committee Members: Dr. Mary Ballard, Dr. Doris Bazzini, Dr. Skip Beck, Dr. Jim Denniston
Clinical Psychology

The Clinical Psychology program is a result of a merger of the pre-existing Clinical and Health psychology programs. In 1970, Dr. Richard Levin arrived from Purdue University to develop and serve as advisor for the Clinical Program at ASU. Former program directors include Drs. Richard Levin, Hank Schneider, and Bob Hill. The Rehabilitation Program began in 1971 when Dr. William Knight returned to ASU from The University of Maine to direct the program. The focus of the program changed to Health Psychology from 1998-2005 under the leadership of Drs. Stan Aeschleman and later Denise Martz.

The Master of Arts program in Clinical Psychology is a terminal master's program that provides students with the skills necessary to become master's level clinical practitioners or to pursue doctoral-level work in applied psychology. The applied clinical training adheres to the scientist-practitioner model, and emphasizes generalist practice and rural service delivery. The program involves four semesters of course work in research methods, professional issues in psychology, intelligence and personality assessment, health psychology and behavioral medicine, community psychology, as well as diagnosis and treatment of psychological disorders for adults and children. Students in the Clinical Psychology program are also required to either complete an empirical thesis, or complete additional coursework through a non-thesis track. Two clinical practica are taken during the second and third semesters of the program, and a 600-1,000 hour supervised internship completes the program. Graduates of the program are eligible for licensure as master's level psychologists in North Carolina.

Program Director: Dr. Lisa Curtin
Committee Members: Dr. Josh Broman-Fulks
                     Dr. Will Canu
                     Dr. Bob Hill
                     Dr. Denise Martz
                     Dr. Jacqueline Hersh
                     Dr. J.P. Jameson
                     Dr. Kurt Michael

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 has served in that capacity since then. The program has been identified by the National Association of School Psychologists as an Approved 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.

Program Director: Dr. Pam Kidder-Ashley
Committee Members: Dr. Jim Deni
Dr. Jamie Fearrington
Dr. Sandy Gagnon
Dr. Lindsay Masland

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) in collaboration with Dr. Hugh Hindman (Management) to become the Industrial-Organizational Psychology and Human Resource Management (IOHRM) program, a joint offering of the Department of Psychology and the Department of Management (in the Walker College of Business). A dual-degree option with the MBA is available.

The IOHRM program at Appalachian State University is an interdisciplinary Master of Arts degree program with the mission to prepare professionals for work in business, industry, and government. 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 skills and the application of this knowledge 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)
Committee Members: Dr. Yalcin Acikgöz
Dr. Shawn Bergman (PSY)
Dr. Tim Ludwig (PSY)
Dr. Brian Whitaker (MGT)
Dr. Jacqui Bergman (MGT)
Dr. Kemp Ellington (MGT)
Dr. Jim Westerman (MGT)

Advisory Board Chairperson: Mr. Tim Bailey (COB)

DEPARTMENT FACILITIES AND SERVICES

Psychology Administrators and Offices:
Dr. Jim Denniston, Chairperson, Room 100-F, 262-2272, (dennistonjc@appstate.edu)
Dr. Denise Martz, Assistant Chairperson, Room 309, 262-2272, Ext 429 (martzdm@appstate.edu)
Ms. Carol Anderson, Dept. Office Manager, Room 100-A, 262-2272, Ext 402, (andersnem@appstate.edu)
Ms. Gail Day, Departmental Secretary, Room 100, 262-2272, Ext 401 (daygg@appstate.edu)

Mail Services: Each graduate student has a mailbox in the graduate lounge on the 1st floor. Those who teach will hold mailboxes in the main office. Please check your mail regularly. Students may send mail through the Department by placing outgoing materials in the box in the main office.
Personal mail must have a stamp. All mail must have a name and return address. Mail goes out/comes in at approximately 10 a.m. and 2:00 p.m. each weekday.

**Student Lockers:** Daytime lockers are available for your use in the graduate lounge. They are to be used on a first come, first served basis. You must supply your own lock and remove daily.

**FAX Machine:** A fax machine is located in the main office. You may send and receive them with assistance from the office staff. Our FAX number is 828-262-2974. Personal faxes to local or long distance numbers cost $.25 per page ($1.00 for overseas).

**Duplicating Materials:** The departmental copier is located in the main office. Personal copies (including copies of coursework) are $.05 per image. Please request the office staff to enter the access code.

**Conference Poster Printing:** Poster printing may be done in the department; however, it is expected that students will submit an application for a research grant from OSR. Please write the grant for $35 for a 36 x 48 inch poster. For larger posters please discuss the amount with Carol. One side must be 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. A poster should be submitted to Carol Anderson via the M-drive by one’s mentor one week prior to pick up date. Please send an email to Carol ([andersncm@appstate.edu](mailto:andersncm@appstate.edu)) stating the date poster needs to be ready for pick up. No emailed posters will be accepted. A week of time is required to enable the office to deal with any technical difficulties. Costs of posters are subject to change.

**Psychological Assessment Library:** Students enrolled in assessment classes may use testing materials kept in the third-floor office. Assessment Library hours are posted on the door. Test kits may be checked out. Consumable test forms/protocols must be purchased. All materials should be returned immediately after you are finished with them. Assessment materials are limited in number, and they are shared among a large number of students and faculty members. Handle all test kits with care. Do NOT write in test manuals. If you do, you could be charged for damages. Keep up with all assessment materials. Many test kits contain numerous test booklets and stimulus materials; you will be accountable for all of 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. Bring checks (preferred) or exact change for protocol/test record purchases. If you are unsure of the cost of your purchase, bring a check or small bills. The Assessment Library assistants cannot provide change for larger bills. Checks must be made payable to ASU Psychology Department. As a courtesy to other students and the Assessment Library assistants, do NOT ask to check out or return a test kit or purchase a protocol when the Assessment Library is closed. Weekly library hours will be emailed to everyone and posted on the Assessment Library door, and changes in the schedule will be announced in advance via email.
GENERAL PROGRAM REQUIREMENTS

GRADES

Graduate students must maintain at least a 3.0 GPA. If the GPA falls below 3.0, no assistantship may be held, and the student may continue in the program for one semester of probation only with the approval of the Program Director, the Chair of the Department, and the Graduate School. If permission to continue is granted, a contract is negotiated that delineates the probationary conditions for continuation. Special Graduate School fellowships require that a student maintain an average GPA above 3.0. The policy is listed here: https://graduate.appstate.edu/2015-16-graduate-bulletin-course-catalog-academic-requirements-and-regulations/list-academic-0

COMPREHENSIVE EXAM

All graduate students are required to complete successfully a comprehensive exam, specific to their program, typically in their second year. Your program director will provide you with the specific nature and performance requirements of the exam for your program.

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. For all students following the default program curriculum, the Program Director submits an email to graduaterec@appstate.edu listing the following information for each student (they can be submitted as a batch in a single email): name, Banner ID number, term of entry, and concentration (if applicable). Once that information is received and processed by the Graduate School, the POS for those students will be considered to be officially on file. For each student not following the default program curriculum, and for any student whose original POS must be changed, the Program Director must submit a separate Program Customization Form. This form specifies courses to be substituted for those on the default curriculum and elective courses that are not listed on the default curriculum that have been approved for the student by the Program Director. These individual forms may be emailed OR printed and sent to the Graduate School via campus mail (BOX 32068). (Note: No more than six hours of independent study may be included on a student’s Program of Study.)

ADMISSION TO CANDIDACY

All students must be formally admitted to candidacy for their respective degrees. The “Admission to Candidacy for a Graduate Degree” form should be obtained from the Graduate School’s web page (http://www.graduate.appstate.edu/gradstudies/bulletin14/policies/candidacy.html). You will complete this form with the assistance of your program director, and it must be approved by your program faculty. Each program determines when the candidacy review and approval process will be completed, as a method of evaluating students’ readiness to continue in the program and to advance towards the master’s or specialist degree. Before a student can be admitted to candidacy for the degree, the following conditions must, at a minimum, be met:

1. Program of Study is on file with the Graduate School
2. A 3.0 or higher GPA across all completed courses
3. Recommendation of the Program Faculty
4. Completion of a minimum of 9 semester hours
• Individual programs have additional requirements for admission to candidacy.
• See your program handbook or clarify requirements with the program director.

FOREIGN LANGUAGE, COMPUTER SCIENCE, STATISTICS

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

INDEPENDENT/INDIVIDUAL STUDY

A Special Course Form (available in the Psychology Office) must be completed and signed by the Department Chair, Dean of the College of Arts and Sciences, and Dean of the Graduate School in order to register for an Independent Study or an Individual Study. Instructions for completing the Special Course Form may be found here: https://graduate.appstate.edu/about-us/forms

• No more than six hours of independent study may be included on a student’s Program of Study.

Independent Study: When a student wishes to study a subject not offered in the catalog, and a graduate faculty member is willing to supervise the student’s work, the student may enroll in an independent study (e.g., Psychology 5500 – Brain and Gender). Additional permission is needed from the program director to ensure the course can be placed on the Program of Study. An Independent Study form may be obtained from the Psychology Department office. For Independent Study, a prospectus must be approved and the appropriate form must be signed by the supervising professor and your Program Director.

Individual Study: When students wish to study a subject listed in the catalog that is not offered that particular semester, an Individual Study can sometimes be arranged. Any student wishing to do an Individual Study should make the request to the supervising professor who typically teaches the course and your Program Director. The department does not routinely approve individual study.

INTERNSHIP/PRACTICA

Internships and practica may be required components of your program. The Practicum is similar to an internship, except that it requires closer supervision and fewer hours of participation at the field-based site. Internships tend to be more intensive, longer, and require less supervision. 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 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 contract. Some programs (e.g., Clinical and School) and training sites require additional agreements beyond the mandatory ASU contract.

http://www.graduate.appstate.edu/facultystaff/progdir/internship.html
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 but also allow for the evaluation of a student’s ability to learn and consolidate applied skills. Students having any difficulties on site should contact their on-site supervisor(s) and ASU faculty supervisor/program director immediately.

NOTE: Earning a grade of Unsatisfactory (U) or a C or below for a graded practicum or internship results in a student’s expulsion from both the program and the university.

http://www.graduate.appstate.edu/gradstudies/bulletin14/policies/index.html

NOTE: Clinical students completing a thesis must have their final thesis defense prior to beginning the internship or secure their thesis mentor’s endorsement for beginning internship as a result of adequate thesis progress (e.g., completed thesis but has not formally defended it).

PROFESSIONAL DEVELOPMENT

The intent of all of our programs is to train students in professional and ethical behavior, in preparation for employment at the master’s (or Specialist) level, licensure (if applicable), or application for doctoral programs (e.g., PhD, PsyD, MD). The psychology faculty endorses a mentoring model for graduate students. We care about our students, and faculty members find working with students rewarding. In this vein, we hope that students will value their academic, applied, and research training, along with our efforts to facilitate comprehensive professional development. Many students request letters of recommendation from faculty members towards the end of their tenure at ASU. Such letters often comment on students’ academic progress, classroom behavior, professional interactions with fellow students and faculty, abilities to conduct research, progress on the thesis, presentation skills, clinical or applied skills, etc. Professional expectations include speaking respectfully with clients, organizations, and other professionals, attending and presenting research at professional conferences, requesting additional supervision at practicum/internship sites when needed, and taking full advantage of professional development opportunities, as well as the following behaviors:

• Takes responsibility for educational goals by maintaining one’s own completion timeline, initiating contact with supervisors/mentors, and allowing supervisors adequate time to respond to feedback requests
• Maintains professional demeanor (e.g., uses appropriate language and exhibits decorum) and dress when teaching classes or on practicum/internship sites
• Respectfully communicates with faculty, staff, and students
• Turns off or silences cell phones/electronic devices during classes, meetings, and other types of interpersonal communication
• Demonstrates dependability (e.g., punctual; follows through on tasks)
• Seeks out and responds appropriately to supervision and feedback (e.g., accepts criticism, incorporates feedback into assignments/reports, etc.)
• Demonstrates appropriate time management skills (e.g., adheres to established timelines, meets deadlines, etc.)
• Displays appropriate level of independence in performing duties
• Manages stress appropriately
• Shows evidence of ongoing self-evaluation
FINANCIAL AID

Departmental assistantships are described below. Graduate students are eligible to apply for the department’s Frank R. Terrant, Jr. Memorial Scholarship. Clinical students may apply for the Donna Clark scholarship. Other sources of funding are available through the Graduate School, and students should apply directly to the Graduate School for those awards. PGSO and WiSE may fund some ancillary graduate student needs (travel or research supplies). Additional financial aid (e.g., student loans) is available from the Office of Student Financial Aid located in the John E. Thomas Academic Support Building. You, in partnership with your program director, are responsible for maintaining POS changes in accordance with financial aid policies.

HEALTH INSURANCE

All students in public universities in NC must have health insurance for enrollment. You can “hard waive” and show proof of your own, your parents’, or your partner’s coverage or purchase ASU’s BCBS policy for $2,202 for the year. They also offer plans for students’ partners and children. [http://healthservices.appstate.edu/health-insurance-information](http://healthservices.appstate.edu/health-insurance-information)

We recommend that you comparison shop for the plan that is the most cost effective and appropriate for your health needs. You may wish to discuss this with parents/partners before you make your decision. Students who are from out-of-state who intend to apply for in-state residency in their second year and remain in NC for employment will need a personal insurance policy. Reliance on parent’s insurance has resulted in denial of in-state residency in the past.

GRADUATE ASSISTANTSHIPS IN PSYCHOLOGY

The graduate assistantships (GAs, RAs, & GIAs) within the Psychology Department require either 10 or 15 hours per week and pay $5,000 or $7,500, respectively (in monthly installments throughout the academic year). Faculty who are recipients of a Graduate Research Associate Mentor program (GRAM) grant will sponsor their students for $12,000 for a 20-hour assistantship. We assign assistantships and contracts one semester at a time. Decisions for the second semester are based upon student performance, grades, progress in the program, and the needs of the department. Students holding assistantships must be enrolled in 9-13 hours of coursework, maintain a 3.0 GPA or better, track their hours on a monthly report form, and attend the graduate school’s orientation on ethics and confidentiality. Early course registration is imperative for students with assistantships to avoid a delay in payroll. The assistantships fall into the following categories:

1. Graduate Teaching- Instructor of Record (GTF): A teaching assistantship entails responsibility for a section of General Psychology and is supervised by Drs. Paul Fox and Robyn Kondrad. This 15-hour assistantship is only available to second-year students. GTFs are paid $8,000 to teach one course per semester for a total of two courses across the academic year. Potential teachers must take PSY 5011, the Teaching of Psychology, during the spring semester of their first year and every semester in which they teach.

2. Research Assistant (RA): A research assistantship is typically assigned to first-year students. The primary responsibility is to help a faculty supervisor complete research by gathering data, reviewing
literature, and completing drafts of research manuscripts, etc., in order to support the faculty research program. Students may wish to complete a thesis with a faculty member who is also their RA mentor; however, students need to note that hours towards their thesis are independent from the expected hours towards the assistantship. Computer and writing skills are usually required. Occasionally, a student has the opportunity to begin a personal research program in an allied area.

3. Graduate Assistant (GA): This assignment may involve clerical service in which case the student might be assigned to assist the office staff or faculty. For example, a GA may coordinate our undergraduate research participation program (helps investigators secure subjects, space, etc.). Typing, filing, or computer skills usually help secure these positions. Graduate Assistants also help faculty with advising, teaching, and administrative responsibilities. This may include such tasks as conducting classroom demonstrations, grading exams, updating student records, etc. GAs with access to student files or products must sign a confidentiality pledge.

4. Graduate Teaching Assistant (GTA): This assignment involves assisting a faculty member primarily in his/her teaching responsibilities. Duties may include assisting in preparation of lectures, classroom activities, and exams, scoring exams or papers, and occasional teaching. GTAs with access to student files or products must sign a confidentiality pledge.

**Assistantship Information from the Graduate School**

**What is expected of GAs, GTAs and RAs?**

- Work all of the hours agreed upon in your contract.
- Do not exceed the number of hours in your contract. No additional hours are to be worked without prior approval from the Chair of the department in writing due to restrictions of the departmental budget.
- Record your working hours on a paper time sheet and acquire your assistantship faculty supervisor’s signature on your hardcopy timesheet. This will be turned into Carol in the psychology office no later than 10 am on the 15th and the last working day of each month. Students must meet the obligation of the contract by working the number of hours in each week. Students with multiple supervisors will need to document the number of hours for each supervisor and seek signatures from all supervisors. Late timesheets will cause a delay in pay.
- GAs and RAs are also required to report their working hours online (mandatory online training to be provided).
- No holiday work is permitted.
- Be on time and behave in a professional manner.
- Departments depend on you. If you must miss a duty, let the department know as soon as possible.
- You are given a copy of your contract when you sign it. Keep it in a safe place for future reference. Your copy has information you need to know (the number of hours you agree to work, supervisor, and term of the assistantship).
- All GTAs, GIAs and RAs are required to attend the orientation offered each fall by the Graduate School (check with your department and watch AppalNET announcements area of your ASU email for dates and times).
All graduate assistants having access to any confidential student information must attend the Legal Issues seminar offered by the Graduate School each year (check with your department and watch AppalNET announcements for dates and times).

As with all employees of the university, you are required to know and abide by confidentiality rules, regulations and laws.

Check your ASU AppalNET Email and announcement page regularly. You are expected to use these tools to obtain important announcements and emails sent out by the Graduate School.

Check your ASU post office box regularly.

**Paycheck, W-2, mailing address information:**

- Paychecks are direct deposited to the bank account you provide information to on the 15th and last working day of the month. The pay will be based on the number of hours reported in a given time period. Per the university policies, you may not begin work until a contract has been filed.
- If you do not receive your paycheck, or the amount of the check seems incorrect, contact the payroll office (828-262-6422).
- W-2 forms are sent to the permanent address on the Biographical Data Sheet that you filled out when you signed your contract. If that address changes, it is your responsibility to contact Human Resources (HR) and the payroll office (828-262-6422) requesting in writing that your permanent address be changed. Please note that this is only for payroll.
- You must contact the Registrar’s Office to have addresses updated in the student information system (J.E. Thomas Building, 1st floor, Phone 262-2050).
- Paycheck direct deposit will be set up through HR at the time of I9 and tax form processing. At the time of your meeting with HR to process this paperwork, please be ready to provide a valid passport, or Social Security Card (unaltered: laminating a SS Card is illegal and makes the document unacceptable) and driver’s license, state issued ID card or certified birth certificate. Please bring a canceled check for direct deposit set up. Other forms of appropriate IDs may be found listed on the I9 Form.
- Contracts should be printed and snail mailed to Carol Anderson at the address provided in the email. Be sure to read and initial each bulleted point on the contract. Original signatures are required on employment paperwork.

**Other important information:**

- Assistantships are only for the term noted on your contract.
- You must maintain a 3.0 to keep or be reassigned an assistantship. Students are ineligible to hold an assistantship in a semester they are on academic probation.
- You must be registered for 9 graduate-level semester hours stipulated on your program of study to hold an assistantship.
- It is strongly discouraged that a graduate student work more than 20 hours a week on campus in order to meet the rigorous obligations of the programs of study.

**IN-STATE TUITION**

The Graduate School offers very few North Carolina Tuition Scholarships (NCTS), and they are offered on a competitive basis. If you are not a NC resident, you must establish NC residency in
order to qualify for in-state tuition rates during your 2\textsuperscript{nd} or 3\textsuperscript{rd} year of classes (~$13,000+ per year savings). You may apply for in-state residency status after you have resided in NC for twelve consecutive months, and you must be able to demonstrate intent to remain in the state for future employment (http://registrar.appstate.edu/residency/). There are several things to do \textit{in order to be considered a NC resident}, but they must be completed before the start of first year of coursework (the sooner the better!). Therefore, arrive early to initiate the process. Some of the things that are considered include:

1. Arrive in North Carolina early, preferably right after undergraduate graduation (June).
2. Attain housing and change your permanent mailing address appropriately. Provide your local address to the Registrar’s Office. Keep documentation of paid rent, electric bills, etc.
3. Set up a local bank account.
4. Secure summer employment.
5. Attain a NC driver’s license immediately.
6. Register your car in NC and secure local insurance.
7. Register to vote and vote in all elections.
8. Use your name (not that of your parents) to pay car and health insurance.
9. Pay your own federal and NC taxes (you must not be claimed as a dependent on your parents’ tax forms).
10. Become part of the community (e.g., join, volunteer, or participate in a local organization).
11. Avoid listing “went home” when describing your activities during the year (you may say “visited parents.”)
12. In general, actions that you can document will carry more weight than your written commitment to becoming a NC resident.
13. Keep your records after you apply, in case they are needed for an appeal.
14. Try to avoid obtaining a summer practicum outside of NC
15. Try to have your car title in your name (rather than a parent/partner)

- It is \textbf{not guaranteed} that you will be considered a NC resident even if you adhere to the above suggestions.

You may secure the application form for in-state residency status and the NC Statutes (see “Residency Manual” link) for NC residency on the Registrar’s website: http://www.graduate.appstate.edu/students/residency.html.

It is very important for you to read the conditions that are detailed in the statutes governing residency in the Manual. In summary you will be responsible for providing a \textit{preponderance of evidence} for the following through your application and supporting documents.

1. financial and legal capacity to make NC your permanent home without significant support from persons in other states, i.e., you are independent or you are dependent on other NC residents;
2. presence of at least 365 days as a resident in North Carolina;
3. intent to reside indefinitely in NC.

\textbf{The precise guidelines Appalachian must follow are in the manual, and you need to read it completely and carefully while assembling your documents and your supporting evidence.}
The Residency Officer and the Graduate School staff are prohibited from coaching, so please understand that we may not be able to answer some of your questions. We can tell you that **there is no list of actions that will guarantee you in-state residency**; the residency officer will look for a "preponderance" of evidence - preponderance means both quality and quantity of the evidence. Do not be misled into thinking that you will be considered a resident for tuition purposes as long as you have a driver's license; insurance; voter registration; and a lease agreement. Those are certainly indicators, but are not sufficient evidence.

There are some circumstances that must be interpreted as **VERY STRONG** evidence that you are **NOT** a North Carolina resident for tuition purposes:

- being under 24 years old without clear, documented evidence that you have not resided with or received support from parents/guardians living in another state for at least one full year;
- being claimed as a dependent on the income taxes of someone outside North Carolina -- Federal tax regulations indicate that you can only be claimed if the person is providing more than 50% of your support (i.e., you would be receiving significant support from someone in another state and thus dependent on them);
- moving to North Carolina just before applying for admission or after applying and before being admitted (i.e., your actions indicate you moved to North Carolina to go to school);
- being in North Carolina as an international person on a VISA that has a termination date or needs to be renewed in order for you to stay (i.e., you don't have the legal capacity to reside indefinitely in North Carolina).

**WITHIN-DEPARTMENT CHANGE OF MAJOR**

The department discourages changes from one major to another; however, in unusual cases, the following procedures will apply. The student must:

1. be eligible to continue in his/her present program (including a 3.0 GPA),
2. discuss interest in changing programs with his/her program director,
3. contact the director of the desired program
4. approval is not automatic; students are reviewed as applicants to the new program and may be refused admission to the second program.

Subsequently, if the admissions committee of the program approves, the transfer will be made. At that time the student must obtain a “Change of Major” form from the Graduate School for signatures approving the change ([http://www.graduate.appstate.edu/forms_graduate/](http://www.graduate.appstate.edu/forms_graduate/)). The student must complete all requirements for the new program as outlined by the graduate bulletin and program director in a new Program of Study on DegreeWorks.

**GRADUATE STUDENT ORGANIZATIONS**

**PSYCHOLOGY GRADUATE STUDENT ORGANIZATION (PGSO)**

The PGSO was formed as a vehicle for our graduate students to share information and concerns and to provide a source of financial support for conference travel and research expenses. The PGSO senate is comprised of one elected first- and second-year student from each of our four
graduate programs in psychology. Membership dues are $5.00 per year. Dr. Jim Deni is the faculty advisor (denijr@appstate.edu). PGSO officers for academic year 2015-16 are as follows: Catherine Edwards (President); Emily Salter (Vice President); Kathryn Hardin, (Treasurer); Brooke Mitchell (Social Chair).

GRADUATE STUDENT ASSOCIATION SENATE (GSAS)

The GSAS represents all graduate students at ASU. One member and an alternate are elected from each academic department. The PGSO will arrange the election early in the Fall semester. The GSAS is also a source of financial support for research-related expenses (including travel). Bridget Wasowski will be the psychology GSAS senator for the 2016-2017 year.

SUPPORT AND PROCEDURES FOR RESEARCH AND TRAVEL

The Office of Student Research (http://www.osr.appstate.edu/), the Graduate School, and the Department provide awards to support graduate student travel to conferences and graduate student research. Departmental support is provided by WiSE Travel and Research Awards. Information and forms can be found at the Department’s website. See Dr. Mark Zrull (zrullmc@appstate.edu) for more information about the WiSE awards.

The Office of Student Research coordinates the grant process for GSAS and the Graduate School and supports research awards (Up to $1,500) and Travel Awards (Up to $500). Students must apply for travel awards at least one month prior to the travel start date to be eligible for an award. More information can be found at https://osr.appstate.edu/.

Any students traveling to conferences or other research endeavors need to submit a Travel Authorization Form, which can be picked up and returned to Ms. Gail Day, a minimum of two weeks prior to travel. You should keep all receipts and a hard copy of a boarding pass for airline travel. Digital boarding passes should not be used due to state requirements for documentation. These steps are critical to secure reimbursement.
THE PSYCHOLOGY THESIS

A thesis is required for students in the Experimental program and is an option for students in the Clinical and IOHRM programs. It is highly recommended that all students who plan to continue toward a doctoral degree complete a thesis. Completing an empirical thesis provides a student with the opportunity to conduct research with the thesis chairperson, and affords the student the opportunity to get to know his/her faculty advisor on a closer, one-on-one, basis as well as to experience how professional scientists (i.e., the committee) work collaboratively to enhance the quality of reported research. Students frequently request detailed letters of recommendation for future employment, licensure, or applications to doctoral programs from the thesis chair and committee members. Our department strongly encourages that all thesis projects be considered for professional presentation and publication. Having one’s thesis presented or published, with the student as an author, enhances chances of entry into doctoral programs (and makes students’ families very proud!). Students may also request to work on other lab projects to pursue research interests and to increase the likelihood of obtaining authorship on other scholarly products.

Talk with your program director about how to determine a thesis chair. 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. Hence, picking one’s chair and one’s topic often occur simultaneously. 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. Use this handbook as a guide but also rely on your thesis chair’s advice throughout each step of the thesis process.

Guidelines for Committee Composition

The chair of a Thesis Committee must be a tenured or tenure-track faculty member of the Department of Psychology Graduate Faculty (Affiliate or Member). The two other committee members must also be on the Graduate Faculty (Affiliate or Member). However, one of the committee members may be from another academic department or may be an adjunct member holding a Graduate Faculty appointment. For students in the IOHRM program, faculty in the Department of Management may chair the thesis and serve as committee members.

Experimental and Clinical programs match their students to a faculty chair upon admission. IOHRM students may “shop” for a faculty chair by approaching a faculty member working in an area of interest to the student (current research interests and recent publications of faculty members may be found on the psychology department’s website, http://psych.appstate.edu/faculty-staff). The faculty member may request a brief written summary of the project before determining whether to chair the thesis. If the faculty member agrees to chair the thesis, the student and the prospective chair will discuss two other potential committee members. The committee members should be chosen on the basis of 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 Chair should confirm the committee appointment with the designated members and should ensure that the “Psychology Department Formation of a Thesis Committee Membership Form” (PIDTC; see Sample Below) is signed and submitted immediately to Ms. Anderson (form is available from her).
NOTE: At the start of the semester of the Prospectus Meeting and immediately after the Thesis Committee has been approved, students should enroll in PSY 5998 Thesis Proposal during the first week of the semester. Enrollment using a special course form must occur prior to the add deadline. Please acquire a form from the psychology office.

(Psychology Department Formation of a Thesis Committee Form)

| Chair____________________________|__________________________|
| (Print Name) | (Signature) |
| Member____________________________|__________________________|
| (Print Name) | (Signature) |
| Member____________________________|__________________________|
| (Print Name) | (Signature) |
| Student____________________________|__________________________|
| (Print Name) | (Signature) | (Date) |
| Program Director __________________ | Date ________________ |
| (Signature) |

The student may enroll in PSY 5998 once this form has been completed.
Thesis Format and Protocol

Students are expected to complete the prospectus and thesis, printed on one-side only, in APA format 6th Edition. One’s thesis will be accomplished with optimal quality and efficiency by following the process described below. For information on the graduate school’s front & back matter for the final thesis (not the prospectus), see the following link: http://www.graduate.appstate.edu/students/thesis-dissertation.html#handbook

Thesis Timeline

1. Form a Committee
   *When:* Ideally the 1st semester and no later than the 2nd semester
   *Resources:* Guidelines for Committee Composition (section above)
   *Forms:* Psychology Department Formation of a Thesis Committee Form obtained from and submitted to Ms. Anderson.

2. Enroll in PSY 5998: Thesis Proposal
   *When:* At start of semester student plans to have Prospectus Meeting
   *Forms:* Special Course Form: obtain from psychology office.

Preparing the Prospectus

3. Write Prospectus
   *When:* As soon as possible after submitting PDFTC form
   *Resources:* APA Publication Manual

4. Preliminary Prospectus Meeting (if necessary)

5. Thesis Chair approves Prospectus Draft

6. Schedule Prospectus Meeting and room with your Committee and Ms. Anderson.

7. Ask committee members if they would prefer a paper or electronic copy and distribute Prospectus to the Thesis Committee at least 1 week before the meeting.

8. Prospectus Meeting
   *When:* As soon as the Thesis Committee can meet after reading the written Prospectus.
   *Note:* Following the meeting, the Thesis Chair provides the Committee with a list of required changes. This is a contract between the student and the committee.
   *Resources:* Guidelines for Prospectus Meeting (below)

9. Submit Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) materials.
   *When:* Per recommendation of Thesis Chair, either before or immediately after the Prospectus meeting.
**Note:** IRB or IACUC approval form must be included in the Prospectus to file at the Graduate School.

**Resources:** Graduate Studies IRB forms (http://researchprotections.appstate.edu/human-subjects/irb-forms)

10. Revise Prospectus and Gain Signatures from Thesis Chair and Committee Members
You are responsible for looking up “expiration” dates of your thesis committee members on the Graduate school website. This is a fillable form except for signatures.

**Resources:** Graduate Studies Thesis Committee Membership form (http://www.graduate.appstate.edu/forms.html)
Graduate Faculty Status Expiration Dates Needed on the form. (https://graduate.appstate.edu/faculty/graduate-faculty-membership/current)

11. Departmental Approval
Submit Final Prospectus with the signed Graduate School Thesis Committee Membership Form to your program director for her/his review and approval and take care of any requested revisions. The Prospectus must include documentation of IRB or IACUC approval in the Appendices. Ms. Carol Anderson will acquire Dr. Denniston’s signature on the committee form and document for the departmental records the date of departmental approval. The final Prospectus and this committee form are filed with Ms. Sharon Grimes at the Graduate School. Once the Graduate School approves these documents, the student will receive an email. Students cannot enroll in PSY 5999 until the prospectus is on file at the Graduate School.


**When:** Start of semester after Graduate School approves Prospectus and committee form

**Forms:** Special Course Form obtained from Ms. Carol Anderson
Completing the Thesis

13. Conduct study; analyze data

14. Write & Revise drafts of Thesis under Thesis Chair Supervision
   *Resources:* Psychology Department Thesis Format (section below)

15. Thesis Chair approves Final Thesis Draft

16. Distribute Thesis Draft to Thesis Committee for feedback and revision (optional, but highly recommended!)

17. Distribution of Final Thesis
   Ask committee members if they would prefer a paper or electronic copy and submit the Final Thesis to Committee Members and email them a doodle poll (doodle.com) to schedule a meeting date and time. Give them a minimum of 1 week to read the thesis before the meeting. Email Sharon Grimes (grimesl@appstate.edu) your signature pages and all graduate school front & back matter pages for her review prior to your defense.
   *When:* Immediately after Thesis Chair approves final Thesis Draft

18. Posting of Defense
   Schedule a room with Ms. Carol Anderson and email her your APA thesis abstract and title and notify her a minimum of 5 workdays before the date and time of the thesis defense meeting. She will post the defense at the Graduate School by distributing the Thesis/Dissertation Defense Notification form and abstract. Any committee member can judge that the thesis needs substantial revision and deem the scheduled meeting a “meeting” rather than a “defense” (to be scheduled later after revisions are completed).

19. Thesis Defense
   Students should bring a minimum of 3 Approval Pages copied onto ASU bond paper (purchased at bookstore; page#2 of Graduate School Introductory pages that is not numbered; see example below) to the defense in case committee members are ready to approve of the final thesis.
   *When:* A minimum of 10 workdays prior to the last day of classes of the semester the student wishes to graduate
   *Resources:* Guidelines for Thesis Defense (below)
   APA Publication Manual
   Graduate School’s front & back matter pages
   http://www.graduate.appstate.edu/students/thesis-dissertation.html#handbook

20. Revise Thesis Draft as requested by the Committee under Supervision of Thesis Chair

21. Each Committee Member approves revised Thesis Manuscript and signs Approval Pages

22. Thesis Chair approves revised Thesis Manuscript and signs Approval Pages
23. Thesis Manuscript submitted to Dr. Denniston once approved by thesis chair and committee. Dr. Denniston should be presented with all copies of the signature pages and a hard copy of the final approved thesis. It is Dr. Denniston’s prerogative to read all theses which he is asked to sign. Once all signatures are acquired, Ms. Carol Anderson will retain a copy of one signature page on which to document day of submission to graduate school for departmental records.

24. Thesis Manuscript on normal paper and 3+ signed Approval Pages on bond paper (1 for library, 1 for Ψ department, & 1 for Thesis Chair) submitted to Ms.-Sharon Grimes at the Graduate School. Please put in an envelope with the student’s name, department, month and year of graduation.

25. Thesis Manuscript returned to Student Noting Errors
   Forms: Thesis/Dissertation Correction Sheet (Provided by Graduate School)


27. Once you have been cleared for the binding process by Ms. Sharon Grimes, the Graduate Dean, Dr. Max Poole, signs the Approval Pages

28. Final Printing and Binding
   3+ copies of Thesis Manuscript reproduced on ASU bond paper, with ASU seal readable on printed side (more if the student wishes to distribute to friends or family) each copy in an unsealed envelope marked with student’s name, department, month and year of graduation.

29. Binding costs paid at Cashiers Office and take the receipt to Ms. Sharon Grimes; 3+ copies of Thesis Manuscript submitted to Graduate School for binding including the shipping and handling form provided to you by Ms. Sharon Grimes

30. Student submits a pdf version of the thesis to Ms. Sharon Grimes per Graduate School instructions. Please include an unsigned version of the Approval Pages, not the signed version, for this public pdf. Faculty members prefer that their signatures are not available on the internet. For more information, go to http://www.graduate.appstate.edu/students/thesis-dissertation.html#handbook.

31. Dr. Max Poole submits the grade of SP in Banner once he signs the final thesis.

Thesis is completed. Congratulations!
Guidelines for Prospectus Meeting

The student should begin with a brief, formal description of what he or she plans to study and how it will be studied. 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 (including participant rights) are clear and appropriate, and that the number of participants and statistical analyses are justified. If the Committee approves the Prospectus, edited copies of the manuscript are collected from the members in order to facilitate revision. After the meeting, the Thesis Chair should write a memo to the student and all Committee members summarizing all agreed upon substantive changes. This memo and the Prospectus thereby constitute a contract 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 other 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). The following steps should be taken immediately upon approval of the Prospectus:

1. Complete the Graduate Studies Thesis Committee Membership form (http://www.graduate.appstate.edu/forms_graduate/index.html) and submit the form with the revised Prospectus to your program director. Please make a copy of this form to give to Ms. Carol Anderson to place it in your student file. This form, a copy of the revised Prospectus, and the IRB or IACUC approval form will be submitted to the Graduate School.

2. After email of approval from the Graduate School, the Thesis Chair immediately submits a grade for PSY 5998.

3. Enroll in PSY 5999 Thesis Hours with the special course form at the start of the semester that you intend to defend your thesis. This cannot be done until the prospectus is on file at the Graduate School.

Guideline for Thesis Defense

All members of the Committee must attend the thesis defense meeting. 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 Chair should introduce all in attendance and request that visitors withhold questions and comments until after the student formally summarizes the study. The student should present a 10-30 minute summary (usually in a power point presentation) of the research reviewing the statement of the problem and concentrating on the results and conclusions. The Committee discusses the thesis, asks questions of the student, and makes recommendations for the final revision.

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. Discussion relative to the final decision will ensue. 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), c) or disapproved. In the event of disapproval, the committee and the student will meet to discuss requirements for approval. The student and visitors are readmitted, at the Thesis Chair’s discretion,
and a review of the status of the work is provided. The Thesis Chair may invite comments and questions from the visitors at this time.

**Guideline for Final Corrections, Signatures, and Presentation to the Graduate School**

When revisions are completed, the Thesis Manuscript is approved by the Thesis Chair and Committee via signatures on the 2+ copies of the Thesis Approval Pages copied onto ASU bond paper (purchased at bookstore; http://www.graduate.appstate.edu/students/ThesisDissertationManual/index.html). The manuscript (on regular paper; not ASU bond) is returned to your program director, who may either request revisions or approve it. Please allow 1 week for this review. Compliance with appropriate writing and APA style standards is the responsibility of the Thesis Chair. If corrections are needed, the Thesis Manuscript will be returned to the Thesis Chair who will work with the student until the revisions are totally resolved. It is then returned to your Program Director who will deliver it to Dr. Dennison for his signature on the Approval Pages and return it to the student.

The Thesis Manuscript now may be taken to the Ms. Sharon Grimes at the Graduate School for review. The manuscript is returned to the student noting errors requiring correction. The student will return the original marked-on thesis and the corrected thesis to Ms. Sharon Grimes. Once these corrections have been approved, the Dean of the Graduate School will sign the signature pages and the student will be cleared for the binding process. The student should pay at the Cashier’s Office for binding the document, reproduce the appropriate number of copies on ASU Thesis Bond paper, and submit the Thesis to the Graduate School for binding. The Graduate School requires 2 copies of the document that they will distribute. If the student desires additional copies for herself/himself or for family/friends, these should be ordered at this time. Other committee members may be given unbound (non-bonded) copies, although the student should consider providing a bound, bonded copy to any faculty member who has contributed significantly to the thesis.

**Psychology Department Prospectus Format**

Students are to use APA format as outlined in Chapter 2 of the 6th Edition of the *Publication Manual of the American Psychological Association* for a submitted manuscript (not a final product) when completing their theses. Minor exceptions are highlighted below. No Graduate School pages are necessary for the prospectus with the exception of the signed “Thesis/dissertation Committee Membership” form found on their website http://www.graduate.appstate.edu/forms_graduate/index.html. Ask your committee members if they would prefer a paper or electronic copy.

1. Title Page should be prepared using APA style. Page numbering will begin on this page. No signature page is required for the prospectus.
2. Abstract – limited to one page.
3. Introduction – the literature review will typically be in more depth than that of a paper prepared for submission for publication depending on thesis committee recommendations (as determined by the thesis committee).
4. Participant or Subject section
   i. Include statement on adherence to ethical principles.
   ii. Include statement of IRB/IACUC status and approval date (if obtained prior to prospectus).

5. Results – substitute a “Planned Analysis” section for the results section. Explicitly describe the hypotheses using operational definitions of variables and a description of the proposed statistical analyses (for prospectus only).

6. Appendices
   a. Include IRB or IACUC approval page (if obtained prior to prospectus).
   b. Include consent form for human subjects (if applicable).
   c. All materials used for data collection should be included in Appendices for the prospectus. However, materials whose copyright prohibits their dissemination (see pages 38 & 128 of the 6th Edition of the Publication Manual) should be removed in the final thesis unless express copyright permission has been obtained.

**Psychology Department Thesis Format**

Ask your committee members if they would prefer a paper or electronic copy. Use APA format as outlined in Chapter 2 of the 6th Edition of the *Publication Manual of the American Psychological Association* for a submitted manuscript (not a final product) when completing their theses. Please make sure to include all Graduate School front and back matter on pages as described by their website (https://graduate.appstate.edu/graduate-thesis-and-dissertation-manual/defense-and-graduate-school-review). A normal APA title page follows these introductory pages and is labeled as page #1. Page 229 of the 6th Edition describes the order of manuscript sections as the following: title page, abstract, text, references, appendices, tables, figures, author note, and footnotes. However, the graduate school requires appendices to appear after tables and figures.

**APA style and the Exceptions to APA style for the thesis:**

1. Set all left margins to 1.25 inches for graduate school review and for binding of the document.
2. Abstract – limited to one page
3. Introduction – the literature review will typically be in more depth than that of a paper prepared for submission for publication depending on thesis committee recommendations (as determined by the thesis committee).
4. Participant or Subject section
   a. Include statement on adherence to ethical principles.
   b. Include statement of IRB/IACUC approval date.
5. Figures (if applicable)
6. Appendices
a. Include IRB or IACUC approval page
b. Include consent form for human subjects (if applicable).
c. All materials used for data collection should be included in Appendices for the prospectus. However, materials whose copyright prohibits their dissemination (see pages 38 & 128 of the 6th Edition of the Publication Manual) should be removed in the final thesis unless express copyright permission has been obtained.
d. The Graduate School requires appendices to appear after the tables and figures.
EFFECTS OF ALTERNATIVE ROCK, EMO, AND BLUEGRASS MUSIC ON MOOD AND PHYSIOLOGY OF COLLEGE STUDENTS

A Thesis
by
ANTHONY DAVID KEDIS
May 2018

[the above date should be your expected date of graduation (May, August, or December only), not when you defend your thesis]

APPROVED BY:

Sally B. Greatchair
Chairperson, Thesis Committee

Flee Rocks Out
Member, Thesis Committee

John K. Frusciante
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