

GRADUATE PROGRAM HANDBOOK

DEPARTMENT OF PSYCHOLOGY
WRIGHT STATE UNIVERSITY
DAYTON, OHIO 45435



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I. Introduction to the Graduate Program

A. Overview

Welcome to the Department of Psychology. You are joining a group of faculty and students who are highly motivated and who actively participate in the development of their fields. As a member of the department, you will have the opportunity to work very closely with faculty and other graduate students. If you take advantage of this opportunity and develop these relationships, you will find that some of them will stay with you throughout your career. Progress in a field depends on contributions by people such as you. The faculty and advanced students will place very high expectations on you. These same people will also be there to support you as you strive to meet these expectations. You must develop a strong work ethic if you want to succeed in the program and in your career. It is not uncommon for our faculty and students to work 60-80 hours a week. Student schedules are typically divided between course work, research activity, and assistantship. Breaks from classes provide a special opportunity to do research.

The quality and quantity of work in classes and research projects will greatly exceed those in your undergraduate programs. We expect you to submit quality work, which you are ready to stand behind. You should find your confidence will improve in your ability to perform satisfactorily as you progress through the program. Remember, your faculty advisor and advanced students are some of your most valuable resources. You will find that much of the learning in graduate school occurs outside of the classroom.

This manual was created to help you understand the program's requirements. We hope you find it useful. If you have suggestions for improvements or additions, please let us know. Nothing can substitute for personal communication with faculty, students, and staff. We all strive to improve our department and our program.

B. Faculty Advisor

Your faculty advisor is a key in your graduate education and professional development. Both the M.S. and Ph.D. programs utilize a scientific apprenticeship model whereby students work closely with their individual faculty advisors. Your advisor has a personal responsibility for your educational activities in the classroom, laboratory, independent reading, and internship. He or she will be working to help you develop into an independent professional. You should be constantly communicating and interacting with him or her.

C. Department of Psychology Faculty

<u>Full-time Faculty</u>	<u>Area</u>
Kevin Bennett, Ph.D. (HF)	Cognitive Systems Engineering, Human Computer Interaction, Display Design, Cognitive Psychology
Nathan A. Bowling, Ph.D. (IO)	Job Satisfaction, Workplace Aggression, Occupational Stress
Gary Burns, Ph.D. (IO)	Decision Making, Personality in the Workplace, Personnel Assessment
Dragana Claflin, Ph.D.	Developmental Neuroscience, Learning and Memory in Humans and Other Mammals
Herbert Colle, Ph.D. (HF)	Mental Workload/Attention, Working Memory, Keyboard Design
Jean Edwards, Ph.D. (IO)	Personality Assessment, Stress
John Flach, Ph.D. (HF) Chair, Dept. of Psychology	Perceptual-Motor Skill, Ecological Psychology, Human Machine Systems
Robert Gilkey, Ph.D. (HF)	Audition, Spatial Hearing, Auditory Displays, Virtual Environments
Martin P. Gooden, Ph.D.	Social Psychology, Performance, Stereotyping and Prejudice
Michael Hennessy, Ph.D.	Developmental Psychobiology, Stress
Helen Klein, Ph.D. (HF)	Applied Psychology, Home Design for Elderly
Gale Kleven, Ph.D.	Developmental Psychobiology, Fetal Movement & Coordination, Teratology, and Prenatal Origins of Adult Disease
Brian Kruger, Ph.D.	Learning and Motivation
David M. LaHuis, Ph.D. (IO) IO Area Leader	Personnel Selection, Performance Appraisal, and Multilevel Modeling
Corey E. Miller, Ph.D. (IO)	Personnel Psychology, Legal Issues, Diversity in Management
Martin Moss, Ph.D. (Emeritus)	Clinical, Cognitive Behavior Therapy, Fear of Flying
Allen Nagy, Ph.D. (HF)	Color Displays, Visual Science
Tamera Schneider, Ph.D. (HF)	Stress and Physiology, Persuading Healthy Behaviors
Valerie Shalin, Ph.D. (HF)	Workplace Expertise, Aiding and Training Technology
Wayne Shebilske, Ph.D. (HF)	Computer-Based Training of Complex Skills, Perception, and Motor Control
Patricia Schiml-Webb, Ph.D.	Behavioral Neuroendocrinology, Animal Behavior, Psychobiology of Stress and Reproduction
Debra Steele-Johnson, Ph.D.(IO)	Organizational Psychology, Motivation, Training
Pamela Tsang, Ph.D. (HF) HF Area Leader	Attention, Aviation Psychology, Cognitive Aging
Scott Watamaniuk, Ph.D. (HF)	2&3D Visual Motion Process., Smooth Pursuit Eye Movements
Daniel Weber, Ph.D. Graduate Program Director	Psychoacoustics, Auditory Warnings

II. General Expectations

A. Purpose

The purpose of outlining expectations for Graduate Students is to provide a guide and goals for completing the program successfully. As a graduate student you have many responsibilities. We have outlined expectations for your performance in five areas: courses, research, thesis/dissertation, practical experience, and professionalism. These areas do not include all of your responsibilities (e.g., teaching), but will serve as a starting point. Remember, high performance in one area should not be achieved at the expense of performance in another area. However, the content or focus within each area may vary with career goals. You should think about what you want to do after earning your M.S. or Ph.D. degree, discuss your goals with the faculty, and determine how to best focus your courses, research, thesis, dissertation and internship so you can achieve your goals. Regardless of the focus you choose, you should try to meet the expectations outlined below.

B. Courses

Students in the first year of the program have a fairly heavy course load. Typically, a first year student will be registered for three courses per quarter. During this time students are also expected to be heavily involved in research with their advisor. In addition, students are expected to be performing their assistantship duties at a high level.

During the second year in the program, the course load carried by the student is lighter than in the first year. Students will often be registered for independent research credits or thesis credits and one or two regular classes. The shift in course load is made for two reasons. During their first year, students are exposed to a great deal of material in order to prepare them to complete thesis research in their second year. The drop in course load also allows the second year students to devote most of their time to working on their thesis. During the second year, students are still expected to remain heavily involved in research and to excel in assistantship activities.

During your first year in the program, full-time students are expected to take at least 9 courses. All students should complete PSY 701, 702, and 703. I/O students should complete two I/O courses and the Research Methods in I/O class. Full-time HF students should complete three human factors courses and should also seriously consider taking the Research Methods class. Most of your M.S. coursework requirements will be completed in the first year. The program course requirements are outlined in Table 1 (section VII Program Requirements). Electives are chosen to complement a student's background and to advance his or her career goals. To assist students in selecting electives, courses must be approved by the student's faculty advisor and the Graduate Program Director to be consistent with program goals. Part-time students will take a reduced load, which will be specified as a part of the admission procedure. The Program of Study form, which you will complete during your first or second quarter, becomes part

of your official file in the School of Graduate Studies and is used as a mechanism of approval. You must revise your Program of Study form when you deviate from the original submitted to the School of Graduate Studies.

Satisfactory course performance requires you to complete all assignments to the best of your ability and do the "basics" (i.e., coming to class prepared, actively participating in class discussions, submitting well written papers rather than first drafts). You will find that considerably more work is required for your graduate courses than was expected for most undergraduate courses. We assume graduate students are highly motivated, talented, and willing to expend the needed effort to yield high quality products and a high level of academic achievement.

All students are expected to do well in their courses. Students must maintain a minimum GPA of 3.0. Receiving a grade of "C" in one course will result in written notification to the student, their advisor, Area Leaders, and Graduate Program Director. Receiving a second grade of "C" will result in the student being placed on academic probation. Receiving a third grade of "C" will result in the student being dismissed from the program.

During the second year, M.S. students should complete all course requirements not completed in the first year. Ph.D. students will continue their coursework into the third and possibly fourth year.

C. Research

The Department of Psychology has a strong commitment to research. All graduate students have actively participated in research since our program started. We believe research skills are important to the student who plans to take a job in an applied setting as well as to the student who plans to pursue an academic or research career.

First-year students are expected to become involved in research immediately. The First-Year Research Agreement form will be completed during the first quarter to formalize this process. Normally, your responsibility grows as you gain more experience. At first you may have to learn methods and procedures. Eventually, you should become involved in a project you find interesting and to which you become committed. This should be a joint project with you and your advisor, or perhaps a research team, to collaborate and share ideas. Although you are likely to be heavily involved in data collection and analysis, you should also be involved in contributing ideas. Many groups have regular laboratory meetings to review research activities and to discuss theory and methodology.

During the second and later years, you are expected to continue working on research, in addition to working on your thesis and/or dissertation. In many cases, this will mean collaborating on papers for publication or presentation at professional conferences. In other cases, it may mean collecting additional data or analyzing data.

Sometimes your advisor may recommend you obtain additional experience by working with another faculty member or with an industry or government laboratory.

If you are funded by a research assistantship, fellowship, or external support, you should be committed primarily to research responsibilities with your faculty advisor. Your advisor should describe these duties to you. If you have a teaching assistantship, you have both teaching and research responsibilities. If you are unsupported and work externally, you should still be involved in research. In the latter two cases, the amount of time you spend working on research should be negotiated with your advisor (usually at least 10 hours per week). You should, however, recognize the importance of research to complete this program successfully and to your professional development.

D. Thesis/Dissertation

A thesis is required of all Master's students (M.S. and Ph.D.) (see Section VIII, Masters Thesis Guidelines). A dissertation is required of all Doctoral (Ph.D.) students (see Section X, Dissertation). These requirements allow you to conduct a research project you are prepared to explain in detail and makes a contribution to the field of human factors or industrial/organizational psychology. You are expected to take initiative in advancing the project. An appropriate project should be focused on an original research problem, limited in scope, and original in design. You will work closely with your advisor on your thesis and dissertation. Your advisor will head a committee of faculty members who will guide and evaluate your thesis and/or dissertation. "Original" means the goal of the thesis or dissertation problem and design is to add new information to the field of human factors or industrial/organizational psychology. You may replicate **and** extend previous research, but you should not simply replicate previous research. Your advisor and your committee will help you identify an original problem and design.

Most students do not realize how long it takes to write a thesis or dissertation proposal, to conduct the appropriate research, and to write the final document. In order to complete your thesis by the end of your second year, you should follow the timeline provided at the end of this handbook. Ph.D. students must set similar timelines in order to complete their dissertations. Some students find it difficult to start the thesis/dissertation and often end up feeling frustrated with themselves and the thesis/dissertation when they get behind. It is simply too easy to focus on courses or other activities with clearly defined short-term goals at the expense of your thesis/dissertation. Remember the faculty and other graduate students are here to support and to guide you through these processes. However, progress towards completion of the thesis/dissertation is a student's responsibility and will be reflected in his or her yearly evaluation.

E. Practical Experience

Students may choose to participate in practicum, internship, or other practical experience opportunities. These may take place off-campus at government, business, or

industry facilities, or they may take place on-campus in psychology labs or other faculty labs. Internships and practica provide opportunities to gain practical experience in "real world" settings. A practicum or internship experience is highly regarded by employers and increases your employment opportunities once you have obtained your degree. Typically, students engage in practical experience activities towards the end of their degree program. Both the Applied Experimental and Engineering Division of APA (Div. 21) and the Society for Industrial and Organizational Psychology (Div. 14) have guidelines for these experiences. You should contact your advisor if you are interested in these guidelines. Ph.D. students are expected to meet a practical experience requirement, which may or may not be an official internship. In some cases, it may be advantageous for Ph.D. students to meet this requirement after completing their master's degree and while preparing for qualifying exams. All practica or internship experiences must be approved by your advisor. We recommend internships or practica occur toward the end of your academic program of studies so you can take maximum advantage of your graduate education. Academic credit (PSY 797) may be given for these experiences. PSY 797, Internship, does not have to be completed in order to satisfy the practicum experience requirements.

F. Professionalism

During your years in graduate school, you are not only learning the content of HF or I/O psychology, you are also becoming a professional in HF or I/O psychology. We are expected to maintain high standards of professional ethics at Wright State University and when dealing with other organizations. You are expected to participate in the following activities to facilitate your professional development: 1) attend and participate in all of the weekly HF or I/O meetings, 2) become student members of at least one professional organization (e.g., APA, SIOP, Academy of Management, APS, HFES, SID), and 3) subscribe to at least one professional journal. In addition, I/O students should present a paper at a professional conference such as the IO/OB Graduate Student Conference, SIOP, APA, or Academy of Management and practice their presentations with the I/O group. HF students should present papers at meetings of their professional groups (e.g., HFES, CHI, Optical Society, Acoustical Society) or regional meetings (Tri-State, MPA, Southern Society). Any time you use the Wright State affiliation you should have the paper/presentation/material reviewed by your advisor or a relevant faculty member before "going public" with it. This would include having material reviewed by faculty before submitting it to a conference or journal.

As part of your professional development, you are also expected to attend brown bag meetings on a regular basis. These meetings are usually held every Friday during Fall, Winter, and Spring quarters. At these meetings, faculty and student research is discussed, outside speakers are brought in, and information regarding the graduate program is discussed. These meetings may either be separate meetings of the HF and I/O groups or meetings of the two groups combined. In addition, the department also presents colloquia on a regular basis. This is an opportunity for students to hear outside speakers discuss their research. Colloquia are also usually held on Friday afternoons, and students are strongly encouraged to attend.

G. Writing and Speaking

Competent writing and speaking skills are expected of all graduates in our program. These skills are expected by almost all positions in HF or I/O. You should get into the habit of asking faculty and other students to review your papers (including theses, dissertations, and papers for courses). You should revise your projects based on reviewers' comments. Writing should be grammatically correct, and it should flow logically. The style should be appropriate for the audience, and the content should be solid. Writing a good paper usually requires substantial library work and extensive re-writing. Keep in mind; the final product should be your own. Plagiarism is unethical and is grounds for dismissal from the program.

You should also become proficient at public speaking. In most HF or I/O positions you can expect to give briefings, make presentations to groups of colleagues, and to speak at scientific or professional meetings. If you have heard a good, effective presentation, the presenter was probably an excellent speaker and did not just read notes. During your graduate school experience, you will be given opportunities to develop your public speaking abilities. All graduate students will present a research report to the program by the end of the fall quarter of their second year (e.g. IO/OB).

During your tenure in our program, you should have multiple experiences in which you will write papers or speak to groups in courses, laboratory groups, and/or weekly meetings. Take advantage of these opportunities to prepare yourself for your eventual professional positions. If your writing and/or speaking skills are weak, you might seek extra help or take a writing or speaking course to develop these skills.

III. Administrative Information

A. Department of Psychology Office

The Department of Psychology office is located in 335 Fawcett and is open Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m. The telephone number is 775-2391. The Graduate Program Secretary is in charge of processing material for graduate program actions. The other secretaries and staff in the department office may not know about a specific program issue and will not process any graduate forms unless the Graduate program Secretary is unavailable for an extended period. If you are coming from off campus to process forms, you should call to confirm the Secretary will be available. Likewise, if you have an important deadline looming, you should call beforehand to ensure the Secretary will be available. You, not the department, are responsible for the consequences of missed deadlines (e.g., late registration fees, contract not processed, graduation delayed, etc.). No exceptions to the missed deadline policy will be made. This policy will ensure that graduate program activities are completed correctly and efficiently.

B. Computer Accounts

All graduate students will receive a UNIX computer account. This account will remain active as long as you are an active student. Your UNIX account gives you access to electronic mail, statistical programs (SAS), and to the library catalog.

Once you register for classes, take your photo ID to the “Help Desk” in 023 Library Annex to sign for your computer account/password.

Jeff Cowgill is the Department of Psychology Computer Support Tech. If you have any computer questions or issues, please contact Jeff at jeffrey.cowgill@wright.edu or at x3755. His office is located at 375 Fawcett Hall.

C. Department Library

The department has a limited library with professional books and booklets available to be checked out. If you would like to borrow any of the available books, please see the Graduate Program Secretary. Some of the resource items that are available include: sample thesis proposals, past theses, "Copyright Law and the Doctoral Dissertation: Guidelines to Your Legal Rights and Responsibilities," "A Policy Statement: The Doctor of Philosophy Degree," "Research Student and Supervisor: An Approach to Good Supervisory Practice," "A Policy Statement: The Role and Nature of the Doctoral Dissertation," *Dissertations and Theses from Start to Finish*, and *Surviving your Dissertation: A Comprehensive Guide to Content and Process*.

D. Keys

You will need keys to your student office, your advisor's lab, the department mailroom, and introductory psychology laboratory and classrooms on the 3rd floor of Fawcett. Key request forms are prepared in the department office. There is a deposit required for keys. The deposit will be refunded in full when all keys are returned. You should consult with your advisor to see which keys you will need. Please see the Graduate Program Secretary when you are ready to prepare your key request form.

Procedure for Key Issuance

1. All key requests must be presented to the Customer Service Center (065 Allyn Hall, Monday through Friday 8:30a.m. to 5:00p.m.) prior to paying a deposit.
2. If the key request document is properly authorized, the Customer Service Center will have the key(s) produced. This can take up to 3 days.
3. If a key deposit is required, the Customer Service Center prepares a key deposit form indicating the deposit amount based on the number of keys required.
4. The requestor must present the key deposit form to the Bursar (E236 Student Union) and pay the specified deposit.
5. The Bursar will stamp the form and attach a receipt to the form.
6. The requestor will return the stamped form/receipt to the Customer Service Center to obtain the keys.
7. The Customer Service Center will retain the key deposit form and the receipt for deposit refund.

E. ID Cards

New graduate students will need to obtain a student ID card from the Wright 1 Card Center. You must take a copy of your signed assistantship contract and your driver's license to E146 Student Union, Monday – Thursday, 8:30a.m. - 6:00p.m. and Friday, 8:30a.m. - 5:00p.m. to obtain your ID card. They will prepare your photo ID while you wait. This ID card is necessary for using the Nutter Center and WSU libraries. This card may also be used as a debit card in the bookstore, food services on campus, and in the Student Union by applying money in the general fund account. For more information, ask in E146 Student Union.

F. Library Cards

Your student ID card is your library card. The bar code on the back of your card will be scanned when you check out library materials. All of the necessary information is already on the computer once you obtain your ID. It is usable in the Dunbar Library.

G. Mailboxes

All faculty, graduate students, and staff have mailboxes in the Department of Psychology mailroom, 337 Fawcett. Please check your mailbox several times daily. All phone messages and notices from the department office and from faculty will be put in your mailbox. You are responsible for all the official information placed in your mailbox or delivered to your email address.

H. Messages

The department office will take messages for graduate students. These messages will be placed in your mailbox. Departmental telephones are to be used for business only. Talk to your advisor for approval to use their laboratory or office telephones for personal calls.

I. Parking

C-Parking quarterly permits may be obtained through Parking Services, E138 Student Union. Please check with Parking and Transportation for costs of C parking permits. With a C permit you can park in any lot designated with a C on the lot sign. The parking services office is open daily from Monday through Friday, 8:30 a.m.-5:00 p.m.

J. Smoking

Ohio voters passed Issue 5 on Nov. 7, 2006, creating Ohio's indoor smoking ban under a new chapter of the Ohio Revised Code (ORC) effective Dec. 7, 2006. This new law requires "public places" and "places of employment" prohibit smoking as of that date. These businesses and organizations must also post "No Smoking" signs that contain the telephone number 1-866-559-OHIO (6446) for reporting violations; and remove ashtrays and other smoking receptacles.

Form complete smoking ban information, read the newly enacted law Ohio Revised Code (ORC) Chapter 3794.

IV. Admission and Transfer

A. Admission

All admission is competitive. Admission committees make admission recommendations to the Department of Psychology Graduate Program Director.

Students may be admitted into either the terminal Master's (M.S.) program or into the Doctoral (Ph.D.) program. Students admitted to the Ph.D. program should have a baccalaureate degree from an accredited institution with a major in psychology or at least 24 quarter credit hours of psychology, including courses in cognition or human learning, sensation and perception, social or organizational psychology, personality or test and measures or abnormal, experimental design/statistics, and experimental methods. Students should also have completed a year of physical or biological science, courses in mathematics including calculus, and computer science. Students who are missing one or more prerequisite courses will be expected to complete appropriate remedial course work at the onset of the program in addition to degree requirements. Students admitted to the terminal M.S. program should have a baccalaureate degree from an accredited institution and must have completed most of the specified course work.

B. General Transfer Policy

1. The credits to be transferred are accepted on a course equivalency basis. Course equivalency will be determined when the student develops a Program of Study. The transfer of credit is not automatic.
2. Students who apply to the Ph.D. program, regardless of whether or not they have completed a master's thesis, must first be evaluated for admission to the master's program. Students who have any deficiencies in their academic background and/or who have not completed a suitable master's thesis will be admitted only into the M.S. program. Students will then be expected to complete the necessary coursework and/or thesis work required by the M.S. program. After these requirements have been fulfilled, students may be considered for pre-candidacy status. Admission to pre-candidate status will be based on overall program performance.
3. Any students who apply to the Ph.D. program, and do not have any deficiencies in their academic background (e.g., coursework, appropriateness of thesis), may be considered for pre-candidacy status without any additional coursework or thesis work.
4. This handbook is an interpretation of department policy and the School of Graduate Studies policies, but the School of Graduate Studies policies may only be officially interpreted by that school.

C. Transfer of Credit for M.S. Degree

1. The amount of credit to be transferred may not exceed 12 quarter hours.
2. The credit to be transferred may not have been applied toward an awarded degree.
3. An official transcript reflecting the credit is on file in the School of Graduate Studies and the transfer of credit request is approved by the School of Graduate Studies. If a student had graduate status at another institution, the institution must be regionally accredited and the student must have been in good standing at that institution.
4. The student's program advisor reviews the transfer of credit request and recommends that the course(s) be accepted for transfer credit. (This may require review of syllabus, text used, and recommendation from the instructor who typically would teach the course.) The recommendation is submitted to the Graduate Program Secretary for approval by the Area Leader and Graduate Program Director.
5. The graduate credit to be transferred is within the five-year time limit for completing a master's degree. Transfer credit listed on the student's Program of Study that is older than five years at the time the student is planning to graduate will not be applied toward master's degree requirements.
6. Exceptions to the above rules may be granted with sufficient justifications only with official approval.

D. Transfer of Credit for Ph.D. Degree

1. For all students, including those with a relevant master's degree, the hours to be transferred will not exceed forty-five hours. At least 90 credit hours must be completed at Wright State. The student's Program of Study must also be approved. A student may transfer credit toward the requirements of a Ph.D. program provided:

- The credit to be transferred may not have been applied toward an awarded degree. While credits that were applied toward a awarded master's degree are not eligible for transfer credit, they may be used, with program approval, to waive certain course requirements. At least 90 credit hours must be successfully completed at Wright State.
- The student's program advisor reviews the transfer of credit request and recommends the course(s) to be accepted for transfer credit. The recommendation is given to the Graduate Program Secretary who submits it to the Area Leader and the Graduate Program Director for approval.
- An official transcript reflecting the credit is on file in the School of Graduate Studies; the transfer of credit request is approved by the School of Graduate Studies. If a student had graduate status at another institution, the institution

must be regionally accredited, and the student must have been in good standing at that institution.

- The credit to be transferred meets the seven-year time limit for completing degree requirements. Transfer credit listed on the student's Program of Study that is older than ten years at the time the student is planning to graduate will not be applied toward Ph.D. degree requirements.
 - Exceptions to the above rules may be granted with sufficient justifications only with official approval.
2. Students admitted into a Ph.D. program who do not have a master's degree may have up to 45 quarter hours of applicable graduate transfer credit posted on their Wright State academic record.
 3. When a student is admitted to a Wright State Ph.D. program having completed a master's degree at another regionally accredited institution, the master's degree designation is noted on the Wright State transcript. Course credits, which have been applied toward the awarded degree, are not posted on the Wright State transcript.
 4. A completed master's thesis will not automatically be accepted for transfer. The same equivalency standard used for transfer of course credit will be applied to master's theses.

E. Petition for Waiver of Required Completion of Master's Degree

All students enrolling in the graduate program are expected to complete a master's degree. Students entering the Ph.D. program at Wright State with a master's degree completed elsewhere may petition (Attachment A) to request this requirement be waived. The waiver of the requirement that the student complete a master's degree does not alter any of the other requirements for the Ph.D. Whatever the decision on the petition, the student must be actively involved in research during their first year at Wright State.

1. Goals Achieved by a Thesis

Completion of a master's degree entails demonstration of the ability to perform research, which requires an understanding of research methodology as well as the particular procedures in a given experiment. Completion of a master's degree also involves the demonstration of the ability to present information in a clear and organized fashion both orally and in writing. In particular, the thesis is a scholarly document which requires an integrative review of the research literature essential for productive experiments in a given research area. This literature review builds on coursework to ensure knowledge of key concepts in psychology in general and, more particularly, the theoretical basis and specific prior research for the topics investigated in the thesis. The literature review typically is too extensive for publication in a journal that publishes

original empirical research. It could be appropriate for journals that publish literature reviews.

2. Basis for a Petition

Students who believe their work on a prior degree satisfies all or most of the above goals should discuss the possibility of petitioning to request a waiver of the requirement for a masters degree with their advisor and their Area Leader. Each petition will be evaluated on the merits of the individual record. Students who have completed and defended a thesis in an area of psychology relevant to their graduate program should have a very strong case. Non-thesis masters degrees and degrees outside of relevant areas of psychology are unlikely to have met all of the thesis goals.

3. Submission of a Petition

With the approval of the advisor, a student may prepare a petition ("Petition for an Exception to HF&IO Graduate Program Rules or Requirements" form) to request the requirement of a master's degree at Wright State be waived. This petition should address how the student's prior work fulfills the goals of demonstrating research skills and knowledge of methodology, written communication skills, oral communication skills, and knowledge of a relevant psychology domain at a level achieved by completion of a thesis at Wright State. The petition may include a description of activities to be undertaken at Wright State, in conjunction with a prior degree, to meet these goals. If the student has completed a thesis elsewhere, a copy of the thesis should be submitted with the petition.

The petition, along with the signed petition submission form, should be submitted to the relevant Area Leader by the end of the fifth week of classes during the student's first academic term at Wright State. The Area Leader will inform the Graduate Program Director a petition has been received.

4. Evaluation of the Petition

The Area Leader will form a committee of three faculty to review the petition. Typically, the committee will consist of the Area Leader, who will serve as chair, the student's advisor, and a third area faculty member chosen to contribute relevant expertise. The committee will evaluate whether the goals of completing a master's degree are met by past and proposed activity. Toward this end, the committee may request additional information or materials from the student. The committee is free to seek the advice of other area and program faculty and may choose to consider means of fulfilling the goals not listed in the petition.

Before the end of the ninth week of the term, the committee will recommend a response to the petition to the Graduate Program Director. This recommendation will reflect the accomplishments of the student and indicate what additional course of action the student should pursue. The recommendation may direct the student to complete a master's degree at Wright State. If the student is deemed to have fulfilled all or most of the goals in a prior degree program, the recommendation will direct the student to complete selected activities, such as publicly presenting their thesis research or

submitting a first year project for publication, to be accepted as demonstrating the ability associated with any remaining goals.

The Graduate Program Director is responsible for reviewing the recommendation to ensure it is consistent with Program policies and practices. When the recommendation is reviewed and approved by the Graduate Program Director, the Area Leader will inform the student of the program's decision. This notification will be given to the student by the end of the term in which the petition was submitted.

**PETITION FOR AN EXCEPTION TO HF & I/O GRADUATE
PROGRAM RULES OR REQUIREMENTS
Department Of Psychology
Wright State University**

Name _____ Date _____

Address _____

UID _____ Phone Number: _____ Area: HF _____ I/O _____

Briefly describe your petition. (1) Be very clear about what you are requesting. (2) Be very clear why you believe the request is justified. Attach supporting documents as necessary.

Graduate Student Signature _____ Date _____

.....
Advisor Recommendation: Support _____ Reject _____

(Advisor Signature and Date)

Comments: _____

Area Leader Recommendation: Support _____ Reject _____

(Advisor Signature and Date)

Comments: _____

Return to Graduate Program Secretary

DEPARTMENT ACTION

Graduate Petition Committee Recommendation: Support _____ Reject _____

Comments: _____

(Chair, Graduate Petition Committee Signature and Date)

Petition Action: Approved _____ Denied _____

Comments: _____

(Graduate Program Director Signature and Date)
Return to Graduate Program Secretary

V. Student Status

A. Master's and/or Doctoral Status

Students are admitted into either the Master's (MS) or the Doctoral (Ph.D.) program. The Master's program offers a terminal Master's degree. The Ph.D. program offers a doctoral degree.

Any student wishing to become a doctoral candidate must be recommended by his or her thesis committee for Ph.D. candidacy. This requirement is for both those students already admitted to the Ph.D. program and those students in the terminal Master's program who wish to be considered for the doctoral program.

Any student who wishes to switch from the terminal Master's program to the Ph.D. program or any Ph.D. student who wishes to be recommended for candidacy must inform his or her thesis committee *prior* to the thesis defense. These intentions must be indicated on the Thesis Defense Scheduling Form. After the thesis defense, the thesis committee must make a recommendation regarding the pre-candidacy status of the student to the Admissions Committee. If the Admissions Committee approves the student, the recommendation will then be forwarded to the Graduate Program Director.

Recommendation for pre-candidacy may occur at any time during the academic year. Recommendations for pre-candidacy will be based on factors such as: performance in coursework, demonstration of potential for independent study and research, faculty opinions and ratings of general level of ability and capacity, writing and speaking ability, responsibly and ethically, and performance in the thesis defense. After consideration of these factors, the thesis committee then makes its recommendations to the Admissions Committee. No student will receive notice of the departmental decision until the Master's thesis is completed. Without pre-candidacy approval, no student may sit for qualifying exams or submit a dissertation proposal.

B. Ph.D. Candidate Requirement Summary

A student will become a Ph.D. candidate after the following requirements have been met.

1. Master's thesis is successfully completed
2. Qualifying examination is passed
3. Dissertation proposal is approved
4. Program of Study is approved.

Candidacy is valid for no more than 5 years. However, the 7-year time limit for completing the program still applies, and cannot be extended by the 5-year candidacy limit.

C. Full-Time or Part-Time Status

Students are accepted as either full time or part time. Students must register continuously for the number of hours required by their status. Full-time students with an assistantship or fellowship may not work on-campus or off-campus or any combination of the two without prior written permission of the Graduate Program Director.

D. Change of Full-time or Part-time Status

The School of Graduate Studies describes students as full time or part time; it does not recognize the status of being on a leave of absence. The leave of absence is a status within our program intended for students who find they unexpectedly need to suspend their studies. The leave of absence was intended to cover a one-quarter absence, but the student may apply for as much as a three-quarter leave of absence.

Full-time students who have a need to take a quarter off or to register part-time (including Summer quarter) must apply for a leave of absence or change of status. Part-time students who have a need to take a quarter off must apply for a leave of absence. Students must be in good standing within the program to apply for a leave of absence. The student's faculty advisor must recommend the leave to the Graduate Program Director, who will review the Leave of Absence/Change of Status Application (**Attachment B**). Requests for leaves are not guaranteed and will be reviewed on an individual basis. The request for a leave must document a plan for completion of the student's degree. If it is not possible to formulate such a plan, withdrawal from the program is the more appropriate action. A student officially remains in the program, subject to all the responsibilities that entails, until the leave is approved. If a student has not applied for a leave of absence, or it has not been approved, and the student drops below the number of hours required for their status, the student may be dismissed from the program. A student cannot graduate while on a leave of absence.

If a student on leave finds that they need to extend the period of the leave, they are required to submit a new Leave of Absence/Change of Status Application. This will be treated as a new request. Note that a student who fails to register for any classes in four consecutive quarters is automatically deemed an Inactive student by the School of Graduate Studies. When a student becomes Inactive, the School of Graduate Studies closes the student's accounts (e.g., email, library privileges) and the student must reapply for admission to the graduate school before they can again register for classes.

All graduate students who leave full-time study on campus to pursue professional experiences off campus will return, after one year away, to give a presentation about their off-campus activity.

E. Specialization Area

Students are accepted into either the human factors or the industrial/organizational major. You may not change your major without the approval of the Graduate Program Director.

F. Faculty Advisor

The faculty advisor is a key in the student's graduate education and professional development. The advisor's permission or recommendation is required for all program actions or discussions. Often, faculty advisors are selected as a part of admission. If not, the selection must be completed when the First-Year Research Agreement is submitted. A change in advisor requires that any documentation of on-going activity (e.g., First-Year Agreement, Thesis Committee Approval Form) must be redone to reflect the change in advisor.

G. Graduate Student Evaluation - Annual

All graduate students will be reviewed annually by the faculty in their area of specialization, typically during Fall quarter. The faculty will evaluate the work done during the previous academic year to determine if you are making acceptable progress toward your degree. To help facilitate the evaluation process, you must complete a "Graduate Student Evaluation Form" (**Attachment C, pages 1 and 2**) and submit it to your advisor each year by the beginning of Fall quarter. Your advisor will review your performance in your courses, in your research, in your assistantship, and in your professional development. Your advisor will make comments and submit the form to the Area Leader by the first of October. The committee of faculty in your specialization area will then evaluate your performance. Based on this evaluation, students will receive one of the following status categories: good standing, acceptable standing with deficiency, poor standing. You will receive a letter of evaluation sometime during Fall quarter. Students who are not making satisfactory progress will be given deadlines for the achievement of specific goals. Failure to achieve those goals in the specified time justifies dismissal from the program.

The "Summary of Degree Requirements form" for Ph.D. and M.S. (**Attachments D and E**) should be updated by the graduate student with the annual evaluation. The advisor will review the Summary of Degree Requirements, annotate the date of the advisor's review on the first page of the summary form, and submit the form to the Area Leader with the rest of the evaluation information.

H. Appeals and Petitions

Any student wishing to make an appeal of action or asking for exception from a rule must submit a formal petition (**Attachment A, Section IV. Admission and Transfer**). The petition must state all of the following:

1. The condition, problem, exception
2. The rationale behind the condition, problem, exception
3. A recommendation or solution

Students will submit their petition to the Graduate Program Secretary. The petition will be forwarded to the student's advisor and the Area Leader for their comments and recommendations. The Departmental Graduate Petitions Committee will review the petition and will make recommendations. The Graduate Program Director and the Department Chair must approve recommendations.

A departmental decision can be appealed to the School of Graduate Studies. Students may contact the School of Graduate Studies for appeal procedures. The School of Graduate Studies must approve any request for change in the School of Graduate Studies policy.

I. Probation and Dismissal

Receiving a grade of "C" in one course will result in written notification to the student, their advisor, Area Leaders, and Graduate Program Director. Receiving a second grade of "C" will result in the student being placed on academic probation. Receiving a third grade of "C" will result in the student being dismissed from the program. Courses are important, and you are expected to do well in them, but getting good grades is not enough in graduate school. It is simply a baseline, a starting point, or a "given." You will learn a great deal in courses, but you are likely to learn even more from your research, internship experiences, thesis and/or dissertation, and from informal discussions with faculty and other graduate students. Any student who falls below expectations may also be placed on probation. Students who continue on probation, and fail to correct the matter in a timely fashion, may be recommended to the School of Graduate Studies for dismissal.

J. Residence Requirements

The School of Graduate Studies Policies and Procedures Manual states, "Students in a Ph.D. program are considered to be in residence for any quarter for which they are registered for at least eight credit hours of Wright State graduate courses. A minimum residence of three consecutive full-time academic quarters at Wright State University, devoted wholly to graduate work, is required. In addition, completion of a minimum of 90 credit hours toward the program must be completed at Wright State." Students must be registered in the quarter they graduate.

There is no full-time requirement for M.S. students but a minimum of 33 credit hours toward the M.S. degree must be completed at Wright State University. Students must be registered in the quarter they graduate.

K. Application to Graduate

You must apply to graduate with you Master's or Doctoral Degrees. Applications for graduation may be obtained in the Registrar's Office. A one-time fee must first be paid to the Bursar; then the completed form is submitted to the Registrar's Office, who forwards it to the School of Graduate Studies. Graduate Studies submits the degree application to the department. The department will verify if the student has completed all program requirements and is ready to graduate. If the graduate student is unable to complete degree requirements by the specified deadline, a new application must be filed for graduation the following quarter. The University has established the following filing periods for submitting graduation applications. For specific dates, contact the School of Graduate Studies, 775-2976.

<u>Anticipated Graduation Date</u>	<u>Application Filing Period</u>
August (Summer Qtr)	March 15 to June 15
November (Fall Qtr)	June 15 to Sept 15
March (Winter Qtr)	Sept 15 to Dec 15
June (Spring Qtr)	Dec 15 t March 15

LEAVE OF ABSENCE/CHANGE OF STATUS APPLICATION*

Name: _____ Date: _____

Specialization Area: ____ HF ____ I/O Current Status: ____ Full-Time ____ Part-Time

Request:

A. Leave of Absence* Student must be in good standing to qualify for leave of absence or change of status

1. Indicate the quarters and years in which you would not be enrolled: _____

B. Change of Status (Change of Status requests are considered for one quarter at a time)*

1. _____ Full-time to Part-time. _____ Part-time to Full-time.

Note: Part-time Students are required to register for a minimum of 1 Credit hour per quarter.

2. _____ Permanent Change.

_____ Temporary Change. Indicate quarter and year of change. _____

C. Input on Graduate Studies:

1. Describe the reasons for your request.

2. Describe the impact of this request on your progress towards your degree.

3. Attach a statement describing your progress toward your degree during your previous temporary change of status period and your expected progress during the next period.

Student Signature
Advisor's Recommendation: _____ Yes _____ No Date

Advisor's Approval Signature
Area Leader's Recommendation: _____ Yes ___ No Date

Area Leader Approval Signature Date

Submit to Graduate Program Secretary

Graduate Program Director Approval Signature Date
Comments:

GRADUATE STUDENT EVALUATION FORM

APPEND A COPY OF YOUR ANNUAL REPORT OF GRADUATE STUDENT PROGRESS
Due to Advisor by the beginning of Fall Quarter

A. Name: _____ Academic Year of Evaluation: _____
(e.g. 1999-2000)

Degree Program: M.S. _____ Ph.D. _____

Advisor: _____ Date Submitted to Advisor: _____

Status: Full-Time _____ Part-Time _____ *Note:* Permission is required to change status.

Assistantship: TA _____ RA _____ Other _____ None _____

Date Student Started Human Factors and Industrial/Organizational Graduate Program: _____

B. Advisor Comments and Evaluation. Due to Area Leader by: _____

Comments and Evaluation:

C. Committee of Faculty Comment and Evaluation (or attach letter).

Student Status: _____ Outstanding _____ Good Standing _____ Adequate _____
 _____ Delinquent _____ Recommend Probation* _____ Recommend Dismissal*

Area Leader Signature: _____ Date: _____

D. Graduate Program Director Signature: _____ Date: _____

*Recommendation to the School of Graduate Studies

GRADUATE STUDENT EVALUATION FORM

APPEND A COPY OF YOUR ANNUAL REPORT OF GRADUATE STUDENT PROGRESS AND CURRICULUM VITAE

SECTION A. To be completed by student. Submit these materials to your Area Leader by September 15.

A. Name: _____ Academic Year of Evaluation: _____
 Degree Program: M.S. _____ Ph.D. _____ (i.e., 2008 - 2009)

Advisor: _____ Date Submitted to Advisor: _____

Status: Full-Time _____ Part-Time _____ *Note: Permission is required to change status.*

Assistantship: TA _____ RA _____ Other _____ None _____

Date Student Started Human Factors and Industrial/Organizational Graduate Program: _____

SECTION B. FOR OFFICE USE ONLY:

Advisor Comments and Evaluation. Due to Area leader by September 22

Comments and Evaluation:

SECTION C. FOR OFFICE USE ONLY

Committee of Faculty Comment and Evaluation (or attach letter):

Student Status: _____ Outstanding: _____ Good Standing: _____ Adequate: _____
 Delinquent: _____ Recommend Probation* _____ Recommend Dismissal* _____

Area leader Signature: _____ Date: _____

D. Graduate Program Director Signature: _____ Date: _____

*Recommendation to the School of Graduate Studies

SUMMARY OF DOCTORAL DEGREE REQUIREMENTS

Department of Psychology
Wright State University

Major: HF ____ IO ____

Name: _____ Advisor: _____

Courses and activities used to satisfy the requirements below must be listed on an approved Program of Study. Student's advisor/committee must approve the use of a course or activity to satisfy a department requirement. Grades for courses used for 136-hour degree requirement must be B or better. Courses outside of the Department require Departmental approval. A petition is required to waive any Departmental requirements.

I. DEFICIENCIES REQUIRED. 500 & 600-level courses (these do not count for graduate credit).

Course	Grade	Quarter	Course	Grade	Quarter
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

II. CORE COURSES (BASIC SCIENCE) - 12 Hours; Three courses, not more than one from each category.

A. PSY 732 B. PSY 753 C. PSY 776 & 777, PSY 875 D. PSY 761, PSY 765 & 766, PSY 721

Course	Grade	Quarter	Course	Grade	Quarter
A. _____	_____	_____	C. _____	_____	_____
B. _____	_____	_____	D. _____	_____	_____

III. MAJOR FOCUS - 24 Hours.

Human Factors Only: Either PSY 721 or PSY 724 must be taken.

Course	Grade	Quarter	Course	Grade	Quarter
A. _____	_____	_____	D. _____	_____	_____
B. _____	_____	_____	E. _____	_____	_____
C. _____	_____	_____	F. _____	_____	_____

IV. MINOR FOCUS - 12 Hours.

Course	Grade	Quarter	Course	Grade	Quarter
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

V. RESEARCH DESIGN & METHODS - 16 Hours.

Quarter completed	Grade	Quarter completed	Grade
PSY 701 _____	PSY 702 _____	_____	_____
PSY 703 _____	Specialized _____	_____	_____

VI. FIRST-YEAR RESEARCH EXPERIENCE.

Approved date _____ Satisfied date _____

VII. ELECTIVES - 12 Hours. Courses outside the Department or below 700-level need Departmental approval.

Course	Grade	Quarter	Course	Grade	Quarter
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**SUMMARY OF DOCTORAL DEGREE REQUIREMENTS
CONTINUED**

Name _____

VIII. THESIS (PSY 799) - Minimum 8 Hours.

Qtr _____ Cr. Hrs _____; Qtr _____ Cr. Hrs _____; Qtr _____ Cr. Hrs _____; Qtr _____ Cr. Hrs _____

Notes: _____

Committee Approved date _____

Proposal Approved date _____

Defense Approved date _____

Thesis Completed date _____

IX. ADVANCED REQUIREMENTS

A. PSY 881, History and Systems in Psychology _____ date

B. Practical Experience _____ date

X. **OTHER** _____

XI. QUALIFYING EXAM

b Committee Approved date _____

Reading List Approved date _____

Exams Scheduled dates _____

Passed: _____ Yes _____ No _____ date

XII. RESIDENCE REQUIREMENT

Residence requirement met: _____ Yes

XIII. DISSERTATION (PSY 999) - Minimum 36 hours; Must have passed Qualifying Exam to register.

Qtr _____ Cr. Hrs _____; Qtr _____ Cr. Hrs _____; Qtr _____ Cr. Hrs _____; Qtr _____ Cr. Hrs _____

Qtr _____ Cr. Hrs _____; Qtr _____ Cr. Hrs _____; Qtr _____ Cr. Hrs _____; Qtr _____ Cr. Hrs _____

Committee Approved date _____ date

Proposal Approved _____ date

Defense Approved _____ date

Dissertation Complete _____ date

XIV. Courses outside the department or below than 700-level need departmental approval.

Course	Grade	Quarter	Course	Grade	Quarter
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

XV. TOTAL CREDIT HOURS

Must be at least 136. Need at least 20 credits more than the sum of the minimum specified. _____

I have completed all requirements for the doctoral degree

Graduate Student Signature and Date

I have reviewed the Summary of Doctoral Degree Requirements and am in agreement that the above graduate student has completed all requirements for the doctoral degree.

Advisor's Signature and Date

SUMMARY OF MASTER'S DEGREE REQUIREMENTS

Department of Psychology
Wright State University

Major: HF____ IO____

Name: _____ Advisor: _____

Courses and activities used to satisfy the requirements below must be listed on an approved Program of Study. Student's advisor/committee must approve the use of a course or activity to satisfy a department requirement. Grades for courses used for 55-hour degree requirement must be B or better. Courses outside of the department require departmental approval. A petition is required to waive any departmental requirements.

I. DEFICIENCIES REQUIRED 500 & 600-level courses taken (these do not count for graduate credit).

Course	Grade	Quarter	Course	Grade	Quarter
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

II. CORE COURSES (BASIC SCIENCE) - 8 Hours; *Two courses, not more than one from each category.*

A. PSY 732 B. PSY 753 C. PSY 776 , PSY 875 D. PSY 761, PSY 765 & 766, PSY 721

Course	Grade	Quarter	Course	Grade	Quarter
A. _____	_____	_____	C. _____	_____	_____
B. _____	_____	_____	D. _____	_____	_____

III. MAJOR FOCUS - 8 Hours.; *Core courses may count as either a core course or focus course, but not both.*

Course	Grade	Quarter	Course	Grade	Quarter
A. _____	_____	_____	C. _____	_____	_____
B. _____	_____	_____	D. _____	_____	_____

IV. MINOR FOCUS - 4 Hours.

Course	Grade	Quarter	Course	Grade	Quarter
_____	_____	_____	_____	_____	_____

V. RESEARCH DESIGN & METHODS - 12 Hours.

Quarter completed	Grade	Quarter completed	Grade
PSY 701 _____	_____	PSY 703 _____	_____
PSY 702 _____	_____		

VI. FIRST-YEAR RESEARCH EXPERIENCE.

Approved date _____ Satisfied date _____

VII. ELECTIVES - 4 Hours. *Courses outside the department or less than 700 need departmental approval.*

Course	Grade	Quarter	Course	Grade	Quarter
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**SUMMARY OF MATER'S DEGREE REQUIREMENTS
CONTINUED**

Name _____

VIII. THESIS (PSY 799) - Minimum 8 Hours; No more than 4 hours prior to proposal defense.

Qtr. _____ Cr. Hrs. _____; Qtr. _____ Cr. Hrs. _____; Qtr. _____ Cr. Hrs. _____; Qtr. _____ Cr. Hrs. _____

Notes: _____

Committee Approved date _____ Proposal Approved date _____

Defense Approved date _____ Thesis Completed date _____

IX. OTHER _____

X. Courses outside the department or below 700-level need departmental approval.

Course	Grade	Quarter	Course	Grade	Quarter
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

XI. TOTAL CREDIT HOURS

Must be at least 55. Need at least 11 credits more than the sum of the minimum specified. _____

I have completed all course requirements for the Master's Degree _____
Graduate Student Signature and Date

I have reviewed the Summary of Master's Degree Requirements and am in agreement that the above graduate student has completed all course requirements for the Master's Degree.

Advisor's Signature and Date

VI. Information for Students with Assistantships

A. Assistantships

1. Types

Department assistants are considered to be half-time positions. All assistantships are salaried, not hourly, positions. Therefore, no specific hours are officially attached to them, but the department uses 20 hours a week as a guideline. There are two types of assistantships: research and teaching. A research assistant's duties are to work with a faculty member on his or her research. Teaching responsibilities vary considerably depending upon assignments. The faculty teaching (i.e., PSY 301 Instructor) supervisor is responsible for supervising your teaching, and your faculty advisor is responsible for supervising your research activities.

2. Stipend, Fee Remission, Assistantship Agreement

The assistantships carry a stipend for the academic year and a fee remission. The stipend is paid in quarter-by-quarter installments starting Fall quarter, September 1 (first check, September 30) through December 31 (stipend divided by 4 months [Sept, Oct, Nov, Dec] = monthly stipend); Winter quarter (January 1 through March 31; 3 months) and Spring quarter (April 1 – June 30; 3 months). The Department of Psychology generates all assistantship contracts. The contracts are sent through the College of Science and Mathematics and forwarded to the School of Graduate Studies. Once assistantship contracts have been processed, the School of Graduate Studies will notify the student when their contract is ready for signature. Graduate students *must* register for classes *before* they sign their contract. However, students may choose to schedule the appointment and register for class on the same trip to the Student Union. Contact the School of Graduate Studies at 775-2976 or 775-3335 to make an appointment to sign the contract. The School of Graduate Studies does not permit drop-in visits to sign assistantship contracts -- students must have an appointment.

Students with assistantships may not be employed outside the Department of Psychology without prior written permission of their advisor and the Graduate Program Director.

3. Responsibilities

A signed assistantship contract indicates the graduate student is an employee of the Department of Psychology or of a faculty member. If a graduate student has been awarded an academic year assistantship, they are expected to be available from the first day of orientation to the last day of finals in June. *Graduate students are expected to be here during the breaks.* The Graduate Program Director and faculty advisor *must* approve all absences. All students should do research in their advisor's laboratory and this research should continue during breaks. Students who receive assistantships, fellowships, student employment or other financial aid may not be employed outside of

the department without the approval of their advisor and the Graduate Program Director. Permission will be granted only on a case-by-case basis. A student who violates this rule may be dismissed from the program. Students who have a teaching assistantship during the entire academic year will receive a fee remission for the following summer term even if they are not awarded a summer stipend.

4. Assistantship Application for Continuing Students

Graduate students who are currently in good standing in the program must complete an "Assistantship Funding Status for Continuing Students" form (**Attachment F**) to apply for an assistantship for summer quarter and the subsequent academic year. These forms must be submitted to the department office each year. If you do not turn in a form, you will not receive an assistantship. Master's students have high priority for funding for two years; and Ph.D. students for four years if they perform satisfactorily and funding is available. Beyond these time periods, students may drop to lower funding priority.

B. New Graduate Student In-Processing

As part of the Immigration law, each new university graduate student with an assistantship or fellowship must complete an I-9, Employment Eligibility Verification Form (**Attachment G**). New students must bring proof of citizenship or legal alien status to the Department of Psychology when they arrive on campus the first day. The I-9 form must be completed in person. The required proof for U.S. citizens is a U.S. passport or picture identification (driver's license, military identification card, or state identification card) and a birth certificate or original Social Security card. International students must provide a current passport, visa, the I-94, and the I-20. International students must also take an approved Authorization to Work form from International Student Programs to their processing appointments in Graduate Studies. Once the I-9 form is complete, it will be forwarded to the School of Graduate Studies.

At the appointment to sign the assistantship contract in Graduate Studies, new graduate students must take a deposit slip for each bank account they wish to have the stipend deposited into each month. All graduate assistants are required by the university to have their stipends directly deposited into a bank account.

The College of Science and Mathematics sent a policy memo dated June 29, 2000 stating that before signing the assistantship agreement, "New international graduate teaching assistants are required to take the Ohio Proficiency Test (OPT). The OPT has been designed with both speaking and listening components. The OPT will be administered one week before the start of each Academic Quarter. For further information on the new OPT, which must be passed by International Teaching Assistants, contact Dr. Chris Hall or Dr. Deborah Crusan of the Department of English."

DEPARTMENT OF PSYCHOLOGY
ASSISTANTSHIP FUNDING STATUS FOR CONTINUING STUDENTS
DUE TO DEPARTMENT OFFICE BY OCTOBER 1

Name: _____ SS# _____

Major Focus: HF _____ I/O _____ MS Only _____ Ph.D. _____

Quarter and year you started the graduate program: _____ Advisor: _____

When do you anticipate completing your degree: MS _____ Ph.D. _____

What quarters do you anticipate needing funding (Check one answer for each quarter):

	Yes	No	Maybe	Courses I prefer if given a TA assignment:
Summer 2010				
Fall 2010				
Winter 2011				
Spring 2011				
I'm done and do not need funding				

Please explain "maybe" responses: _____

Do you have a preference for an assistantship? Teaching _____ Research _____ No _____

I agree to inform the Graduate Program Director, Area Leader, and my advisor immediately if the information changes. I realize assistantship decisions are based on information I have provided and understand I will be held to my commitment, unless I revise this information, and it was approved by the department.

Student Signature: _____ Date _____

ADVISOR:

Do you have funding for this student (grant, fellowship, scholarship, or other)?

Yes _____ Type of funding _____ Grant # _____

What quarter(s) will you have funding _____

Possibly ___ Date you will know _____ What quarters _____

No _____

Advisor Recommendation: Fund _____ Do NOT fund _____ Other comment _____

Advisor Signature _____ Date _____

FOR OFFICE USE ONLY:

Current Standing: Outstanding _____ Good _____ Adequate _____ Delinquent _____ Probational _____

Assistantship Awarded: Yes _____ No _____ If yes, select one: (GA GTA GRA)

Amount: _____ Dept.: _____ Grant #: _____

Recommendation: _____

Student Withdrew Application _____ Date _____

(Attachment G)

I-9, Employment Eligibility Verification

Get this from our forms file. This is a U.S. Department of Justice form.

VII. Program Requirements

Successful completion of the graduate program requires progress be made in completing degree requirements. Student progress is tracked through the completion of several forms. Although these forms may seem tedious, they help to guide the student through their program of study in a timely manner. According to the School of Graduate Studies Policies and Procedures Manual, **“Graduate assistantship or fellowship support may be provided for up to a maximum of eight quarters for master degree candidates.”**

A. Anticipated Timeline and Activities

During your stay at Wright State, your activities will be many and varied and will change from year to year. Your first year is focused very heavily on coursework. This great attention to courses is designed to give you the proper background needed to successfully complete your thesis. In your first year you can expect to carry a full course load (approximately 3 courses per quarter), work on your first-year research activities, and begin your thesis research (i.e., literature review, writing, design). This is true of Fall, Winter, and Spring quarters. During Summer quarter of your first year, your activities will focus mainly on completing your first-year research activities and continued development of your thesis.

In your second year, you can expect your course load to be considerably lighter. You will probably be enrolled in one or two classes and also be taking independent research or thesis credits. Because your time is more flexible in the second year, it is expected the main focus of your work will be your thesis. During the early part of Fall quarter, you should plan to defend your thesis proposal. Fall, Winter, and Spring quarters may be used to collect your thesis data. Any additional writing required for your thesis and your thesis defense should take place during Spring quarter of your second year.

For Ph.D. pre-candidacy students, following completion of your master's thesis, you will engage in a period of readings to prepare for qualifying exams. At this time you would also typically be engaged in additional research to give you experience or data relevant to ideas for your dissertation research. Toward the middle or end of your third year, you should plan to take your qualifying exams. When you have successfully completed your qualifying exams, you may submit a dissertation proposal. Note however, though, review and design must be taking place along with discussion with your advisor in order to have a proposal ready in a timely fashion. The proposal should be completed by the end of the third year or the beginning of the fourth year so the dissertation work can be completed during your fourth year.

A detailed checklist of activities is provided in the last section of this handbook to help you track your progress through the program.

B. Registration

Graduate students must obtain their advisor's approval each quarter prior to registering for classes. Departmental permission must be obtained to enroll in any psychology graduate course. Each quarter you will receive a memo by email with the Graduate Quarterly Advising/Registration Form and the Preference/Unavailability Grid (**Attachment H**). Discuss the classes you need for the following quarter with your advisor, write them on the Graduate Quarterly Advising/Registration form, and have your advisor sign the form. **Note:** Only 4 credit hours of PSY 799 (Thesis Research) may be taken without an approved thesis proposal. PSY 999 (Dissertation Research) may only be taken *after* the qualifying exam is passed. In addition, no more than 16 credit hours of PSY 999 may be taken without an approved dissertation proposal, unless additional hours are approved by the student's dissertation committee. All 500- and 600-level courses require instructor permission because they meet with 300- and 400-level courses and special provision must be made. The Preference/Unavailability Grid is used to plan your teaching assistantship duties around your class schedule and laboratory meetings. The grid is also used to assign proctoring assignments throughout the quarter.

Return the Graduate Quarterly Advising/Registration Form to the Graduate Program Secretary who will give you the appropriate registration slips. Registration slips will only be issued when you submit the completed Graduate Quarterly Advising/Registration with (a) your advisor's signature and (b) instructor permission where required. You must either have completed the prerequisites for a course or, if you do not satisfy a prerequisite for a course, you must submit a signed statement from the instructor approving your registration even though you have not met the prerequisite.

(This does not apply to PSY 799 and PSY 999 restrictions.)

Courses outside of the department require permission of both the Area Leader and the Graduate Program Director before you can receive registration slips.

C. Required Credit Hours

Departmental policy requires full-time students be registered for at least 12 credit hours during Fall, Winter and Spring quarters and at least 15 credit hours during Summer quarter. Part-time students must take the agreed upon part-time load each quarter. Students who fail to enroll in these minimum loads may be dismissed from the program unless they are given official written permission for an exception.

D. First-Year Research Agreement

Graduate students are expected to engage in research with faculty throughout their program of study. The faculty advisor directs and coordinates student research at all stages. Some graduate students know who their faculty advisor will be when they are accepted into the program. Other students go through a selection process during the first part of the fall quarter. All first-year students must complete a "First-Year Research Agreement" form (**Attachment I**) by **December 1** of their first year. This means you

must have a faculty advisor and an area of research selected by the middle of fall quarter. You and your advisor will formulate the first-year agreement, sign the form, then submit it to the Graduate Program Secretary. If Independent Research Credits (PSY 790) are taken as a part of this research activity, they must be approved by your faculty advisor. All full-time students are expected to spend at least 10 hours per week on research without registering for independent research credits.

E. Program of Study

You must complete a "Program of Study" form (**Attachment J, pages 1 and 2**) by *the second quarter of your first year as a Master's student and the sixth quarter as a Doctoral student*. This form outlines the courses you plan to take to complete your graduate degree. Your advisor should help you complete this form. Tables 1 and 2 on the following pages summarize graduate degree requirements for Master's and Doctoral students and course categories. Your advisor will be very helpful in completing your Program of Study. Once you and your advisor have signed this form, it should be turned into the Graduate Program Secretary. The Program of Study will be approved by the appropriate Area Leader and Graduate Program Director. The original form will be sent to the graduate school and a copy placed in your student file. The graduate school must have this form on file before they will permit you to register for subsequent quarters. Graduate Studies verifies your transcript matches your Program of Study. To avoid delays in signing your assistantship agreements and fee waivers, you should update your Program of Study each time you deviate from it. The same approval process must be followed for each change. Change forms (**Attachment K**) are available in the department office.

TABLE 1
GRADUATE DEGREE REQUIREMENTS

Master of Science

In order to qualify for a Master of Science degree, students must complete all of the following requirements in addition to satisfying requirements of the School of Graduate Studies. All course work and program options may be used to satisfy requirements only if officially approved on the Program of Study (Attachment J, pages 1 & 2). The Program of Study is approved by the student's advisor, Area Leader, and the Graduate Program Director. Students must declare either human factors or industrial/organizational as their major area. A Summary of Degree Requirements should be used to summarize progress toward the M.S. degree.

1. A minimum of 55 quarter-hours must be completed.
2. Complete coursework in the following areas (approximately 8 courses):
 - Eight credit-hours of core psychology courses (satisfying distribution requirements).
 - Eight credit-hours of major focus courses (satisfying distribution requirements).
 - Four credit-hours of minor focus courses.
 - Three-course sequence in research design, methods and statistics.
3. Complete first-year research requirement.
4. Complete an acceptable research-based thesis, including a written proposal and thesis, and a defense of both (8 credit hours of thesis research required).

NOTE: The M.S. degree requirements are a subset of the Ph.D. degree requirements.

Doctor of Philosophy

In order to qualify for a Doctor of Philosophy degree, students must complete all of the following requirements in addition to satisfying requirements of the School of Graduate Studies. All course work and program options may be used to satisfy requirements only if officially approved on the (Attachment J, pages 1 & 2). The Program of Study is approved by the student's advisor, Area Leader, and Graduate Program Director. Students must declare either human factors or industrial/organizational as their major area. A Summary of Degree Requirements should be used to help monitor progress toward the Ph.D. degree.

1. A minimum of 136 quarter-hours must be completed (including the 55 quarter-hours for the MS degree).
2. Complete course work in the following (approximately 17 courses):
 - At least three core psychology courses.
 - Twenty-four credit-hours of major focus courses.
 - Twelve hours of minor focus courses.
 - Three-course sequence in research design, methods and statistics.
 - One advanced course in research design, methods and statistics.
 - Course in history and systems in psychology.
3. Complete first-year research requirement.
4. Complete an acceptable M.S. thesis, including a written proposal and thesis, and an oral defense of both.
5. Pass the qualifying exam.
6. Meet residency requirements.
7. Meet practical experience requirements.
8. Complete a Ph.D. dissertation and successfully defend the dissertation in an oral exam conducted by a dissertation committee. (At least 36 hours of dissertation credit required.)

TABLE 2
COURSE CATEGORIES

Core Courses

A.	PSY 732	Personality Structure and Function
B.	PSY 753	Group Processes and Social Behavior
C.	PSY 776	Visual Science and Laboratory
	PSY 875	Psychoacoustics
D.	PSY 665	Information Processing
	PSY 761	Human Learning and Memory
	PSY 721	Engineering Psychology

**Ph.D. students must take three courses, one each from three of the four groups.
Master's students must take two courses, one each from two of the four groups.**

Focus Courses (Major and Minor)

Double listed classes may count as either a core course or focus course, but not both.

Human Factors

A.	PSY 721 <i>or</i> PSY 724	Engineering Psychology Human Factors in System Development
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Note: Either PSY 721 or PSY 724 must be taken.

PSY 625	Human Computer Interface
PSY 665	Information Processing
PSY 725	Workspace Design and Anthropometry
PSY 761	Human Learning and Memory
PSY 776	Visual Science and Laboratory
PSY 778	Cortical Visual Processes
PSY 823	Display Design
PSY 825	Aviation Psychology
PSY 862	Training Simulation and Instruction
PSY 875	Psychoacoustics
PSY 886	Topics in Human Factors
	Attention and Human Performance
	Binaural Hearing
	Color Displays
	Color Vision
	Cognitive Task Analysis
	Cross Cultural Psychology
	Fundamentals of Motion Perception
	Health Care Systems
	Human Error
	Neural Networks
	Expertise
	Reasoning and Problem Solving
	Visual Search
PSY 841	Topics in Psychology
PSY 894	Engineering Psychophysiology
PSY 968	Manual Control and Psychomotor Skills

TABLE 2 (continued)
COURSE CATEGORIES
Page 2

Industrial/Organizational

PSY 643	Psychometrics
PSY 732	Personality Structure and Function
PSY 740	Seminar in I/O
PSY 741	Personnel Selection
PSY 742	Behavior in Organizations
PSY 743	Psychology of Leadership
PSY 745	Research Methods in I/O
PSY 753	Group Processes and Social Behavior
PSY 842	Work Motivation
PSY 845	Organizational Theory
PSY 841	Topics in Psychology Assessment Centers & Managerial Performance
PSY 888	Topics in I/O Employee Development & Careers Training

Research Design, Methods and Statistics

PSY 701	Research Design and Quantitative Methods: I
PSY 702	Research Design and Quantitative Methods: II
PSY 703	Research Design and Quantitative Methods: III

Advanced Research Design, Methods and Statistics

PSY 675	Signal Detection Theory in Psychology
PSY 707	Multivariate Methods in Psychology
PSY 746	Multi-Level Modeling

History and Systems in Psychology

PSY 881	History and Systems in Psychology
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Electives

PSY 700	Principles of Instruction in Psychology
PSY 759	Seminar in Human Factors
PSY 782	Instrumentation in Psychology
PSY 784	Professional Issues
PSY 790	Independent Research
PSY 797	Internship
PSY 864	Cognitive Modeling
PSY 873	Vestibular Function

Thesis and Dissertation

PSY 799	Thesis Research
PSY 999	Dissertation Research (Ph.D. Students Only)

GRADUATE QUARTERLY ADVISING/REGISTRATION DEPARTMENT OF PSYCHOLOGY

Name: «FName» «LName» _____

Quarter/Year: _____

Departmental permission must be obtained to enroll in any psychology graduate course.

1. The Graduate Program Secretary will only issue a registration slip if you submit this form with (a) your advisor's signature, (b) instructor permission as needed (All 600-numbered courses require instructor permission because they meet with 400-numbered courses and special provision must be made), and (c) satisfying prerequisites. Students who have not met prerequisites for a course must submit a signed statement from the instructor indicating he or she knows you have not met the prerequisite. (This does not apply to PSY 799 and PSY 999 restrictions.)
2. Only 4 credit hours of PSY 799 may be taken without an approved thesis proposal. PSY 999 (Dissertation Research) may only be taken *after* the qualifying exam is passed. In addition, no more than 16 credit hours of PSY 999 may be taken without an approved dissertation proposal, unless additional hours are approved by the student's dissertation committee.
3. If you are enrolled in any of the independent research courses where the supervisor is different from your Advisor, you must obtain their signature before registering for the class.

Name of Supervisor, if different from Advisor

Signature

Date

4. Courses outside of the department require permission of the Area Leader and Graduate Program Director before you can receive registration slips.

Area Leader Approval for courses outside of the Department - Signature: _____

Graduate Program Director Approval for courses outside of the Department - Signature: _____

Advisor Approval Signature: _____ **Date:** _____

CRN	Course # & Section	Course Title	Cr Hrs	Time/Days and Location	Instructor Permission
	759-01	Brown Bag	0	Friday, 12pm, 339A Fawcett	
Total Credit Hours:					

Preference and Availability Grid

	Monday	Tuesday	Wednesday	Thursday	Friday
8 - 9am					
9 - 10am					
10 - 11am					
11am - 12noon					
12 - 1pm					
1 - 2pm					
2 - 3pm					
3 - 4pm					
4 - 5pm					
5 - 6pm					
6 - 7pm					
7 - 8pm					
8 - 9pm					

C = Class time

U = Unavailable

P = Preferred teaching time

Blank areas = available

FIRST-YEAR RESEARCH AGREEMENT

Name: _____

Academic Year: _____

Advisor: _____

Research Title: _____

All first-year students are expected to obtain research experience by working closely with their advisors on appropriate research. At the end of the academic year, faculty will evaluate their students' performance.

Changing faculty advisors prior to June, although unusual, is possible. Approval of the Area Leader must be obtained and a new First-Year Research Agreement must be completed.

The top half of this form should be completed and submitted to the Graduate Program Secretary no later than 1 December.

Agreement: Brief Summary of Expected Activities.

Student Signature	Date	Advisor Signature	Date
Area Leader Signature		Date	

Evaluation of the first year project: The Advisor's Evaluation must be submitted to the Graduate Program Secretary by the last Friday in September. The First-Year Research Agreement ends at the end of the student's first year. The advisor and student should plan activities to prepare for the MS thesis or Ph.D. dissertation. This due date applies to everyone regardless of a student's start date. The evaluation may be divided over two years for students who start in Spring, Summer, or Winter quarters. Evaluate the appropriate months for each student in each year.

Evaluation of performance (please circle one):

Outstanding	Good	Adequate	Below Expectations	Inadequate
-------------	------	----------	--------------------	------------

Comments:

Advisor Signature _____ Date _____

**PROGRAM OF STUDY
DEPARTMENT OF PSYCHOLOGY
WRIGHT STATE UNIVERSITY**

Student's Name/Last, first, middle

Human Factors Industrial/Organizational
Concentration Area (Circle One)

UID Number

M.S. (469) Ph.D. (468)
Degree (Circle One)

Projected Completion Date _____

DEPARTMENT NAME	COURSE NUMBER	QUARTER HOURS OF CREDIT	COURSE TITLE	REQ.	ELEC.	TRANS.	GRADE	QT./YR.
Core								
Major Focus								
Minor Focus								
Res. Des.&Meth.								
PSY	701	4	Research Design and Quantitative Methods I	X				
PSY	702	4	Research Design and Quantitative Methods II	X				
PSY	703	4	Research Design and Quantitative Methods III	X				
Electives								
PSY	759	0	Seminar in Human Factors	X				
PSY	790	Multiple	Independent Research	X				

**CHANGE OF PROGRAM OF STUDY
DEPARTMENT OF PSYCHOLOGY
Wright State University**

Student's Name/Last, first, middle Human Factors Industrial/Organizational
Major Focus (Circle One)

UID Number M.S. (469) Ph.D. (468)
Degree (Circle One)

Projected Completion Date _____

PROGRAM CHANGES				
DELETIONS:				
	COURSE TITLE	DEPARTMENT NAME	COURSE NUMBER	QUARTER HOURS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
SUBSTITUTIONS/ADDITIONS:				
	COURSE TITLE	DEPARTMENT NAME	COURSE NUMBER	QUARTER HOURS
1.				
2.				
3.				
4.				
5.				
6.				
7.				

ACCEPTANCE/SIGNATURES AND DATES

OFFICE USE ONLY

Student

Date

Major Advisor

Date

Area Leader

Date

Graduate Program Director

Date

VIII. Master's Thesis Guidelines

A. Guidelines for the Master's Thesis Proposal

The thesis proposal should demonstrate your knowledge of the proposed topic. It should describe an empirical study for which you have primary responsibility with the approval and guidance of your advisor and your thesis committee. The research should contribute to our understanding of an important theoretical, methodological, or practical problem.

You should begin the proposal with an introductory section in which you describe the problem and its importance. You should also critically review the relevant literature in the introduction. The introduction typically concludes with a description of the proposed study and a statement of the hypotheses to be tested.

In the second major section of your proposal you should present a complete and detailed method section. You should describe, in detail, the subjects, apparatus, materials, stimuli, balancing and methodological controls, and procedures to be used to test your hypotheses. Appendices specifying details often are useful. This section should be sufficiently detailed to enable a true replication (See APA Manual) and should approximate the method section in the final thesis.

Finally, you should include a section in which you describe the statistical analysis and quantitative approaches you will use to analyze the data. You should also describe the expected results and their interpretations. Preliminary or pilot data often are included in this section to justify the reasonableness of your approach. Appendices should present complete ANOVA tables (Source, *df*, error terms) or analysis specifications for other techniques.

Thesis proposals are not concept papers. They are used for approval of specifically described projects. If the thesis research is changed, the thesis committee must approve the changes. The *Graduate Thesis/Dissertation Handbook* is available on the School of Graduate Studies website (www.wright.edu/sogs/thesis/format.html) and sets forth minimum requirements for all submitted theses and dissertations. You should also ask the advanced students for copies of their theses as examples. Feel free to discuss this entire process with your advisor and other students. Remember you will work closely with your advisor during this process. Copies of thesis proposals and final theses are kept in the department office for anyone to borrow. Please see the Graduate Program Secretary for more information.

B. Master's Thesis Credits

You must register for and pass at least 8 hours of thesis credits (PSY 799) before graduating. You may register for no more than 4 thesis hours before the thesis proposal has been approved. Additional hours of thesis credits may not be used to replace required courses.

C. Composition of the Master's Thesis Committee

Thesis committees should be formed after your thesis topic has been determined but prior to the completion of the formal proposal. Your thesis advisor is officially responsible for recommending appropriate members for your thesis committees, but selection of the committee is usually done in conjunction with the student. Thesis committees must be composed of at least three members. At least two committee members must be faculty from Wright State University, Department of Psychology. All committee members must receive approval for *graduate faculty status* by the School of Graduate Studies. The "Master's Thesis Committee Approval" form (**Attachment L**) must be approved by the School of Graduate Studies prior to scheduling a thesis proposal defense.

D. Functions of the Master's Thesis Committee

Your thesis advisor and thesis committee's primary responsibility is to your thesis research, and eventually to officially approve it. Specifically, the committee will ensure your research question is relevant, significant but manageable, and logically and methodologically sound. Of course, the most important member is your advisor. The committee is responsible for ensuring a student is prepared to undertake thesis research. Students must have acquired the needed background and skills before they will be allowed to pursue their thesis research. The committee gives this formal approval at the Thesis Proposal Approval meeting but the evaluation of readiness may take many forms. You should keep in touch informally with all committee members and seek their advice about relevant educational or thesis issues. Thesis committees, however, are not to be used to review drafts of your proposal and thesis. Ask other graduate students and your thesis advisor to review your documents. A draft of your thesis may be submitted to the full committee only after the thesis advisor approves its release. The thesis committee must formally approve both the proposal and the final thesis. Proposals must be justified as manageable, important, relevant, and likely to lead to important results. A substantial literature review and preliminary or pilot research are often required.

E. Master's Thesis Proposal Approval

After you have scheduled your proposal approval meeting, you need to complete the top section of the "Master's Thesis Proposal Approval" form (**Attachment M**). Take the "Master's Thesis Proposal Approval" form with you to the Proposal Defense. This is a formal written contract made between the thesis committee and the student. It may be changed only by mutual consent of all committee members and the student. Any agreed

upon changes must be made in writing. This form needs to be given to your advisor prior to the proposal defense. The proposal approval form must be signed by all of the members of your committee and an action must be marked. This completed form along with a copy of the proposal must be submitted to the department office and approved by the Graduate Program Director. You are responsible for making sure your advisor submits the form. Thesis committees usually make changes in the proposed research during the proposal meeting. These changes need not be written immediately into the proposal, but will be included on the Thesis Proposal Approval form. Data collected prior to the proposal defense meeting may not be used to satisfy thesis requirements. If a proposal is denied approval, a student is placed on probationary status. A student who is denied approval twice will be recommended for dismissal from the program.

F. Master's Thesis Defense

A thesis defense may be scheduled only when the faculty thesis advisor decides the student is sufficiently prepared to defend it and the written thesis is completed to his or her satisfaction. At this point students may distribute the thesis to the committee and request a defense. Depending on their schedules and/or other commitments, faculty may need 2-4 weeks to complete their evaluation and review the written proposal. Students should consult committee members about availability and submit the Master's Defense Scheduling form (**Attachment N**). The Defense Scheduling Form must be submitted to the department office at least three weeks prior to the defense date. After approval by the Area Leader and the Graduate Program Director, the office will officially notify the appropriate psychology faculty and reserve a room for the defense. A thesis defense is an announced, public event. All faculty and students are invited to attend.

At the defense, students will be expected to demonstrate their knowledge of relevant literature, skills, and procedures. It is not limited to the studies conducted as a part of the written thesis. Students should also be ready to discuss implications and possible applications. Submit the "Master's Defense Approval" form (**Attachment O**) to the thesis advisor prior to the start of the defense meeting. The thesis advisor will summarize the recommendation of the committee on the defense approval form and submit it to the Graduate Program Secretary as soon as possible after the completion of the defense meeting.

If a Master's student requests evaluation to continue to Ph.D. candidacy, he or she must inform the committee *prior* to the thesis defense and the committee must make a recommendation to the department's graduate admission committee. Students admitted to both the M.S. and Ph.D. programs must follow this procedure. The thesis advisor should submit the committee's recommendation on the Thesis Defense Approval Form.

**** Important:** Take 2 copies of the "Approval Sheet" (signature page) to your thesis defense (**Attachment P**). The Approval Sheet must be **on bond paper** and in the final format (www.wright.edu/sogs/thesis/format.html) required by the School of Graduate Studies. After the thesis defense is approved, your advisor, all committee members, Chair of the Department of Psychology, and Graduate Program Director must sign each

copy of the approval sheet. Each copy of the approval sheet must have their original signatures, not copies. If the thesis defense is approved contingent upon some modification of the written thesis, these sheets should be submitted to the department office to be held until modifications are made to the satisfaction of the committee. When modifications have been made and approved, the student may retrieve the signed approval sheets and take the approval pages with signatures to the Graduate School. The Graduate School will obtain the Dean's signature on the approval sheets. One copy of the approval page will be filed in the Graduate School. The second copy will be placed in the graduate students file in the Department's office. The ETD cannot be approved until the Graduate School receives the signed thesis approval page.

If the thesis defense is not approved, the student is placed on probationary status and must wait at least 10 weeks before requesting another thesis defense meeting. A student who is denied approval twice will be recommended for dismissal from the program.

The student is responsible for meeting the format requirements required by the School of Graduate Studies. The following is an excerpt from the School of Graduate Studies Thesis and Dissertation Handbook:

"I. PROCEDURES

This handbook sets forth minimum requirements to be followed in all master's theses and doctoral dissertations submitted to OhioLINK or to the School of Graduate Studies. For purposes of brevity and clarity, in this handbook the terms "thesis" and "theses" will be used to discuss both master's theses and doctoral dissertations. Also, the term "Graduate School", when used, refers to the School of Graduate Studies. This handbook is basically a guide to format, not an exhaustive guide to style or to the process of developing and writing a thesis. Individual departments or programs may stipulate additional requirements, and, in matters of format, style, and procedure not specified in this handbook, students should seek the advice of their thesis directors. For matters not specified by this handbook, or by departments, you should consult the latest edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian. It should be followed when departments do not specify a style manual. Other manuals can also be used, such as the American Psychological Association (APA) Publication Manual, The Modern Language Association of America (MLA) Handbook for Writers of Research Papers, the Chicago Manual of Style, etc. All of these manuals are available as library reference materials or they may be purchased at most bookstores. Also, the University Writing Center (031 Dunbar Library) sells reasonably priced mini-manuals, which provide basic format and citation information for APA and MLA styles. The important point to remember is that the thesis must be consistent in both the style employed and the format selected. If you have any questions or concerns about style and/or format, you should contact the Graduate School, E344 Student Union, telephone (937) 775-2976,

or e-mail lisa.lewandowski@wright.edu, john.kimble@wright.edu, or amy.johnson@wright.edu.

FORMAT CHECK

At your request, the Graduate School will make a format check of any thesis, or portion thereof, prior to final deposit. The format check may be submitted on paper or electronically. This review will evaluate the thesis for format and style as established in this handbook. This review is intended to minimize the likelihood of thesis rejection after the deposit deadline. However, it in no way guarantees the acceptability of the final copy. To allow ample time for completing the final deposit copy, you are advised to arrange for a format check well in advance of the deposit deadline. Format checks will be done as soon as possible, but please allow at least two (2) days for completion.

FINAL DEPOSIT

OhioLINK requires that the ETD must be submitted in PDF format. One copy of the PDF thesis must be deposited at the OhioLINK ETD Center by going to <http://www.ohiolink.edu/etd/submit2> not later than 30 days after the end of the quarter in which the degree will be granted (due dates are published by the Graduate School and distributed to the departments and program offices). This final copy should follow the form prescribed in this handbook and should be carefully produced, free of errors in style, mechanics, and format. The Graduate School is notified by OhioLINK when an ETD is deposited, and final approval is the Graduate School's responsibility, not OhioLINK's. Final copies will not be approved at OhioLINK if errors in format require corrections.

* The PDF file must include the typed thesis approval page, but without signatures.

* One (1) copy of the typed thesis approval page with signatures must be submitted to the Graduate School for filing. The ETD cannot be approved until the Graduate School receives the signed thesis approval page.

You should check with your advisor to determine if your department or program requires additional electronic or paper copies.

In cases where a thesis cannot be prepared as an ETD (e.g., some creative theses, etc.), the student may request a waiver to the ETD requirement by submitting an academic petition to the Graduate School in advance of the due date.

UNIVERSITY MICROFILMS INTERNATIONAL (UMI)
(Doctoral Students Only)

Doctoral students are required to complete all arrangements for submission of one copy of the doctoral dissertation to UMI as a condition for final approval by the Dean of the School of Graduate Studies. Contact the Graduate School for UMI forms and additional information. Students who submit their dissertations to the OhioLINK ETD Center may arrange to submit the document to UMI as part of the ETD submission process.

II. RESPONSIBILITIES

GRADUATE SCHOOL

The Graduate School is responsible for determining that all deposit copies conform to the requirements set forth in this handbook. The Graduate School reserves the right to refuse, for final deposit, any thesis that does not meet these requirements. Your final copy must be approved and signed by the Dean of the School of Graduate Studies before your degree will be posted to your academic record. Upon approval of the final copy, the Graduate School is responsible for submitting it to the University Libraries for microfiche and binding."

Electronic submission of theses and dissertations is now mandatory. Detailed instructions for electronic submission are listed at <http://www.libraries.wright.edu/services/etd/>.

G. Time Limit

Graduate credit toward the M.S. degree is valid only for five years from the date the student enters the program. Graduate credit toward the Ph.D. degree is valid for only seven years from the date the student enters the program. Typically, full-time students will have completed their degree considerably before this time. These limits are not a guarantee. Students are expected to make normal progress and may be dismissed if they fail to do so. Students must be registered each quarter in the status they have been accepted.

H. Residence Requirements

There is no full-time requirement for M.S. students but a minimum of 33 credit hours toward the M.S. degree must be completed at Wright State University. Students must be registered in the quarter they graduate.

Summary for Thesis Committee Requirements

All committee members are selected by the faculty advisor in consultation with the student. **Thesis committees must be approved by the School of Graduate Studies prior to the proposal defense.** When that approval is received, the graduate student will be notified and the form will be placed in the student's file.

Committee Requirements

Master's Committee

1. The committee will consist of a chair and at least two committee members.
2. The chair must have Full Graduate Faculty Status.
3. The members must have at least Associate Graduate Faculty Status.
4. Two members must be from the Wright State Department of Psychology.

MASTER'S THESIS COMMITTEE APPROVAL FORM

Note: A thesis committee **must** be approved prior to the Proposal Approval Meeting. When approval is received from the School of Graduate Studies, the graduate student will be notified and the form will be placed in the student's file.

Student: _____ **Major Focus:** _____

Proposed Thesis Title: _____

The Thesis Director is officially responsible for recommending members of the committee.

I have approved the following committee members:

Student Signature: _____ Date: _____

For Office Use Only

Graduate School Status:

Full/Dissertation Qual: _____

Assoc: _____

Dissertation Qual: _____

Thesis Director: _____

Director Signature: _____

Co-Director: _____

Co-Director Signature: _____

Type in committee member's names and affiliation, if outside the Department of Psychology. Faculty signature below indicates you have agreed to serve on this Thesis Committee. Please attach a current Vitae if outside the Department of Psychology.

Member: _____

Member Signature _____

Department/Affiliation _____

For Office Use Only

Graduate School Status:

Full/Dissertation Qual: _____

Assoc: _____

Dissertation Qual: _____

Member: _____

Member Signature _____

Department/Affiliation _____

Full/Dissertation Qual: _____

Assoc: _____

Dissertation Qual: _____

Member: _____

Member Signature _____

Department/Affiliation _____

Full/Dissertation Qual: _____

Assoc: _____

Dissertation Qual: _____

Member: _____

Member Signature _____

Department/Affiliation _____

Full/Dissertation Qual: _____

Assoc: _____

Dissertation Qual: _____

Member: _____

Member Signature _____

Department/Affiliation _____

Full/Dissertation Qual: _____

Assoc: _____

Dissertation Qual: _____

At this point please submit to the Graduate Program Secretary.

Area Leader: _____ Date _____

Graduate Program Director: _____ Date _____

Dean, Science and Mathematics: _____ Date _____

Dean, School of Graduate Studies: _____ Date _____

**MASTER'S THESIS PROPOSAL APPROVAL FORM
DEPARTMENT OF PSYCHOLOGY**

Student: _____

Title: _____

I have agreed to meet with the committee for a proposal approval meeting on: _____

Student Signature: _____ **Date:** _____

Submit approval form to Thesis Chair prior to start of proposal meeting.

Committee Action on Proposal:

Approve with Modifications: _____ **Not Approved/Rescheduled** ____ **Deny:** _____

Required Modifications:

Thesis Director: _____ **Date:** _____

Co-Director (if appropriate): _____ **Date:** _____

Member: _____ **Date:** _____

Member: _____ **Date:** _____

Member: _____ **Date:** _____

Member: _____ **Date:** _____

Submit to Graduate Program Secretary for final signatures.

Area Leader: _____ **Date:** _____

Graduate Program Director: _____ **Date:** _____

MASTER'S DEFENSE SCHEDULING

Submit to Graduate Program Secretary at least three weeks prior to your scheduled defense date.

Name: _____

Major Focus: _____

Thesis Advisor: _____

Committee Members: _____

Thesis Title: _____

Request Ph.D. precandidacy evaluation? Yes _____ No _____

Defense Schedule: The student is responsible for arranging the date and time with all members of the committee. Two to three hours must be available for a thesis defense.

Date: _____

Time: _____

Advisor Approval: _____

A thesis defense may only be scheduled after a close-to-final draft of the thesis is distributed to all members of the committee. The thesis may only be distributed after the Thesis Advisor approves it in close-to-final form.

FOR OFFICE USE ONLY

Date Received by the Dept. Office: _____
(Flyer must be posted two weeks before the scheduled thesis defense.)

Room Assignment: _____
(The Department Office will schedule the room.)

Thesis Flyer prepared for distribution: _____

Area Leader: _____ Date: _____

Graduate Program Director: _____ Date: _____

Rev. 6/00

MASTER'S THESIS DEFENSE APPROVAL FORM

Student: _____

Title: _____

I request examination for Ph.D. pre-candidacy Yes _____ No _____

I have agreed to meet with the committee for the oral defense of my thesis on: _____

Student: _____ Date: _____

Submit to Thesis Chair prior to start of defense meeting.

I. Committee Action on Thesis:

Approve with Modifications: _____ Not Approved/Rescheduled: _____ Deny: _____

Required Modifications:

II. Recommendation for Student's admission to pre-candidacy. (Only for Master's student who request to continue Ph.D.)

Rate likelihood of successfully completing high-quality Ph.D. work:

1	2	3	4	5
Very Unlikely to Be Successful	Probably Will Not Be Successful	Some Chance	Probably Will Be Successful	Very Likely to Be Successful

Comments: _____

Thesis Advisor: _____ Date: _____

Member: _____ Date: _____

Member: _____ Date: _____

Member: _____ Date: _____

Member: _____ Date: _____

Submit to Graduate Program Secretary for final signatures

Area Leader: _____ Date: _____

Graduate Program Director: _____ Date: _____

SAMPLE APPROVAL SHEET (M.S.)

WRIGHT STATE UNIVERSITY

SCHOOL OF GRADUATE STUDIES

DATE

I HEREBY RECOMMEND THAT THE THESIS PREPARED UNDER MY SUPERVISION BY Leigh Kelly ENTITLED Altitude Control and the Interaction of Global Optical Flow with Ground Texture Type BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF Master of Science.

(Typed Name, Degree)
Thesis Director

(Typed Name, Degree)
Thesis Co-Director *(note: if appropriate)*

(Typed Name), Ph.D.
Graduate Program Director

Committee on
Final Examination

(Typed Name), Ph.D.
Chair, Department of Psychology

(Committee Member Typed Name, Degree)

(Committee Member Typed Name, Degree)

(Committee Member Typed Name, Degree)

(Committee Member Typed Name, Degree)

Joseph F. Thomas, Jr., Ph.D.
Dean, School of Graduate Studies

IX. Doctoral Qualifying Exam Process

One purpose of the qualifying exam is to ensure a student has acquaintance and understanding of broad problems in the field of human factors, in the field of industrial-organizational psychology, or across both fields (beyond coursework) and the theories, approaches and methodologies used to attack these problems. The qualifying exam also is intended to guide the student to an in-depth study of areas related to their dissertation research. The student will work with their qualifying exam committee to find the balance between depth and breadth most appropriate for that student.

The goal should be to pass the exam before the end of the third year (full-time students). Three steps must be completed: (a) the qualifying exam committee must be approved, (b) the reading list must be approved and a copy of the list placed in the student's file, and (c) the exams must be scheduled, taken, and passed.

A. Qualifying Exam Committee

Qualifying exams will be written and evaluated by an examining committee of at least 4 members of the graduate faculty, with at least 3 who are members of the human factors and industrial-organizational faculty at Wright State. The fourth faculty member may be outside these areas. Committee members should be chosen to achieve a broad representation of the appropriate topic areas. Committee members will be recommended by the student's primary advisor for the approval of the Area Leader and the Graduate Program Director. The committee is not constituted until approved by the Graduate Program Director. The "Qualifying Exam Committee and Reading List Approval Form" must be given to the Graduate Program Secretary so it can be placed in the student's file (**Attachment Q, Step I**). Although members of the qualifying exam committee may become members of the dissertation committee, qualifying exam committee members are not required to have the graduate faculty status required of dissertation committee members.

B. Reading List Guidelines

The student must consult with all committee members in constructing the reading list. Retrieve the "Qualifying Exam Committee and Reading List Approval Form" (**Attachment Q, Step II**) from the Graduate Program Secretary, attach the approved reading list to the form, and obtain all the committee members' signatures on the form. The Qualifying Exam Committee and Reading List Approval Form must be returned to the Graduate Program Secretary to be placed in the student's file. All reading lists and exam questions are public documents and can be examined by other students and faculty.

The reading list must be developed with the committee members. Each member should establish, with the student, a specific list of material (with full references) to be read.

- Lists should include an overview statement and perhaps limitations.
- Lists should include some overview or general reading. One approach is to include a "General Readings" section, with references broadly considering human factors and/or industrial-organizational psychology.
- Lists should include general overviews of more focused areas. Secondary sources may be good reading for these overviews.
- A number of different areas of investigation should be covered.
- Primary sources should include outstanding research papers and papers attempting to integrate problem areas, as well as original research specific to the research questions targeted for the dissertation.

The student is expected to meet regularly with the committee members to discuss the material as it is read. The student may request practice questions to help determine the breadth and depth of understanding expected from the readings. A student writing answers to practice questions may request guidance in improving the written responses.

C. Examination

The qualifying exam consists of two parts: a written component followed by an oral examination. The two are components of a single examination process evaluated only in its entirety. The sequence of events is:

- After sufficient study the student will schedule with the qualifying exam committee times to take the written and oral exams relevant to the reading list. The student will submit the "Qualifying Exam Scheduling and Results Form" (**Attachment Q, Step III**) to the Graduate Program Secretary *at least one month prior to the first test date. The oral component will be scheduled no sooner than two weeks and no later than four weeks after the written component.* The student will schedule suitable rooms for the examinations.
- For the written component, the committee will write questions relevant to the content of the reading list and/or solicit questions from faculty not on the qualifying exam committee. Exam questions will be agreed on by the entire committee to provide an examination of appropriate scope and depth as determined by the committee. *The exam questions approved by the committee will be given to the Graduate Program Secretary one week prior to the scheduled exam date. The exam questions should be labeled as Day 1 Exam Questions and Day 2 Exam Questions.* Each group of questions will be placed in a sealed envelope and locked in a secure location.
- The total time allotted for the written exam should not exceed 8 hours. This time will be divided among all of the questions given by the committee members. The exam time will be divided into two 4-hour periods on two different days. The two written-exam days must be scheduled to occur within a 7-day period.

- Exam questions for a particular exam day will be available to the student 4 hours before the scheduled exam time. In the 4 hours prior to the exam, the student may ask committee members for clarification of questions and may consult notes and reference materials. **Notes, reference materials, and consultation with others will not be permitted during the actual 4-hour exam.** The student may choose to begin the exam before the scheduled exam time if the student does not require all of the 4-hour preparation time. This does not alter the 4-hour limit for the exam. The student is responsible for completing the exam within the allotted time.
- In the weeks between the written and oral components, the answers to the written-component questions will be read by all members of the committee, and will be evaluated by each member on a scale of 4 - outstanding, 3 - good, 2- acceptable, and 1 - unacceptable. The committee members may advise the student about topics on which the student should be better prepared for the oral component, but no evaluative judgments can or should be offered on the basis of the performance on the written component alone.
- The student will meet the qualifying exam committee for an oral examination on the written exam and the reading list.
- Performance must be acceptable on all areas examined in order to pass the exam. A pass-fail decision will be made in writing and signed by the examining committee members after the oral examination. Results are reported on the "Qualifying Exam Scheduling and Results Form" (**Attachment S, Step IV**). The decision must be placed in the student's file in the department office by the *Graduate Program Secretary*.
- If the student is not judged qualified, the student has one opportunity to retake the exam. The second exam will have the same format as the first, but questions for the second exam will not be the same as those given on the first exam.
- Once qualified, the student will proceed to the preparation of a dissertation proposal.

D. Petition for Special Consideration

These rules are written to help the student understand the procedures and goals of the examination process, which is intended to be a valuable learning experience in preparation for an independent career. Because no set of rules can address the circumstances of every possible student, the student who believes some variation of the rules is more appropriate for their training may petition for an exception to these rules. The petition must be approved by the relevant Area Leader(s) and the Graduate Program Director, with consultation of the faculty as needed.

**QUALIFYING EXAM COMMITTEE & READING LIST
APPROVAL FORM
STEPS I & II**

Name: _____ Area: _____

Step I. Approval of Examining Committee. The committee is determined by the Director of the Examining Committee in consultation with the student.

Examining Committee Members:

Type in committee member's names and affiliation, if outside the Department of Psychology.

Member: _____

Member: _____

Member: _____

Member: _____

Student: _____ Date: _____

Director, Examining Committee: _____ Date: _____

Submit to Graduate Program Secretary:

Area Leader: _____ Date: _____

Graduate Program Director: _____ Date: _____

Step II. Approval of Reading List. Each member must sign and date. Please *attach approved Reading List* to this form.

Examining Committee Members:

Member: _____ Date: _____

Member: _____ Date: _____

Member: _____ Date: _____

Member: _____ Date: _____

Student Signature: _____ Date: _____

Director, Examining Committee: _____ Date: _____

Submit to Graduate Program Secretary:

Area Leader: _____ Date: _____

Graduate Program Director: _____ Date: _____

**QUALIFYING EXAM SCHEDULING & RESULTS FORM
STEPS III & IV**

Name: _____ Area: _____

Step III. _____ Qualifying Exam Schedule _____

Check One: First test: ____ Retest: ____ (The exam may be retaken only once.)

All 3 parts of the exam must be scheduled, approved, and submitted to the Graduate Program Secretary at least one month prior to the first test date. Parts 1 and 2 must be taken no more than 7 days apart. The oral exam must be scheduled no sooner than 2 weeks after and no later than 4 weeks after Part 2. Dates may not be changed without approval. The student is responsible for arranging the dates and times with all members of the committee.

	Date	Time	Room
Part 1, Written			
Part 2, Written			
Part 3, Oral			

I agree to the above time for Qualifying Exam sessions: Student: _____ Date _____

Approval: (Signed only by Committee Director) _____ Date _____

Remember: provision must be made for the student to pick up the exam 4 hours prior to the start of session.

Failure to appear for one or more exam sessions will be considered as examination failure unless a rescheduled time is officially approved.

Submit to Graduate Program Secretary at least one month prior to first test date.

Step IV. _____ Qualifying Exam Results: (Committee Decision)

Part 1, Written: Outstanding Good Acceptable Unacceptable

Part 2, Written: Outstanding Good Acceptable Unacceptable

Exam Parts 1 and 2 will be graded but not returned or reported to student prior to administration of Part 3.

Part 3, Oral: Outstanding Good Acceptable Unacceptable

Overall Qualifying Exam Performance: (Committee Decision)

Acceptable performance in all areas, overall: Outstanding Good Acceptable

Unacceptable performance in one or more areas:

Specific Concerns and Recommendations: (use other side if necessary)

Committee must sign to certify the results immediately after the oral exam.

Examining Committee Members:

Member: _____ Date: _____

Member: _____ Date: _____

Member: _____ Date: _____

Member: _____ Date: _____

Committee Director: _____ Date: _____

Submit to Graduate Program Secretary

Area _____ Graduate Program
Leader: _____ Date: _____ Director: _____ Date: _____

X. Dissertation

A. Guidelines for Dissertation Proposal

The dissertation is designed as an opportunity for candidates to demonstrate their mastery of various skills and abilities. First, the dissertation illustrates the candidate is ready to perform as an independent scientist. He or she should be prepared and ready to pursue research from conception through publication in an independent and efficient manner. Next, the dissertation demonstrates the candidate thoroughly understands his or her research project. In addition, the dissertation should provide evidence of the candidates' breadth of scholarship. That is, the candidate should not only understand his or her own research, but should also understand how his or her research fits into the larger realm of psychological study. This may be demonstrated in the candidates' understanding of the historical, topical, empirical, and theoretical background related to his or her research topic. In addition, the dissertation should demonstrate the candidate possesses the methodological sophistication necessary to perform future research. It is expected the dissertation will make a substantial contribution to the knowledge base of psychology. Finally, a plan for achieving these goals must take into account time and resources. Independent researchers rarely have unlimited time and resources. Therefore, learning to manage time and resources while achieving excellence is an important part of becoming an independent researcher. Receiving a Ph.D. is an important step toward your long-term goals but it is closer to the beginning than the end. Substantial contributions are rarely the last work on a problem.

Certain requirements and standards must be met in the dissertation. First, the dissertation may or may not build from a candidate's master's thesis. However, the dissertation must be original and create new knowledge. The dissertation's contribution to the knowledge base must be substantial and of greater scope than a master's thesis. Finally, the work is expected to be of publishable quality.

The entire dissertation process serves as an opportunity for the candidate to demonstrate his or her expert knowledge of the dissertation topic and how it fits into the larger scheme of things, his or her mastery of research design and methodology, and his or her independence from others in the pursuit of scientific study.

B. Dissertation Credits

You must register for and pass at least 36 hours of dissertation credits (PSY 999) before graduating. Additional hours of dissertation credits may not be used to replace required courses. Students may register for no more than 16 hours of dissertation credit (PSY 999) before successfully defending their dissertation proposal unless additional hours are authorized by the student's dissertation committee.

C. Composition of Dissertation Committee

Dissertation committees should be formed after your dissertation topic has been determined but prior to the completion of the formal proposal. Your dissertation advisor is officially responsible for recommending an appropriate committee, but selection of the committee is usually done in conjunction with the student. Dissertation committees must be composed of at least 4 members of the graduate faculty, a status conferred by the School of Graduate Studies. Three of these members must come from within the Department of Psychology. One of these members must be from outside the program faculty in your major; this person might come from outside the Department. The dissertation committee must be approved by the School of Graduate Studies prior to the Proposal Approval Meeting. You should submit the "Doctoral Dissertation Committee Approval Form" (**Attachment R**) at least a month before the anticipated proposal defense. When approval of the committee is received from the School of Graduate Studies, notice will be provided to the student and the advisor.

The director of the committee must be a full member of the graduate faculty, dissertation qualified, and a regular faculty member of the Department of Psychology. Adjunct full members of the graduate faculty who are members of a Ph.D. program faculty and are dissertation-qualified may be eligible to co-direct a dissertation with a regular dissertation-qualified full member and will be selected and nominated in accordance with the Ph.D. programs' policies or guidelines. Other members of the committee must be either a full member or adjunct full member of the graduate faculty. New assistant professors should discuss with the Area Leader the option of being a co-director. (See Section XI. Graduate Faculty Status and Responsibilities)

The Graduate Program Director will submit the names of the faculty nominated for membership to the dissertation committee to the Dean(s) of the College and the Dean of the School of Graduate Studies. The Deans will formally approve the nominees to the committee. All members of the dissertation committee must be approved prior to scheduling the dissertation proposal defense.

D. Functions of the Dissertation Committee

Your dissertation advisor and committee's primary responsibility is to your dissertation research, and eventually to officially approve it. Specifically, the committee will ensure your research question is relevant, is significant but manageable, and logically and methodologically sound. Of course, the most important member is your advisor. The committee is responsible for ensuring a student is prepared to undertake dissertation research. Students must have acquired the needed background and skills before they will be allowed to pursue their dissertation research. The committee gives this formal approval at the dissertation Proposal Approval meeting but the evaluation of readiness may take many forms. You should keep in touch informally with all committee members and seek their advice about relevant educational or dissertation issues. Dissertation committees, however, are not to be

used to review drafts of your proposal and dissertation. Ask other graduate students and your dissertation advisor to review your documents. A draft of your dissertation may be submitted to the full committee only after the dissertation advisor approves it be released. The dissertation committee must formally approve both the proposal and the final dissertation. Proposals must be justified as important, relevant, and likely to lead to important results. A substantial literature review is usually required. Preliminary or pilot research is often required.

E. Dissertation Proposal Approval

After you have scheduled your proposal defense, you need to complete the top section of the "Doctoral Dissertation Proposal Approval" form (**Attachment S**). This is a formal written contract made between the dissertation committee and the student. It may be changed only by mutual consent of all committee members and the student. Any agreed upon changes must be made in writing. This form needs to be given to your advisor prior to the proposal defense. This form must be signed by all of the members of your committee and an action must be marked. This completed form along with a copy of the proposal must be submitted to the Graduate Program Secretary and approved by the Graduate Program Director. You are responsible for making sure your advisor submits the form. Dissertation committees usually make changes in the proposed research during the proposal meeting. These changes need not be written immediately into the proposal, but will be included on the Dissertation Proposal Approval Form. Data collected prior to the proposal defense meeting may not be used to satisfy dissertation requirements. If a proposal is denied approval, a student is placed on probationary status. A student who is denied approval twice will be recommended for dismissal from the program.

F. Dissertation Defense

A dissertation defense may be scheduled only when the faculty dissertation advisor decides the student is sufficiently prepared to defend it and the written dissertation is completed to his or her satisfaction. At this point students may distribute the dissertation to the committee and request a defense. Depending on their schedules or other commitments, faculty may need 2-4 weeks to complete their evaluation and review the written proposal. Students should consult committee members about availability and submit the "Doctoral Dissertation Defense Scheduling Form" (**Attachment T**). The defense scheduling form must be submitted to the Graduate Program Secretary at least three weeks prior to the defense date. After approval by the Area Leader and the Graduate Program Director, the office will officially notify the appropriate psychology faculty and reserve a room for the defense. A dissertation defense is an announced, public event. All faculty and students are invited to attend.

At the defense, students will be expected to demonstrate their knowledge of relevant literature, skills, and procedures as defined by their dissertation. It is not limited to the studies conducted as a part of the written dissertation. Students should also be ready to discuss implications and possible applications. Submit the "Doctoral

Dissertation Defense Approval Form" (Attachment U) to the dissertation chair prior to the start of the defense meeting. The dissertation chair will summarize the recommendation of the committee on the defense approval form and submit it to the Graduate Program Secretary as soon as possible after the completion of the defense meeting.

**** Important:** Take 2 copies of the "Approval Sheet" (signature page) to your dissertation defense. The Approval Sheet must be **on bond paper** and in the final format required by the School of Graduate Studies (www.wright.edu/sogs/thesis/format.html). After the dissertation defense is approved, your advisor, all committee members, and the Graduate Program Director must sign each copy of the approval sheet. Each copy of the approval sheet must have the original signatures, not copies. If the dissertation defense is approved contingent upon some modification of the written dissertation, these sheets should be submitted to the department office to be held until modifications are made to the satisfaction of the committee. When modifications have been made and approved, the student may retrieve the signed approval sheets and take the approval pages with signatures to the Graduate School. The Graduate School will obtain the Dean's signature on the approval sheets. One copy of the approval page will be filed in the Graduate School. The second copy will be placed in the graduate students file in the Department's office. The ETD cannot be approved until the Graduate School receives the signed dissertation approval page.

If the dissertation defense is not approved, a student must wait at least 20 weeks before requesting another dissertation defense meeting. If a dissertation defense is not approved, the student is placed on probationary status. A student who is denied approval twice will be recommended for dismissal from the program.

The student is responsible for meeting the format requirements required by the School of Graduate Studies. The following is an excerpt from the School of Graduate Studies Thesis and Dissertation Handbook:

"I. PROCEDURES

This handbook sets forth minimum requirements to be followed in all master's theses and doctoral dissertations submitted to OhioLINK or to the School of Graduate Studies. For purposes of brevity and clarity, in this handbook the terms "thesis" and "theses" will be used to discuss both master's theses and doctoral dissertations. Also, the term "Graduate School", when used, refers to the School of Graduate Studies. This handbook is basically a guide to format, not an exhaustive guide to style or to the process of developing and writing a thesis. Individual departments or programs may stipulate additional requirements, and, in matters of format, style, and procedure not specified in this handbook, students should seek the advice of their thesis directors. For matters not specified by this handbook, or by departments, you should consult the latest edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian. It should be followed when departments do not specify a style manual. Other manuals can also be used, such as the *American Psychological*

Association (APA) Publication Manual, The Modern Language Association of America (MLA) Handbook for Writers of Research Papers, the Chicago Manual of Style, etc. All of these manuals are available as library reference materials or they may be purchased at most bookstores. Also, the University Writing Center (031 Dunbar Library) sells reasonably priced mini-manuals, which provide basic format and citation information for APA and MLA styles. The important point to remember is that the thesis must be consistent in both the style employed and the format selected. If you have any questions or concerns about style and/or format, you should contact the Graduate School, E344 Student Union, telephone (937) 775-2976, or e-mail lisa.lewandowski@wright.edu, john.kimble@wright.edu, or amy.johnson@wright.edu.

FORMAT CHECK

At your request, the Graduate School will make a format check of any thesis, or portion thereof, prior to final deposit. The format check may be submitted on paper or electronically. This review will evaluate the thesis for format and style as established in this handbook. This review is intended to minimize the likelihood of thesis rejection after the deposit deadline. However, it in no way guarantees the acceptability of the final copy. To allow ample time for completing the final deposit copy, you are advised to arrange for a format check well in advance of the deposit deadline. Format checks will be done as soon as possible, but please allow at least two (2) days for completion.

FINAL DEPOSIT

OhioLINK requires that the ETD must be submitted in PDF format. One copy of the PDF thesis must be deposited at the OhioLINK ETD Center by going to <http://www.ohiolink.edu/etd/submit2> not later than 30 days after the end of the quarter in which the degree will be granted (due dates are published by the Graduate School and distributed to the departments and program offices). This final copy should follow the form prescribed in this handbook and should be carefully produced, free of errors in style, mechanics, and format. The Graduate School is notified by OhioLINK when an ETD is deposited, and final approval is the Graduate School's responsibility, not OhioLINK's. Final copies will not be approved at OhioLINK if errors in format require corrections.

* The PDF file must include the typed thesis approval page, but without signatures.

* One (1) copy of the typed thesis approval page with signatures must be submitted to the Graduate School for filing. The ETD cannot be approved until the Graduate School receives the signed thesis approval page.

You should check with your advisor to determine if your department or program requires additional electronic or paper copies.

In cases where a thesis cannot be prepared as an ETD (e.g., some creative theses, etc.), the student may request a waiver to the ETD requirement by submitting an academic petition to the Graduate School in advance of the due date.

UNIVERSITY MICROFILMS INTERNATIONAL (UMI) (Doctoral Students Only)

Doctoral students are required to complete all arrangements for submission of one copy of the doctoral dissertation to UMI as a condition for final approval by the Dean of the School of Graduate Studies. Contact the Graduate School for UMI forms and additional information. Students who submit their dissertations to the OhioLINK ETD Center may arrange to submit the document to UMI as part of the ETD submission process.

II. RESPONSIBILITIES

GRADUATE SCHOOL

The Graduate School is responsible for determining all deposit copies conform to the requirements set forth in this handbook. The Graduate School reserves the right to refuse, for final deposit, any thesis or dissertation that does not meet these requirements. Your final copy must be approved and signed by the Dean of the School of Graduate Studies before your degree will be posted to your academic record. Upon approval of the final copy, the Graduate School is responsible for submitting it to the University Libraries for microfiche and binding."

Electronic submission of theses and dissertations is now mandatory. Detailed instructions are listed at <http://www.libraries.wright.edu/services/etd/>.

Effective October 1999, the Graduate Council approved sending deposit copies of all Wright State doctoral dissertations to Bell & Howell Information and Learning, University Microfilms International (UMI) division. According to the memo, "UMI is a nationally recognized repository for doctoral dissertations. UMI provides individual manuscript services to the field as well as publishing abstracts in *Dissertation Abstracts International*. While WSU will continue to locally maintain both microfiche (archival) and hard (reference) copies of all dissertations, UMI will provide an expanded outlet for the dissemination of WSU's dissertation research." The UMI deposit fee for this mandatory service is \$55. The Dean of the School of Graduate Studies is currently paying the deposit fee for all Ph.D. recipients. When the dissertation is taken to Graduate Studies, the student must complete the UMI "Doctoral Dissertation Agreement Form" (**Attachment Sample W**).

G. Time Limit

Graduate credit toward the Ph.D. degree is valid for only seven years from the date the student enters the program. Typically, full-time students will have completed their degree considerably before this time. This time limit is not a guarantee. Students are

expected to make normal progress and may be dismissed if they fail to make normal progress. Students must be registered each quarter in the status they have been accepted.

H. Residence Requirements

The School of Graduate Studies Policies and Procedures Manual states, "Students in a Ph.D. program are considered to be in residence for any quarter for which they are registered for at least eight credit hours of Wright State graduate courses. A minimum residence of three consecutive full-time academic quarters at Wright State University, devoted wholly to graduate work, is required. In addition, completion of a minimum of 90 credit hours toward the program must be completed at Wright State." Students must be registered in the quarter they graduate.

Dissertation Committee Requirements Summary

All committee members are selected by the faculty advisor in consultation with the student. **Dissertation committees must be approved by the School of Graduate Studies prior to the proposal defense.** When approval is received, the graduate student will be notified and the form will be placed in the student's file.

Dissertation Committee Requirements

1. The committee will consist of a chair and at least three committee members (a minimum total of four members).
2. The chair must have Full Graduate Faculty Status and be dissertation qualified.
3. The members must have Full Graduate Faculty Status.
4. Three of the four committee members must be regular departmental faculty.
5. Only two of the departmental members may be within a major focus area.
6. The fourth member may be appointed from outside the Department of Psychology.
7. The Dean of the College of Science and Mathematics and the Dean of the School of Graduate Studies must approve all appointments.

DOCTORAL DISSERTATION COMMITTEE APPROVAL FORM

Note: A dissertation committee **must** be approved prior to the Proposal Approval Meeting. When approval is received from the School of Graduate Studies, a copy of the form will be provided to all committee members.

Student: _____
Major Focus: _____

Proposed Dissertation Title: _____

The Dissertation Director is officially responsible for recommending members of the committee. I have approved the following committee members:

Student Signature: _____ Date: _____

Dissertation Director: _____
Director Signature: _____

For Office Use Only
Graduate School Status:
Full/Dissertation Qual: _____
Assoc: _____
Dissertation Qual: _____

Type in committee member's names and affiliation, if outside the Department of Psychology. Your signature below indicates that you have agreed to serve on this Dissertation Committee. Please attach a current Vitae if outside the Department of Psychology.

Member: _____
Member Signature _____
Department/Affiliation _____

For Office Use Only
Graduate School Status:
Full/Dissertation Qual: _____
Assoc: _____
Dissertation Qual: _____

Member: _____
Member Signature _____
Department/Affiliation _____

Full/Dissertation Qual: _____
Assoc: _____
Dissertation Qual: _____

Member: _____
Member Signature _____
Department/Affiliation _____

Full/Dissertation Qual: _____
Assoc: _____
Dissertation Qual: _____

Member: _____
Member Signature _____
Department/Affiliation _____

Full/Dissertation Qual: _____
Assoc: _____
Dissertation Qual: _____

Member: _____
Member Signature _____
Department/Affiliation _____

Full/Dissertation Qual: _____
Assoc: _____
Dissertation Qual: _____

At this point please submit to the Graduate Program Secretary.

Area Leader: _____ Date _____
Graduate Program Director: _____ Date _____
Dean, Science and Mathematics: _____ Date _____
Dean, School of Graduate Studies: _____ Date _____

Doctoral Dissertation Proposal Approval Form
DEPARTMENT OF PSYCHOLOGY

Student: _____

Title: _____

I have agreed to meet with the committee for a proposal approval meeting on: _____

Student Signature: _____ Date: _____

Submit to Dissertation Chair prior to start of proposal meeting.

Committee Action on Proposal:

Approve with Modifications: _____ Not Approved/Rescheduled _____ Deny: _____

Required Modifications:

Dissertation Director: _____ Date: _____

Member: _____ Date: _____

Member: _____ Date: _____

Member: _____ Date: _____

Member: _____ Date: _____

Member: _____ Date: _____

Submit to Graduate Program Secretary for final signatures.

Area Leader: _____ Date: _____

Graduate Program Director: _____ Date: _____

DOCTORAL DISSERTATION DEFENSE SCHEDULING

Submit to Graduate Program Secretary at least three weeks prior to your scheduled defense date.

Name: _____

Major Focus: _____

Dissertation Director: _____

Committee Members: _____

Dissertation Title: _____

Defense Schedule: The student is responsible for arranging the date and time with all members of the committee. Three to four hours must be available for a dissertation defense.

Date: _____

Time: _____

Director Approval: _____

A dissertation defense may only be scheduled after a close-to-final draft of the dissertation is distributed to all members of the committee. The dissertation may only be distributed after the Dissertation Director approves it is in close-to-final form.

FOR OFFICE USE ONLY

Date Received by the Dept. Office: _____

(Flyer must be posted two weeks before the scheduled dissertation defense.)

Room Assignment: _____

(The Department Office will schedule the room.)

Dissertation Flyer prepared for distribution: _____

Area Leader: _____ Date: _____

Graduate Program Director: _____ Date: _____

Rev. 6/00

DOCTORAL DISSERTATION DEFENSE APPROVAL FORM

Student: _____

Title: _____

I have agreed to meet with the committee for the oral defense of my dissertation on: _____

Student: _____ Date: _____

Submit to Dissertation Chair prior to start of defense meeting

Committee Action on Dissertation:

Approve with Modifications: _____ Not Approved/Rescheduled: _____ Deny: _____

Required Modifications:

Dissertation Director: _____ Date: _____

Member: _____ Date: _____

Member: _____ Date: _____

Member: _____ Date: _____

Member: _____ Date: _____

Submit to Graduate Program Secretary for final signatures

Area Leader: _____ Date _____

Graduate Program Director: _____ Date: _____

SAMPLE APPROVAL SHEET (PH.D.)

WRIGHT STATE UNIVERSITY

SCHOOL OF GRADUATE STUDIES

DATE

I HEREBY RECOMMEND THAT THE THESIS PREPARED UNDER MY SUPERVISION BY Leigh Kelly ENTITLED Altitude Control and the Interaction of Global Optical Flow with Ground Texture Type BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF Doctor of Philosophy.

(Typed Name, Degree)
Dissertation Director

(Typed Name), Ph.D.
Graduate Program Director

(Typed Name), Ph.D.
Chair, Department of Psychology

Committee on
Final Examination

(Committee Member Typed Name, Degree)

(Committee Member Typed Name, Degree)

(Committee Member Typed Name, Degree)

(Committee Member Typed Name, Degree)

Joseph F. Thomas, Jr., Ph.D.
Dean, School of Graduate Studies

(Attachment W)

SAMPLE

UMI Doctoral Dissertation Agreement Form

(Original form must be obtained from Graduate Studies)

XI. Graduate Faculty Status and Responsibilities

A. Fully Affiliated Psychology Faculty

- **Associate** Member of Graduate Faculty
Can be a member of a thesis committee
Can co-direct a master's thesis
- **Full** Member of Graduate Faculty
Can be a member of a thesis committee
Can direct a master's thesis
- **Dissertation Qualified** Member of Graduate Faculty
Can be a member of a thesis or dissertation committee
Can direct a master's thesis or a doctoral dissertation

B. Adjunct Graduate Faculty in Psychology:

- **Associate** Member of Graduate Faculty
Can be a member of a thesis committee
Can co-direct a master's thesis
- **Full** Member of Graduate Faculty
Can be a member of a thesis or dissertation committee
Can co-direct a master's thesis

C. Graduate Faculty Membership Qualifications

- All nominations for graduate faculty status are made by the Department of Psychology and its Faculty Development Committee. Associate and full membership follows graduate school and department guidelines. Nomination must also be approved by the dean of the School of Graduate Studies
- To be dissertation qualified, a faculty member must be a full member of the graduate faculty and have satisfied at least one of the following three conditions:
Supervision of at least 1 Ph.D. dissertation to completion
Committee membership on at least 2 Ph.D. dissertations to completion
Supervision of at least 4 master's theses to completion
- Exceptions to these rules must be approved in writing by the Department of Psychology. Note that graduate faculty status is independent of professional rank; i.e., status of full or associate faculty is not linked to full or associate professorship. New assistant professors should discuss with their Area Leader the process of being qualified.

XII. Faculty Guidelines for a Thesis/Dissertation Defense

These guidelines are intended to provide a description of the expectations of the faculty of the Human Factors and Industrial/Organizational Graduate Program for the conduct of the thesis/dissertation defense. Although it is unlikely any student will follow all of these guidelines exactly, deviation from these guidelines should be the result of a conscious decision, justified by the student's circumstance and made with the concurrence of the thesis/dissertation advisor, if not the entire thesis/dissertation committee, in consultation with the Area Leader.

A. PURPOSE OF THE DEFENSE

The thesis/dissertation defense is one of the defining events for the Program as well as being a capstone event for the student. It provides an opportunity for the student to demonstrate the skills and knowledge they have acquired as a researcher and working professional. It allows members of the program, the department, and the public to learn about the research conducted by a given graduate student and to observe the professionalism of the student in terms of the rationale of the research, the organization of the presentation, the student's deportment in presenting prepared material, and the student's ability to respond to questions. Although each specific thesis/dissertation defense is centered on a particular student, the conduct and content of the thesis/dissertation defense is an important component in establishing the standards and practices of the Program as a whole.

B. PRIOR TO THE DEFENSE

Everyone wants the student to have a successful defense. The best way to achieve that goal involves communication and careful preparation.

Students properly rely upon their thesis/dissertation advisor as their primary guide in the preparation of the thesis/dissertation manuscript. However, members of the thesis/dissertation committee have been selected for their relevant expertise and should be consulted, either individually or in a group meeting, any time their direction could help solve a problem or offer a different perspective. A committee member may request a draft of the proposal from the thesis/dissertation advisor for this purpose. It is much easier to have discussions than to make major revisions to a manuscript.

The student should advise their committee members about progress on the thesis/dissertation, especially to alert the committee to target dates for distribution of the thesis/dissertation to the committee, for a decision from the committee about whether the defense can be scheduled, and for the thesis/dissertation defense. Once the thesis/dissertation advisor approves the manuscript for distribution to the committee, the student should consult the committee about a tentative defense date, but not yet schedule a defense. The committee members should have a minimum of two weeks in which to read the manuscript and meet with the student to discuss their concerns. Any logistic

problems preventing reasonable progress at this stage should be brought to the attention of the thesis/dissertation advisor and, potentially, to the attention of the Area Leader.

There is no value in scheduling a defense if there are substantive issues to be resolved; the defense is not the time to find that the thesis/dissertation is not complete. The thesis/dissertation is ready to defend when all committee members indicate the thesis/dissertation is complete except for minor revisions. Now is the time to address any major concerns raised by committee members. This may entail substantial revision and delay. It is the responsibility of the advisor to contact all of the committee members and establish their agreement the thesis/dissertation is ready to defend. Once all major issues have been addressed, the student may schedule their defense.

The thesis/dissertation defense must be scheduled through the Graduate Program Secretary at least three weeks prior to the defense date. The Graduate Program Secretary can assist with notifying the department the defense will occur, with the process of reserving a room and any special audio/visual equipment for the defense, and with ensuring the student has all appropriate forms completed. However, the student should confirm a room is reserved and the student will bring the signature forms to the defense (the most convenient way to get the signatures). The room should be reserved for a period of two to three hours for a thesis defense and three to 4 hours for a dissertation defense.

Because the defense is an important event, the student must provide reasonable notice to the community so as many people as possible can plan to attend. The student should confirm email notification has been sent promptly (within a day of scheduling the defense, at least two weeks prior to the defense) and posters appear. It is a good idea to notify the Area Leader and Graduate Program Director directly when the tentative date and the scheduled date are determined.

Students should organize the topics and materials to be presented at the defense and practice their presentations with their advisors. The presentation should be modeled on a "job talk" in which an interviewee has 40- to 50-min (including questions from the audience) in which to describe their research. The presentations are unlikely to be adequate if significantly shorter (and won't be usable as job talks if significantly longer). "Job Talks" are often scheduled for an hour, 10 minutes of which is used for preliminary comments and introductions. Job talks and thesis/dissertations should include 15 to 25 minutes to answer questions from the audience. The presentation should therefore be planned to take 25 - 35 minutes. Care should be given to ensure graphics follow good human factors practices and are clear to people seated anywhere in the room.

C. AT THE DEFENSE

The thesis/dissertation advisor presides over the defense. They will provide a very brief introduction, perhaps identifying the committee members, but will quickly have the student begin their presentation. The student may follow whatever practice they wish, but

generally questions of clarification are accepted during the presentation and more elaborate deliberations are held until after the presentation.

The thesis/dissertation defense should focus on the student and their research. Questions and comments should be addressed to the student, and the student should be the first person to respond to a question. It is the responsibility of the thesis/dissertation advisor, as the chair of the thesis/dissertation defense, to keep the session focused on the student, rather than allowing a prolonged exchange among other parties. It is appropriate for any faculty member to redirect the session to the student if this focus is lost.

The thesis/dissertation defense typically has three phases. The public portion of the thesis/dissertation defense consists of the student presentation and following question-and-answer period. When this is completed, the thesis/dissertation advisor will excuse all except the members of the thesis/dissertation committee. Interested individuals may remain for the next phase in which the committee will explore issues in more detail. These may include topics from the presentation, but are more likely to concern aspects of the thesis/dissertation not able to be covered in the presentation and are therefore most meaningful to a person who has read the thesis/dissertation. When all issues have been addressed to the committee's satisfaction, the committee will meet in executive session to decide the status of the thesis/dissertation. For a thesis defense, the public phase should last about an hour and the following phase could last an hour and a half or more (though usually less), which is why the room should be reserved for two to three hours. The dissertation defense typically is three to four hours.

The committee is solely responsible for determining the status of the thesis/dissertation although, at its discretion, it may consider comments from other attendees. The acceptability of the thesis/dissertation manuscript, entailing evaluation of the thesis research, and the acceptability of the thesis/dissertation defense are separate decisions. Given the thesis/dissertation defense was scheduled with committee approval, the thesis/dissertation manuscript should be acceptable with no more than minor revisions. Were the defense given without the committee's assent, there is a risk the thesis/dissertation would require substantial revision, and this might well require a second defense (bad for everyone, hopefully never to occur). The evaluation of the thesis/dissertation defense will consider the organization and preparation of the presentation, the knowledge demonstrated, and the student's deportment during their prepared speech and in dealing with questions. The decision about the performance in the defense is independent of the quality of the thesis/dissertation. It is possible to have an unacceptable defense of outstanding research, requiring a second defense be scheduled after allowing time for specified short-comings in the performance to be addressed.

Our hope, expectation, and experience is the thesis/dissertation defense occurs when the student is prepared to successfully defend their thesis/dissertation and receive the degree they have earned.

D. AFTER THE DEFENSE

The faculty advisor should obtain signatures from the committee before they leave the examination room. The student should request these signed forms from their advisor after they are informed of the committee's decision to safeguard this task is completed.

Even with the prior approval of the separate committee members, ideas and alternatives may arise in discussions during the thesis/dissertation defense that require substantial revision of the thesis/dissertation. Such substantive revisions should be approved by the concerned committee member(s), as well as the thesis/dissertation advisor, before the thesis/dissertation document is declared to be finished. More often, the committee will approve the thesis/dissertation with only minor revisions. It is the advisor's responsibility to verify that such minor revisions are completed before the thesis/dissertation is declared to be finished.

The committee's decision about the revisions to the thesis/dissertation manuscript is independent of the decision about the thesis/dissertation defense. Given a successful defense of the thesis/dissertation, no second defense will be required regardless of the extent of the revisions to the manuscript.

E. STUDENT RESPONSIBILITIES

- Notify committee one or two weeks before delivery of thesis/dissertation.
- Thesis/dissertation to committee at least two weeks prior to scheduling defense (at least four weeks before anticipated defense date).
- Approval of committee that thesis/dissertation requires only minor revisions prior to scheduling defense.
- Schedule defense at least three weeks prior to defense date.
- Confirm room and equipment needed for defense.
- Confirm email to community when defense scheduled.
- Confirm posters displayed promptly after defense scheduled.
- Have multiple copies on bond paper of signature forms at the defense.

XIII. GRADUATE STUDENT ACTIVITY CHECKLIST

Most of these activities can be monitored when the Summary of Degree Requirements form is update

In-Processing

	International Orientation for GTA's (Oral Proficiency Test [OPT] will be given the first day) (Mandatory) Date:
	Human Factors and Industrial/Organizational Orientation Date:
	School of Graduate Studies Orientation (Mandatory). If you are a GTA, SoGS will deduct \$150 from your first check if do not complete the orientation program online.
	Meet with your advisor to complete Advising/Registration Form each quarter (Fall, Winter, Spring)
	Take Advising/Registration form to Graduate Program Secretary for further processing
	Complete I-9 Employment Eligibility Verification
	Key Request Form from Graduate Program Secretary (keys for 337 and 339 Fawcett to begin with)
	Register for classes at the Registrar (E244 Student Union)
	International Students: Get work authorization form from UCIE after you receive your paperwork from SoGS (take 3 - 5 days). You must have the work authorization form when you sign your assistantship in the School of Graduate Studies.
	Make appointment with School of Graduate Studies (Gwana) x3335 to sign your assistantship before 1 September or fee waiver (Winter and Spring quarters).
	Get WSU Photo ID from Wright 1 Card Center, E146 Student Union
	Get Parking Permit, E138 Student Union
	Library Card - WSU ID is usable in Dunbar and Fordham Libraries
	Computer accounts, 025 Library Annex. After you register for class, your computer account will be activated in 2 - 3 days. You will need a photo ID when you pick up your user ID and initial password.
	Give your WSU email address to Graduate Program Secretary Check your email account often for departmental information and assignments.
	Request a departmental computer account for the Psych Server through Jeff Cowgill, our computer tech.
	Locate your mailbox in 337 Fawcett Hall - check often for messages and assignments

Year 1 Checklist (Master's Degree Student)

	Read Human Factors and Industrial/Organizational Graduate Program Handbook - download the handbook at www.psych.wright.edu
	Register for classes <i>each quarter</i> when you receive the registration memo from the Graduate Program Secretary, who will give you registration forms.
	Make an appointment with the School of Graduate Studies (SoGS) at x3335 to sign your Assistantship Agreement before the first day of classes. You must be registered for classes before you sign your agreement. You must contact SoGS each quarter after you register for classes so they will authorize your fee remission.
	Discuss the " First Year Research Agreement " with your advisor. Complete the First Year Research Agreement form, obtain your advisor's signature, submit to Graduate Program Secretary. You are expected to be heavily involved in research with your advisor. Due: December 1.
	Begin to explore areas of interest for our thesis with your advisor. Review relevant literature.
	Meet with your advisor and plan your " Program of Study ". Complete the Program of Study form, obtain your advisor's signature, and submit to Graduate Program Secretary. (Table 1 in the Graduate Program Handbook will help identify required areas to complete your degree.) <i>Note:</i> Update on the Change of Program of Study form when deviating from original Program of Study. Due: before the end of your 2nd quarter (MS).
	Begin writing the thesis proposal and discuss who should be on your thesis committee with your advisor.
	Attend weekly Brown Bags and other colloquia as scheduled.
	Join professional society.
	All graduate students will present a research report to the program by the end of the fall quarter of their second year (e.g. IO/OB).
	Subscribe to at least one professional journal.
	Perform your assistantship duties at a high level.
	Track what classes you take each quarter on the "Summary of Doctoral or Master's Degree Requirements" form toward the front of the handbook. This will help you see what classes you have completed and the classes you still are required to take. This information will also be helpful when preparing your annual evaluation.

Year 2 Checklist (Master's Degree Student)

	Review Human Factors and Industrial/Organizational Graduate Program Handbook. Refer to the handbook as you progress through the program. The handbook may be downloaded from www.psych.wright.edu .
	Register for classes <i>each quarter</i> when you receive the registration memo from the Graduate Program Secretary, who will give you the registration forms.
	Make an appointment with the School of Graduate Studies (SoGS) at x3335 to sign your Assistantship Agreement before the first day of classes. You must be registered for classes before you sign your agreement. You must contact SoGS each quarter after you register for classes so they will authorize your fee remission.
	Attend Brown Bags.
	Review your Program of Study. Use the Change of Program of Study form for additions and deletions. Obtain your advisor's signature and submit to the Graduate Program Secretary.
	Prepare your annual evaluation and submit to your advisor by September 15.
	Perform your assistantship duties at a high level.
	Complete the assistantship funding status form (usually January/February timeframe). This information helps faculty plan for incoming graduate students and the next academic year budget.
	Ask the Graduate Program Secretary for the First Year Research Agreement form established during your 1st year. You and your advisor should review the agreement to verify requirements have been met. Your advisor should evaluate your performance, sign the form, and submit it to the Graduate Program Secretary. Due: Beginning of your 2nd year
	Finalize members of your thesis committee the first part of Fall quarter. Submit Master's Thesis Committee Approval Form to the Graduate Program Secretary. The committee approval form circulates through our department, the College of Science and Mathematic, the School of Graduate Studies (SoGS) and is returned to our department. <u>SoGS must officially approve your committee before you defend your thesis proposal.</u>
	Only 4 credit hours of PSY 799, Thesis Research, may be taken <i>before your thesis proposal</i> is approved. You must have a minimum of 8 credit hours of PSY 799 before graduating with your MS.
	Begin preparations for thesis proposal approval meeting during Fall quarter.
	Complete the top part of the Master's Thesis Proposal Approval form. Give the form to the thesis chair at the beginning of your thesis proposal.
	Once the thesis proposal is successfully defended, ensure your advisor and committee members sign the form, indicate the outcome of the proposal, and submit the form to the Graduate Program Secretary.
	Collect data (remainder of fall, winter, and spring quarters).
	Submit your application for graduation (MS students only). Check the University calendar for deadlines. SoGS does not accept late applications for graduation. NOTE: You must be registered for a minimum of 1 credit hour in the quarter you defend. SoGS does not accept CPE hours as meeting the requirement that the candidate be enrolled in the quarter in which they defend their degree.
	Begin preparations for defending your thesis during Spring quarter. Your advisor must approve the draft thesis before distribution to committee members.
	Complete and submit the Master's Thesis Defense Scheduling form to the Graduate Program Secretary <i>no less than 3 weeks before your defense</i> . The announcement must be posted for a minimum of 2 weeks before the defense!
	Complete the top part of the Master's Thesis Defense Approval form. Give the form to the thesis chair at the beginning of your thesis defense. Take your signature pages on bond paper.
	Once the thesis defense is successfully defended, ensure your advisor and committee members sign

	the defense form and indicate the results on the form, then submit the form to the Graduate Program Secretary.
	Each committee member must also sign the signature page for your final thesis. Once you have your committee member's signatures, obtain signatures of the Graduate Program Director, and Chair of the Department and give it to the Graduate Program Secretary.
	After you make changes to your thesis required by your committee, submit your final draft to the School of Graduate Studies for a format check. Take the signature pages to SoGS, and they will obtain Dr. Thomas' signature. Make any formatting corrections and prepare for electronic submission.
	Go to www.wright.edu/sogs/thesis/index.html for detailed instructions to electronically submit your final thesis.
	The Graduate Program Secretary has information where you will have your thesis bound for the Department, your advisor(s) and anyone else.
	If you are continuing toward a Ph.D., meet with your advisor (late April) to complete Advising/Registration Form for Summer Quarter.
	Take Advising/Registration form to Graduate Program Secretary for further processing.
	Register for Summer classes at the Registrar (E244 Student Union).
	International Students: Get work authorization form from UCIE after you receive your paperwork from SoGS (take 3 - 5 days). You must have the work authorization form when you sign your assistantship in the School of Graduate Studies.
	Make appointment with School of Graduate Studies (Gwana) x3335 to sign your assistantship for Summer quarter. Once you sign your assistantship contract, SoGS will pay your tuition fees.
	Track what classes you take each quarter on the "Summary of Doctoral or Master's Degree Requirements" form toward the front of the handbook. This will help track what classes you have completed and the classes you still are required to take. This information will also be helpful when preparing your annual evaluation in September.

Year 3 Checklist (usually Doctoral Degree Student)

	Review Human Factors and Industrial/Organizational Graduate Program Handbook. Refer to the handbook as you progress through the program. The handbook may be downloaded from www.psych.wright.edu .
	Register for classes <i>each quarter</i> when you receive the registration memo from the Graduate Program Secretary, who will give you the registration forms.
	Make an appointment with the School of Graduate Studies (SoGS) at x3335 to sign your Assistantship Agreement before the first day of classes. You must be registered for classes before you sign your agreement. You must contact SoGS each quarter after you register for classes so they will authorize your fee remission.
	Prepare your annual evaluation and submit to your advisor by September 15.
	Attend Brown Bags.
	Perform your assistantship duties at a high level.
	Complete the assistantship funding status form (usually January/February timeframe). This information helps faculty plan for incoming graduate students and the next academic year budget.
	Discuss who should be on your qualifying exam committee with your advisor. Meet with prospective committee members for approval. Complete and submit the Qualifying Exam Committees and Reading List Approval form, Step I.
	Begin developing the qualifying exam reading list with committee members. Complete and submit the Qualifying Exam Committee and Reading List Approval form, Step II with a copy of the reading list to the Graduate Program Secretary.
	Complete library reading in preparation for qualifying exams.
	Continue research relevant to dissertation topic.
	Meet with your advisor and plan your "Program of Study" for the Ph.D. degree. Complete the Program of Study form, get your advisor's signature, and submit to Graduate Program Secretary. (Table 1 in the Graduate Program Handbook will help identify required areas to complete your degree.) <i>Note:</i> Update on the Change of Program of Study form when deviating from original Program of Study. Due: before the end of your 6th quarter (PhD).
	Begin developing and writing your dissertation proposal.
	Schedule your qualifying exams. Complete and submit the Qualifying Exam Scheduling and Results form, Step III, at least one month prior to the first test date.
	Pass the qualifying exams. Complete and submit the Qualifying Exam Scheduling and Results form, Step IV.
	Meet with your advisor (late April) to complete Advising/Registration Form for Summer.
	Take Advising/Registration form to Graduate Program Secretary for further processing.
	Register for Summer classes at the Registrar (E244 Student Union).
	International Students: Get work authorization form from UCIE after you receive your paperwork from SoGS (3 - 5 days). You must have the work authorization form when you sign your assistantship in the School of Graduate Studies.
	Make appointment with School of Graduate Studies (Gwana) x3335 to sign your assistantship for Summer quarter, then SoGS will authorize your fee waiver.
	Track what classes you take each quarter on the "Summary of Doctoral or Master's Degree Requirements" form toward the front of the handbook. This will help track what classes you have completed and the classes you still are required to take. This information will also be helpful when preparing your annual evaluation.
	Discuss your Dissertation Committee with your advisor. Begin writing your dissertation proposal.

Year 4 Checklist (usually Doctoral Degree Student)

	Review Human Factors and Industrial/Organizational Graduate Program Handbook. Refer to the handbook as you progress through the program. The handbook may be downloaded from www.psych.wright.edu .
	Register for classes <i>each quarter</i> when you receive the registration memo from the Graduate Program Secretary, who will give you the registration forms.
	Make an appointment with the School of Graduate Studies (SoGS) at x3335 to sign your Assistantship Agreement before the first day of classes. You must be registered for classes before you sign your agreement. You must contact SoGS each quarter after you register for classes so they will authorize your fee remission.
	International Students: Get work authorization form from UCIE after you receive your paperwork from SoGS (take 3 - 5 days). You must have the work authorization form when you sign your assistantship in the School of Graduate Studies.
	Prepare your annual evaluation and submit to your advisor by September 15.
	Complete the assistantship funding status form. This information helps faculty plan for incoming graduate students and the next academic year budget.
	Update your Program of Study as needed. Use the Change of Program of Study form for additions and deletions. Ask your advisor to sign and submit to the Graduate Program Secretary.
	Attend Brown Bags.
	Perform your assistantship duties at a high level
	Finalize members of your dissertation committee the first part of Fall quarter. Submit Dissertation Thesis Committee Approval Form to Graduate Program Secretary.
	Begin preparations for dissertation proposal approval meeting during Fall quarter.
	Complete the top part of the Doctoral Dissertation Proposal Approval form. Give the form to the dissertation director at the beginning of your dissertation proposal.
	Once the dissertation proposal is successfully defended, ensure your advisor submits the form to the Graduate Program Secretary.
	Collect data (remainder of fall and winter quarter).
	Submit your application for graduation (Ph.D. students). Check the University calendar for deadlines. NOTE: You must be registered for a minimum of 1 credit hour in the quarter you defend. SoGS does not accept CPE hours as meeting the requirement that the candidate be enrolled in the quarter in which they defend their degree.
	Begin preparations for defending your dissertation during Spring quarter. Your advisor must approve the draft dissertation before distribution to committee members.
	Complete and submit to the Graduate Program Secretary the Doctoral Dissertation Defense Scheduling form <i>at least 3 weeks before your defense</i> . Announcements must be posted 2 weeks before the defense!
	Complete the top part of the Doctoral Dissertation Defense Approval form. Give the form to the dissertation director at the beginning of your dissertation defense. Take your signature pages on bond paper. Once successfully defended, ensure your advisor and committee members sign the defense form and results are indicated on the form.
	Each committee member must sign the signature pages for your final dissertation. Once you have your committee member's signatures, obtain signatures of the Graduate Program Director, and Chair of the Department and give it to the Graduate Program Secretary until you are ready to give them to SoGS.

	<p>After you make changes to your dissertation required by your committee, submit your final draft to the School of Graduate Studies for a format check. Make any formatting corrections and prepare for binding. Submit the signed signature pages to SoGS who will get the Dean's signature. They will keep 1 copy and return the rest to the department to be included in the copies of your dissertation. Complete the UMI "Doctoral Dissertation Agreement Form" at SoGS.</p>
	<p>Go to www.wright.edu/sogs/thesis/index.html for detailed instructions to electronically submit your final dissertation.</p>
	<p>The Graduate Program Secretary has information where you will have your dissertation bound for the Department, your advisor(s) and anyone else.</p>