

**HANDBOOK FOR
GRADUATE STUDENTS
IN PSYCHOLOGY**



2010-2011

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I. INTRODUCTION

The Department of Psychology welcomes you as a psychology graduate student. We believe you have chosen one of the most interesting and useful subjects to study and one of the finest departments at this university.

The purpose of this manual is to introduce you to the programs, policies and procedures of the department. It will be to your advantage to familiarize yourself with its contents. Feel free to discuss any questions you might have with the faculty. We prepared this manual in an effort to make certain all psychology graduate students are familiar with the many and varied opportunities the department offers in its graduate program. Additional information about the Department can be found on our website at www.siu.edu/education/psychology.

The Department of Psychology sends out important information periodically to students via e-mail. It is *essential* that students give their current e-mail address to the Graduate Records Secretary. Check your e-mail account often for important information! You may use a Southern Illinois University Edwardsville (SIUE) e-mail account or you may use another e-mail account. *The department is not responsible for students not receiving information that is sent to the e-mail address on file.*

THE UNIVERSITY:

Southern Illinois University is a multipurpose, diversified public university which was established at Carbondale, Illinois in 1869. The Edwardsville campus, built in 1965, occupies 2,660 acres, with over 13,500 students enrolled, of which approximately 2,500 are graduate students. The Department of Psychology usually admits 30-35 graduate students a year. There are typically 70-80 psychology graduate students enrolled at any given time.

THE DEPARTMENT:

The Department of Psychology is one of the largest on campus. In 1967, the department graduated the first student with a master's degree in psychology. Since that time hundreds of students have received degrees. The Department is a member of the Council of Graduate Departments of Psychology, and both the Master of Arts and Master of Science degree programs have been approved by the Council of Applied Masters Programs in Psychology. In 1995, a Specialist Degree in School Psychology was inaugurated. This program is approved by the Illinois State of Education and the National Association of School Psychologists (NASP).

DEPARTMENT RECOGNITION:

The Department of Psychology has been recognized and received several awards in recent years. SIUE's Senior Assignment program was recognized by the Association of American Colleges and Universities. Also, the 2006 issue of U.S. News and World Report named the University among America's Best Colleges because of the Senior Assignment program. The department received the 2006 Council for Higher Education Accreditation (CHEA) Award for Institutional Progress in Student Learning Outcomes, a national award, in part because of Psychology's Senior Assignment. In 1994, our department received the Ruth Hubbard Cousins National Chapter Award from Psi Chi, the national honor society in psychology. In 1995, Professor Robert O. Engbretson received the Florence L. Denmark National Advisor Award from Psi Chi. In 1996, our department received the first Paul Simon Teaching Research Award for "outstanding efforts linking teaching and research in the

classroom." In 2008 and 2009, the recipients of the university's outstanding thesis award were both Department of Psychology graduate students.

The Department of Psychology has many exceptional professors who challenge students to become outstanding scholars. In 2002, Professor Sue Thomas received the SIUE Alumni Association Great Teacher Award. In 2009, Dr. Laura Pawlow received the same teaching award, and Dr. Dan Segrist and Dr. Pat Pearson both won teaching recognition awards from the SIUE Provost's Office.

GRADUATE DEGREES SPECIALIZATIONS:

Master of Arts:	Clinical Adult Industrial/Organizational
Master of Science:	Clinical Child and School (Includes Clinical Child Psychology and School Psychology)
Specialist:	School Psychology

II. CURRICULUM

- A. MASTER OF ARTS & MASTER OF SCIENCE:** Both the Master of Arts and Master of Science programs have the following common requirements:

CORE COURSE SEQUENCE:

Psyc. 520: Research Design and Inference I
Research methods, philosophy of science, research writing, review of basic statistics and using computer for statistical analysis.

Psyc. 521: Research Design and Inference II
Design, analysis, and interpretation of experimental research designs including ANOVA, ANCOVA, and trend analysis, design, analysis, and interpretation of field research; multiple regression.

THESIS:

Students in the Clinical-Adult and Industrial/Organizational specializations are required to complete a thesis demonstrating skill in formulating a research problem, collecting data and interpreting results. Students in the School Track of the Clinical Child/School specialization complete a research paper as the final requirement and a thesis for the Specialist Degree in School Psychology. Students in the Clinical-Child Track complete the thesis in the masters program.

ELECTIVES:

In addition to the core courses, thesis, and program requirements, a student must take a sufficient number of electives to meet the minimum credit hour requirements. The Master of Arts degree programs require 42 semester hours of graduate credit (Clinical-Adult, Industrial/Organizational) and the Master of Science degree requires 40 semester hours (Clinical Child/School).

III. DEGREES AND PROGRAMS

PROGRAM PLAN AND REGISTRATION:

During the first semester in the program, students are required to file a program plan. This plan is developed in consultation with the faculty advisor. After approval of this plan, copies are distributed to the student's departmental graduate file, his or her advisor, and the student. In order to register for a class, a student must obtain a Course Request Form from the Graduate Records Secretary. Attached in Appendices A through E are copies of the Program Planning Worksheets for each graduate program.

MASTER OF ARTS:

1. CLINICAL ADULT SPECIALIZATION

DESCRIPTION:

The Clinical Adult Psychology graduate program at Southern Illinois University Edwardsville is designed for two purposes. The first purpose is to prepare students for further graduate education in the field of psychology. Many of our graduates successfully enter doctoral programs in clinical psychology; some choose to enter doctoral programs in counseling psychology or other related fields. By completing our graduate program successfully, students will demonstrate their ability to perform at the graduate level. The second purpose is to prepare students to function as mental health professionals upon graduation. Many graduates obtain positions working in community mental health centers, state hospitals, private hospitals, and other agencies which provide psychological services. Completion of our graduate program does not guarantee license eligibility in any state. Please see our website for more information on this topic.

REQUIREMENTS:

See Appendix A for the Clinical-Adult Program Planning Worksheet.

Clinical Practicum:

Students complete the practicum requirements (Psyc. 523) within our network of external practicum sites in the southern Illinois and St. Louis areas. The network currently includes a wide variety of settings in which students obtain experience supervised by clinicians working across the field of mental health. The range of client populations with which a student might work during the practicum is also diverse.

Recent practicum sites have included:

St. Louis Behavioral Medicine Institute
 Washington University Student Counseling Services
 Metropolitan St. Louis Psychiatric Center
 University of Missouri St. Louis Student Counseling Services

Alton State Psychiatric Hospital
 St. Louis State Psychiatric Hospital
 Alternatives Counseling, Inc.

2. INDUSTRIAL/ORGANIZATIONAL SPECIALIZATION

PURPOSE:

Industrial/Organizational Psychology is concerned with the development and application of basic psychological knowledge to solve behavioral and social problems in organizational contexts. The industrial/organizational psychologist studies human behavior in the workplace. The master's training program is based on the scientist-practitioner model and prepares students for employment or entry into doctoral programs.

OBJECTIVES:

The general objective of the industrial/organizational specialization is to provide the knowledge and skills required to analyze, understand, and to solve a wide variety of behavioral problems which occur in organizations. Examples include problems of motivation, leadership, interpersonal communications, group dynamics, job satisfaction, productivity, training, performance evaluation, and effective intervention and change programs. The curriculum includes theories, techniques, and methods as well as professional and ethical considerations for the industrial/organizational psychologist.

Students receive extensive training in quantitative methods and theory, behavioral measurement and theory, professional affairs, research and practice. Students develop special skills to enable them to function effectively in an organizational context. Research experience is directed at conceptualizing and solving applied organizational problems. Practica are also oriented towards giving students applied realistic skills and expectations to create viable and effective performance in an organizational context. Recent practicum sites include Anheuser-Busch, Nestle Purina, Ingersoll Rand, TALX Corp., Barnes Jewish Hospital, Bi-State Development Agency, etc.

REQUIREMENTS:

See Appendix B for the Industrial/Organizational Program Planning Worksheet.

MASTER OF SCIENCE:

1. CLINICAL CHILD AND SCHOOL SPECIALIZATION PROGRAM DESCRIPTION:

The Master of Science Program, with a specialization in Clinical Child and School Psychology, provides a foundation in psychological knowledge, research, assessment, and intervention. This specialization includes a clinical child track and a school psychology track. They are designed to serve the needs of two groups of students. One group will be prepared to work with children, adolescents, and their families in the health system and other community agencies under the supervision of licensed clinical psychologists. They may also elect to pursue doctoral education at other universities. A second group will obtain knowledge and skills as preparation for further education and training in the Specialist Degree Program in School Psychology. Students pursuing certification in school psychology are admitted to the MS program with the expectation that they will complete the specialist degree program.

See Appendix C for the Clinical-Child Track Program Planning Worksheet.
See Appendix D for the School Track Program Planning Worksheet.

2. SPECIALIST DEGREE IN SCHOOL PSYCHOLOGY

PROGRAM DESCRIPTION:

Students entering the specialist program will have already completed a master's degree in psychology and thus will possess knowledge/skills in the following areas: psychological foundations, statistics and research design, assessment, and intervention. The major goal of the specialist program is to build upon this psychological knowledge base and to develop additional expertise in the application of psychological knowledge and skills to the educational setting. The curriculum provides students with knowledge regarding education of exceptional learners, instructional and remedial techniques, and organization and operation of schools. Psychological skills are extended and applied to the educational setting. Coursework includes psychoeducational assessment, response to intervention, collaboration and consultation, parent and student counseling, and behavior management. Coursework will also focus upon professional school psychology with a particular emphasis upon the role of the school psychologist as a participant on the educational team. The thesis provides an opportunity to apply research and statistical techniques to issues in the school setting. As students become increasingly knowledgeable in the above mentioned areas, they practice their newly developed skills in supervised practicum and internship sites. At the completion of the Specialist Degree, students are eligible for certification in School Psychology in the State of Illinois. The School Psychology program is approved by ISBE, NCATE, and NASP.

ADMISSION:

Applications for the specialist program will be reviewed at the beginning of the Fall semester of the student's second year in the master's program. After a review of the student's previously submitted application materials and progress during the first three semesters of the master's program, the student will be interviewed by school psychology faculty members. Applications are also accepted from students who have completed a Masters Degree at other universities. Acceptance or rejection to the specialist program will require at least a 3.25 g.p.a. in graduate coursework and a positive evaluation of academic performance, professional behavior and ethical conduct.

See Appendix E for the Specialist Degree in School Psychology Program Planning Worksheet.

D. INTERNSHIP IN SCHOOL PSYCHOLOGY

Full time internship in the public schools that lasts one academic year (9 or 10 months) is individually arranged. School programs and supervising psychologists are approved by the school psychology program faculty following standards developed by the Illinois State Board of Education. Supervision is provided on site by the supervising school psychologist. Internship plans are approved by the program director who also monitors and evaluates the student's progress in fulfilling the objectives of the individualized internship plan.

1. Psyc. 596: Internship in School Psychology (5 credit hours)
2. Psyc. 596: Internship in School Psychology (5 credit hours)

E. TESTS

1. Illinois State Board of Education School Psychology Proficiency Test
2. Illinois State Board of Education Basic Skills Test
3. The University and the State of Illinois require successful completion of coursework to pass the Illinois constitution test.

A minimum of 32 hours is required for successful completion of the specialists degree.

Note: All persons seeking certification in Illinois either must be United States citizens or must have filed a declaration of intent to become a citizen on forms provided by the federal government.

IV. THE GRADUATE CO-TEACHING PROGRAM

For students interested in gaining experience teaching psychology, the department provides a structured co-teaching experience under the supervision of a departmental faculty member. The co-teaching experience is usually reserved for second year graduate students. Students should notify Dr. Lynn Bartels to apply for the teaching experience.

V. ADVISEMENT

Upon admission, students will be assigned to a faculty member in their graduate program area of specialization. The advisor will assume responsibility for guiding students through the program.

During the first semester in the program, students are required to complete and submit a program plan in consultation with their advisor. Program Planning Worksheets are attached in Appendix A-E and are available from the Graduate Records Secretary. After approval of this plan, copies are distributed to the student's departmental graduate file, his or her advisor, and the student. In order to register for a class, a student must obtain a Course Request Form from his or her faculty advisor or the Graduate Records Secretary before each term's registration.

VI. COURSE LOADS

Maximum course work for graduate students is 15 hours each semester, and 9 hours is considered a normal load. The maximum for graduate assistants, who are employed on a semester time basis, is 12 hours and the minimum is 6 hours. These limits may be exceeded only with the written permission of the advisor, department chair, and the dean of the graduate school.

VII. THESIS PREPARATION

REQUIREMENTS AND PROCEDURES:

The master's degree in psychology requires the completion of a thesis unless the student is completing the Specialist Degree in School Psychology. For students enrolled in the Specialist Degree program, the thesis is completed during the completion of the Specialist Degree. See Appendix F for a Thesis Checklist form to assist you in steps necessary for thesis completion.

During the course of the program, students should be thinking about possible research topics for their thesis project. Students informally discuss their thesis ideas with members of the faculty and decide through these discussions whom they wish to have as their thesis advisor. The thesis advisor may be the student's academic advisor, but may also be another faculty member. **NOTE: Most faculty are not available to serve on thesis committees during the summer. Students should plan accordingly.** The student, in consultation with the thesis advisor, should select at least two other members of the graduate faculty to serve on the thesis committee. Graduate faculty from other departments may also serve on the committee with the approval of the thesis chair. Non-members of the graduate faculty may serve on the committee, but the committee must then have a fourth member to satisfy the Graduate

School requirement of three members of the graduate faculty. An adjunct faculty member who is also a member of the graduate faculty may serve as one of the three members of a thesis committee.

During the time the student is writing the proposal, the student normally enrolls in three hours of thesis research credit (PSYC 599). When the proposal is completed and approved by the thesis chairperson, a meeting is scheduled to approve the proposal. At that time, the thesis title registration form is signed and forwarded to the Graduate School. If the study involves use of animal or human subjects, an application for approval of the research project by the Institutional Review Board (IRB University Committee on Research with Human Subjects) or the animal care committee must also be submitted. The Position Statement and Ethical Guidelines for the Protection of Human Subjects in Research prepared by the Graduate School should be strictly followed. These guidelines are extremely important so you should read them very carefully before you begin doing any research involving the testing of human subjects. Students must also complete a tutorial on research with human subjects in order to receive approval from the IRB. A tutorial is available on the Graduate School website at http://www.siu.edu/research/humansubjectsprotection/train_certify.shtml.

Graduate students may choose to use the Department of Psychology Participant Pool for data collection. See the departmental website for more information: <http://www.siu.edu/education/psychology/undergrad/participantpool.shtml>

A helpful document, *Guidelines for Preparation of Thesis*, (2008) is available online at https://www.siu.edu/registrar/about/pdf/GR_ThesisGuidelines2008.pdf. Copies of all psychology theses are available in the library and in the Department of Psychology Resource Center. Students should examine copies for examples of organization. Where appropriate, the *Publication Manual of the American Psychological Association (6th Edition)* should be employed.

An oral examination will be held when the thesis is completed. It is suggested that the oral examination on the thesis be held a minimum of three weeks prior to graduation so that any revisions on the final copy of the thesis can be made at that time. It is the responsibility of the student to work with his or her thesis advisor to schedule the oral examination. Thesis copies must be given to committee members two weeks before the scheduled oral defense meeting. It is also the student's responsibility to notify the Department's Graduate Records Secretary of the date and time of the oral examination so that appropriate paperwork may be prepared in time. The oral examination is open to all, but only members of the student's thesis committee vote to approve or disapprove the thesis.

Acceptance of the thesis by the thesis committee is expressed on a Thesis Approval Form, which must be submitted along with two copies of the thesis to the Graduate Record Office (RH-1309). The student must be passed by all members of his or her thesis committee. Appeals should be taken directly to the Department of Psychology Chairperson.

The thesis is an example of acceptable scholarly work at the graduate level. The Graduate School requires that two copies of the thesis be submitted to the Graduate School. The department requires that the student email a copy of the final thesis to the department's resource center where it will be stored in .pdf form. A copy should also be sent via email to the Thesis Chair. **It is the department's policy to delay processing the thesis grade until the electronic thesis is received.**

The candidate should be aware that the Graduate School reviews theses for the correctness of physical presentation according to the suggestions in *Guidelines for the Preparation of Theses*, neatness, and cleanliness. The Graduate School reserves the right to return unacceptable theses to the candidate's department.

VIII. THESIS REGISTRATION, DEFENSE, AND DEADLINES

A. Thesis Registration Forms (Available from the Graduate Records Secretary)

1. Registration of Thesis Title

This form should be obtained from the Graduate Records Secretary or Graduate School. Your thesis title should be registered one semester prior to graduation. This form should be brought to the thesis proposal meeting.

2. Department of Psychology Thesis Proposal Approval Form

This form should be signed by all thesis committee members at the proposal meeting before data collection is begun.

B. Thesis Defense Forms (Available from the Graduate Records Secretary)

1. Thesis Title Page (completed at the thesis defense meeting)

This form will be signed by your thesis committee at the oral examination and included with the final draft of your thesis. This page also becomes part of the student's bound thesis. The form may be obtained from the Graduate School or the Department of Psychology.

2. IRB Form 3 - Review Statement

This form verifies that IRB procedures were followed.

3. Summary of Completion Form

This is a Graduate School form that is signed by your thesis committee signifying whether the thesis was successfully completed.

Note: Those students who have completed the required courses for a degree and who have registered in the total number of thesis hours allowed, but who need to remain an active student and use university facilities in order to complete the thesis, should enroll in UNIV 500. A small fee is charged for access to University services each semester of enrollment. No credit hours are earned for registration.

C. Thesis Defense, Draft, and Paperwork Deadlines:

The Graduate Records Secretary posts a list each semester that provides deadlines for submission of the draft thesis, paperwork, and the final thesis. **The student bears responsibility for meeting all deadlines. Late submissions of the required paperwork and the thesis drafts will result in a delay in graduation.**

A draft of the thesis should be submitted to the Graduate Records office by the Friday before finals week. The Office of Graduate Records will check the thesis to make sure that it meets the formatting

requirements of the Graduate School. The draft thesis may be submitted earlier to provide the student with feedback regarding whether the draft meets the Graduate School formatting requirements.

The thesis defense must be held and all paperwork signed by the Friday of finals week. The Graduate Records Secretary requires two weeks notice of the thesis defense meeting so that paperwork can be prepared.

The final thesis is submitted to the Graduate Records Office after the thesis defense meeting. The student works with his or her thesis chair in completing the revisions required by the thesis committee. The deadline for the final thesis submission is posted in the department each semester by the Graduate Records Secretary. Two copies of the final thesis must be submitted to the Graduate Records Office. One copy must be on bond paper (with watermark), and one copy may be on plain white paper.

The student is responsible for complying with any departmental and committee stipulations regarding distribution of thesis copies. If you need assistance or have questions concerning the preparation or submission of the thesis, ask the Graduate Secretary (AH-0118, 650-2203).

IX. GRADUATE DEGREE INFORMATION

You will be considered as a candidate for graduation only after you complete the Application for Graduation form, pay the \$35 graduation fee to the Bursar's Office, and file the form as instructed.

APPLICATION FOR GRADUATION:

Application for Graduation forms may be obtained from the Graduate Records Office, RH 1309, and must be filed in the Office of Admissions and Records, RH 1207, by 4:30 p.m. of the first day of the semester in which the student plans to graduate. For example, a student preparing for May graduation must apply prior to 4:30 p.m. of the first day of the spring semester. If the Application for Graduation is not received in the Office of Admissions and Records by the published deadline, graduation will be delayed until a subsequent semester. The name which will appear on your diploma is the name that you indicate on the Application for Graduation form.

Following the filing of the Application for Graduation, an evaluated copy of the student's academic record is prepared by the Graduate Records Coordinator and sent to the student, with a copy to the department from which the student will graduate. Students may apply for graduation only after their thesis proposal has been accepted and the title registered.

THE FINAL ORAL EXAMINATION AND SUMMARY OF COMPLETION:

Results of the oral examination are reported by the candidate's graduate examining committee on a Summary of Completion form. This form must be filed in the Graduate Records Office no later than the last day of classes in the term in which graduation is expected. If the form is received in the Graduate School after the published deadline, graduation will be delayed until a subsequent term.

COMMENCEMENT:

Southern Illinois University Edwardsville has commencement ceremonies at the end of each academic term. Only those persons who have completed all degree requirements or who are enrolled in courses to complete all degree requirements will be permitted to participate in the ceremony following the term.

This includes completion of thesis and final oral exam. Students may not participate in graduation until they have successfully completed and defended their thesis.

GRADUATION ANNOUNCEMENTS:

Official Commencement announcements (for distribution to friends and relatives) are available through the University Book Store. Watch THE ALESTLE for purchase dates.

AS AN ALUMNUS:

To ensure continuing services from the University, you should keep the Alumni Services apprised of your current address. Since the post office normally does not forward some classes of mail, please forward change of address information to: Alumni Services, Southern Illinois University Edwardsville, Edwardsville, IL 62026-1031.

X. PSI CHI (Dr. Mike Dudley: mdudley@siue.edu & Dr. Pat Pearson: ppearson@siue.edu)

Psi Chi is the National Honor Society in Psychology and is affiliated with the American Psychological Association. For the past 19 years our campus has had a very active chapter of Psi Chi. Each year they sponsor a number of major events including a paper reading session, a colloquium series, parties and an awards banquet. Membership is open to graduate and undergraduate students. For further information contact one of the officers of Psi Chi, or Dr. Mike Dudley.

XI. COLLOQUIUM PROGRAM

Throughout the year the Department of Psychology sponsors a colloquium program. This program consists of inviting a number of individuals from within the university and area psychologists to discuss their research or professional activities with faculty and students. Colloquia are held periodically throughout the academic year. Graduate students are normally expected to attend unless there is an unavoidable conflict in their schedule.

XII. FACULTY MEETINGS

Throughout the year, the Psychology faculty meets on a regularly scheduled basis to deal with the establishment of policies and procedures concerning its academic programs. Students are welcome to request permission in advance to attend these meetings.

XIII. DEPARTMENT BULLETIN BOARDS AND WEBSITE

In the hallway of Alumni Hall, where the Psychology faculty offices are located, the department has several bulletin boards. Information is regularly posted listing campus and departmental activities, information about doctoral programs in psychology, and job opportunities. The department website, which also includes a variety of information helpful to graduate students, is located at <http://www.siue.edu/education/psychology>. Graduate students should consult these resources on a regular basis to keep abreast of the current happenings within the department.

XIV. LABORATORY FACILITIES

The Psychology Department has laboratory facilities for a wide variety of student and faculty research. There are individual research cubicles and large (group) and small (individual) areas where unobtrusive observations may be performed using one-way mirrors. Rooms may be reserved in the main office.

XV. RESOURCE CENTER

The Department of Psychology Resource Center contains computers, software, tests, reference materials, masters' theses and videotape equipment. These resources are available for students to use when the center is open (hours are posted each semester).

XVI. PRACTICUM

The Practicum in Psychology is designed to provide the graduate student with an opportunity to develop and practice his or her professional skills under the supervision of experienced psychologists and/or other professionals in field settings. By applying methods and techniques of psychology to specific problems typically referred to psychologists, the student is encouraged to integrate the systematic knowledge gained from his or her formal academic training. Psychologists who have special competencies and are employed in a variety of community settings serve as role models for the student. Practicum training is individually arranged for students depending upon their program and special interests.

PRACTICUM REQUIREMENTS:

1. The student must be involved in a field setting for 4 hours per week for each credit hour received (e.g., 12 hours per week for 3 hours academic credit for all specializations except Clinical Child/School, which requires 6 hours for 2 hours of credit).
2. These experiences must be in a setting other than the student's current place of employment.
3. Students shall participate in individual conferences weekly with the Field Practicum Supervisor.
4. The student shall meet all of the objectives outlined for the program in which he or she is enrolled. These objectives are stated below.

PRACTICUM EVALUATION:

The student's practicum performance will be evaluated by the Field Supervisor in conjunction with the director of the student's program. Specific objectives for the practicum experience will be established by the program director and the Field Supervisor to meet the needs and interests of the student. At the end of each semester the Field Supervisor shall submit an evaluation of the student's practicum performance to the Practicum Coordinator using the form provided

on <http://form.fh.siue.edu/psychology/practicum.htm> .

The final grade will be assigned by the Practicum Coordinator.

PRACTICUM APPLICATION PROCEDURES:

Application procedures for the practicum vary somewhat depending upon the program in which the student is enrolled. (Clinical Child/School, Clinical-Adult, or Industrial/Organizational) Students should contact the Practicum Director of the program in which they are enrolled prior to registration. Application forms are available from the Practicum Coordinators and should be completed and returned to the appropriate Practicum Coordinator at least one month prior to registration.

MS Degree in Clinical Child and School Psychology **Specialist Degree in School Psychology:**

The practica in Clinical Child and School Psychology are designed to provide graduate students an opportunity to develop and practice their professional skills under the supervision of experienced psychologists and other professionals in the schools and other community agencies that deal with children and adolescents. By applying methods and techniques of psychology to specific problems typically referred to psychologists in these settings, students are encouraged to integrate the systematic knowledge gained from their formal academic training. Practicum training is individually arranged. Students are enrolled for a minimum of 7 semester hours for the MS program and 4 hours for the SSP program. Students in this program spend 6 hours per week in practicum settings during the fall, spring, and summer terms.

Clinical-Adult:

Six hours is the minimum practicum requirement for this program. It should be stressed that the above requirement is minimal. The faculty could decide that any particular student needs more exposure to a given area prior to graduation. Students themselves sometimes opt for additional experience beyond the requirement. These hours can count as electives up to a maximum of 3 credit hours. In addition, there is a mandatory seminar on campus that is required of all students signed up for practicum during any given semester. Practicum objectives are determined individually for each student.

Industrial/Organizational:

The practicum is designed to provide an opportunity for graduate students in Industrial/Organizational Psychology to develop and practice their professional skills under the supervision of experienced psychologists in field settings. The student is encouraged to apply the knowledge gained from formal academic training to a workplace.

Industrial/Organizational Psychology Masters students are required to participate in at least one practicum for three credit hours (Psyc. 525). The first practicum placement will be arranged for the student by the Practicum Coordinator based on student interests.

Students will not be placed in a practicum until they have completed at least two semesters of full-time coursework. The student must be involved in the field setting for 200 hours. The work schedule is to be arranged by the student and the Field Supervisor. In some situations, the student may petition the I/O committee to have the practicum requirement waived.

Objectives:

While working at the practicum site, the student is expected to work toward the following objectives.

1. To obtain further supervised experience in the application of psychological methods in a field setting.

Methods may include:

- a. Developing, administering, scoring and interpreting tests and measurements (e.g., employee satisfaction surveys, work samples, performance appraisals).
 - b. Assisting in the recruitment and selection of new employees.
 - c. Developing and conducting employee training and organizational development programs.
 - d. Collecting and analyzing statistical data.
 - e. Designing studies to address specific organizational problems and recommending solutions (e.g., turnover).
2. To gain an understanding of the structure and functions of organizations and their subsystems.
 3. To develop an understanding of the various roles and functions of the Industrial/Organizational Psychologist.
 4. To consider the professional issues, ethical problems, and legal aspects of functioning as a psychologist in businesses and other organizations.

XVII. ASSISTANTSHIPS

Information concerning graduate assistantships is contained in the Graduate Assistantship Handbook available from the Graduate School and revised annually. The assistantships available in the Department of Psychology are generally available only to first year graduate students. Other assistantships are available in other departments at the university. To find out about other assistantship opportunities, see the Graduate School's website at <http://www.siue.edu/graduate/assistantships.shtml>

XVIII. COMPETITIVE GRADUATE AWARDS

The Competitive Graduate Awards (CGA) are made directly by the Graduate School. This award is judged on a competitive academic basis to degree-seeking students with an undergraduate grade point average of 3.3 or better (A = 4.0). Unclassified students and students in off-campus programs are not eligible.

A CGA consists of a stipend and remission of tuition and some fees. The award is terminated as of the date the award recipient withdraws from classes or at the end of the term in which all degree requirements are completed. The awards are non-renewable. A student may not work while receiving payments from an award. Recipients are required to carry a minimum of 12 hours of graduate credit each semester and maintain the appropriate minimum grade point average. They are expected to abide by the University Patent and Copyright Policy and any contractual obligations of the university to others with reference to discoveries, inventions, improvements, compositions or creations made, developed, or reduced to practice during the period of the award.

Information and application forms for the following academic year are made available by the Graduate School Office. You may also access them at <http://www.siu.edu/graduatestudents/cga.shtml> . Completed applications are returned by applicants to the Graduate School no later than the date listed on the CGA web page (usually January). Competition results are communicated to all applicants in early April.

Applicants must have three letters of recommendation sent directly to the Graduate School Office. These letters should be requested specifically to support the award application.

XIX. DEPARTMENT OF PSYCHOLOGY AWARDS

- A. The Michael J. Hurt Award for the Outstanding Graduate Student in Psychology.**
This award is available to students enrolled in the clinical adult psychology program or the clinical child and school psychology program. The student receiving this award is selected by the Psychology faculty. The award is presented during Honors Day ceremonies and it is accompanied by a small stipend.
- B. The Robert A. Daugherty Award for the Outstanding Graduate Student in Industrial/Organizational Psychology.** The student receiving this award is selected by the faculty. The award is presented during Honors Day ceremonies in the spring semester of the academic year. A stipend accompanies this award.
- C. The Richard P. Walsh Award for the Outstanding Clinical Adult Master's Student.** The student receiving this award is selected by the faculty. The award is presented during Honors Day ceremonies in the spring semester of the academic year. A stipend accompanies this award.
- D. The Kathryn K. Skinner Award.** This award is presented periodically by the Department of Psychology to a graduate student who needs financial assistance in order to continue her education or training. A stipend accompanies this award.
- E. Annual Psi Chi Paper Reading Session (Graduate Division).**
Each year, Psi Chi organizes a paper reading session at which graduate and undergraduate students present research and/or theoretical papers in a professional atmosphere. The awards made by faculty judges. A stipend accompanies this award.

XX. OTHER FINANCIAL ASSISTANCE

OFFICE OF STUDENT WORK AND FINANCIAL ASSISTANCE:

Information about National Direct Student Loans, College Work-Study, Guaranteed Student Loans, various institutional programs, part-time jobs (on and off campus), and tuition and fee deferments may be obtained from the Office of Student Work and Financial Assistance, RH 2308.

XXI. UNIVERSITY COUNSELING SERVICES

Counseling Services provides assistance for students with personal, developmental, and academic problems, in a confidential setting. Some of the issues for which students seek help include relationships, depression, suicidal tendencies, poor self-esteem, anxiety, sexual assault/harassment, drug-alcohol abuse, stress, academic difficulty, and goal setting/decision making. The center's various professional services are available free of charge to students.

Counseling services can be contacted at 618-650-2197 or online at www.siu.edu/counseling/appointments.shtml .

XXII. CAREER DEVELOPMENT CENTER

The Career Development Center is located in the Student Success Center, Room 0281. Phone 650-3708. Internet address: <http://www.siu.edu/careerdevelopmentcenter/>

Some of the Career Services include: assistance with job search, interview and resume preparation

XXIII. PSYCHOLOGY FACULTY AND STAFF

The Department of Psychology Main Offices are Alumni Hall 0118 and 0128.

Phone number: 618-650-2202, Fax 618-650-5087, Home Page

<http://www.siu.edu/education/psychology/graduate> .

[Bartels, Lynn K.](#) (AH-0121, Ph. 2569)

Associate Professor

Graduate Program Director

Co-Chair of Psychology Department

Ph.D., 1991 - University of Akron

Specialization: Industrial/Organizational Psychology

[Brown, Danice](#) . (AH-0124, Ph. 5391)

Assistant Professor

Ph.D., 2008 – Ohio State University

Specialization: Counseling Psychology

[Daus, Catherine S.](#) (AH-0127, Ph. 3119)

Professor

Program Director of Industrial/Organizational Psychology

Ph.D., 1994 - Purdue University

Specialization: Industrial/Organizational Psychology

[Dudley, Michael G.](#) (AH-0133, Ph. 3453)

Assistant Professor

Ph.D. 2005 – University of Kentucky

Specialization: Experimental Psychology

Everett, Gregory E. (AH-0129b, Ph. 3430)

Assistant Professor
 Ph.D. 2005 – University of Southern Mississippi
 Specialization: School Psychology

Ferguson, Eva D. (AH-0135, Ph. 3973)

Professor
 Ph.D., 1956 - Northwestern University
 Specialization: Motivation, Cognitive Processes, Memory

Hupp, Stephen D. A. (AH-0137, Ph. 3280)

Associate Professor
 Ph.D., 2002 - Louisiana State University
 Specialization: Child Clinical Psychology

Jewell, Jeremy D. (AH-0139, Ph. 3734)

Associate Professor
 Ph.D., 2001 - University of Texas at Austin
 Specializations: School Psychology, Child Psychopathology, Cognitive Assessment, & Parent-Child Relationships.

Krohn, Emily J. (AH-0131, Ph. 3646)

Professor
 Program Director of Clinical Child/School Psychology Specialization
 Ph.D., 1980 - St. Louis University
 Specializations: School Psychology, Child Development

Meeks, J. Thaddeus (AH-0129a, Ph. 3659)

Assistant Professor
 Ph.D., 2009 – University of Georgia
 Specialization: Cognitive Psychology

Meinz, Elizabeth J. (AH-0142, Ph. 3284)

Associate Professor
 Undergraduate Program Director
 Ph.D., 1998 - Georgia Institute of Technology
 Specialization: Cognitive Psychology

Nadler, Joel (AH-0122, Ph. 3347)

Assistant Professor
 Ph.D., 2009 – Southern Illinois University Carbondale
 Specialization: Applied Psychology

Nordstrom, Cynthia R. (AH-0119, Ph. 2582)

Professor
 Ph.D., 1991 - University of Akron
 Specialization: Industrial - Organizational Psychology, Social Psychology

Pawlow, Laura (AH-0134, Ph. 2608)

Assistant Professor
Ph.D., 2002 - University of Southern Mississippi
Specialization: Clinical Psychology

Pearson, Patricia (AH-0123, Ph. 3725)

Instructor
Ph.D. 2004 – St. Louis University
Specialization: Social Psychology

Pettibone, Jonathan C. (AH-0133, Ph. 3346)

Associate Professor
Ph.D., 2000 - University of South Carolina
Specialization: Cognitive Psychology

Pomerantz, Andrew M. (AH-0140, Ph. 3661)

Professor
Program Director of Clinical Adult Specialization
Ph.D., 1996 - St. Louis University
Specialization: Clinical Psychology

Rose, Paul (AH 0126, Ph. 5390)

Assistant Professor
Co-Chair of Psychology Department
Ph.D. 2003 – State University of New York-Buffalo
Specialization: Social-Personality Psychology

Rosnick, Chris (AH-0132, Ph. 5351)

Assistant Professor
Ph.D., 2005 - University of South Florida
Specialization: Aging Studies

Segrist, Dan J. (AH-0125, Ph. 3159)

Assistant Professor
Ph.D. 2000 - Southern Illinois University Carbondale
Specialization: Clinical Psychology

Thomas, Susan L. (RH 3112, Ph. 3674)

Professor and Associate Provost
Ph.D., 1988 - University of Missouri-Columbia
Specialization: Social Psychology

Atkins, Kelly (AH-0311, Ph. 2266)

Academic Advisor
M.S.W., 2002 - Southern Illinois University Edwardsville

EMERITUS FACULTY

- Robert Engbretson, Emeritus Professor
Ph.D., Michigan State University, Employed from 1964 to 1995
- Kenneth Kleinman, Emeritus Professor
Ph.D., Washington University, Employed from 1969 to 2001
- Robert Lamp, Emeritus Professor
Ph.D., Washington University, Employed from 1969 to 2000
- John McCall, Emeritus Professor
Ph.D., University of Minnesota, Employed from 1965 to 1989
- Nicholas Reuterman, Emeritus Professor
Ph.D., University of Colorado, Employed from 1968 to 2000
- Robert Russo, Emeritus Professor
Ph.D., The Pennsylvania State University, Employed from 1963 to 1996
- Billy Rogers, Emeritus Professor
Ph.D. St. Louis University, Employed from 1969 to 1997
- Anthony Traxler, Emeritus Professor
Ph.D., The Pennsylvania State University, Employed from 1969 to 2007

DEPARTMENT OF PSYCHOLOGY SECRETARIES

- Micheletto, Carla** - Secretary IV (AH-0118, Ph. 2265)
Gallagher, Christine - Secretary III (AH-0118, Ph. 2203)

Appendix A
MASTER OF ARTS DEGREE IN CLINICAL ADULT PSYCHOLOGY
 Southern Illinois University Edwardsville
 Program Planning Worksheet

Name: _____ Date Admitted _____

Master's study by the student here named is approved subject to the plan and conditions indicated below.

Advisor's Signature _____ Date _____

A. CORE COURSES - 6 Hours	Cr.	Semester	Grade
Psyc 520: Research Design & Inference I	3	_____	_____
Psyc 521: Research Design & Inference II	3	_____	_____
B. CONCENTRATION - 21 Hours (7 Course Sequence)			
Psyc 514: Advanced Biopsychology	3	_____	_____
Psyc 531: Advanced Psychopathology	3	_____	_____
Psyc 537b: Counseling & Psychotherapy	3	_____	_____
Psyc 535: Cognitive Behavioral Psychotherapy	3	_____	_____
Psyc 538: Contemporary Use of Groups in Therapy	3	_____	_____
Psyc 541b: Cognitive Assessment of the Adult	3	_____	_____
Psyc 543b: Personality Assessment of the Adult	3	_____	_____
C. REQUIRED HOURS - 6 Hours			
Psyc 523: Practicum in Clinical Adult Psychology	3	_____	_____
Psyc 523: Practicum in Clinical Adult Psychology	3	_____	_____
D. THESIS - 3 Hours			
Psyc 599: Thesis	3	_____	_____
E. ELECTIVES - 6 hours (chosen in consultation with your advisor)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

No changes may be made in this program without the initialed approval of your advisor. In such an event, a new program plan must be filed.

THE MASTER OF ARTS DEGREE REQUIRES 42 SEMESTER HOURS OF GRADUATE CREDIT.

Appendix B
 MASTER OF ARTS DEGREE IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY
 Southern Illinois University Edwardsville
 Program Planning Worksheet

Name: _____ Date Admitted _____

Master's study by the student here named is approved subject to the plan and conditions indicated below.

Advisor's Signature _____ Date _____

A. CORE COURSES - 6 Hours	Cr.	Semester	Grade
1. PSYC 520 - Research Design and Inference I	3	_____	_____
2. PSYC 521 - Research Design and Inference II	3	_____	_____
B. CONCENTRATION - 24 Hours			
1. A 400-level or higher management class approved by your advisor	3	_____	_____
2. PSYC 571 - Seminar in Work Motivation & Leadership	3	_____	_____
3. PSYC 572 - Seminar in Work Attitudes	3	_____	_____
4. PSYC 573 - Seminar in Personnel Psychology	3	_____	_____
5. PSYC 574 - Seminar in Organizational Psychology	3	_____	_____
6. PSYC 575 - Seminar in Employee Selection	3	_____	_____
7. PSYC 576 - Organizational Development	3	_____	_____
8. PSYC 580 - Psychology of Employee Development	3	_____	_____
C. REQUIRED COURSES - 6 Hours			
1. PSYC 525 - Practicum in I/O Psychology	3	_____	_____
2. PSYC 599 - Thesis	3	_____	_____
D. ELECTIVES - 6 Hours (chosen in consultation with your advisor)			
Courses recommended by the I/O Faculty:			
PSYC 525 - Practicum in I/O Psychology	_____	_____	_____
PSYC 578 - Psychology of Stress & Stress Management	3	_____	_____
MGMT 514 - Management of Organizations	3	_____	_____
MGMT 551 - Managing Organizational Change & Innovation	3	_____	_____
MGMT 570 - Seminar in Human Resource Management	3	_____	_____
MGMT 580 - Employment Law for Managers	3	_____	_____
PAPA 540 - Public Personnel Administration	3	_____	_____
PAPA 545 - Public Sector Labor Relations	3	_____	_____
PAPA 546 - Performance Appraisal for the Public Sector	3	_____	_____
SOC 431 - Employment and Workplace Change	3	_____	_____
SOC 538 - Seminar in Industrial Sociology	3	_____	_____
SPC 403 - Organizational Communication Theory & Applications	3	_____	_____
SPC 540 - Survey of Organizational Communication Research	3	_____	_____
SPC 541 - Seminar in Organizational Culture	3	_____	_____
PSYC 519 - Professional Issues in Teaching Psychology	3	_____	_____

No changes may be made in this program without the initialed approval of your advisor. In such an event, a new program plan must be filed.

THE MASTER OF ARTS DEGREE REQUIRES 42 SEMESTER HOURS OF GRADUATE CREDIT.

Appendix C
 MASTER OF SCIENCE DEGREE IN PSYCHOLOGY
 SPECIALIZATION IN CLINICAL CHILD AND SCHOOL PSYCHOLOGY
 Clinical Child Track
 Southern Illinois University Edwardsville
 Program Planning Worksheet

Name: _____ Date Admitted _____

Master's study by the student here named is approved subject to the plan and conditions indicated below.

Advisor's Signature _____ Date _____

A. CORE COURSES - 6 Hours	Cr.	Semester	Grade
1. PSYC 520: Research Design & Inference I	3	_____	_____
2. PSYC 521: Research Design & Inference II	3	_____	_____
B. CONCENTRATION - 24 HOURS			
1. PSYC 556: Seminar in Community Psychology: Prevention Programs for Children & Families	3	_____	_____
2. PSYC 541a: Cognitive Assessment of Children and Adolescents	3	_____	_____
3. PSYC 537a: Counseling and Psychotherapy with Adolescents & Families	3	_____	_____
4. PSYC 565: Consultation: Theory & Practice	3	_____	_____
5. PSYC 543a: Behav. & Emotional Assess. of Children & Adolescents	3	_____	_____
6. PSYC 514: Advanced Biopsychology	3	_____	_____
7. PSYC 553: Seminar in Clinical Child Psychology: Psychopathology of Children and Families	3	_____	_____
8. PSYC 557: Seminar in Developmental Psychology: Infancy and Early Childhood	3	_____	_____
C. PRACTICUM - Minimum of 7 hours in schools and agencies that serve children, adolescents, and families			
1. PSYC 524: Practicum in Clinical Child/School Psychology	2	_____	_____
2. PSYC 524: Practicum in Clinical Child/School Psychology	2	_____	_____
3. PSYC 524: Practicum in Clinical Child/School Psychology	2	_____	_____
4. PSYC 524: Practicum in Clinical Child/School Psychology	1	_____	_____
D. THESIS - 3 Hours			
1. PSYC 599: Thesis	3	_____	_____
E. ELECTIVES (Chosen in consultation with advisor)			
1. PSYC 407: Multicultural Issues in Psychology	3	_____	_____
2. PSYC 495: Psychology of Addictive Behaviors	3	_____	_____
3. PSYC 538: Contemporary Interpersonal Therapies: Group/Family/Marital	3	_____	_____
4. PSYC 539: Crisis Intervention & Crisis Therapy	3	_____	_____
5. PSYC 595: Ethical & Professional Issues in Psychology	3	_____	_____
6. ART 574: Career Counseling	3	_____	_____

No changes may be made in this program without the initialed approval of your advisor. In such an event, a new program plan must be filed.

THE MASTER OF SCIENCE DEGREE REQUIRES 40 SEMESTER HOURS OF GRADUATE CREDIT.

Appendix D
MASTER OF SCIENCE DEGREE IN PSYCHOLOGY
SPECIALIZATION IN CLINICAL CHILD AND SCHOOL PSYCHOLOGY
School Track
Southern Illinois University Edwardsville
Program Planning Worksheet

Name: _____ Date Admitted _____

Master's study by the student here named is approved subject to the plan and conditions indicated below.

Advisor's Signature _____ Date _____

A. CORE COURSES - 6 Hours	Cr.	Semester/Year	Grade
1. PSYC 520: Research Design & Inference I	3	_____	_____
2. PSYC 521: Research Design & Inference II	3	_____	_____
B. CONCENTRATION - 24 HOURS			
1. PSYC 556: Seminar in Community Psychology: Prevention Programs for Children & Families	3	_____	_____
2. PSYC 541a: Cognitive Assessment of Children and Adolescents	3	_____	_____
3. PSYC 537a: Counseling and Psychotherapy with Adolescents & Families	3	_____	_____
4. PSYC 565: Consultation: Theory & Practice	3	_____	_____
5. PSYC 543a: Behav. & Emotional Assess. of Children & Adolescents	3	_____	_____
6. PSYC 514: Advanced Biopsychology	3	_____	_____
7. PSYC 553: Seminar in Clinical Child Psychology: Psychopathology of Children and Families	3	_____	_____
8. PSYC 557: Seminar in Developmental Psychology: Infancy and Early Childhood	3	_____	_____
C. PRACTICUM - Minimum of 7 hours in schools and agencies that serve children, adolescents, and families			
1. PSYC 524: Practicum in Clinical Child/School Psychology	2	_____	_____
2. PSYC 524: Practicum in Clinical Child/School Psychology	2	_____	_____
3. PSYC 524: Practicum in Clinical Child/School Psychology	2	_____	_____
4. PSYC 524: Practicum in Clinical Child/School Psychology	1	_____	_____
D. RESEARCH PROJECT - 3 Hours			
1. PSYC 598: Research Project	3	_____	_____
E. ELECTIVES (chosen in consultation with your advisor)			
_____	_____	_____	_____
_____	_____	_____	_____

Students pursuing the Specialist Degree in School Psychology will complete a research paper as their final requirement for the Master's Degree. A thesis will be required as part of the Specialist Degree. All other students will complete the thesis as part of the Master's program.

No changes may be made in this program without the initialed approval of your advisor. In such an event, a new program plan must be filed.

THE MASTER OF SCIENCE DEGREE REQUIRES 40 SEMESTER HOURS OF GRADUATE CREDIT.

Appendix E
SPECIALIST DEGREE IN SCHOOL PSYCHOLOGY
 Southern Illinois University Edwardsville
 Program Planning Worksheet

Name: _____ Date Admitted _____

Specialist study by the student here named is approved subject to the plan and conditions indicated below.

Advisor's Signature _____ Date _____

A. CONCENTRATION - 15 Hours	Cr.	Semester	Grade
1. PSYC 594: Seminar in School Psychology	3	_____	_____
4. PSYC 539: Crisis Intervention & Crisis Therapy	3	_____	_____
3. PSYC 544: Response to Intervention: Evaluating the Effectiveness of Academic & Behavioral Treatments	3	_____	_____
4. PSYC 545: Psychoeducational Assessment & Intervention	3	_____	_____
5. _____ : Required Education Course	3	_____	_____

B. PRACTICUM - 15 Hours	Cr.	Semester	Grade
1. PSYC 524: Practicum in School Psychology:	2	_____	_____
2. PSYC 524: Practicum in School Psychology:	2	_____	_____

C. THESIS - 3 Hours			
1. PSYC 599: Thesis	3	_____	_____

D. INTERNSHIP IN SCHOOL PSYCHOLOGY - 10 Hours
 Full time internship in the public schools that lasts one academic year (9 or 10 months) is individually arranged. School programs and supervising psychologists are approved by the Illinois State Board of Education. Supervision is provided on site by the supervising psychologist. Internship plans are approved by the Clinical Child and School Program Director who also monitors and evaluates the student's progress in fulfilling the objectives of the individualized internship plan.

1. PSYC 596: Internship in School Psychology	5	_____	_____
2. PSYC 596: Internship in School Psychology	5	_____	_____

- E. TESTS
1. Illinois State Board of Education School Psychology Proficiency Test
 2. Illinois State Board of Education Basic Skills Test
 3. The University and the State of Illinois require successful completion of coursework to pass the Illinois constitution test.

Note: All persons seeking certification in Illinois either must be United States citizens or must have filed a declaration of intent to become a citizen on forms provided by the federal government.

No changes may be made in this program without the initialed approval of your advisor. In such an event, a new program plan must be filed.

THE SPECIALIST DEGREE REQUIRES 32 SEMESTER HOURS OF GRADUATE CREDIT.

APPENDIX F

THESIS CHECKLIST (STUDENT)

- _____ Thesis Proposal Approval Form (Department of Psychology)
- _____ Thesis Title Registration: Complete and obtain your thesis committee's signatures at your thesis proposal meeting. Proposal Meeting must be held no later than the first day of semester you intend to graduate.
- _____ After signatures, return Thesis Title Registration and Approval Form to the Graduate Secretary for processing. A copy will be made for your file, and the original will be sent to Graduate School.
- _____ Your Thesis Committee may request up to **two weeks** for thesis review prior to the oral exam.
- _____ Submit draft of thesis to the Graduate School sometime during the semester in which you intend to graduate. Contact the Graduate Secretary for semester deadlines.
- _____ Notify the Graduate Secretary when you have scheduled your final orals with your thesis committee. Please give **two weeks** notice to prepare the necessary paperwork.
- _____ Thesis paperwork will be given to the Chair of your thesis committee. The paperwork includes the Summary of Completion Form, Thesis Approval Page, and IRB Review Statement. Obtain all signatures at your final defense.
- _____ After your meeting, **return all SIGNED forms** to the Graduate Secretary. (Copies will be placed in your file, and the originals will be sent to Graduate School).
- _____ **Keep a copy of the Thesis Approval page (signed)**-- this will become part of your final thesis.
- _____ After your thesis has final approval from your committee and from the Graduate School, submit your thesis via email to the Resource Center at: siuerc@hotmail.com where it will be converted to pdf. and stored electronically. Please CC the Graduate Secretary in your email at cgallag@siue.edu and CC your thesis chair.

***Your thesis grade will not be processed until the Graduate Secretary, Resource Center, and your Thesis Chair receives the final copy of your thesis via email.**

MOST FACULTY ARE NOT AVAILABLE FOR THESIS MEETINGS IN THE SUMMER!

**** YOUR THESIS NEEDS TO BE COMPLETE, PAPERWORK SIGNED, THESIS GRADE CHANGED, AND FINAL THESIS SUBMITTED & APPROVED IN ORDER TO GRADUATE.**