

**HANDBOOK FOR  
UNDERGRADUATE  
STUDENTS IN  
PSYCHOLOGY**



**2011-2012**

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## I. INTRODUCTION

The Department of Psychology welcomes you as a Psychology major. 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 your advisor. We prepared this manual in an effort to make certain all psychology majors are familiar with the many and varied opportunities the department offers in its undergraduate program. Additional information about the Department can be found on our website at [www.siu.edu/education/psychology](http://www.siu.edu/education/psychology).

We wish you well in your study of psychology. A major in psychology is excellent preparation for many jobs, further education in fields other than psychology, and graduate training in psychology itself. We hope in the coming years to share our excitement with you.

**The Department of Psychology sends out important information periodically to students via e-mail (listserv of all psychology majors). It is essential that students activate their university e-mail accounts and check them periodically for important information from the department. It is the student's responsibility to do this. 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 13,000 students enrolled, of which approximately 2,500 are graduate students. The Department of Psychology has over 400 undergraduate majors, 150 minors, and about 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 undergraduate and graduate degrees. 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 Psychologist (NASP). The department facilities consist of two suites of faculty offices (Alumni Hall 0118 and 0128), a variety of psychological labs in which individual and group testing takes place for research and training purposes, dedicated classroom space, and a Psychology Resource Center.

### DEPARTMENT RECOGNITION:

The Department of Psychology has been recognized and received several awards in recent years. The department received the 2006 Council for Higher Education Accreditation's Award for Institutional Progress in Student Learning Outcomes, which reflects the department's dedication to setting goals for its students and evaluating whether these goals have been achieved. This evaluation is evidenced by the department's Senior Assignment requirement. 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. Psychology's Senior Assignment is given as an outstanding example of this program. Our faculty are also highly esteemed, with a number of faculty having won departmental, school, or university teaching awards. For more examples of departmental accolades, visit

<http://www.siu.edu/education/psychology/newsletter.shtml>

## **II. PSYCHOLOGY FACULTY AND STAFF**

The Department of Psychology's main offices are in Alumni Hall 0118.

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

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

### **Atkins, Kelly (AH-0129a, Ph. 2266)**

Academic Advisor

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

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

Associate Professor and Associate Chairperson

Ph.D., 1991 - University of Akron

Specialization: Industrial/Organizational Psychology

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

Assistant Professor

Ph.D., 2008 – The Ohio State University

Specialization: Counseling Psychology

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

Professor

Ph.D., 1994 - Purdue University

Specialization: Industrial/Organizational Psychology

### **Dudley, Mike (AH-0133, Ph. 3453)**

Associate Professor

Ph.D., 2005-University of Kentucky

Specialization: Experimental Psychology

### **Everett, Greg (AH-0142, Ph. 3284)**

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.

**McKenney, Elizabeth L. W. (AH-0129b, Ph. 3430)**

Assistant Professor  
Ph.D., 2010 – University of Florida  
Specialization: School Psychology

**Meeks, J. Thaddeus (AH-0136, Ph. 3659)**

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

**Meinz, Elizabeth J. (AH-0131, Ph. 3646)**

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

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

Assistant Professor  
Ph.D., 2010 – Southern Illinois University Carbondale  
Specialization: Applied Psychology

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

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

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

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

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

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

**Pettibone, Jonathan (AH-0143, Ph. 3346)**

Associate Professor  
Ph.D., 2000 –University of South Carolina

Specialization: Cognitive Psychology

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

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

**Rose, Paul (AH-0126, Ph. 5390)**

Associate Professor and Chairperson  
Ph.D. 2003- State University of New York at Buffalo  
Specialization: Social/Personality Psychology

**Rosnick, Christopher (AH-0132, Ph. 5351)**

Assistant Professor  
Ph.D. 2005- University of South Florida  
Specialization: Developmental/Cognitive Psychology

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

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

**Thomas, Susan L. (RH-3110, Ph. 3639)**

Professor & Associate Provost for Planning and Program Development  
Ph.D., 1988 - University of Missouri-Columbia  
Specialization: Social Psychology

**A list of our Emeritus faculty can be found on the department website at <http://www.siu.edu/education/psychology/meetfacstaff.shtml>.**

**DEPARTMENTAL SECRETARIES**

Gallagher, Christine, Graduate Records Secretary (AH-0118, Ph. 2203)

Micheletto, Carla, Department Secretary (AH-0118, Ph. 2265)

### III. PSYCHOLOGY UNDERGRADUATE PROGRAM PLAN

#### DEGREE REQUIREMENTS (also see NOTES below and Section VI – Relevant Dept Policies)

	<u>B.A. hours</u>	<u>B.S. hours</u>
GENERAL EDUCATION (may not include PSYC 111)	50	48
PSYCHOLOGY MAJOR -24 required hours: PSYC 111; 200; 206; 208; 220; 221; 494; one of 201, 203, or 204 -12 hours PSYC electives at the 300 or 400- level, with at least 6 at the 400-level	36	36
MINOR FIELD	21	21
GENERAL EDUCATION ELECTIVES	19	21
<hr/>		
TOTAL REQUIREMENTS	127*	127*

\*Each Psychology Major must complete the Senior Assignment as partial fulfillment of his/her degree.

#### TRANSFER CREDITS (Approval subject to receipt of official transcript):

See SECTION VI.A for the department policies on transfer of credits from community colleges and accredited four-year institutions.

#### NOTES:

- PSYC 111, 220, 221, and 494 must be taken in sequence, and PSYC 494 must be taken while of senior standing (90+ credit hours).
- To be admitted to the psychology program as a major, students must have at least a 2.25 cumulative grade point average at SIUE or (for transfer students) at the college or university of origin.
- Majors earning below a 2.25 cumulative grade point average at SIUE for two consecutive semesters will be dropped from the psychology program. A grade of C or better is required for a psychology course to count toward major requirements. In addition, a student will be dropped from the psychology program after two unsuccessful attempts of PSYC 200, 220, 221, or 494. Unsuccessful attempts are defined as receiving the grades of W, WF, WP, WR, UW, U, D, or F in a class.
- PSYC 220/221 may not be transferred in to satisfy SIUE Psychology requirements unless you are a transfer student just beginning your curriculum (in which case the comparability of your previous statistics and research methods courses will be evaluated on a case-by-case basis).
- Students may count no more than 6 credit hours of PSYC 491, 492, and 493 toward their psychology major requirements (additional hours of these courses can count toward total credit hours needed for graduation)

- All Psychology majors must complete their senior assignment requirements at SIUE. See more details about the Senior Assignment in Section V.A.

### RECOMMENDED ELECTIVES:

- Graduate Study in Experimental Psychology: PSYC 311, 313, 314, 461, and 491 (note that elective selections should be based upon the type of experimental psychology in which the student is interested)
- Graduate Study in School Psychology\*: PSYC 314, 420, 421, 431, 491, and 493
- Graduate Study in Clinical/Counseling Psychology\*: PSYC 314, 421, 431, 450, 491, and 493
- Graduate Study in Industrial/Organizational Psychology\*: PSYC 320, 365, 461, 473, 474, 491, and 493
- Work in Community Service Agencies: PSYC 365, 431, 450, and 493
- Work in Business/Organizational Settings: PSYC 320, 365, 374, 421, 461, 473, 474, and 493

\*see department website for prerequisites for SIUE's graduate programs:

<http://www.siue.edu/education/psychology/graduate/index.shtml>

## IV. ACADEMIC RESOURCES

The Psychology Department, and SIUE, provide a number of resources to help you with advisement and career planning, and to help you keep up-to-date about opportunities in our field.

### A. Undergraduate Advisement (Alumni Hall 0129a, x2266)

Please see the department website for additional information (including FAQs) about advising: <http://www.siue.edu/education/psychology/undergrad/psychology-under-advisement.shtml>

Ms. Kelly Atkins is the Psychology Department academic advisor. Her office hours are posted each semester. An appointment is necessary for class enrollment and registration, and can be made in the main Psychology Office (AH 0118). However, if you have a question, need information, or need to make minor modifications to your schedule, you can stop by during her scheduled office hours. All students should have a program plan on file as soon as possible after declaring a psychology major. The academic advisor will work with you to develop a program plan that both satisfies departmental requirements and fits your interests and educational/professional goals. Students may also see the academic advisor for course request forms, graduation checks, information about Graduate School and professional opportunities. Students are also encouraged to discuss the latter two issues with professors.

**Class Registration:** Advising appointments begin the second week of class each semester. Using the new self-registration system (Banner) students with 90+ hours may begin to enroll in classes during the 8<sup>th</sup> week of the semester. Students with 60-89 hours may enroll during the 9<sup>th</sup> week. Students with 30-59 hours may enroll during the 10<sup>th</sup> week. Finally, students with 0-29 hours may enroll during the 11<sup>th</sup> week. All students must meet with the advisor prior to enrolling in classes online. Students must complete an advising session and receive an alternate pin that will allow them to enroll in classes via

CougarNet. The alternate pin will allow students to register for classes, add/drop classes, and print out a student schedule.

**Graduation:** Early application for graduation is critical in reducing unnecessary "surprises" as graduation approaches. Application for graduation should be made the semester after you earn a total of 90 semester hours. At this time you should receive a letter (including a graduation application) from Admissions and Records requesting that you apply for graduation. On the Graduation Application you will be asked to indicate the semester you plan on graduating. If for any reason you have not met all the necessary requirements at that time, your graduation date will be rolled over to the next semester (you only pay the graduation fee one time). However, before sending the form to Admissions and Records we ask that you stop by the Psychology Undergraduate Advising Office to check that your degree has been properly entered in the Student Information System. If the system does not match your application, unnecessary delays will likely occur.

The most important aspect of the application process concerns your graduation check. In response to your application for graduation, a graduation check will be completed and sent to your home. The graduation check clearly specifies any remaining requirements you must complete before officially graduating. A letter will be sent concerning your major, minor, General Education requirements. It is essential that you bring these letters to the Psychology Undergraduate Advising Office in order to have your graduation status checked.

**Graduate School:** If you are interested in attending graduate school after completing your Bachelor's degree, it is never too early to start preparing. This process includes, but is not limited to, taking specific courses that are necessary preparation for applying to graduate schools. It is highly recommended that you inform the Undergraduate Adviser of your intentions to attend graduate school so that you may be properly advised about the courses and activities that will help you achieve graduate school admission.

**B. Career Development Center (Student Success Center, Room 0281,  
<http://www.siue.edu/careerdevelopmentcenter/>)**

You should begin thinking about your future career path as soon as possible. Discuss your career plans with your Psychology advisor, but also visit the Career Development Center. They offer a variety of tools to help you choose a career path, to help with resume and interview preparation, and to prepare you for the job search.

**C. Resource Center (Alumni Hall, Room AH-0302a,  
<http://www.siue.edu/education/psychology/resource/index.shtml>)**

Computers, software, tests, reference materials, masters theses, videotapes, and videotaping equipment are stored in the Psychology Department Resource Center. These resources are available for students to use when the center is open (see the Resource Center door for current hours). The Resource Center inventory includes a number of valuable resources on APA Style, careers in Psychology, and preparation for graduate school. See the Resource Center website for a searchable index of our books:

<http://www.siue.edu/education/psychology/resource/index.shtml#books>

#### **D. The PSYCUG listserv**

The Psychology department maintains a listserv on which department activities, job opportunities, and other important notices are distributed. This listserv contains the SIUE email addresses of all declared majors. It is essential that you activate your university e-mail account and check it periodically for important information from the department. The department is not responsible for students not receiving information that is sent to the e-mail address on file. If your email has not been automatically added to the listserv, please add yourself at <https://lists.siue.edu/listinfo/psycug>.

#### **E. Departmental Bulletin Boards**

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, Psi Chi and Psychology Club events, current experiments being conducted, information about graduate programs in psychology, and job opportunities. Students should consult these bulletin boards on a regular basis to keep abreast of the current happenings within the department.

#### **F. The Department Website**

The Psychology department maintains an extensive website that includes all of the information in this handbook and much more. More information about careers and graduate study can be found here:

<http://www.siue.edu/education/psychology/undergrad/psychology-under-careers.shtml>.

An electronic discussion board for psychology students is available at

<http://tinyurl.com/psychqna>.

### **V. OPPORTUNITIES FOR MAXIMIZING YOUR PSYCHOLOGY EDUCATION**

The Psychology Department, and SIUE, provide a number of opportunities to help you gain a well-rounded education in Psychology and to help you prepare for your future career path. The successful student takes advantage of all the department has to offer. More detail on these opportunities can be found at: <http://www.siue.edu/education/psychology/undergrad/psychology-under-program-opportunities.shtml>

#### **A. Psychology Senior Assignment**

All students at SIUE are required to do a Senior Assignment in order to graduate. In the Psychology Department, the purpose of the Senior Assignment is to allow an opportunity for students to integrate the content knowledge, psychology concepts, and research/statistics skills they have learned throughout the course of their curriculum. In the Psychology department, most students complete the Senior Assignment in the

Capstone (PSYC 494) course. All Psychology majors except URCA Research Associates completing their projects during their Senior year are required to complete the Senior Assignment through PSYC 494. For more guidelines about completing Senior Assignment requirements through URCA instead of through PSYC 494, see [www.siu.edu/education/psychology/undergrad/urca.shtml](http://www.siu.edu/education/psychology/undergrad/urca.shtml). In order to pass the Senior Assignment requirement in PSYC 494, you must 1) pass the course with a grade of C or better 2) present a poster based on the project you completed in the course at the Department of Psychology's Senior Assignment Poster Session, and 3) have your poster deemed acceptable by the faculty (i.e., a mean rating of 4 or above on the faculty evaluation form). In the event that you do not fulfill all 3 requirements in a given semester, you will need to retake the Capstone course and complete all three requirements in a subsequent semester. For example, if you receive below a C in the Capstone course, even if your poster presentation is deemed acceptable by the faculty, you will fail to complete the senior assignment requirement and must retake Capstone in its entirety with a new project. If you receive a C or better in the Capstone course, but your poster presentation is deemed unacceptable by the faculty, this in most circumstances will result in having to retake Capstone in its entirety, unless the Capstone professor presents evidence to the contrary.

As part of the Senior Assignment requirements, students must work with their 494 professor throughout the semester to ensure that the senior assignment project is a successful educational experience. Paperwork must be filled out in order to complete the Senior Assignment, and it is the responsibility of the student to meet with the senior assignment advisors and complete the required paperwork prior to beginning the senior assignment project (this paperwork is typically completed during the first few weeks of the PSYC 494 course). The senior assignment advisors' office is in Alumni Hall, Room 0311. Office hours for each semester will be posted on the advisors' office door, as well as in the Psychology Department office. More details will be given in the PSYC 494 course.

### **Senior Assignment Format:**

For non-honors sections of PSYC 494, the student prepares a poster presentation of a research project he/she has carried out as part of PSYC 494. The posters are presented at the end of the PSYC 494 semester at the departmental Senior Assignment Poster Session. At that session, student groups present their projects in poster form and discuss the results and answer questions of faculty and students. Posters are evaluated on both content and style. For the honors section of PSYC 494, students complete an individual honors thesis, for which they complete an oral proposal and defense.

## **B. Independent Studies**

### **1. PSYC. 491 - RESEARCH IN PSYCHOLOGY and PSYC 492 – READINGS IN PSYCHOLOGY**

Psychology is a science, and all Psychology faculty are involved in research projects that further knowledge in their specialty areas. Psychology students may work alongside faculty on their research, gaining credit for this experience. In order to register for PSYC 491, students must be approved by a faculty member for work in his/her lab. Nearly all faculty involve PSYC 491

students in their research each semester. Most faculty recruit and select PSYC 491 students through the Undergraduate Research and Creative Activities Program; see Section V.D. for more information.

In consultation with a faculty member, students may also read in-depth in a particular area of psychology and prepare a paper based on these readings. In order to register for PSYC 492, students must choose a faculty member whose interests match his/her own and the faculty must agree to supervise the independent readings.

**Eligibility:** To be eligible for PSYC 491 and 492, students must be Psychology majors, have a GPA of at least 2.5 and have completed at least 18 hours of Psychology courses. Students must first secure a faculty member's consent to supervise the student. The student and faculty member must then reach agreement on what the student will accomplish during the course and how many credit hours the student will earn. The procedure required for registration is as follows:

1. Obtain a **PSYC 491/492 Consent Form** from the psychology office, complete the top portion and have your instructor (the faculty member with whom you'll be working) fill out the bottom and sign it.
2. Give one copy to the instructor, one copy to the department secretary, one copy to the psychology advisor, and keep one copy for your records.

## **2. PSYC. 493 - FIELD STUDY IN PSYCHOLOGY**

Field Study helps students gain valuable experience in a Psychology-related setting for academic credit (1-6 hours, depending on the number of hours spent at the site). Field study experiences may not be paid, and must be at sites approved by the Field Study Coordinator (Dr. Betsy Mainz, AH-0131, Ph. 3646). An informational meeting about field study is held at the beginning of each semester; watch the email listserv for announcements regarding this meeting.

**Eligibility:** To be eligible for PSYC 493, students must be Psychology majors, have a GPA of at least 2.5 and have completed at least 18 hours of Psychology courses. After consultation with the Field Study Coordinator (Dr. Mainz), the student must contact the site at which the field study is to be performed. The site chosen should provide a field study experience that will draw upon the student's training in an area of psychology. The student must obtain the site's consent to participate, arrange for on-site supervision, and meet with the Field Study Coordinator to get and fill out the necessary paperwork. Course requirements are explained in the course syllabus.

## **C. ROBERT J. MCLAUGHLIN PSYCHOLOGY UNDERGRADUATE HONORS ACADEMY: <http://www.siu.edu/education/psychology/undergrad/psychology-under-honors-academy.shtml>**

### **Purpose of the Honors Academy:**

The Honors Academy provides experiences for the highly motivated student that will broaden and enrich the student's perspective of psychology. The academy was developed to provide academically outstanding students with opportunities beyond those offered in traditional classes.

**Eligibility to Apply:**

During the fall and spring semesters, eligible students may apply to the Academy. A call for applications is sent out on the undergraduate Psychology listserv during the Fall and Spring semesters. To be eligible to apply to the Academy the following are required:

1. A declared major in psychology
2. At least a 3.50 overall GPA and a 3.50 Psychology GPA
3. Grades of A in both PSYC 220 and PSYC 221
4. Completed at least 6 credit hours in Psychology at SIUE.

Interested and eligible students should contact Dr. Dan Segrist (AH-0125, Ph. 3159), coordinator of the Academy.

**Graduation with Honors**

In order to graduate with honors, members of the Academy must:

1. Maintain a 3.5 GPA overall, and a 3.5 Psychology GPA.
2. Participate in research under faculty supervision for at least one semester (this must be done for at least 3 hours course credit under PSYC 491 - Research in Psychology)
3. Complete at least one semester of field study (must be done for at least 3 hours course credit under PSYC 493 - Field Study in Psychology).
4. Complete the Honors' section of PSYC 494 (Capstone in Psychology) during fall semester of the student's senior year. This involves developing and completing an independent research project supervised by a faculty member and presented before a faculty committee consisting of the faculty advisor and two other psychology faculty members. The thesis typically takes two semesters to complete but in some cases can be completed in one semester.

**Evaluation of Academy Members:**

Members of the academy who successfully complete the above five steps, as well as all other requirements for graduation, will be recommended for graduation with honors in psychology and will receive an honors cord.

**D. SIUE'S UNDERGRADUATE RESEARCH AND CREATIVE ACTIVITIES PROGRAM (URCA): <http://www.siu.edu/ura>.**

URCA is a program designed to help undergraduate students get involved in research and creative activities in two ways – as an URCA Research Associate or as an URCA Research Assistant. Associates apply to work with a faculty mentor on a study that the student researches and designs. In the Department of Psychology, this can count as a student's Capstone (Senior Assignment) experience. Assistants apply to work in faculty laboratories and will work on faculty-led projects. Research Assistant positions can not count as a Capstone experience, but instead count as PSYC 491 (Research in Psychology). For more information, including URCA requirements, please visit <http://www.siu.edu/ura>. In addition, specific details about how URCA experience applies to your Psychology major can be found at <http://www.siu.edu/education/psychology/undergrad/urca.shtml>.

If you wish to be involved in URCA, see the above websites. Applications for URCA Assistant positions that qualify for PSYC 491 credit are found on that

website (see the positions posted by Psychology faculty). If you are interested in pursuing an URCA Associate position, we recommend that you read the available web materials and then approach a faculty member whose academic interests match yours to discuss the possibility that the faculty member could mentor your URCA project.

## **E. STUDENT ORGANIZATIONS**

### **1. THE ROBERT O. ENGBRETSON CHAPTER OF PSI CHI - THE NATIONAL HONOR SOCIETY IN PSYCHOLOGY**

**Faculty Advisors:** Drs. Mike Dudley (AH-0133, Ph. 3453) and Patricia Pearson (AH-0123, Ph. 3725)

#### **What is Psi Chi? (website:**

**<http://www.siu.edu/PSYCHOLOGY/psichi/index.html>**

Psi Chi is the National Honor Society in Psychology founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship, and advancing the science of psychology. Psi Chi is an affiliate of the American Psychological Association and the American Psychological Society and a member of the Association of College Honor Societies. Psi Chi functions as a federation of chapters located at more than 900 senior colleges and universities in the USA. The SIUE Robert O. Engbretson Psi Chi Chapter received its charter from the national office May 6, 1968. The faculty and students at SIUE are especially proud of our large and active chapter. In 1994, our chapter received the Ruth Hubbard Cousins National Chapter Award for the outstanding chapter in the nation, and in 1995, the Florence L. Denmark National Advisor Award. Our chapter is an excellent one, which has many benefits to offer its members.

Membership in Psi Chi is for students with a superior academic record who are dedicated to advancing the science of psychology.

#### **What Does Psi Chi Do?**

Psi Chi sponsors a variety of events throughout the year, including scholarly programs, social events, and community service projects. All events are intended to stimulate academic and professional growth of Psi Chi members and non-members as well.

Scholarly programs include: colloquia with interesting guest speakers; an annual Paper Presentation Session, which provides a forum for undergraduate and graduate students to present, in a professional manner, their research findings; two Mock GREs; a Going to Graduate School program, which provides valuable information and tips on getting accepted to Graduate School; assisting students in going to Chicago to present their research at the Midwestern Psychological Association annual conference; seminars and workshops on acquiring a job with a bachelor's degree; and an Annual Spring Banquet.

Social events sponsored or co-sponsored by Psi Chi include: Fall Semester Psi Chi Orientation, Student/Faculty Volleyball and BBQ, Student/Faculty bowling, and various other social activities.

Community Service activities include: Health and Wellness Week Blood Drive, Halloween and Thanksgiving Food Drives, Angel Tree Holiday Donation program, Shelter volunteering, and various Charity Drives.

Our Psi Chi chapter also has several prestigious awards it gives out each year. The awards are for the outstanding undergraduate and graduate student and the outstanding faculty member.

### **How to Join Psi Chi:**

In the fall of each year, Psi Chi has a membership drive. Qualified students (overall GPA 3.00, 3.25 in psychology, with a minimum of 9 semester hours completed) are admitted as Provisional Members. They are encouraged to participate in Psi Chi events and to maintain their academic excellence. At this time, an initial dues fee of \$65.00 is requested. Forty-five dollars goes to the Psi Chi National Office in Chattanooga, TN and \$15.00 goes to the local chapter. Thereafter, local chapter dues are \$20.00. There are no additional National Office dues and membership is for life. At the Annual Spring Banquet, Provisional Members are inducted as full members of Psi Chi. Induction is only possible while individuals are still enrolled in school. Interested students should contact Dr. Dudley or Dr. Pearson for additional information and a membership application.

### **Going to Graduate School:**

Most years the Psychology Department and Psi Chi jointly sponsor an informal information sharing session entitled "Going to Graduate School." The sessions generally involve faculty and students from the Psychology Department providing information to students wishing to pursue graduate training in psychology. Much of the information provided in this session is available at <http://www.siue.edu/education/psychology/undergrad/psychology-graduate-school.shtml>. Any student interested in pursuing graduate study should plan to attend the meeting and carefully study the information on the department's web site.

## **2. THE PSYCHOLOGY CLUB**

**Faculty Advisors:** Drs. Betsy Mainz (AH-0142, Ph. 3284) and Laura Pawlow (AH-0134, Ph. 2608)

**What is the Psychology Club? (website:**  
**<http://www.siue.edu/PSYCHOLOGY/psychclub/>**)

The Psychology Club is an academic society open to any student interested in learning more about the science of Psychology. The goal of the club is to provide a broader education for students about psychology outside of the classroom or laboratory setting through various social, academic, and service activities. The Club also often works in conjunction with Psi Chi, and students are

encouraged to become members of both. The club's advisers recently received the Kimmel Leadership *Advisors of the Year Award*. The club sponsors events such as an Annual Welcome Back Barbecue, a “Meet the Faculty” night, research colloquia, and lectures on topics such as studying abroad, as well as participating in, and sponsoring charity and service events.

**How to join the Psychology Club:**

Students of any major are encouraged to join. The University, and therefore the Psychology Club, requires a minimum 2.0 GPA for membership in any organization. There is no membership fee. To apply for membership to the Psychology Club, pick up a membership form on the Psychology Club bulletin board or on the Club website. Also take a Proof of Attendance form (or get one at the website) so that you can document your participation in our events. All Psychology Club members are required to participate in two events per year.

**F. NATIONAL ORGANIZATIONS**

The primary national organizations dedicated to the field of psychology are the American Psychological Association ([www.apa.org](http://www.apa.org)) and the Association for Psychological Science ([www.psychologicalscience.org](http://www.psychologicalscience.org)). Both offer student membership options, which include publications that will help introduce you to the breadth of our field. We encourage you to consider becoming a student member of one or both of these organizations.

**G. PSYCHOLOGY UNDERGRADUATE AWARDS**

1. *The Stephen J. Dankenbring Award for the Outstanding Graduating Senior in Psychology.* The psychology faculty selects the student receiving this award. The award is presented during Honors Day ceremonies in the spring semester of the academic year. A small stipend accompanies the award. The recipient's name is added to a plaque that is displayed in the Psychology Department.
2. *The Psi Chi Award for the Outstanding Undergraduate Student in Psychology.* The student receiving this award is selected by the membership of Psi Chi - the National Honor Society in Psychology.
3. *Annual Psi Chi Paper Presentation Session - First, Second and Third Place Awards, Undergraduate Division.* Each year, Psi Chi organizes a paper presentation session at which students present research and/or theoretical papers in a professional atmosphere. Student and faculty judges choose the awards recipients. A small stipend accompanies each award.
4. *The Robert J. McLaughlin Psychology Honors Undergraduate Academy Award.* A small stipend is presented yearly to a member of the Honors Academy. The faculty selects the recipient of this award.

**VI. RELEVANT DEPARTMENT POLICIES**

**A. TRANSFER OF PSYCHOLOGY CREDITS EARNED AT OTHER INSTITUTIONS****1. Students Wishing to Transfer Credit From Community (2-Year) College:**

## a. General Guidelines

1. Credit will be given for psychology courses similar in content and title to those offered at SIUE at the 200 level or below. Credit will be given for appropriate courses in which the grade obtained was a C or above.
2. A one-semester course in general psychology may substitute for our Psychology 111. Students wishing to receive proficiency credit for Psychology 111 must take the CLEP test for general psychology and score at least at the 75th percentile. Students should assume the responsibility for making arrangements to take the CLEP test. This may be done at the Office of Instructional Services (PB 1404, Ph. 3717).

## b. For a Psychology Major:

1. 15 semester hours of 300- and 400-level courses in psychology must be completed, at least 6 of which must be at the 400-level. At least half of these upper-level (300 and 400-level) required hours for a Psychology major must be completed at SIUE.
2. A total of 36 hours in Psychology is required (see major requirements in Section III).

## c. For a Psychology Minor:

1. A total of 21 hours in Psychology is required.
2. PSYC 111 is required in addition to 18 hours of psychology electives. Six must be at the 400-level and another 6 must be at either the 300 or 400 level. At least half of all upper-level required hours for a psychology minor must be completed at SIUE.

**2. Students Wishing to Transfer Credit From Accredited 4-Year Institutions:**

## a. General Guidelines

1. Courses similar in content and level (i.e., 100, 200, 300, or 400-level) to those offered at SIUE will typically be accepted for transfer credit. However, PSYC 220/221 may not be transferred in to satisfy SIUE Psychology requirements unless you are a transfer student just beginning your curriculum (in which case the comparability of your previous statistics and research methods courses will be evaluated on a case-by-case basis).

2. Any psychology hours not credited towards a major or minor in psychology may still be counted toward the total required for graduation.
3. Regardless of the number of psychology courses (in excess of transferable credits) completed at other 4-year institutions, students must complete a minimum of 12 hours in psychology at SIUE for a psychology major and 6 hours at SIUE for a psychology minor to attain the required hours (36 and 21 respectively) for a concentration in psychology.

## **B. DEPARTMENT POLICY ON INCOMPLETE GRADES AND WITHDRAWAL**

All withdrawals must be completed by the end of the 13th week of classes during fall and spring, and by the end of the 6th week of an 8-week summer term. When students discontinue attending class and do not withdraw from a course they may receive the grade of UW (Unauthorized Withdrawal). The grade of UW will only be given when a student's grade based on the course requirements is an F. The grade of UW is calculated as an F in a student's grade average.

The granting of a grade of I (Incomplete) is not automatic and is available only in cases when a student has completed most of the work required for a class but is prevented by a medical or similar emergency from completing a small portion of the work not later than the end of the following semester. An I is never automatic but must be approved by the instructor with appropriate documentation provided by the student. If an instructor agrees to give a student an I, the instructor will fill out a Memorandum of Incomplete Grade to be kept with the student's records. If the work is not completed by the time specified on the Memorandum, the student's grade will be changed from I to F.

## **C. DEPARTMENT POLICY ON PLAGIARISM**

Plagiarism includes either presenting someone else's words without quotation marks (even if you cite the source) or presenting someone else's ideas without citing that source. If you plagiarize, your instructor cannot evaluate your understanding of the topic. When paraphrasing from another source, at the very least the student should change the wording, sentence syntax, and order of ideas presented in the paper. Ideally, the student will integrate ideas from multiple sources while providing critical commentary on the topic in a way that clearly identifies whether words and ideas are those of the student or are from another source. Plagiarism is one type of academic misconduct described in SIUE's Student Academic Code (<http://www.siue.edu/policies/3c2.shtml>). University policy states that "Normally a student who plagiarizes shall receive a grade of F in the course in which the act occurs. The offense shall also be reported to the Provost." (<http://www.siue.edu/policies/1i6.shtml>). The University policy discusses additional academic sanctions including suspension and expulsion from the University. To insure that you understand how to avoid plagiarism, we encourage you to review the information on plagiarism provided on the Department of Psychology web page at <http://www.siue.edu/education/psychology/plagiarism.shtml>.

## **D. DEPARTMENT PARTICIPANT POOL POLICIES**

Use of the Psychology department participant pool by students (e.g., conducting research for Capstone class or with a professor) is a privilege. The participant pool provides undergraduate students in PSYC 111 the opportunity to participate in interesting studies that will

enhance their understanding of psychological science. The guidelines below are designed to help protect the rights of the student participants and also the student researchers who are collecting data.

1. To request use of the participant pool, submit the following materials to the research coordinator (Dr. Meeks).
  - A. The IRB approval date and who signed the letter.
  - B. The number of participants required that semester
  - C. All persons likely to be collecting data (names, addresses, and telephone numbers)
  - D. The length of each experimental session.

The coordinator has two weeks to evaluate each request. Upon approval, researchers receive a link to register as experimenters on the participant pool website.. Projects continuing over more than one semester must reapply each subsequent semester as long as their IRB approval is valid. Researchers must also still request participant hours each semester using the above process, as well as obtaining approval from the research coordinator.
  
2. The department will allow mass testing of PSYC 111 students once a semester, generally within the first two weeks of each semester on an "as needed" basis.
  - A. Mass testing is to be used in cases which:
    1. a researcher needs to select participants with particular characteristics (e.g., scores on a personality measure) for inclusion in a study
    2. there is fear of contamination effects of collecting specific information in conjunction with other aspects of the study
  - B. Procedures
 

Prior to the beginning of the semester, the research coordinator will announce the availability of mass testing by sending a memo to all Psychology faculty and graduate students.

    1. Researchers wishing to use mass testing must submit a request to a research coordinator before the first week of any semester. Requests must include:
      - a. justification for use of mass testing (e.g., need for prescreening)
      - b. approximate time requirements of measure(s)
      - c. copies of all measures
      - d. IRB approval date and who signed the letter
      - e. indication of sessions to be attended
      - f. contact information for all involved
    2. Researchers using mass testing must provide their own copies of materials, and be available to help collate the mass testing packet and run mass testing sessions at the research coordinator's request.
    3. Priority:
      - a. pre-screening measures
      - b. masters and honors students will be given priority for inclusion of other projects, if there is sufficient time
      - c. within masters and honors students, priority given on first-come, first-served basis
  
3. Participants can be recruited from the participant pool by using the website only. Researchers cannot recruit from classrooms directly. Procedure:

- A. Researchers must use the department website.
  - B. No "bribes" or special enticements allowed on description of experiment (e.g., money, "Only ten minutes for full credit!")
  - C. The website will include the following information:
    - 1. generic description of study ("respond to questionnaire and watch videotape")
    - 2. study beginning and ending time
    - 3. hours credit offered
    - 4. any restrictions (e.g., "only left-handed bohemians need sign up"; if sign-up is limited to people who score certain ways on mass testing, researchers should attach an alphabetized list of eligible participants)
    - 5. a contact person and phone number
    - 6. location of study and directions
4. Credit for participation in psychology experiments will be commensurate with the time required (0-.5 hours = 0.5 credit; .6-1.0 hours = 1 credit; 1.1-1.5 hours = 1.5 credits, etc.).  
Procedures:
- A. Individual researchers assign appropriate "point values" or credit associated with each hour of participation, but the coordinator will assign the number of credit hours required per semester (other options to participation in studies must still be offered).
  - B. The participant pool coordinator will maintain a running tally of the number of credits each student has received. Researchers will assign credit on the website as students fulfill their requirements.
  - C. Researchers should keep lists of participants in the event of server malfunctions. The participant pool coordinator will submit a final report for credits earned to each of the Psyc. 111 instructors at the end of the semester.
5. Missed Appointments
- A. Researchers are required to keep track of participants who fail to make their appointments and keep track of this online in a timely fashion.
  - B. Researchers can restrict participants from signing up for their experiment a second time for missing scheduled participation in experiments.
  - C. Experimenters who need to cancel an appointment must:
    - 1. call or e-mail participants with at least 24 hours advanced notice
    - 2. offer to reschedule the participant
    - 3. in case of emergency:
      - a. contact someone to be at the session in the researcher's place to announce the cancellation and to offer to reschedule the participants
      - b. participants who show up regardless get full credit for participating
6. Room Reservations
- A. To reserve a room, ask the student worker or department secretary to see the Room Assignment Book located in the main office
  - B. Rooms can only be reserved for a maximum of four hours a day, and can not be reserved for more than two weeks in advance.
7. Researchers' responsibilities include but are not limited to:

- A. appropriate appearance and conduct
  - B. adherence to ethical requirements outlined for the use of human participants
  - C. adherence to departmental participant pool policies and requirements
  - D. careful record keeping of participants' credits
  - E. thorough debriefing of participants - especially important because justification of having a participant pool at all involves the pedagogical value it has for our students
  - F. careful training and monitoring of all student assistants
  - G. when using a Psychology classroom to collect data, make sure the door is locked when you leave
- 8. Failure to adhere to department policies regarding use of the participant pool will result in loss of access to use of the pool for a duration to be decided by the research coordinator and the department chair.**