HANDBOOK FOR UNDERGRADUATE STUDENTS IN PSYCHOLOGY

2017-2018

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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.siue.edu/education/psychology.

We wish you well in your study of psychology. A major in psychology is excellent preparation for many careers, 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.

Listserv: 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.

Twitter page (for event announcements, grad school and job tips, etc.):

https://twitter.com/SIUEpsychology

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 Psychologists (NASP). The department facilities include a variety of psychological labs in which individual and group testing takes place for research and training purposes and a Psychology Resource Center.

DEPARTMENT RECOGNITION:

The Department of Psychology has been recognized and received several awards at the national level in recent years. In 2014, the department received the American Psychological Association's *Departmental Award for Culture of Service in the Psychological Sciences*. The department also 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. SIUE's senior assignment program, which the Department of Psychology participates in, has been 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. Our faculty are also highly esteemed, with a number of faculty having won departmental, school, or university teaching awards as well as awards for research and service. For examples of departmental accolades in teaching, research, and community service, visit http://www.siue.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. Home Page: http://www.siue.edu/education/psychology/index.shtml

For an up-to-date list of psychology faculty and staff members, with contact information included, visit http://www.siue.edu/education/psychology/meetfacstaff.shtml

III.   PSYCHOLOGY UNDERGRADUATE PROGRAM PLAN

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

	B.A. hours	B.S. hours
GENERAL EDUCATION (may not include PSYC 111)	50	48
PSYCHOLOGY MAJOR	36	36
MINOR FIELD**	21	21
GENERAL EDUCATION ELECTIVES	13	15
TOTAL REQUIREMENTS	120*	120*

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

* Each psychology major must complete the senior assignment as partial fulfillment of his/her degree.
** Psychology majors who double-major are not required to complete a minor.

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 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).

- Only 9 hours of 491, 492, and 493 (no more than 6 hours in any one course) may be applied toward major in psychology. Additional hours of these courses can count toward total credit hours needed for graduation.
- All Psychology majors must take complete their senior assignment requirements at SIUE. See more details about the senior assignment in Section V.A.

RECOMMENDED ELECTIVES FOR STUDENTS WHO PLAN FOR:
-Graduate Study in Experimental Psychology: PSYC 311, 312, 313, 314, 422, 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, 421, 422, 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, 421, 461, 473, 474, and 493

*See the department website for prerequisites for SIUE's psychology 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 current with opportunities in our field.

A. Undergraduate Advisement

Always keep your appointments with advisors and register for your courses as early as you are permitted to do so. Competition for seats in psychology courses is keen, so procrastinators often run into trouble. Please see
http://www.siue.edu/education/psychology/undergrad/psychology-under-advisement.shtml for additional information (including FAQs) about advising.

Psychology majors are advised by the School of Education, Health and Human Behavior Student Services office. The advising office is located in Founders Hall, Room 1110. You can reach the advisors for questions by calling 618.650-3940 or by emailing questions to SEHHB-Advising@siue.edu. Appointments are necessary for class enrollment and registration, and are made through Starfish (inside Blackboard).

If you have any questions or need information on the major, you may stop by the advising office. For modifications to your schedule, please make an appointment. All students should have a program plan on file as soon as possible after declaring a psychology major. The academic advisors will work with you to develop a program plan that satisfies both departmental requirements; and fits your interests and educational/professional goals. Students may also see their academic advisors for course request forms, graduation checks, information on Graduate School and professional opportunities.

Class Registration: Advising appointments begin the third week of class each semester. Using the self-registration system (CougarNet/Banner) students with 90+ hours may begin to enroll in classes during the 8th week of the semester. Students with 60-89 hours may enroll during the 9th week. Students with 30-59 hours may enroll during the 10th week. Finally, students with 0-29 hours may enroll during the 11th week. All students must meet with the advisor prior to enrolling in classes online. Students must complete an advising session each semester to have the advisor hold lifted – this will allow them to enroll in classes via CougarNet. Students who fail to begin the registration process as early as they can may not get all the courses they hoped for.

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 Banner. 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 your advisor of your intentions to attend graduate school so that you may be properly

advised as to 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 advisor, but also visit the Career Development Center. They offer a variety of tools to help you network, choose a career path, prepare a resume, and prepare for job interviews.

C. Resource Center (Alumni Hall, Room AH-0302a)

The psychology department Resource Center houses computers, software, tests, reference materials, and small equipment for student use. During Resource Center hours (see the Resource Center door for current hours) undergraduate students may use the Resource Center computers (each of which has SPSS and a printer), access materials, and utilize the quiet study space. Undergraduate students may find some of the Resource Center inventory particularly valuable: books on APA Style, careers in psychology, and preparation for graduate school.

D. The Psycug listserv and Twitter Page

The psychology department maintains a listserv on which department activities, job opportunities, and other important notices are distributed. Psychology majors normally have their SIUE email addresses added to the listserv automatically, but if you are not receiving psycug messages, you can sign yourself up with these instructions: https://lists.siue.edu/listinfo/psycug. 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 ignoring information sent to university email addresses.

The psychology department also maintains an active Twitter feed, https://twitter.com/SIUEpsychology, on which departmental announcements and accomplishments, as well as psychology and career-relevant information are frequently posted. A Twitter account is not needed to view departmental announcements.

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, 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 in psychology can be found here:
http://www.siue.edu/education/psychology/undergrad/psychology-under-careers.shtml

G. Annual Security and Fire Safety Report

The SIUE Annual Security and Fire Safety Report can be downloaded at http://www.siue.edu/securityreport. The report contains campus safety and security information and crime statistics for the past three calendar years and fire safety policies and fire statistics for the previous three calendar years. This report is published in compliance with Federal law, titled the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and the Higher Education Opportunity Act also known as the "Campus Fire Safety Right to Know." For those without computer access, a paper copy of the report may be obtained from the Office of the Vice Chancellor for Administration, Rendleman Hall, Room 2228, 618-650-2536.

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 complete a senior assignment in order to graduate. This is the class in which you will work on this project. 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
http://www.siue.edu/education/psychology/undergrad/psychology-under-urca.shtml

In order to pass the senior assignment requirement, you must 1) pass your Capstone course with a grade of C or better, 2) present a poster based on the project you completed in the Capstone class at the Department of Psychology's Senior Assignment Poster Session, 3) have your poster deemed acceptable by the faculty (i.e., a mean rating of 4 or above on the faculty evaluation form), and 4) fulfill any other senior assignment requirements stipulated by your professor. In the event that you do not fulfill all four

requirements in a given semester, you will need to retake the Capstone course and complete all four 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 PSYC 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 typically in the Resource Center located in the psychology department. Office hours for each semester will be posted in the PSYC 494 course syllabus, 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

Psychology is a science, and all psychology department 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 the Fall or Spring semester. 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.

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

1. Obtain a **PSYC 491 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 must be at sites approved by the Field Study Coordinator (Dr. Jon Pettibone, AH-0119, Ph. 618-650-3346, jpettib@siue.edu). An informational meeting about field study is held at the beginning of Fall semester; watch the email listserv for announcements regarding this meeting.

Eligibility: To be eligible for PSYC 493, students must 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. Pettibone), 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.

Note: Only 9 hours of 491, 492, and 493 (no more than 6 hours in any one course) may be applied toward the major in psychology, 3 hours toward the minor in psychology.

C. ROBERT J. MCLAUGHLIN PSYCHOLOGY UNDERGRADUATE HONORS ACADEMY:
http://www.siue.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:

A call for applications is sent out on the undergraduate psychology listserv during the Fall and Spring semesters. During the spring semester, eligible students may apply to the academy. 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. Grade of A in PSYC 220 or PSYC 221 and at least a B in the other
4. Completed at least 6 credit hours in psychology at SIUE.
5. Be at or approaching senior standing, such that the applicant will be a senior during the fall semester following application submission.

Interested and eligible students should contact Dr. Elizabeth McKenney (AH-0132, Ph. 618-650-3430), 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 (at least 3 credit hours in PSYC 491 – Research in Psychology)

3. Complete at least one semester of field study (at least 3 hours course credit under PSYC 493 - Field Study in Psychology. Some field study experiences may require you to register for PSYC 491, which is acceptable with permission of the Honors Capstone instructor).

4. Complete the Honors' section of PSYC 494 (Capstone in Psychology) during fall semester of the student's senior year.

- Option A. Develop an independent research project supervised by a faculty member during the fall semester, and present project outcomes to a faculty committee consisting of the faculty advisor and two other faculty members during either the fall or spring semesters of the same academic year. The thesis typically takes two semesters to complete but in some cases can be completed in one semester.
- Option B. Develop an independent research project supervised by a faculty member during the summer semester immediately preceding the semester in which the student is registered to take the Honors course, and present project outcomes to a faculty committee consisting of the faculty advisor and two other faculty members during the fall semester of the same calendar year. 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 four 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.siue.edu/urca

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 cannot count as a capstone experience, but instead count as PSYC 491 (Research in Psychology). For more information, including URCA requirements, please visit http://www.siue.edu/urca. Specific details about how an URCA Associate experience can apply to your capstone experience (whether traditional Capstone

or honors Capstone) can be found at
http://www.siue.edu/education/psychology/undergrad/psychology-under-program-opportunities.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 during the fall and spring application periods (see the positions posted by psychology department). 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 INTERNATIONAL HONOR SOCIETY IN PSYCHOLOGY

Faculty Advisor: Professor Stacey Adams (AH-0143, sadams@siue.edu, Ph. 618-650-2582)
What is Psi Chi?

Psi Chi is the International 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 and around the world. The SIUE Robert O. Engbretson Psi Chi Chapter received its charter from the national office May 6, 1968. In 1994, SIUE's 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.

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?

In collaboration with the Psychology Club, 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; 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 the annual Psychology Expo.

How to Join Psi Chi:
      In the fall of each year, Psi Chi has a membership drive. Qualified students (overall GPA 3.00, psychology GPA 3.25, 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 $75.00 is requested. Forty-five dollars goes to the Psi Chi International Office in Chattanooga, TN and $20.00 goes to the local chapter. There are no additional International Office dues and membership is for life. At the Annual Spring Expo, 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 Stacey Adams for additional information and a membership application.

2. THE PSYCHOLOGY CLUB

Faculty Advisors: Dr. Sarah Conoyer (AH-0136, Ph. 618-650-3654)

What is the Psychology Club?
      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 sponsors events such as an Annual Welcome Back Barbecue, lectures on topics such as studying abroad and how to become more competitive for graduate school, and charity and service events. Events are announced on the psychology listserv, on the Psychology Club bulletin board (the hallway outside of the psychology department), and on the Club Facebook page:
https://www.facebook.com/groups/2204635036/

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 beneath the Psychology Club bulletin board located in the hallway outside of the psychology department
      Students who've applied are considered provisional members until they have participated in two events per academic year (fall to spring). At that point their status is updated to full membership. Membership requirements begin anew each year.

F. NATIONAL ORGANIZATIONS

The primary national organizations dedicated to the field of psychology are the American Psychological Association (http://www.apa.org) and the Association for Psychological Science (http://www.psychologicalscience.org). Both offer student membership options, which include publications that will help introduce you to the breadth of our field.

G. PSYCHOLOGY UNDERGRADUATE AWARDS

1. *The Stephen J. Dankenbring Award for the Outstanding Graduating Senior in Psychology.* The award is presented during Honors Day ceremonies in the spring semester of the academic year. A stipend accompanies the award. The recipient's name is added to a plaque that is displayed in the psychology department. The departmental Awards Committee selects the recipient based on faculty feedback.

2. *The Robert O. Engbretson 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 stipend accompanies each award.

4. *The Robert J. McLaughlin Psychology Honors Undergraduate Academy Award.* A stipend is presented yearly to a member of the Honors Academy. The coordinator of the Honors Advisory Board selects the recipient of this award.

5. *Outstanding Research Assistant Award.* A stipend is presented yearly to one Psyc 491 student based on achievements in this course. Faculty members can nominate one of their students. The departmental Awards Committee selects the recipient based on faculty feedback.

6. *Outstanding Teaching Assistant Award.* A stipend is presented yearly to one Psyc 496 student based on achievements in this course. Faculty members can nominate one of their students. The departmental Awards Committee selects the recipient based on faculty feedback.

7. *Outstanding Field Study Student Award.* A stipend is presented yearly to two Psyc 493 students based on their achievements in this course. The recipients are selected by the faculty members that are in charge of Field Study (i.e., Psyc 493).

8.   *Psychology of Aging Award.* An annual award will be distributed to an outstanding undergraduate or graduate student with an interest in geriatric psychology. Awards need not be given each year if no suitable candidate is available. More than one award can be given annually. Faculty members can nominate one student. The departmental Awards Committee selects the recipient based on faculty feedback.

VI.   RELEVANT DEPARTMENT POLICIES

A. TRANSFER OF PSYCHOLOGY CREDITS EARNED AT OTHER INSTITUTIONS

1.   <u>Students Wishing to Transfer Credit From Community (2-Year) College:</u>

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 (Student Success Center, SSC Room 1246, Ph. 1246).

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. A grade of C or better is required for a psychology course to count toward minor requirements.

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 a similarly late date (i.e., before 82% of class meetings have occurred) in any 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 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 presenting someone else's words without quotation marks (even if you cite the source), presenting someone else's ideas without citing that source, or presenting one's own previous work as though it were new. When paraphrasing from another source or your own work, at the very least, the student should change the wording, sentence syntax, and order of ideas presented in the paper. Additionally, you should not submit a paper, or parts of a paper, written to fulfill the requirements of one class for the requirements in another class without prior approval of the current instructor and appropriate citation. 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 https://www.siue.edu/education/psychology/plagiarism.shtml

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D. DEPARTMENT OF PSYCHOLOGY STATEMENT ON WRITING

As a student in psychology courses, you will be expected to display university-level writing, which includes completing course assignments that meet the following basic writing criteria. Specifically, all written assignments completed for your psychology courses should include:
- clear transitions from sentence to sentence and idea to idea (e.g., paper is organized/flows well);
- verb tense consistency;
- clear and unambiguous sentences and ideas;
- writing that is free of typos, spelling errors, and major grammatical errors;
- properly formatted citations and references (if relevant).

This is by no means an exhaustive list of basic writing skills, but will give you an idea of what we are looking for in our papers. If you feel you need help with your writing, you are encouraged to seek assistance from the writing center on campus (http://www.siue.edu/is/writing) or utilize one of the many online resources they have identified to help students (http://www.siue.edu/lss/writing/resources.shtml).

If your graded written assignments fail to meet the basic writing requirements listed above (and any others found to be appropriate by your instructor), the instructor will stop grading and return the paper to you with a sanction described in his or her syllabus Your psychology instructors may have additional writing policies for their classes.

E. 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. In addition, 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. NOTE: The Participant Pool policies and procedures detailed below are subject to change. Please consult the departmental website for the most current information: http://www.siue.edu/education/psychology/undergrad/participantpool.shtml
1. To apply to use the participant pool, researchers should first download an application that can be found by clicking the participant pool link located on the Department of Psychology website. Researchers should complete the application and email it to the participant pool coordinator. Once the application is received, the coordinator will email the researcher

with either feedback or an approval letter. The coordinator has two weeks to evaluate each request. Once approved, the researcher will need to go to the Pool Party website (http://tinyurl.com/siuepoolparty) and register as an experimenter. Once confirmed by the coordinator, the researcher will need to log on to Pool Party and enter in the information relevant to the study (e.g., description of the study). One the information is approved, the coordinator will send an email notification and the researcher will now be able to schedule participants. Projects continuing over more than one semester must be approved each subsequent semester as long as their IRB approval is valid. Researchers must also still request participant hours each semester using the same process previously described.

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 department 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 abstract of study ("respond to questionnaire and watch videotape")

       2.   More detailed description that includes more information about the study and an estimated length (note: you do not have to give away details of the study that you do not want participant to see when signing up)

       3.   study beginning and ending time
       4.   credit hours offered
       5.   any restrictions (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)
       6.   a contact person and phone number
       7.   location of study

    D.   The coordinator will allow the researcher a certain amount of participants based on the researcher's request and the availability of credit hours. At the current time, all participants that sign up for a study count towards the allowed total, regardless of whether they are awarded credit. Thus, the researcher should request a few more participants than they believe are needed and should contact the coordinator if they need more participants.

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/Tardiness
    A.   Researchers are required to keep track of participants who fail to make their appointments and those that are late and cannot participate. Researchers should keep track of this online in a timely fashion.
    B.   Researchers have two options when a participant does not show or is late. Researchers can restrict participants from signing up for their experiment a second time (i.e., the "Deny" option). Alternatively, researchers can "Cancel" the participant's session and allow them to sign up again at a future date. While is it the researcher's decision which option to choose, it should be noted that the "Deny" option is more of a deterrent and will help reduce tardiness and missed appointments.
    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.   less preferred, call the department or the research coordinator to post a notice of the cancellation. If this option is taken, participants must be called within one week and offered an opportunity to reschedule
   c.   participants who show up regardless get full credit for participating

6. Room Reservations
   A.   Room reservations should be requested through the University. Although sessions can still be scheduled in faculty lab spaces, individual classrooms can no longer be reserved through the Department.

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, do not lock the door 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 pool coordinator and the department chair.