

# MASTER OF ARTS PROGRAM STUDENT HANDBOOK 2018–2019

## Department of Psychology California State University, Fullerton

Welcome to the Department of Psychology at the California State University, Fullerton.

This handbook contains information about the Psychology Department and Graduate Program relevant to your studies. The requirements and rules governing graduate students in psychology are provided. Information in this Handbook is **supplemental** to the University Catalog, which contains general University graduate degree program information.

This Handbook is organized in the following sections:

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*The faculty in the Department of Psychology wishes you success with your graduate studies!*

*Melinda Blackman, Ph.D.  
Coordinator, Master of Arts Program*

# ADMINISTRATIVE PERSONNEL

## **Psychology Graduate Office**

Location: H835N  
Phone: (657) 278-3589

M.A. Program Coordinator

Melinda Blackman  
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Graduate Coordinator

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## **Psychology Department Office**

Location: H-830M/830L  
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Department Chair

Eriko Self  
Phone: (657) 278-3514  
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[eself@fullerton.edu](mailto:eself@fullerton.edu)

Department Administration

Sue Maddox  
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Department Office

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Instructional Support Assistant

Daniel Sohn  
Phone: (657) 278-3562  
Office: H-613K  
[dasohn@fullerton.edu](mailto:dasohn@fullerton.edu)

## **University Graduate Office**

Location: MH 112  
Phone: (657) 278-2618

## **Psychology Advanced Computer Lab**

Location: H-607

## **MASTER OF ARTS PROGRAM INFORMATION**

Our 36-unit program provides students with a general background in experimental psychology and opportunities to specialize within interest areas. M.A. course work is augmented by the Mentor Program and participation in research. Many M.A. students take additional elective course work beyond the 36 units, including courses in areas related to Psychology, such as Sociology, Management, and Gerontology. Students are expected to be engaged in research throughout the program and may take additional units in Independent Research (Psychology 599) beyond the three units required in the Study Plan.

### **Graduate Office**

The M.A. Coordinator is responsible for advisement, supervision and approval of students' study plans. The Psychology Graduate Office (H835N), staffed by our Graduate Coordinator, is a focal point for graduate student affairs. The Graduate Coordinator is familiar with all aspects of our program and is an invaluable source of information. **Students are responsible for keeping abreast of requirements and deadlines. Failure to do so may delay graduation.**

### **Master of Arts Graduate Studies Committee**

This committee is responsible for the administration of the Master of Arts Program. Student requests and petitions are reviewed and acted on by the Committee.

### **Time Limit**

The M.A. Program is designed for completion in two years (4 semesters). Students requiring more time to complete the degree requirements do not need to file a petition for extension. Tenure in the program, however, cannot extend beyond five years (10 semesters) from the date of admission unless approved by the University. A petition must be submitted to the Graduate Affairs Office and is available from that office.

### **Study Plan**

The M.A. Study Plan serves as a program-planning document and is a formal declaration of degree requirements for each student. **A Study Plan is developed in consultation with the Graduate Coordinator prior to the student's completion of the first semester in the program.** The Study Plan for each student is reviewed by the Coordinator of the Program and the University's Graduate Affairs Office. After a Study Plan has been filed, the student is expected to complete all course-work and other requirements. Study Plan changes may be made with consultation and approval of the Graduate Coordinator. Students must receive a grade of "B-" or better in all Study Plan classes.

### **Classified Standing**

Participation in the Graduate Programs in Psychology requires Classified Student Status. The requirements are usually met as part of the admission procedures and include (1) official report of Graduate Record Examination (GRE) scores for both the aptitude and advanced subject test in psychology; (2) official undergraduate transcripts, which document appropriate course work completion in psychology; and (3) verification of Writing Proficiency by EWP test passage or analytical GRE writing score of 4 or higher. If you choose the EWP Exam to fulfill your writing requirement, you may register on line through the student portal.

### **Grades**

The letter grade system below is used for all classes listed on your study plan for Master of Arts Program. Students should be careful not to choose CR-NC (Grade option 2) when registering for classes because it will delay graduation. Students must maintain a minimum grade-point average of 3.0. M.A. Students with a grade-point average of less than 3.0 are subject to academic probation and dismissal from the program. **M.A. Students who receive lower than a "B-" in a study plan class must retake that class and receive a passing grade.**

GRADE	POINTS
A+	4

A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7
D+	1.3
D	1
D	.7
F	0

Admission to the Graduate Program does not assure students automatic "A" grades in course work or thesis. The full range of grades may be used, and the faculty members are free to award grades within this range.

### ***Appeals***

Graduate students have the right to request an independent review of academic decisions made by faculty members, the Program Coordinator, or the Graduate Studies Committee. An attempt should first be made to reach a satisfactory solution with the party involved. Issues regarding faculty should be brought to the attention of the Program Coordinator. Appeals of decisions of the Coordinator or Graduate Studies Committee should be addressed to the Department Chair. Remedies are sought initially through discussion with involved parties. If an agreement cannot be reached, the Department Chair will refer the matter to a Graduate Student Appeals Board comprised of a three-person faculty committee from the Psychology Department. The final level of appeal is to appropriate authorities at the University.

### ***Academic Dishonesty***

Cases of academic dishonesty (e.g. cheating, plagiarism) are viewed as a serious violation of the student code of conduct and will not be tolerated. Any incidents of any type of academic dishonesty will result in the student receiving an "F" for the course and being dropped from enrollment in the MA Program. The student will not be allowed to reapply to the MA program at CSUF at any future date.

### ***MS to MA Program Transfers***

Students who find that the MS program is not a fit for their career goals and would like to switch to the MA program (at the end of their first fall semester or before spring semester of their first year) must obtain the approval of the MS and MA coordinators. Students will not be considered enrolled in the MA program until they change their degree objective with the University and turn the completed paperwork into the psychology Graduate Coordinator. MS students wishing to transfer into the MA program after spring semester of their first year must apply formally to the MA program by the March 1<sup>st</sup> deadline.

### ***Advancement to Candidacy***

University policy dictates: A student who has been granted classified standing is normally advanced to candidacy after a request is filed for graduation by the student and an affirmative recommendation made by the graduate program advisor. A minimum grade-point average of 3.0 (B) for all study plan course work is required; other scholastic, professional and personal standards, the passing of examinations, and other qualifications may be prescribed. Only those students, who continue to demonstrate a satisfactory level of scholastic competence and fitness, as determined by the appropriate authorities, shall be eligible to continue on in the graduate program.

### ***Graduate Office***

The M.A. Coordinator is responsible for advisement and supervision. The Psychology Graduate Office (H835N), staffed by our Graduate Coordinator, is a focal point for graduate student affairs. The Graduate Coordinator is familiar with all aspects of our programs and is an invaluable source of information.

## **COURSE WORK**

**Core Classes**

Students are required to take the following three-unit classes:  
 PSYC 467 Multivariate Statistics for Psychology  
 PSYC 500 Issues & Perspectives in Psychological Research  
 PSYC 510 Experimental Design  
 PSYC 598 Thesis Research  
 PSYC 599 Independent Graduate Research

**Graduate Seminar**

Students must complete two seminars  
 PSYC 520T Advanced Topics in Psychological Research

**Content Classes**

Students are required to complete nine units from three different areas in order to fulfill the Content Class Requirement. The classes listed below qualify:

COGNITIVE		DEVELOPMENTAL	
PSYC 414	Cognitive Neuroscience	PSYC 462	Advanced Psychology of Aging
PSYC 415	Cognitive Processes	PSYC 464	Advanced Developmental Psychology
PSYC 416	Everyday Cognition	PSYC 476	Dev Psychopathology & Assessment
PSYC 417	Psycholinguistics	PSYC 543	Advanced Lifespan Development
PSYC 418	Research in Memory*	PSYC 520T	Seminar
PSYC 520T	Seminar		
SOCIAL / PERSONALITY / INDUSTRIAL		QUANTITATIVE	
PSYC 431	Theories of Personality	PSYC 461	Psychological Testing
PSYC 452	Intimate Relations	PSYC 466	Advanced Computer Apps
PSYC 454	Social Cognition	PSYC 515	Meta-Analysis
PSYC 456	Psych of LBGT	PSYC 516	Structural Equation Modeling
PSYC 460	Social Psych of Sports	PSYC 520T	Seminar
PSYC 474	Health Psychology		
PSYC 520T	Seminar		
CLINICAL		SENSORY / PHYSIOLOGICAL / BIOLOGICAL	
PSYC 473	Sleep, Dreams & Beh	PSYC 473	Sleep, Dreams & Beh
PSYC 475	Psychopharmacology	PSYC 474	Health Psychology
PSYC 545	Advanced Psychopathology*	PSYC 475	Psychopharmacology
PSYC 520T	Seminar	PSYC 520T	Seminar
APPLIED RESEARCH			
PSYC 418	Research in Memory*		
PSYC 452	Intimate Relations		
PSYC 456	Psych of LBGT		
PSYC 466	Advanced Computer Apps		
PSYC 520T	Seminar		

**Elective Classes**

Students may enroll in classes not required for the degree. If the student would like to complete only three units of Thesis Research rather than six, the three additional units, must be made up of any 400 or 500 level course on the approval list. In addition, students are encouraged to enroll in extra units of PSYC 599 (Independent Research) if they are planning to apply for Ph.D. programs.

**Thesis Research**

Students may choose to complete three units of PSYC 598 and a fourth content course (3units) or a maximum of six units for PSYC 598 (thesis research).

## MASTER OF ARTS PROGRAM

## CLASS SCHEDULING

Presented below is a typical schedule for completion of course-work for the Master of Arts degree. PSYC 500 and PSYC 599 must be taken first and second semesters, respectively. PSYC 510 is recommended for either the second semester of the first year or the first semester of the second year (pre-req. PSYC 465). Content Classes and Seminars may be taken at any time. Students lacking prerequisites will need to complete them during their first semester.

### F I R S T Y E A R

<b>Fall Semester</b>	<b>(Nine Units)</b>		
	PSYC 500	Issues & Perspectives in Psychological Research	3 Units
	PSYC 520T	Seminar	3 Units
	PSYC XXX	Content Course	3 Units
		<b>Or Prerequisite Classes</b>	
	PSYC 465	Advanced Statistics	3 Units
	PSYC 408	History of Psychology	3 Units
<b>Spring Semester</b>	<b>(Nine Units)</b>		
	PSYC 467	Multivariate Statistics	3 Units
	PSYC 599	Independent Graduate Research	3 Units
	PSYC 510	Research Design	3 Units
	PSYC XXX	Content Course	3 Units
		<b>S E C O N D Y E A R</b>	
<b>Fall Semester</b>	<b>(Six Units)</b>		
	PSYC 510	Experimental Design	3 Units
		Or	
	PSYC XXX	Content Course/Seminar	3 Units
	PSYC 598	Thesis Research (First Three Units)	3 Units
<b>Spring Semester</b>	<b>(Six Units)</b>		
	PSYC 598	Thesis Research (Second Three Units)	
		Or	3 Units
	PSYC XXX	Fourth Content Course	
	PSYC XXX	Content Course/Seminar	3 Units

The specific classes you will complete for your M.A. degree will be listed on your Study Plan, which is developed in consultation with the M.A. Coordinator. A copy of a Study Plan form is included in this Handbook. The Study Plan is subject to change by completing the appropriate form and filing it with the University Graduate Office.

**Study Plan**

**Master of Arts in Psychology**

Name \_\_\_\_\_ CWID \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ Home \_\_\_\_\_  
 \_\_\_\_\_ ZIP \_\_\_\_\_ Work \_\_\_\_\_

- The following pre-classification requirements have been met:
1.  BA  BS  Other from \_\_\_\_\_ Month/Year \_\_\_\_\_
  2. Research Methods Course and Introductory Statistics Course
  3. Three upper-division courses from selected areas including a lab class
  4.  Psych 465 Advanced Psychological Statistics OR  
 Equivalent with grade B- or better
  5. Minimum GPA of 3.0 in psychology and 2.5 overall
  6. Satisfactory scores on the GRE test. General: V \_\_\_\_\_ Q \_\_\_\_\_ A \_\_\_\_\_
  7. Three satisfactory letters of recommendation
  8. Previous research experience recommended

Graduate Writing Requirement has been/will be met by PSYC 500.

The following departmental requirement, if not completed prior to entering the program, may be completed during the program:

- Psych 408 History of Psych OR
- Approved upper-division equivalent course in history of psychology with a grade of "B-" or better

**ALL STATE AND UNIVERSITY REQUIREMENTS ARE TO BE MET INCLUDING FIVE-YEAR LIMIT**

Study Plan Requirements*	Units	Grade	Sem/Yr	Ext.	Comments
<b>Study Plan Requirements*</b>					
<b>CORE COURSES (18 units)</b>					
PSYC 467 Multivariate Statistics for Psychology	3				
PSYC 500 Issues and Perspectives in Psychology	3				
PSYC 599 Independent Graduate Research	3				
PSYC 510 Experimental Design	3				
PSYC 520T Advanced Topic: _____	3				
PSYC 520T Advanced Topic: _____	3				
<b>CONTENT AREAS (12-15 units adviser approved 400/500 level)</b>					
Quantitative Course: _____					
_____					
_____					
<b>THESIS (3-6 units)</b>					
Psych 598 Thesis					
<b>TOTAL UNITS REQUIRED</b>	<b>36</b>				

\* Minimum of "B-"(2.7) or better required in all study plan classes and maintain a B (3.0) grade point average overall.

CLASSIFIED STANDING recommended by committee (prerequisites met and Study Plan approved):  
 Members: \_\_\_\_\_  
 Reviewed by dept. staff (if required) \_\_\_\_\_ Date \_\_\_\_\_  
 M.A Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_  
 Reviewed in Graduate Office by \_\_\_\_\_ Date \_\_\_\_\_  
 CLASSIFIED GRADUATE STANDING GRANTED \_\_\_\_\_ Date \_\_\_\_\_  
 Associate Vice President, Academic Programs

Rev. 8/18 Rec'd Graduate Studies Office: \_\_\_\_\_ Copies Sent: \_\_\_\_\_



**PSYC 467 (Multivariate Statistics) 3 units** Class should be completed during the first year of the program

**PSYC 500 (Research Issues) 3 Units** Class must be completed in the first semester of your first year

**PSYC 510 (Experimental Design) 3 Units** may be completed the second semester of your first year or the first semester of your second year. Advanced Statistics (PSYC 465) is a prerequisite for Experimental Design. If you completed Advanced Statistics at a University other than CSU, Fullerton, Please see Dr. Marelich to schedule a Placement Exam.

**Content Courses 9-12 Units** of approved 400 or 500 level courses – You are required to complete three content courses from three different areas. If you choose to complete twelve units (4 classes) of content course work, you will only register for three units of PSYC 598, Thesis Research. The fourth content course may be from the same area as one of the courses used to fulfill the three content course requirements. You may use seminar courses to fulfill Content Course requirements.

**Master of Arts 400 Level Content Course Contract** 400 level classes used for your study plan require an assignment above and beyond the class requirements for undergraduate students in the same course. Graduate students may complete an extra assignment that undergraduates do not do. Or, graduate students may complete an undergraduate assignment with added length, depth or complexity. An M.A. 400 Level Course Contract should be completed including a description of any extra paper or other work to be completed; it should be signed by the instructor and returned to the graduate office. 400 level classes will not be accepted for your study plan unless a contract is submitted.

**PSYC 520T (Topical Seminars)** two seminars (6 units) must be completed to fulfill your seminar class requirement. Seminar courses may also be used to fulfill Content Course requirements. Seminar courses taken to fulfill seminar requirements may be from the same area. Contact the Graduate Coordinator prior to registration to be admitted to seminar classes as enrollment is limited.

**PSYC 599 (Independent Graduate Research) 3 Units** to receive Department credit for PSYC 599, please complete a Department of Psychology PSYC 599 Registration Form (available in the Department Office), have it approved by your instructor and Program Coordinator and return the form to the Graduate Coordinator to receive a computer permit to register. If you plan to apply for a Ph.D. program, it is advisable to show research units each semester either PSYC 599 (Independent Graduate Research) or PSYC 598 (Thesis Research).

**PSYC 598 (Thesis Research) 3-6 Units** to register ask your Thesis Chair to e-mail the Graduate Coordinator giving his or her permission for you to enroll in PSYC 598, Thesis Research. The Graduate Coordinator will issue a permit for you to register on the computer.

**Registering for more than 12 Units** You will only be allowed to register for a maximum of 12 units during Titan I and Titan II. Please register for classes that may fill up and not be available during Titan I and Titan II. You are assured a place in M.A. Program classes and classes you have been given a permit for. Postpone registering for thesis classes until the first week of the semester. During the first week of the semester complete an additional units form available in the Graduate office or on the University Graduate web site, have it signed by the Program Coordinator, and take it to the registration counter in Langsdorf Hall. You will be given a permit on the computer to register for more than 12 units.

## Graduation Check



**The application for a Graduation Check should be filed one semester prior to the semester you are planning to graduate.** Graduate Checks can be completed on line through your portal. Please refer to <http://www.fullerton.edu/graduate/currentstudents/gradcheck.php> for directions. **Filing this Grad check late may delay your graduation!**

The University Graduate Office receives your application and notifies the Department of your intention to graduate. The Department reviews your Study Plan and verifies completion of course work. The Department's evaluation is sent to the University Graduate Office. Students are officially advanced to candidacy for their respective degrees at this time (see Advancement to Candidacy). A final evaluation is conducted by the University Graduate Office. If everything is in order, your degree will be awarded at the next graduation (January, May or August). **Students must file their theses by appropriate deadlines for degree award. Students are responsible for knowing and meeting all deadlines.**

### **Continuous Enrollment**

Students must maintain continuous enrollment at the University until their degree is awarded. Your place in the program will be forfeited if enrollment is not maintained. Application for re-admission would be required if a break in enrollment occurs; re-admission is not guaranteed. Apply for a leave of absence if you expect to be absent from the program for one semester or more.

### **GS 700**

Students may enroll for GS 700 credit to sustain their enrollment. Students may enroll in GS 700 through the University or through Extended Education. To enroll in GS 700 through Extended Education students must have (1) all course work completed, (2) an approved thesis proposal with faculty signatures on file with the Department's Graduate Office, and (3) "RP" grade for both semesters of PSYC 598.

### **FACULTY MENTOR PROGRAM**

The Faculty Mentor Program facilitates students' early involvement in research, helps students develop their thesis topic, and provides academic and career counseling in areas of emphasis in psychology. New students, in consultation with the M.A. Coordinator, select a Mentor prior to their second semester in the program. Students may change Mentors at any time by obtaining the agreement of the new Mentor and informing the current Mentor. It is anticipated that students' Mentors will serve as Thesis Advisors in the second year. However, students are free to select a different person to chair their thesis project. All tenured or tenure-track faculty are qualified to serve as Mentors. Approval must be granted by the Graduate Studies Committee if your advisor is not tenured, tenure track, or a tenured faculty member from another department.

#### ***Mentor's Responsibilities***

1. Supervises Psych 599 research during the second semester in the program. Expect to participate in various phases of your Mentor's research such as library research, data collection, data analysis, and report preparation.
2. Provides you with academic and career counseling.
3. Helps you develop your thesis topic.

#### ***Your Responsibilities***

1. Select a faculty mentor during the first semester of your program.
2. Work with your mentor in a timely manner to complete the required PSYC 599 project.

You should formalize your agreement about your and your mentor's expectations in the Department: PSYC 599 registration form. These expectations include how many hours of work you will be putting in per week, what tasks you will accomplish and how grades will be determined.

Several M.A. Students do research in more than one lab. Students are encouraged to gain as much experience as their schedules will allow, particularly if their goal is to gain admission to a Ph.D. Program.

# THESIS

## ***Thesis Advisor/Chair's Responsibilities***

Your relationship with your thesis advisor will probably be your most important during graduate school.

Choose your advisor carefully. Talk with the M.A. Coordinator to help you make your decision and discuss your choice with other students who have worked with your advisor.

1. Supervises all aspects of the thesis requirements.
2. Chairs your committee and helps you select appropriate faculty for your thesis committee and develop a reasonable time-line for your project.
3. Helps you to select a suitable project design, and to execute the study. The advisor should also help you obtain any space, equipment, and administrative approvals necessary to conduct the project.
4. Serves as the editor on the thesis manuscript, which includes supervising the preparation of the initial drafts of the thesis prior to submission to the thesis committee, and editing the complete manuscript in preparation for your final thesis meeting. Students must receive approval from their Thesis Advisor before submitting their thesis to other committee members. Expect to make numerous revisions of your thesis before it is approved.

## ***Your Responsibilities***

1. Work diligently towards preparation of a project that has a reasonable time line for completion. A time line for graduation is available from the Department Graduate Office.
2. Coordinate with your thesis advisor and committee to schedule the two required meetings (proposal and final oral) in accordance with the guidelines.
3. Keep your chair and committee informed of your progress.

## ***Thesis Committee***

This committee consists of a minimum of three members, at least two of whom must be full-time tenured or tenure-track members from the Psychology Department. Tenured faculty from other departments and part-time faculty from the Department of Psychology may co-chair your committee or serve as the third member. Students are encouraged to incorporate the assistance of Committee Members as they progress with their project.

## ***Thesis Proposal***

The Thesis Proposal details the study you plan to complete, including rationale, theoretical and empirical background, methods and procedures, and proposed data analyses. Your Thesis Advisor will guide you in the preparation of this document and provide you with specific guidance concerning length and format. The first draft of your proposal is submitted to your Thesis Advisor for review and editing. **After your Thesis Advisor has approved your draft, you may schedule your proposal meeting.** Members should be allowed two weeks to review the draft prior to your meeting.

## ***Thesis Proposal Meeting***

The Thesis Proposal details the study you plan to complete, including rationale, theoretical and empirical background, methods and procedures, and proposed data analyses. Your Thesis Advisor will guide you in preparation of this document and provide you with specific guidance concerning length and format. The first drafts of your proposal are submitted to your Thesis Advisor for review and editing. After your Thesis Advisor has given approval, it is then appropriate to submit to the other members of the committee for review. If feasible, scheduling PSYC 510 in your second semester will also allow you to present your proposal to your peers for feedback.

At the conclusion of this meeting, your Committee may:

1. Approve your thesis plan as presented;
2. Request that you document, in writing, modifications to your thesis that were agreed to at the meeting and submit to your Committee Chair for approval;
3. Require that you make revisions in your proposal and resubmit the proposal for Committee review;
4. Go back to the drawing board.

Thesis plans are rarely approved without modification. Thus, the second alternative listed above is typical for well-conceptualized projects. Your Thesis Advisor will help you draft the memo detailing changes agreed to at the meeting. **You may begin your thesis only after your approved thesis proposal (with accompanying memo, if required) is filed with the Department's Graduate Office.**

### ***Thesis Time-Line and PSYC 598***

Thesis planning usually begins in your second semester. By the third semester, you should be ready to enroll in your first three units of Psychology 598 (Thesis Research), which allows unit credit for thesis planning and proposal. A second three units of Psychology 598 accompanies the data collection and thesis write-up. All phases of your activities are conducted in consultation with your Thesis Advisor. Keep him or her informed about your progress! Ask your Thesis Chair to e-mail the Graduate Coordinator with permission to issue a permit for you to enroll in PSYC 598, Thesis. Deadlines governing the filing of your Thesis with the University Graduate Affairs Office are posted in the Psychology Graduate Office, will be e-mailed and are available on the Graduate Studies web site. Consult these deadlines in the fall semester and plan accordingly!

The [CSUF Graduate Thesis Regulations Student Handbook](http://www.fullerton.edu/graduate/currentstudents/graduateforms.php), available at <http://www.fullerton.edu/graduate/currentstudents/graduateforms.php>, details University regulations. It is the responsibility of the student to be aware of thesis guidelines and time line.

### ***Equipment***

Use of departmental equipment is coordinated with Terry Jones (H-613K; 278-3562), the Department's Equipment Technician.

### ***IRB INFORMATION***

Studies involving human or animal subjects must be reviewed by either CSUF's Institutional Review Board (IRB) for research involving human subjects, or the Institutional Animal Care and Use Committee (IACUC) for research involving animals. The original of each application (only original for exempt or expedited review; plus fifteen additional copies for full review; plus three additional copies for IACUC applications) must be submitted prior to collection of data. Applications must be submitted to the Regulatory Compliance Coordinator located within the Office of Grants and Contracts, MH 112. Allow 4 to 7 weeks for approval.

Applications can be completed on-line at <http://www.ogc.fullerton.edu/>. The original application must be printed and signed by both you and your advisor. Note that you can be the principal investigator and your advisor can be the faculty sponsor.

Approval notices will not be issued without an original signature by both the investigator and the faculty sponsor. Additionally, IRB applications will not be processed without a 100% score and printed certification of completion on the IRB tutorial assessment (also located on the above webpage). The printout of the certification should accompany the IRB application.

### ***Data Collection and Analyses***

For experimental designs, data collection for your thesis may commence only **after** your Thesis Committee approves your Thesis plan. Approval is designated by all members of your committee signing the cover sheet attached to your proposal.

During data collection, consult with your Thesis Chair and/or Committee Members about data analysis plan. Students are expected to know how to use the statistical packages necessary to carry out their data analyses. Tutors and consultants are available. For assistance, contact the Social Science Research Center MH-33.

### ***Use of Archival and Secondary Data for Thesis***

The use of previously collected archival or secondary data for one's thesis is up to the discretion and judgment of the thesis committee. The terms "archival" and "secondary" are very similar, and hence are inclusive (but not limited to) available statistical archives (e.g., data from the Inter-university Consortium for Political and Social Research – ICPRS), survey archives (e.g., National Opinion Research Center), verbal and personal records (e.g., interviews, public documents, correspondence, etc.), and mass communications (e.g., content analysis of television shows, newspapers, etc.). When considering this decision, remember that the goal of the Master's program is to make all students competent with the entire research process (e.g. research design, data collection, analysis).

### ***Thesis Preparation and Final Meeting***

Following data collection and analyses, you will prepare a draft of your thesis for your Advisor's review. Your manuscript should be prepared according to the ***Publication Manual of the American Psychological Association and Format Guidelines*** published by the University Graduate Affairs Office available at <http://www.fullerton.edu/graduate/currentstudents/graduateforms.php>. A number of revisions may be necessary before it is distributed to the members of your Thesis Committee. After the committee reviews your thesis draft (give them about two weeks), the **oral examination** is held. Scheduling of this meeting is coordinated by you and your Thesis Advisor and the Graduate Coordinator. An announcement of your Thesis meeting is published one week before your meeting. **Please e-mail the Graduate Coordinator the title page, abstract, date/time, room number of your meeting.** Your thesis meeting is **open** to all interested faculty and students.

Students may submit the initial review copy of the thesis to the Graduate Studies office on regular printer paper.

At the final thesis meeting, you will report your research findings. Emphasis is placed on presenting research results, interpretation, and conclusions. You may be asked several questions about your project by your Committee Members regarding results and interpretation. Your Thesis is officially approved when all members of the Committee sign the Thesis Verification page, which can be found on the Graduate Studies website.

There are three typical outcomes to a final thesis meeting:

1. Pass the oral defense: All Committee Members sign your cover page.
2. Minimum revision required: Two committee members sign your cover page and the Thesis Chair signs when the revisions are complete.
3. Substantial revision required: A second Oral Defense meeting is necessary; none of the Committee Members sign.

After your thesis has been formally accepted and passed by all committee members, you are required to submit your final thesis manuscript to the University Graduate Office, MH 103, for review and approval. Formatting and other editorial revisions may be required. Your unbound thesis (which the Graduate Studies Office has approved) should be submitted to the bookstore for binding. One copy will be housed in the University Library (copy must be bound at the bookstore). Change of grade cards for PSYC 598 (Thesis) will not be submitted by the Graduate Office until your thesis is received by the bookstore. It is also traditional for students to present a bound copy of their thesis to their thesis advisor. Additional copies of your thesis can be bound in the bookstore or the Oral History Program located in the Pollack Library South, Room 363.

### ***Summer Completion of Thesis***

Summer completion of thesis cannot be guaranteed. It will depend on availability of faculty on the thesis committee. Unless faculty are teaching summer school, they are not being paid during the summer. Thus, any supervision of thesis work during the summer typically is as an unpaid volunteer. In addition, faculty may have other commitments during the summer. If you plan to finish your thesis during the summer, you should coordinate this with your thesis advisor well in advance of the summer.

## Thesis Psychology 598 Grading Policy

### FIRST THREE UNITS

RP (Satisfactory Progress)	Student has made reasonable progress toward completing thesis proposal
I (Incomplete)	Student has begun thesis work but has not made reasonable progress toward completing thesis proposal
U (Unacceptable)	Student shows little effort toward making progress on thesis

### SECOND THREE UNITS

RP (Satisfactory Progress)	Thesis proposal is approved and on file in the Department's Graduate Office
I (Incomplete)	Thesis Proposal not Completed
U (Unacceptable)	Student has not made reasonable progress on the project

**NOTE:**

*PSYC 598 (Thesis) final letter grade(s) will be issued after you have turned in a copy of the final draft of your thesis to the Titan Book Store for binding. You must also submit an IRB Completion Form to MH 112*

# THESIS CHECKLIST

**Mentor:** Choose a mentor with the guidance of the M.A. Coordinator, and enroll in PSYC 599

**Enroll in PSYC 598 (Thesis) first 3 units:** Ask your thesis advisor to e-mail the Graduate Coordinator requesting that you be permitted to register for thesis units.

**Thesis Committee:** With your advisor's guidance, choose two other faculty to serve on your thesis committee. Once your advisor has approved your thesis proposal, submit it to your committee and schedule a proposal meeting. Bring cover sheets to be signed by the committee to signify passing your proposal.

**Reserve a room for your Proposal:** email Madison Pavia-Logan [mpavia-logan@fullerton.edu](mailto:mpavia-logan@fullerton.edu)

**Proposal Meeting:** following the proposal meeting, make any revisions specified by the committee and submit your signed title page to the Department Graduate Office H-835N

## Submit IRB Documents

**Enroll in PSYC 598 (Thesis) second 3 units:** Ask your thesis advisor to e-mail the Graduate Coordinator requesting that you be permitted to register for thesis units.

**Reserve a room for your Thesis Defense:** email Madison Pavia-Logan [mpavia-logan@fullerton.edu](mailto:mpavia-logan@fullerton.edu)

**E-mail Information to the Graduate Coordinator:** no later than one week prior to your defense, email Linda Pabón [lpabon@fullerton.edu](mailto:lpabon@fullerton.edu) the following:

Thesis Title Page  
Abstract  
Date, Time and Room of your defense

*If the information is not received by the Department Graduate Office, necessary documentation to process thesis grades and graduation won't be submitted.*

**Thesis/Dissertation Verification Form:** your committee members will sign this form at your thesis meeting. Submit a copy to H-835N and the original form to Grad Studies MH-112. Form can be obtained at: <http://www.fullerton.edu/graduate/currentstudents/thesis.php>

**Additional thesis information:** See the Department of Psychology Graduate Handbook, the Graduate Affairs Office Thesis Handbook <http://www.fullerton.edu/graduate/currentstudents/graduateforms.php> and the CSU Fullerton University Catalog.

**The university no longer requires students to obtain bound copies of the thesis from the bookstore.** However, you may still wish to purchase your own bound copies of the thesis. You also may wish to present a bound copy of your thesis to your thesis advisor.



## STUDENT AFFAIRS

### ***Graduate Assistants (GA's)***

Several Graduate Assistantships are available each semester. Assistantships are awarded on a semester basis to full-time students in good standing.

Open GA positions are e-mailed to students. Faculty members requiring a Graduate Assistant interview candidates and recommend appointments to the Department Chair. Both the faculty member and student agree to workload and responsibilities **prior** to commencement of the assistantship.

### ***Financial Aid***

The University Financial Aid Office (UH 146; 278-3125) provides information about student loans and funds available through Work Study Programs.

### ***Student Research Grants***

The University Interclub Counsel, the parent group of PDSA, provides funds for activities of the Associated Students. Each year, some of these funds are set aside for student research, including travel funds to participate in professional conferences and conventions. Contact your student PDSA representative for more information. The Department of Psychology also provides an opportunity for students to be reimbursed for conference registration fees. An announcement and applications are available in April of each year from the department's main office.

## **Selection of the Outstanding Master of Arts Student(s)**

**Nominations:** In April, a memo is circulated to the faculty to solicit nominations. The memo includes a roster of graduating M.A. students with their overall GPA in graduate school. To be qualified for this nomination, the M.A. student must be advanced to candidacy and be near completion (June or August) of his or her thesis. Faculty choosing to nominate a M.A. student must write a nomination letter. Letters in support of the nominee may be submitted as well. The nominated student must provide a CV that will be included with the nomination.

**Voting:** A folder with the nomination letters, a vita, and a copy of the study plan will be prepared and retained in the Psychology Graduate Office. The awarded winner will be determined by the Graduate Studies Committee.

***Recipients of the Master of Arts  
Outstanding Student Award***

1982	Cheryl Beauvais	2005	Sarah Wong-Goodrich
1983	Kathleen Brown	2006	Joh Baello
1984	Barbara Throckmorton	2007	Zelida Keo
1985	Rana Matteson	2008	Kris Gunawan /Jessica Tessler
1986	Stewart Donaldson	2009	Amy Ho
1987	Joan Tucker	2010	Bonifacio Arrieta
1988	Curtis Harden	2011	Erin Arruda/Jeffery Hunger
1989	Joni Radio	2012	Anthony Rodriguez
1990	Barbara Cherry	2013	George Romero
1991	Beverley Sale	2014	Laura Minero
1992	Sharon Connelly	2015	Danielle Delaney
1993	Jaki Coffman / Mark Whatley	2016	Jessica Ayers/Sam Handelman
1994	Pam Oliver	2017	Jonathan Park
1995	Shelby Taylor	2018	Kristen Phillips
1996	Colette Lay /Heidi Weller		
1997	Sandra Fluck/Patric Giordani/Colleen Killian		
1998	Gina Armendariz /Sherry Yeary		
1999	Craig Baker		
2000	Gayle Dow/Paul Kieffaber/Michelle Ramos		
2001	Pam Drake /Makeba Parramore		
2002	Lawrence Wright		
2003	Monica Coto /Sandra Wakcher		
2004	Andrew Kleerer		

## Department of Psychology Graduate Program Forms

FORMS	WHEN TO SUBMIT
Study Plan	Meet with the Program Coordinator during the first semester of your program to develop and complete your study plan.
Change of Study Plan <a href="http://www.fullerton.edu/graduate/currentstudents/graduateforms.php">http://www.fullerton.edu/graduate/currentstudents/graduateforms.php</a>	To change original study plan after it has been submitted to Graduate Studies Office. Changes to your study plan must be approved by the Program Coordinator and submitted to the Psychology Grad Office.
Request for Excess Units Department Graduate Office H-835N Computer Lab H-607 <a href="http://www.fullerton.edu/graduate/currentstudents/graduateforms.php">http://www.fullerton.edu/graduate/currentstudents/graduateforms.php</a>	Enroll in more than 12 units of course work. The Program Coordinator's approval is required. Excess units cannot be added to your schedule until the first week of classes. Completed and signed form is submitted to the registration window in Langsdorf Hall. After permit is issued you can register on Titan On Line for the extra units.
Independent Study (PSYC 599) Department of Psychology H-830M Computer Lab H-607	To receive Department credit for Independent Study. Complete the form, sign have your instructor approve, sign and return to the Graduate Coordinator. You will receive a permit on the computer to register.
M.A. Elective Course Contract or Dept. Grad Office H-835N Computer Lab H-607	To receive graduate credit for an approved 400 level course
Thesis Manual <a href="http://www.fullerton.edu/graduate/currentstudents/thesis.php">http://www.fullerton.edu/graduate/currentstudents/thesis.php</a>	Published by the University Graduate Affairs Office. Contains information regarding thesis formatting guidelines.
Request for Leave of Absence University Graduate Affairs Office MH-112 <a href="http://www.fullerton.edu/graduate/currentstudents/graduateforms.php">http://www.fullerton.edu/graduate/currentstudents/graduateforms.php</a>	If you are unable to attend classes for a semester, you need to apply for a leave of absence. Unless an official leave of absence is granted, you will be disenrolled from the University. Readmission to the Program is not guaranteed once you are disenrolled.
Application for a Graduation Check <a href="http://www.fullerton.edu/graduate/currentstudents/graduateforms.php">http://www.fullerton.edu/graduate/currentstudents/graduateforms.php</a>	Apply for a graduation check <u>one semester prior</u> to the semester you wish to graduate. You may not graduate on schedule if you have not completed the application in a timely manner.
Change of Graduation Date Univ. Graduate Affairs MH 112 <a href="http://www.fullerton.edu/graduate/currentstudents/graduateforms.php">http://www.fullerton.edu/graduate/currentstudents/graduateforms.php</a>	If you have applied for a Graduation Check, but are unable to complete requirements by your scheduled date, you must officially change your date of graduation to remain eligible.
Petition for Summer Completion University Graduate Affairs MH 112 <a href="http://www.fullerton.edu/graduate/currentstudents/graduateforms.php">http://www.fullerton.edu/graduate/currentstudents/graduateforms.php</a>	If you have filed a Graduation Check for June graduation and are unable to complete your thesis on time, you may file a petition for August completion. Please ascertain whether your committee will be available to meet during the summer. The form needs the approval of your Thesis Chair and the Program Coordinator.
GS 700 Extended Education Enrollment University Graduate Affairs MH 112 <a href="http://www.fullerton.edu/graduate/currentstudents/graduateforms.php">http://www.fullerton.edu/graduate/currentstudents/graduateforms.php</a>  University Enrollment Enroll with schedule number for Graduate Studies 700 found in current class schedule	<p>If you have completed all course work, your thesis proposal has been approved, and a copy of your thesis proposal is on file with the Department Graduate Office, you may enroll in GS 700 through Extended Education to complete your thesis for a minimal fee. Form is available on the University Graduate Affairs web site or in the Department Graduate Studies Office.</p> <p>If you have completed classes but not completed your proposal you will need to enroll in GS 700 through the University and pay tuition equal to 6 units. You may enroll online. The schedule number is available in the University schedule.</p> <p>To maintain enrollment, you must register for GS 700 each semester until you complete your thesis and graduate.</p>
Petition for Extending Time Limit Univ. Graduate Affairs MH 112 <a href="http://www.fullerton.edu/graduate/currentstudents/graduateforms.php">http://www.fullerton.edu/graduate/currentstudents/graduateforms.php</a>	If you have not graduated within the five year limit, you may petition for extending your time limit up to two years. Students will need to document their time line for thesis completion for the extension to be approved.

## **Program Learning Objectives and Assessment Master of Arts Program in Psychology Graduate Studies Committee**

**Overview:** The MA Program provides students with an opportunity for advanced study in the field of Psychology. Both breadth and depth of knowledge are emphasized along with building research competence and critical thinking skills. Students are prepared for further study at the doctoral level or for careers upon graduation at the master's level. Professionalism, responsibility, and community awareness are integral components of the program.

**Goals and objectives:** Students are expected to develop several specific skills, including oral and written communication, statistical expertise, critical evaluation, research and computer competence, synthesis of information, and an appreciation for cultural diversity. The faculty is committed to ongoing assessment and evaluation to improve teaching and learning.

### **Specific goals and objectives**

- ✓ Demonstrate professionalism in the field
- ✓ Demonstrate understanding of the ethics and standards of the profession
- ✓ Demonstrate in-depth knowledgeable of two content areas of psychology
- ✓ Critically evaluate published research
- ✓ Distinguish between credible and pseudo research
- ✓ Critically evaluate popular media's presentation of research
- ✓ Design a research project or program
- ✓ Analyze data

### **Assessment procedures currently employed**

- ✓ On-going evaluation by Graduate Coordinator: Students' progress is monitored throughout the program. Professionalism, standards, and responsibility are emphasized in the first semester of the program in the core class required by all students. Both the Graduate Coordinator and the students' mentors oversee their conduct during their tenure in the program. Formal assessment procedures are under consideration.
- ✓ Original research project (Master's Thesis): This project requires students to demonstrate in-depth knowledge in a specific area chosen by the student in conjunction with his or her thesis advisor, critically evaluate published research, design a research project, analyze data, and present the entire project both orally and in written form. A minimum of three faculty members evaluates each student's performance.
- ✓ Thesis defense: Students undergo oral examination during their thesis defense concerning their project and must demonstrate a cogent understanding of the issues, explain their results, and provide a knowledgeable interpretation of the data. Their performance is evaluated by a minimum of three faculty members.
- ✓ Curriculum Vitae: Students prepare a curriculum vita during the first semester of the program. Each student's mentor, often in conjunction with the Graduate Coordinator, tracks the student's progress and assists in providing the types of experiences that will allow the student to become a potential candidate for doctoral programs or a sought-after entry-level employee in a variety of professions.
- ✓ University and community involvement: Such involvement may be demonstrated in several ways, including representing CSUF at professional conferences, participating in Psychology Day, being an active member of student organizations (e.g., peer mentoring), attending department colloquia, and serving on department and university committees.

# Paulina June & George Pollak Library

## *Resources for Department of Psychology Students*

The library supports the Department of Psychology's learning outcomes for students. Through its reference and instruction services, they strive to assist you in the development of your information literacy skills, such as:

<b>1. Identifying resources that will best meet your information needs</b>	<b>3. Evaluating your resources</b> <ul style="list-style-type: none"><li>• <i>Understanding the nature of peer-reviewed, scholarly articles</i></li><li>• <i>Recognizing the unique features of empirical studies</i></li><li>• <i>Identifying popular sources (both print and online)</i></li></ul>
<b>2. Conducting effective searches using various resources (especially the online databases)</b> <ul style="list-style-type: none"><li>• <i>Finding books and other resources using the library's catalog</i></li><li>• <i>Effectively searching PsycINFO</i></li><li>• <i>Acquiring search strategies for PubMed</i></li><li>• <i>Locating and searching other relevant subject-specific databases</i></li></ul>	<b>4. Acquiring tools to properly cite your sources</b> <ul style="list-style-type: none"><li>• <i>Formatting citations in APA style</i></li><li>• <i>Navigating and effectively using RefWorks</i></li><li>• <i>Understanding the importance of academic integrity</i></li></ul>

Please visit the Pollak Library homepage to access their many services, including links to the library's online catalog, online databases, research information, subject guides, library blog, live help features, policies and guidelines, and more:

<http://www.library.fullerton.edu>

You have access to the Pollak Library's research guide for psychology students via the Department of Psychology Web site:

<http://hss.fullerton.edu/psychology>

“Forms and Links” tab → “Psychology Links” → “Psychology Resources” section → “Psychology Research Guide-Pollak Library, CSUF” link

For more information, please contact:

Adolfo Prieto  
Reference & Instruction Librarian  
(657) 278-5238  
[aprieto@fullerton.edu](mailto:aprieto@fullerton.edu)

**Department Web Sites:**

<http://psychology.fullerton.edu/>

The Department website:  
Department forms and information  
Contacting faculty/staff,  
Graduate Program Information  
Graduate Handbooks Financial Aid,  
Student Organizations  
Faculty Office Hours  
Organizations

**Department Address:**

Department of Psychology  
P.O. Box 6846  
Fullerton, CA 92834-6846

**Street and Shipping Address:**

Department of Psychology  
800 N. State College Blvd  
Fullerton, CA 92834

**University Graduate Studies Office:**

<http://www.fullerton.edu/graduate/currentstudents/>

**University Graduate Forms:**

<http://www.fullerton.edu/graduate/currentstudents/graduateforms.php>