CALIFORNIA STATE UNIVERSITY, FULLERTON

DEPARTMENT OF PSYCHOLOGY

Student Handbook

2024-2025

Master of Arts Program

in

Psychological Research

Master of Arts Program
Student Handbook
2024-2025

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:

Faculty of the Department of Psychology wish you success in your graduate studies!

Eriko Self, Ph.D.
Coordinator, MA Program

Contact Information

Psychology Graduate Office

Location: H835N
Phone: (657) 278-3589

M.A. Program Coordinator

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Graduate Support Staff
Psychology Graduate Office

Alyssa Raphael
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Department of Psychology

Location: H-830M/830L
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Phone: (657) 278-3514
Address: P.O. Box 6846, Fullerton, CA 92834-6846
Street Address: 800 N. State College Blvd.
Fullerton, CA 92831

Department Chair

Jessie Peissig, Ph.D.
Phone: (657) 278-3514
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jpeissig@fullerton.edu

Department Administration

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Department Office

Noel Torres
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noeltorres@fullerton.edu

Information Technology

Daniel Sohn
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Office: H-613K
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University Office of Graduate Studies

Location: McCarthy Hall 103
https://www.fullerton.edu/graduate/
Phone: (657) 278-2618
gradstudiesrecept@fullerton.edu

Psychology Advanced Computer Lab

Location: H-607

Program Information

Our 36-unit program provides students with a general background in psychological research 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 Aging Studies. Students are expected to be engaged in research throughout the program and may take an additional three units in Independent Research (Psychology 599) as C/NC beyond the three units required in the Study Plan.

Graduate Office

The M.A. Program Coordinator is responsible for advisement, supervision, and approval of students' study plans. The Psychology Graduate Office (H830K), staffed by our Graduate Support Staff, is also a focal point for graduate student affairs. The Graduate Support Staff is familiar with all aspects of our program and is a valuable 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 Coordinator and/or Committee.

Time Limit

The MA 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, <u>cannot</u> extend beyond five years (10 semesters) from the date of admission unless approved by the University. A petition must be submitted to the Office of Graduate Studies and is available from that office.

Study Plan

The MA Study Plan serves as a program-planning document and is an informal roadmap of degree requirements for each student. ***Students are responsible for meeting with the MA Program Coordinator during their first semester in the program to create a study plan.*** The Coordinator helps students choose courses that best fit their academic and career goals. The student is expected to complete <u>all</u> course work and other requirements listed. Study Plan changes may be made with consultation and approval of the Program Coordinator. **To continue in good standing, students must earn a grade of "B–" or higher in all Study Plan Graduate classes and they must maintain a minimum overall GPA of 3.0.**

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 undergraduate transcripts that document appropriate course work completion in psychology; and (2) completion of program prerequisite courses.

Grades

Letter grades **must** be used for all classes listed on your MA study plan. Students should be careful not to choose CR/NC (Grade option 2) when registering for classes because it will delay graduation. Students must earn a grade of "B-" or above in all study plan classes. Students must maintain a minimum grade-point average of 3.0. MA Students with a grade-point average of less than 3.0 are subject to academic probation and dismissal from the program. **MA Students who receive lower than a "B-" in a study plan class must retake that class and receive a passing grade.**

GRADE	POINTS		GRADE	POINTS
A+	4		C+	2.3
A	4		C	2
A-	3.7		C-	1.7
B+	3.3		D+	1.3
B	3		D	1
B-	2.7		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, based on student performance.

Academic Appeals

A description of the Academic Appeal process can be found in University Policy Statement (UPS) 300.030 *Academic Appeals*. Additional information regarding this process can be found here: http://www.fullerton.edu/academicappeals/

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. If an incident of academic dishonesty occurs, it will be reported to the university. The instructor of the course will implement sanctions on the grade. Further, the university may determine additional sanctions which may include, but are not limited to, probation, suspension, or expulsion. See UPS 300.021 *Academic Dishonesty*.

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 Office. 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 application deadline.

Advancement to Candidacy

University policy dictates that 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 is made by the Program Coordinator. 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 MA Graduate Committee, shall be eligible to continue in the graduate program.

Coursework

You need a minimum of 36 units

Core Classes

Students are required to take the following three-unit classes:
PSYC 461 Psychological Testing and Assessment <u>or</u> PSYC 466 Adv. Computer Applications <u>or</u> 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 <u>two</u> seminars
PSYC 520T Advanced Topics in Psychological Research (specific topics change each semester)

Content Classes
Students are required to complete 12-15 additional units that support their academic and career goals. These should be chosen in consultation with the Program Coordinator. The most common alternatives are listed below.

COGNITIVE		SOCIAL/PERSONALITY	
PSYC 414	Cognitive Neuroscience	PSYC 421	Psychology of Immigration
PSYC 415	Cognitive Processes	PSYC 430	Social Psychological Study in Ethnic Minority Behavior
PSYC 416	Psychology of Story	PSYC 431	Traditional Theories of Personality
PSYC 417	Psycholinguistics	PSYC 432	Evolutionary Theories of Personality
PSYC 472	Consciousness	PSYC 456	Psychological Study of LGBTQ
DEVELOPMENTAL		METHODOLOGY & ANALYSIS	
PSYC 437	Autism Spectrum Disorders	PSYC 461	Psychological Testing
PSYC 445	Dying, Death, & Bereavement	PSYC 466	Advanced Computer Applications in the Social Sciences
PSYC 464	Advanced Developmental Psychology	PSYC 520T	*Topic Dependent (need advisor approval)
VARIOUS		PHYSIOLOGICAL / BIOLOGICAL	
PSYC 410	History of Psychopathology	PSYC 473	Sleep, Dreams, & Behavior
PSYC 4**	New Specialty Topics	PSYC 474	Health Psychology
PSYC 520T	Various Topic Graduate Seminars	PSYC 475	Psychopharmacology
NON-PSYC	*Goal Relevant (need advisor approval)		

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. Students may enroll in three extra units of PSYC 599 (Independent Research) as C/NC.

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).

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 year.

		F I R S T Y E A R	
Fall Semester	**(Nine Units)**		
	PSYC 500	Issues & Perspectives in Psychological Research	3 Units
	PSYC 520T	Seminar	3 Units
	PSYC XXX	Content Course	3 Units
		Or Prerequisite Classes	
	PSYC 465	Advanced Statistics	3 Units
Spring Semester	**(Nine Units)**		
	PSYC XXX	PSYC 461, 466 or 467	3 Units
	PSYC 599	Independent Graduate Research	3 Units
	PSYC 510	Research Design	3 Units
		And/Or	
	PSYC XXX	Content Course/Seminar	3 Units
		S E C O N D Y E A R	
Fall Semester	**(Nine Units)**		
	PSYC 510	Research Design	3 Units
		And/Or	
	PSYC XXX	Content Course/Seminar	3 Units
	PSYC 598	Thesis Research (First Three Units)	3 Units
Spring Semester	**(Nine Units)**		
	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 and will be monitored/modified by the student, the program advisor, and OGS through the TDA

CALIFORNIA STATE UNIVERSITY
FULLERTON
Department of Psychology

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 (or equivalent research lab experience)
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. Three satisfactory letters of recommendation
7. Previous research experience required

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:

☐ PSYC 408 History of Psychology OR

☐ Approved upper-division equivalent course in history of psychology with a grade of "B-" or better

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

Study Plan Requirements*	Units	Grade	Sem/Yr	Ext.	Comments
Study Plan Requirements*					
CORE COURSES (18 units)					
PSYC 461 Psychological Testing and Assessment OR					
PSYC 466 Adv Computer Applications OR					
PSYC 467 Multivariate Statistics for Psychology					
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				
CONTENT AREAS (12-15 units adviser approved 400/500 level)					
Methodological/Analytical Course:					
THESIS (3-6 units)					
Psych 598 Thesis					
TOTAL UNITS REQUIRED	36				

* 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_____

MA Coordinator _____ Date_____

Reviewed in Graduate Office _____ Date_____

CLASSIFIED GRADUATE STANDING GRANTED _____ Date_____

Associate Vice President, Academic Programs

Rev. 8/23

Registration Information

PSYC 461 (Psychological Testing and Assessment) or ***PSYC 466 (Adv. Computer Applications)*** or ***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/Waiver Exam.

Content Courses 12-15 Units of approved 400 or 500 level courses – You are required to complete three content courses from any combination of areas and three units under the methodology & analysis category. If you choose to complete fifteen units (5 classes) of content course work, you will only register for three units of PSYC 598, Thesis Research. The fifth content course may be from content area. 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 Staff 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 electronically from the Graduate Department Office), have it approved by your instructor and return the form to the Graduate Staff to receive a computer permit to register. A student may add three additional units in PSYC 599 (Independent Graduate Research) as C/NC.

PSYC 598 (Thesis Research) 3-6 Units To register ask your Thesis Chair to e-mail the Graduate Staff to issue you a permit to enroll in PSYC 598, Thesis Research. The Graduate Staff 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 each semester. Please register for classes that may fill up and not be available. 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 an online permit 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 online through your portal. Please refer to https://www.fullerton.edu/graduate/current/graduation.html 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 TDA/Study Plan and verifies completion or scheduled 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 in GS 700 credit to sustain their enrollment. To enroll in GS 700, students must contact the Office of Graduate Studies at gradstudiesrecept@fullerton.edu and request a permit for GS 700. Students should only enroll in GS 700 if all their coursework is completed, and they are only working on their thesis. During Summer, ONLY International students who are graduating in a summer semester are required to enroll in GS 700 to maintain continuous enrollment. Students who do not maintain continuous enrollment will be dismissed.

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 MA Program Coordinator, select a Mentor prior to their second semester in the program (earlier is better). 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 MA 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.

Theses

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 timeline for completion*.* Some important deadlines are posted on the OGS website (https://www.fullerton.edu/graduate/current/thesis.html).
2. Coordinate with your thesis advisor and committee to schedule the two required meetings (proposal and final oral defense) in accordance with the guidelines. Note that you will want a buffer between your thesis defense and the Thesis Submission Deadline in order to complete all changes requested by your committee.
3. Keep your chair and committee informed of your progress.

Thesis Committee
This committee consists of a minimum of three members (full-time CSUF faculty), at least two of whom must be full-time tenured or tenure-track members from the Psychology Department. Tenured/tenure-track faculty from other departments may co-chair your committee or serve as the third member. In rare, special circumstances adjunct faculty from the Department of Psychology may co-chair or be a committee member. You may have additional committee members who are not subject to the restrictions presented here (e.g., from outside the university). 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, participant recruitment, materials, 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, method, and proposed data analyses. Your Thesis Advisor will guide you in preparation of this presentation and provide you with specific guidance concerning length and format. The first drafts of your proposal presentation are submitted to your Thesis Advisor for review and editing. After your Thesis Advisor has given approval, you are ready to present the proposal to your committee. 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 Timeline 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 them informed about your progress! Ask your Thesis Chair to e-mail the Graduate Staff with permission to issue a permit for you to enroll in PSYC 598, Thesis. Deadlines governing the filing of your Thesis with the University Office of Graduate Studies are posted in the Psychology Graduate Office and are available on the Graduate Studies web site. Consult these deadlines in the fall semester and plan accordingly!
For any information about the thesis at the university level, visit the Thesis website of the University Office of Graduate Studies: https://www.fullerton.edu/graduate/current/thesis.html
It is the responsibility of the student to be aware of thesis guidelines and timeline.

Equipment
Use of departmental equipment is coordinated with Daniel Sohn (H-613K; P: 657-278-3562), the Department's Instructional Support Assistant.

IRB / IACUC 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. BEFORE submitting an application to the IRB or IACUC, researchers MUST complete ethics training through the Collaborative Institutional Training Initiative (CITI; see https://www.fullerton.edu/doresearch/compliance/irb_citi_training.php for details). IRB and IACUC applications are submitted electronically via Cayuse (see http://www.fullerton.edu/doresearch/compliance/ for details). All research projects including the thesis require approval from your advisor before being submitted through Cayuse.

General information about research at CSUF, including research competitions and select current research projects can be found at https://www.fullerton.edu/doresearch/. Students are encouraged to explore the resources available at CSUF.

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/learn how to use the statistical packages and processes necessary to carry out their data analyses.

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, and presentation).

Thesis Preparation and Final Meeting (Defense)

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 Studies Office available at https://www.fullerton.edu/graduate/current/thesis.html. 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 two weeks), the **oral examination** is held. Scheduling of this meeting is coordinated by you and your Thesis Advisor and the Graduate Staff. An announcement of your Thesis meeting is published one week before your meeting. **Please e-mail the Graduate Staff the title, 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 to Thesis Reader.

At the thesis oral defense 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 will be conducted online by the Office of Graduate Studies (see "Thesis Checklist" section).

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 to the University Graduate Office, for review and approval. Formatting and other editorial revisions may be required. A Grade Change form for PSYC 598 (Thesis) will not be submitted until you defend your thesis. For more information: https://www.fullerton.edu/graduate/current/thesis.html

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 and committee members well in advance of the summer.

PSYC 598 (Thesis Research) 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 successfully defended your thesis.*

Thesis Checklist

Mentor: Choose a mentor who will be your thesis chair (advisor) with the guidance of the M.A. Coordinator.

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

Thesis Committee: With your thesis chair'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 Noel Torres at noeltorres@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.

Submit IRB Documents

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

Reserve a room for your Thesis Defense: Email Noel Torres at noeltorres@fullerton.edu

E-mail Information to the Department Graduate Office: No later than <u>one week</u> prior to your defense, email the Graduate Support Staff the following:

> Thesis Title
> Abstract
> Date, Time and Room of your defense (link or meeting ID if defending virtually)

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

Thesis Submission to Office Graduate Studies and Thesis Verification (online): After you successfully defend your thesis, you need to submit your thesis to the Office of Graduate Studies at the link below.

> https://www.fullerton.edu/graduate/current/thesis.html
> Scroll down and click on "CSUF Thesis/Dissertation Submission Form."

Once you submit this online form, the Thesis Verification Form will be emailed to your committee members asking for their signatures. Any communication will be sent to your CSUF email address. Thus, it is important that you check your CSUF email account regularly.

Additional thesis information: Besides this document, see the Office of Graduate Studies Thesis website (above) and the CSUF 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.

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 (GH 146; 657-278-3125) provides information about student loans and funds available through Work Study Programs http://www.fullerton.edu/financialaid/.

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 each year from the department's main office. Students are encouraged to seek out other university or external funding sources. Doctoral programs will likely view receipt of scholarships and grants favorably.

Outstanding MA Student

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, August, or previous December) of their 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 Outstanding MA Student Award

1982	Cheryl Beauvais		2006	Joh Baello
1983	Kathleen Brown		2007	Zelida Keo
1984	Barbara Throckmorton		2008	Kris Gunawan /Jessica Tessler
1985	Rana Matteson		2009	Amy Ho
1986	Stewart Donaldson		2010	Bonifacio Arrieta
1987	Joan Tucker		2011	Erin Arruda/Jeffery Hunger
1988	Curtis Harden		2012	Anthony Rodriquez
1989	Joni Radio		2013	George Romero
1990	Barbara Cherry		2014	Laura Minero
1991	Beverley Sale		2015	Danielle Delaney
1992	Sharon Connelly		2016	Jessica Ayers/Sam Handelman
1993	Jaki Coffman / Mark Whatley		2017	Jonathan Park
1994	Pam Oliver		2018	Kristen Phillips
1995	Shelby Taylor		2019	Christopher Campbell
1996	Colette Lay /Heidi Weller		2020	Phuong Nguyen
1997	Sandra Fluck/Patric Giordani/Colleen Killian		2021	Courtney Scaramella
1998	Gina Armendariz /Sherry Yeary		2022	Richard Chang
1999	Craig Baker		2023	Julien "Rou" Rouvere
2000	Gayle Dow/Paul Kieffaber/Michelle Ramos		2024	Ellie Nisbet
2001	Pam Drake /Makeba Parramore			
2002	Lawrence Wright			
2003	Monica Coto /Sandra Wakcher			
2004	Andrew Kleerer			
2005	Sarah Wong-Goodrich			

Graduate Program Forms

FORMS	WHEN / HOW 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	Changes to your study plan must be approved by the Program Coordinator.
Request for Excess Units https://www.fullerton.edu/graduate/current/forms.html	Enroll in more than 12 units of course work. The Program Coordinator's approval is required. The online form is available at the OGS website.
Independent Study (PSYC 599) Department of Psychology H-830M	To receive Department credit for Independent Study. Complete the form, sign have your instructor approve, sign and return to the Graduate Staff. You will receive a permit on the computer to register.
MA Elective Course Contract Dept. Grad Office H-830K	To receive graduate credit for an approved 400 level course
Thesis Manual https://www.fullerton.edu/graduate/current/thesis.html	Published by the University Office of Graduate Studies. Contains information regarding thesis formatting guidelines.
Request for Leave of Absence https://www.fullerton.edu/graduate/current/forms.html	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	Graduation checks will be completed by scheduling an advising appointment with the M.A. Program Coordinator.
Change of Graduation Date https://www.fullerton.edu/graduate/current/forms.html	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 and to register for classes or GS 700.
GS 700 Extended Education Enrollment	If you have completed all required course work, but have NOT completed your thesis, you may enroll in GS 700 to complete your thesis for a minimal fee. Discuss this option with the M.A. Program Coordinator.
Petition for Extending Time Limit https://www.fullerton.edu/graduate/current/forms.html	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 timeline for thesis completion for the extension to be approved.

In general, you can access various forms from the University Office of Graduate Studies at this link.
https://www.fullerton.edu/graduate/current/forms.html

Program Learning Objectives and Assessment

MA 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.

Library Information

Resources for Department of Psychology Students

Pollak 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:

1. Identifying resources that will best meet your information needs	3. Evaluating your resources • Understanding the nature of peer-reviewed, scholarly articles • Recognizing the unique features of empirical studies • Identifying popular sources (both print and online)
2. Conducting effective searches using various resources (especially the online databases) • Finding books and other resources using the library's catalog • Effectively searching PsycINFO • Acquiring search strategies for PubMed • Locating and searching other relevant subject-specific databases	4. Acquiring tools to properly cite your sources • Formatting citations in APA style • Navigating and effectively using RefWorks • Understanding the importance of academic integrity

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: https://www.library.fullerton.edu/