

**2019 – 2020
Graduate Handbook
Department of Psychology
CTC 200
256-824-6191**



WELCOME

The Psychology Department of The University of Alabama in Huntsville is pleased to introduce you to the graduate program in Experimental Psychology. We hope that this guide will help you explore the many opportunities we can provide for your graduate education. This guide is also designed to answer questions you may have about earning a Master's degree in Psychology from UAH. <https://www.uah.edu/ahs/departments/psychology>

If you have additional questions regarding the program, please feel free to contact:

Dr. Jodi Price, Chair, Department of Psychology
CTC 200C (256) 824-3321 Jodi.price@uah.edu
The University of Alabama in Huntsville
Huntsville, AL 35899

The UAH Psychology department is a small, cohesive department with a focus on Experimental psychology. We offer coursework at both the Bachelor's and Master's level that is oriented toward scientifically understanding the bases of behavior. Our research interests cover the primary components of experimental psychology, including developmental, social, cognitive, biopsychology, personality, and applied experimental psychology with specialization in Industrial/Organizational psychology and engineering psychology. We pride ourselves on being a department that interacts with our students, both undergraduate and graduate, while maintaining a strong focus on experimental research. Students are strongly encouraged to become involved with faculty research from the very beginning of their graduate careers.

The focus of the Department of Psychology is threefold: teaching, scholarship, and service. Consequently, the mission of the department centers upon development of students, development of faculty and scholarly activities, and service to scholarly and professional societies as well as to appropriate communities, including those within UAH.

The Department of Psychology supports the Mission of the College of Arts, Humanities, and Social Sciences in a variety of ways. We provide close interactions between teachers and learners in our seminar courses, as well as in our research courses and internship opportunities. The Department of Psychology encourages personal and professional growth in its promotion of students' career exploration, knowledge acquisition, skill development (i.e., critical thinking, technical writing, oral communication, and statistical analyses), and valuation of diversity.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE <https://www.uah.edu/>

The University of Alabama in Huntsville, founded in 1950, is an autonomous Ph.D. granting campus of The University of Alabama System dedicated to excellence in teaching, research, and service. UAH serves graduate and undergraduate students from around the nation and the world. The University is located in Huntsville, Alabama, a thriving, high-tech city located in northern Alabama at the foothills of the Appalachian Mountains.

GRADUATE ADMISSIONS CRITERIA <https://www.uah.edu/graduate>

Students are accepted into the graduate program during the fall and spring semesters. The typical full-time course load for graduate students is 9 - 11 hours per semester. Applications from students with Bachelor's degrees in areas other than psychology are accepted, pending departmental approval. In these cases, some undergraduate courses in psychology may be required prior to unconditional acceptance into the graduate program.

To be admitted unconditionally into the graduate program in psychology, students must meet the following minimum requirements:

1. Have a minimum GPA of 3.25 in undergraduate courses, or a minimum of 3.25 for the last 60 hours of coursework.
2. Have a minimum combined score of 300 on the verbal and quantitative portions of the GRE. The psychology GRE is not required for admission to the program.
3. Submit 3 strong letters of recommendation, at least one of which is submitted from a psychology faculty member. Ideally, all three letters will be from faculty members.
4. Submit a statement of intent for graduate study, indicating why you want to pursue a Master's degree in our department and with whom you wish to work.
5. Submit a writing sample from undergraduate or previous graduate work, preferably empirical research in the form of a lab report.

International students whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and score at least 500. In addition, international students must apply for admission to the program a minimum of 4 months prior to expected attendance date.

Students who do not meet these criteria, in special circumstances, may be admitted conditionally to the program with departmental approval. Conditional admittance requires both departmental approval and approval from the graduate dean.

Students who are admitted conditionally must maintain a 3.0 average for the first 12 hours of graduate work. They must also satisfy any specific conditions of admittance during the first semester (e.g., re-taking the GRE to achieve acceptable scores). If students successfully meet this requirement, their status converts to unconditional admittance after 12 hours of graduate work. If students fail to meet the minimum GPA requirement, they will be dismissed from the UAH Psychology graduate program.

PSYCHOLOGY DEPARTMENT FACULTY

JEFFREY NEUSCHATZ (Ph.D., SUNY-Binghamton, 1999), Distinguished Professor of Psychology. Dr. Neuschatz studies the development and influence of false memories. Various projects have concerned the pervasiveness of these memories, their impact on decision-making, and their relation to other cognitive phenomena. His work appears in *Psychonomic Bulletin and Review*, *Memory*, *Current Directions in Psychological Science*, and *Journal of Memory and Language*. Dr. Neuschatz won a UAH foundation award for research in 2003. He teaches graduate courses in Cognition, Forensics, and Statistics.

JODI PRICE (Ph.D., Georgia Institute of Technology, 2008), Chair and Associate Professor of Psychology. Dr. Price is an experimental developmental psychologist with research interests in metacognition and knowledge acquisition. She studies how learning occurs in both college and senior citizen populations. Her research appears in *Developmental Psychology*, *Psychology and Aging*, *Aging, Neuropsychology, and Cognition* and *Journal of Memory and Language*, with chapters on problem-solving and elderly eyewitnesses appearing in edited volumes. She teaches graduate courses in Learning, Development, and Aging.

ERIC SEEMANN (Ph.D., Louisiana Tech University, 2003), Associate Professor of Psychology. Dr. Seemann's research focuses on the description, measurement, and application of psychological constructs such as personality and cognitive ability (IQ). His research appears in such journals as *Personality and Individual Differences*, *Counseling Psychology Quarterly*, and *Psychology of Men and Masculinity*. Dr. Seemann is a licensed psychologist in Alabama and has extensive experience in psychological assessment, forensic and correctional psychology, and individual psychotherapy. He maintains a small private practice that contributes to his research. He teaches graduate courses in Clinical and Counseling Psychology.

NATHAN TENHUNDFELD (Ph.D., Colorado State University, 2017), Assistant Professor of Psychology. Dr. Tenhundfeld is a Human Factors psychologist with research interests in the ways that humans interact with robots, automation, and artificial intelligence. His research strives to understand the implications of advancing technologies for human safety, performance, and effectiveness. Dr. Tenhundfeld teaches graduate courses in Human Factors.

AURORA TORRES (Ph.D., University of Oklahoma Health Science Center, 1987), tenured Assistant Professor of Psychology, adjunct in Biological Sciences. Dr. Torres is a biopsychologist who studies responses to stress. She has published in *Behavioral Neuroscience*, *Physiology and Behavior*, *American Journal of Physiology*, and *Psychomusicology*. She teaches several courses that are cross-listed with Biology (Psychobiology of Stress and Illness, Psychopharmacology, and Brain and Behavior) and Experimental Design.

KRISTIN WEGER (Ph.D., University of Bamberg, 2017), Assistant Professor of Psychology. Dr. Weger is an Industrial/Organizational Psychologist with research interests in virtual teams and organizational efficiency. She has wide experience in field work in areas including developing leadership and organization culture, improving workstation efficiency, and human-machine interactions. She teaches Industrial/Organizational PY and Psychometrics.

***Morton Hall is being renovated. The PY offices and lab spaces are contained in the Conference Training Center (CTC) until the new space is completed.**

CONTACT INFORMATION

Faculty:	Office:	Lab:
Dr. Jeffrey S. Neuschatz neuschaj@email.uah.edu	CTC 200D 824-2321	CTC 008 824-2324
Dr. Jodi Price Jodi.Price@uah.edu	CTC 200C 824-3321	CTC 009 824-4590
Dr. Eric Seemann seemane@email.uah.edu	CTC 205A 824-2323	CTC 007 824-4588
Dr. Nathan Tenhundfeld nlt0006@uah.edu	CTC 200A 824-2318	CTC 103
Dr. Aurora Torres torresa@email.uah.edu	CTC 100B 824-2320	CTC 105
Dr. Kristin Weger kw0004@uah.edu	CTC 200B 824-2637	CTC 012
Lecturer: Linda Hannah Linda.hannah@uah.edu	BAB 324	
Professor Emeritus Sandra Carpenter carpens@uah.edu	BAB 357	824-2319

Departmental Senior Staff Assistant:

Michelle Graham grahaml@email.uah.edu	CTC 200	824-6191
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Teaching Assistants:

Intro GTA: Baylee Jenkins	CTC 100A	824-4589
Lifespan GTA: Alexa Mecikalski	Stats GTA: Payne Winston	
GAAs	Research Methods TA: Cristina Cabanas	
Alexis Le Grande, IRB	Jacob Davis, Collaborative Learning	

Part-time Instructors

CTC 100
Dana Hampson, Daniel Krenn, & Charles Coleman

Summary Locations:

PY Main office suite: 2nd Floor
CTC 200 suite (Graham, Price, Neuschatz, Tenhundfeld, Weger); CTC 205 Seemann
PY Auxiliary office suite: 1st Floor CTC 100 suite (Part-timers; GTAs; Torres)
PY Labs: Left Basement Floor CTC 00 suite (Seemann, Neuschatz, Price, Weger)
1st Floor Labs for Torres (105) & Tenhundfeld (103)

Additional information about the Department of Psychology at The University of Alabama in Huntsville can be found at our web site: <https://www.uah.edu/ahs/departments/psychology>

RESEARCH FACILITIES

Memory and Cognition Laboratory (Director: Dr. Jeffrey Neuschatz)

Computer, audio-visual equipment, space for testing participants

Lifelong Learning Laboratory (Director: Dr. Jodi Price)

Testing room for experimental sessions with up to eight participants at a time using computerized and paper-based measures, as well as space for the researchers to score, analyze and securely store data.

Personality, Testing, and Assessment Laboratory (Director: Dr. Eric Seemann)

Videotape equipment, computers, intelligence and personality inventories

Human Factors ATTAC Laboratory (Director: Dr. Nathan Tenhundfeld)

Advanced Teaming, Technology, Automation & Computing

Computers equipped with high-end graphics cards, statistical software, and powerful data collection programs such as MATLAB, Virtual and Augmented Reality systems, eye trackers, motion capture devices, 3D printer, as well as several robotic platforms.

Biopsychology Laboratory (Director: Dr. Aurora Torres)

Biopac Bionomadix system for physiological recordings, computer

Leadership and Organizational Behavior Laboratory (Director: Dr. Kristin Weger)

Equipped with computers and statistical software packages for the researchers to administer online surveys, testing participants, manage, and analyze data.

ADDITIONAL TECH RESOURCES AVAILABLE TO GRADUATE STUDENTS

Computers and printers in lab spaces

2 powerful computers for data processing

Eye tracking glasses and VR goggles operate with those computers.

Computers in Information Arcade in Salmon Library 1st Floor

Office of Information Technology for assistance with computer-related issues:

helpdesk@uah.edu

<https://www.uah.edu/oit/getting-started/for-students>

Scan card reader in GTA office CTC 100A

Portable projector (contact Weger)

OTHER RESOURCES

Sources in Main PY Office:

Graduate Schools, with special editions for Clinical Psychology and Neuroscience
Writing thesis, dissertations, and grant proposals; APA Publication Manual
Teaching Activities Handbooks Research Support (funding)
Courses and schedule information for the Psychology Department

Psi Chi – International Psychology Honor Society

The *Psi Chi* chapter at UAH is highly active. Students obtain fundraising experience, engage in social events, invite speakers, and participate in community outreach activities throughout the year. If you were a member as an undergraduate, you are still a member (for life). Graduate students who wish to join *Psi Chi* should see Dr. Tenhundfeld, (nlt0006@uah.edu) the faculty advisor, for more information on membership. Facebook page at <https://www.facebook.com/UAHPsiChi/>

Psychology Graduate Student Fund

Each student can request up to \$100 towards equipment, poster printing, participant incentives, or can confer as a group to gain common use equipment. Application form is in Appendix.

CITI Training for Ethical Research Conduct <https://about.citiprogram.org/en/homepage/>

We recommend that you complete the CITI training with expediency during your first semester. Download the certificates for your records and submit to your supervising faculty.

The Office of Sponsored Programs website provides the document at the link below with instructions on completing the two necessary modules:

http://resadmin.uah.edu/documents/UAH_Research_Training_Instructions.pdf

Training in Responsible Conduct of Research (RCR): All UAH faculty/ personnel members, postdoctoral scholars, graduate and undergraduate students involved in research are required to complete the CITI RCR training within ninety (90) days of initiating their research. RCR training certificates will be valid for four (4) years.

Training in the Protection of Human Subjects: All UAH faculty/ personnel members, postdoctoral scholars, graduate and undergraduate students involved in human subjects research as key personnel must complete the Basic Course in the protection of human subjects prior to Institutional Review Board (IRB) approval of their protocol. Key personnel are defined as the Principal Investigator, co-investigators and research personnel who interact directly with human subjects or who have access to private information related to human subjects during the course of a research project. Key personnel also include faculty sponsors /advisors who provide direct oversight of research with human subjects or research using private information about human subjects. Certificate of completion of the basic course is valid for three (3) years.

HELPFUL RESOURCES

UAH Psychology Department website: <https://www.uah.edu/ahs/departments/psychology>

Each year we take pictures of our graduate students to post to the department website, both as individuals and as a group. A waiver allowing us to use your picture can be found in the appendix. The website should contain information about faculty, curriculum, and events.

UAH Psychology Department Facebook: <https://www.facebook.com/UAHPsychology/>

Beginning in Fall 2017, the department initiated a Facebook page. Information on events should be current. Invite your family and friends to like us on Facebook.

Charger Card and A-number: the A-number is your personal identity with UAH regarding your student record; memorize it. The Charger Card also provides a means of paying for services on campus.

UAH Single Sign On (UAH SSO or MyUAH): login for all services such as Canvas (LMS), Qualtrics (Survey), G-Suite (gmail), and Banner (student records).

<https://sso.uah.edu/cas/login?service=https%3A%2F%2Fmy.uah.edu%2Fc%2Fportal%2Flogin>

Chargermail: your UAH email address is the official notification system at UAH. You should use it consistently or have the email from it forwarded to your preferred email address. UAH uses gmail; thus, you have access to all relevant applications.

Canvas: the learning management system used by UAH. Your instructors vary in its use, but it can contain the syllabus, assignment information, discussion boards relevant to assignments, drop boxes for relevant assignments, quizzes, and grades. While Canvas will calculate a 'course' grade, keep in mind that not all instructors configure Canvas to push grades to Banner.

Panopto: a lecture capture system within Canvas. Your instructor might record lectures when traveling or if inclement weather strikes or record all lectures to accommodate students who are sick, travel, or want to review material again. Your instructor might assign you, as a graduate student, to provide a lecture to the rest of the class or record presentations of specific topics.

SONA: the participant management system. The system provides for laboratories to create online sign-up sheets to recruit participants for research activities. The Introductory Psychology TA is typically the person in charge of guiding you through the procedures and approving the recruitment announcement for studies.

Banner: in the UAH SSO, while not labeled as such, Banner is the system that maintains your student records.

Qualtrics: an online survey system accessed via SSO. The system provides the ability to create surveys or present experimental stimuli online to participants.

PSYCHOLOGY JUMP PROGRAM AT UAH

JUMP: Joint Undergraduate Masters Program

UAH's Joint Undergraduate Master's Program (JUMP) allows undergraduate students to study at the graduate level. By taking graduate courses, one can reduce the time taken to get a graduate degree, but that is not guaranteed.

Benefits of JUMP

No GRE required

No application fee

Double count certain undergraduate classes toward graduate degree

Pay undergraduate tuition for graduate classes taken as a JUMP student

How to JUMP

1. Follow PY Science track and complete 20 hrs:
 - a. PY 101 General PY and PY 102 Applications in PY
 - b. PY 300/300L Statistics for PY and PY 302 Experimental PY
 - c. One Group A Experimental Basis course (2 required for major)
(Perception; Learning; Cognition; Biopsychology)
 - d. One group B Nonexperimental Basis course (2 required for major)
(Personality; Developmental; Social; Psychopathology).
2. Students must have a 3.25 overall GPA and maintain a 3.5 GPA in the PY major, with at least a B in the classes listed in section 1, to be eligible.
3. Meet with Dr. Price to discuss the program. We encourage Psychology Majors to have this discussion as the Sophomore year ends for optimal planning.
4. Apply to the JUMP program in Psychology and follow the contracted curriculum if approved.
5. The 12 hours of graduate courses that can double-count must be chosen wisely from a set of courses cross-listed for undergraduate/graduate credit.
6. PY498 Human Research I, the senior capstone course, can be completed after taking JUMP classes.
7. Students should be working in a PY laboratory and the lab director should be willing to accept the student to direct the thesis.
8. Although in general students are encouraged to apply at any time before the last semester, waiting until the last semester will not decrease time to complete the graduate thesis. With proper planning, PY 610 & PY 611 can be taken in fall of senior year.

FINANCIAL ASSISTANCE

Most graduate students receive some type of financial support through departmental assistantships or tuition scholarships. Students who are awarded GTAs or GRAs are required to attend a Graduate Assistant Workshop offered through the School of Graduate Studies at the beginning of the Fall semester. Students wishing to be considered for financial aid must submit all of their application materials (e.g., GRE scores, letters of reference) by June 1. To be eligible for a tuition scholarship or teaching assistantship, the student must have unconditional status. These decisions are made on a semester basis, but it is common for students to maintain the same funding.

Tuition Scholarships

Tuition scholarships are often awarded for credit hours of graduate tuition with first year students who complete applications by the deadline given priority. The tuition waiver is from a minimum of 1 hr, with 3 to 6 hr being more common; the maximum is 9 hr. The number of awards vary depending on the financial resources available to the department. These scholarships are usually awarded during the 1st year of graduate study.

Graduate Teaching Assistantships & Graduate Administrative Assistants

These assistantships are awarded on a competitive basis to students in their 2nd year of the program or exceptional 1st year students. They are designed to support both teaching in the department and graduate students' professional development. GTA/GAAs normally work no more than 20 hours per week, but are expected to hold office hours equivalent to the 20 hr. GTA duties may include grading papers, guest lecturing, managing the department research participant pool, and/or other teaching-related functions. GAAs typically are not associated directly with classes, but serve to help administer services. These assistantships cover tuition as well as providing a stipend. *GTA/GAAs are not to hold employment outside of the GTA position.*

GAAs to Secure In-State Tuition

GAAs provide service hours in administrative, teaching, or service functions in exchange for in-state tuition and a small stipend. The department chair with faculty input designates the duties of the GAA.

Graduate Research Assistantships

These assistantships allow students to perform research under the supervision of a faculty advisor. GRAs are typically funded from faculty members' grants and/or contracts that vary in availability from semester to semester. Students are advised to consult with individual faculty members in the department regarding the availability of GRA funding. Students may receive GRAs in their 1st or 2nd year. These assistantships cover tuition, as well as providing a stipend.

Additional information about financial assistance, including loan, scholarship, and grant information can be obtained from Graduate Financial Aid Student Services Building Suite 124 phone: 824-6241 <https://www.uah.edu/admissions/graduate/financial-aid>

EXPECTED LEARNING OUTCOMES FOR GRADUATE STUDENTS

1. We expect graduate students to design, initiate, and complete a research project.
2. We expect graduate students to conduct a comprehensive literature review.
3. We expect graduate students to write papers and research reports in APA style.
4. We expect graduate students to enter data and conduct appropriate statistical analyses.
5. We expect graduate students to know where to look for resources to solve problems or answer questions (e.g., by asking the appropriate faculty member, by using PsycInfo, by reading the literature).
6. We expect graduate students to maintain and apply a working knowledge of research ethics.
7. We expect graduate students to be able to give a lecture to undergraduates on a topic in their area of study.
8. We expect graduate students to be able to design a syllabus and assignments for a course.
9. We expect graduate students to be able to write a grant proposal.

EXPECTED PROFESSIONAL DEVELOPMENT FOR GRADUATE STUDENTS

We expect professional behavior in all areas of interaction with fellow graduate students, undergraduate students, faculty, staff, and visiting professionals.

1. Communication: expedient confirmation of emails, meetings, and notifying instructors in case of unforeseen circumstances that arise
2. Punctuality: a basic expectation for classes, meetings with faculty. If you run late, you convey the idea that your time is more important than others' time. Good time management is essential for success in graduate school.
3. Reliability: completing your work on time for either classes or research lab.
4. Independence and initiative: once trained, contribute to your research lab and initiate the next contribution to a research project. Your thesis is in part a test of your ability for independent thought within the specialty of your laboratory.
5. Presence: graduate school should be seen as a job regardless of whether you are a TA. Create office hours and research hours outside of your class commitments.
6. Collegiality: a positive, cooperative environment is best for meeting the challenges of a graduate program. Consistently complaining about demands is more likely to exacerbate rather than alleviate stress. Promoting discord among students or between students and faculty is clearly unprofessional conduct.
7. Affiliation: be involved in the social atmosphere of the department by supporting Psi Chi events, department events (e.g., potlucks, speakers, thesis presentations).

DEPARTMENTAL CORE CURRICULUM & ELECTIVE COURSES

The UAH graduate psychology program offers a Master's degree program in Experimental Psychology. Our program is designed to facilitate scholarship by allowing students to work closely with the faculty in small graduate classes and to conduct research with faculty members. By the end of their first year, master's students are encouraged to choose an area from Developmental, Social, Personality, Cognitive, Biopsychology, or Applied Experimental Psychology, although interdisciplinary interests are also encouraged. Students work directly with a faculty advisor towards the completion of an experimental thesis. The wide variety of research areas provide for a comprehensive background in Experimental Psychology. Many of our students go on to Ph.D. programs throughout the country in a variety of experimental psychology disciplines, while others find jobs in industry or the community.

DEGREE REQUIREMENTS

Students must complete at least 30 hours of graduate work, including a minimum of 6 hours of thesis. Only 6 hours may be transfer courses, which must be approved by the graduate committee of the department. Students are encouraged to choose courses that support their research interests in consultation with their faculty advisors. When appropriate, students may take up to 6 hours of graduate credit from other departments. The department graduate committee must approve these courses. Students are required to research, design, and complete an independent research project, in addition to completing the required graduate coursework.

The primary requirements for obtaining an M.A. degree are

- a) Completion of 6 credit hours of thesis (PY 699)
- b) Submission of an approved thesis to the graduate committee and to the Graduate School
- c) Successful completion of a final oral comprehensive examination which covers both coursework and thesis research
- d) The thesis process is not complete until the final copy is sent to be archived. Failure to achieve this goal means that the student must enroll in 1 hour of thesis in the subsequent semester.

As this MA program is experimental in nature, an empirical thesis is expected of all students; however, students may petition the department to be considered for a nonthesis option that instead requires Comprehensive Exams. For this option, students must complete 33 hours of graduate coursework, including PY 650 Supervised Research, PY 675 Internship in Applied Psychology, and take both written and oral comprehensive examinations (PY 610, PY 611, and 2 additional courses). See page 15 for details.

CORE CURRICULUM:

Credits Required Courses

1 hr	PY 607 Professional Development in Research and Teaching (1 st Fall)
1 hr	PY 608 Graduate Practicum in Teaching and Career Exploration (1 st Spring)
3 hr	PY 610 Experimental Design (1 st Fall)
4 hr	PY 611 Graduate Statistics (1 st Fall)
3 hr	PY 641 Concentrated Readings* (1 st Spring recommended)
6 hr	PY 699 Master's thesis* (2 nd Fall, 2 nd Spring)

18 hr Core

Required courses are offered every year. Students need 4 additional content courses (12 hr for a total of 30 hr) that can be used to focus in a particular area of experimental psychology. Alternatively, students, in conjunction with their advisor, may create their own set of coursework.

**Faculty members receive no remuneration or credit for supervising students in these courses. No faculty member is required to work with a particular student. Thus, faculty and students should attempt to match their interests and research styles early in a student's program of study.*

ELECTIVE COURSE LIST (check with department regarding next scheduled offering):

PY 580 Cognition	PY 533 Psychopathology
PY 514 Learning	PY 515 Developmental
PY 506 Psychology of Women	PY/BYS 505 Psychopharmacology
PY 507 Cross-Cultural Psychology	PY/BYS 537 Stress and Illness
PY 502 Industrial/Organizational	PY 520 Brain and Behavior
PY 534 Psychology and Law	PY 503 Human Factors
PY508 Teamwork & Team Processes	PY 535 Psychometrics

Industrial/Organizational Specialization

Required:

PY 502 Industrial/Organizational Psychology
PY 530 Psychometrics

Electives: (Choose 6 hours of electives; alternatives may be chosen)

A maximum of 6 hours can be taken outside the Psychology department

PY 508 Teamwork and Team Processes EM 664 Teams in Action
PY 503 Human Factors MGT 629 Leadership

PY 615 Advanced Statistics

PY 520 Ethics in Counseling, Research, and the Profession

PY 675 Internship in Applied Psychology or PY 650 Supervised Research

MGT 560 Employee Staffing and Development

MGT 600 Organizational Theory, Behavior and Environment

ISE 790 Advanced Statistics (MA 508 pre-requisite: Applied Linear Algebra)

MGT 631 Strategic Human Resource Management in a Technological Environment

RECOMMENDED CHRONOLOGY OF PROGRESS

Students are expected to take responsibility for meeting deadlines!!

*Completion of PY 610, PY 611, and PY 641 is required prior to students' taking of thesis hours.

First Year:

1. Finalize graduate advisor and begin work on projects in the designated lab.
Make your presence known in the department by committing to office hours as well as research hours spent in labs in addition to being present for classes.
Weekly meetings with your advisor are strongly advised.
2. Complete the CITI training with expediency (see pg 7)
3. Complete PY 607, 608, 610*, and 611.*
4. Begin formulating a thesis project based on your advisor's research program or discuss supervised research project to use for PY 650 credit hours if comps.
5. Take PY 641* (Concentrated Readings): this course is used to develop your thesis idea or familiarize you with content for supervised research. The manuscript you create serves as the basis for your thesis prospectus document (APA 6th edition format) or research report for PY650. This will take several drafts.
6. File a Program of Study by end of second semester or no later than early fall Year 2.
This is where you should designate Thesis Plan or Comprehensives Plan.
7.
 - a. Choose thesis committee members: graduate advisor plus two others. Send a short synopsis of your thesis project when you invite the faculty to be on your committee.
 - b. For Comps, your graduate stat professor and experimental design professor serve on the committee for the core content. Your lab director serves as the third member and expert for your elective content areas. You need one more professor if your content area is within the area of one of the core professors.
8. Complete the IRB forms for your thesis study and submit.
9. Send your thesis prospectus document (APA format manuscript) to your committee at least 1 week prior to your prospectus meeting date (late spring, summer, early fall 2nd year).
10. Propose thesis project to graduate committee ideally by the end of summer. Early fall of your second year is possible, but could delay your degree.
NOTE: you cannot propose and defend thesis in the same semester.
11. If you are interested in the Intro, Stats, Lifespan GTA or IRB GAA, then submit financial aid form by April 1st. This gives faculty time to designate for next year and train the student.

Second Year Thesis Plan:

1. Propose thesis project to graduate committee ideally by early fall of second year, but this could delay your degree.
NOTE: you cannot propose and defend thesis in the same semester.
2. Complete 6 hours of PY 699 (thesis)*
3. Edit thesis prospectus to fit with thesis format guidelines from Graduate Studies**
4. Take additional courses in area of interest
5. Conduct thesis project and complete final thesis document in proper format.
6. Submit Application for Advanced Degree to School of Graduate Studies **at least 90 days prior** to the end of the term in which degree requirements are expected to be completed
7. Send written Notification of Oral Exam/Defense to the Graduate Dean **at least two weeks prior** to final examination
8. Pass final oral thesis defense (Mid-March; mid-June; late October)
9. Submit final thesis (including revisions) to graduate committee and School of Graduate Studies (April 1; June 30; Nov 6)
10. Once you have enrolled in PY 699, you must continue to be enrolled in PY 699 (thesis) every fall and spring semester until the thesis process is complete (i.e., approved by Graduate Studies and uploaded electronically)

*Completion of PY 610, PY 611, and PY 641 is required prior to students' taking of thesis hours.

**Please see the UAH Graduate Studies website for more details: <http://www.uah.edu/graduate>

Second Year Comprehensive Exam Plan:

1. Complete 6 hours of PY650; requires 33 hours total rather than 30 hr.
2. Take additional courses in area of interest including PY 675 Internship in Applied Psychology
3. Declare intent to complete Comprehensive examination by 10 days from start of semester by notifying the Psychology Department chair after confirming it with lab director.
4. Contact content professor to discuss deficiencies in areas.
5. Exam should be scheduled 1 month in advance with 2 days for written exam to be followed by oral exam from 1 week to 10 days later.
 - a. Exam Format:
Mandatory: PY610 Design PY 611 Statistics
Electives: 2 courses in content area (eg, I/O; Human Factors)
 - b. Exam Scheduling: must conform to professors' availability
2 days for written exams with 2 hr/content area minimum or as designated by professor
Can be PY 611 then Content Area 1 on one day or PY 610 & PY 611 on same day
1 wk – 10 days later meet committee for Oral exam; schedule minimum of 2 hr
 - c. Outcome: Pass (you're done); Conditional (more work then maybe you're done);
Fail (second attempt can be made in subsequent semester; may require course repeat)
6. Submit Application for Advanced Degree to School of Graduate Studies **at least 90 days prior** to the end of the term in which degree requirements are expected to be completed
7. Send written Notification of Oral Exam/Defense to the Graduate Dean **at least two weeks prior** to final examination.
8. Pass final oral defense (mid-April; mid-July; mid-November)

YEARLY EVALUATIONS OF GRADUATE STUDENTS

At the end of each Spring semester, the department faculty meet to discuss all graduate students in the program. We review the quality of several student characteristics and behaviors (which are not limited to the following list). The purpose of this review is to provide the student with an evaluation that will help the student be effective and successful in our Master's program. Specifically, the review will provide each student with:

- an update on student's progress and suggestions for improvement
- a clear statement of the faculty's perspective of the student's accomplishments
- an indication of the likelihood of the student's successful completion of the program

Following the departmental discussion, each student's primary advisor writes a letter to the student indicating the student's strengths and weaknesses, as a function of the following criteria. If the student has any questions about or objections to the review letter, the student should have a discussion with the primary advisor or the chairperson of the department.

1. Commitment to the program is evaluated through professionalism:
 - Consistent and on-time attendance in all classes as well as participation in discussions
 - Presence on campus, in labs and other venues, beyond the minimum required for classes
 - Collegiality that fosters a positive, cooperative atmosphere to focus on meeting the challenges of graduate school rather than enabling a negative environment that exacerbates stress where the focus is on complaining
 - Participation in departmental functions
 - Social events sponsored by department, Psi Chi, CAHS, or UAH
 - Helping to "cover" classes when faculty members are absent
2. Oral and critical thinking skills are evaluated through:
 - Formal oral presentations in courses
 - Informal questions and comments made during PY 607 & PY 608 meetings
 - Thesis proposal meeting presentation
3. Written skills are evaluated through:
 - Research proposals written for courses
 - Papers written for courses
 - Essay exam responses
 - Manuscript/thesis proposal written for the PY 641 (Concentrated Readings) course
4. Research and statistical skills are evaluated through:
 - Formal oral presentations in courses
 - Informal questions and comments made during PY 607 & PY 608 meetings
 - Thesis progress
 - Research proposals written for courses
 - Papers written for courses and essay exam responses
 - Manuscript written for the PY 641 (Concentrated Readings) course

THESIS GUIDELINES

The Thesis Project: First Steps

The process of developing a thesis study is more than a rite of passage required for the completion of the Master's degree. It is, in fact, a process that is 1) fueled by your scholarly curiosity and enthusiasm and 2) gently coaxed within realistic boundaries by your advisor/mentor. The following guidelines developed by the faculty of the Department of Psychology provide an initial framework for students and advisors. For the purpose of these guidelines, full-time graduate student status is assumed.

Let us begin with a very clear statement: **An empirical thesis is expected.** While an empirical study is not imperative, such a study is best suited to the spirit of the program and consequently best fits and evaluates your training. In addition, the thesis work should be theory-driven and should have the potential for publication.

The Concentrated Readings course (PY 641) should be utilized for reviewing the literature in the identified thesis area. You are expected to develop a literature review paper or thesis proposal that demonstrates breadth of knowledge of the literature concerning the thesis topic (approximate length = 30 pages). This paper should not be a history of the topic, but should present literature and arguments that provide the logic for the intended thesis study.

The Faculty Advisor

You should enter our program with a designated faculty advisor who has accepted you into the laboratory. The overwhelming guide in your fit within a research lab should be commonality of research interest. You should schedule a time to discuss your interests with the faculty advisor and the feasibility of your potential topic. Students should immerse themselves in the advisor's lab beginning with the first semester to become familiar with the research paradigm prior to developing their thesis. In the vast majority of cases, the thesis project is a derivative or "spin off" of the ongoing research in the advisor's lab.

Beginning with the first term of graduate school, students should seek potential topics for thesis investigation via ideas discussed in classes, reading of journals, discussions with faculty, debates with other students, or attending conferences. By the end of the first year of graduate study, you should be able to identify a thesis focus. The thesis topic must be within the interest and expertise of the faculty advisor and is therefore based upon the advisor's area of specialty.

Although the role of the advisor is multi-faceted throughout the thesis process, a central task of the advisor is to keep students focused and the investigation limited within reasonable time and resource boundaries. This focusing responsibility is more accurately described as a shared responsibility that is mutually beneficial to both the student and the faculty advisor. Regular student-faculty advisor interactions tend to be conducive to the progress of thesis students.

Financial Support of Research

The student should have access to appropriate equipment within the assigned lab to complete the thesis project. Collaborations across labs regarding equipment use can also be negotiated, but a comment regarding the financial cost of research seems appropriate. While the department would like to fully subsidize student research, the departmental budget does not enable us to cover these costs. We do, however, have a Student Research Fund (see appendix for application) that is designed to support students' research costs. There is a maximum award of \$100 per student per semester. Students are additionally encouraged to apply for student research grants when available and appropriate, and to utilize departmental laboratory space and equipment.

The Thesis Committee

It is important that you identify members of the thesis committee while the IRB proposal is being written. The committee will consist of three members who must be in full or associate standing within the Graduate College. A thesis Advisor who is a full-time member of the Psychology Faculty and Graduate College must chair each committee. One additional member must also be in full standing with the Psychology Faculty and Graduate College. The third member can belong to a different department or to a UAH research center and can have associate status within the Graduate College. *Ex officio* members (additional members serving only in advisory capacity) of the thesis committee may be designated when the information provided by such members is relevant to the successful completion of the thesis research. You should select committee members whose area of interest would complement some aspect of the proposed study.

Inviting Committee Members

Most requests to serve on the thesis committee can be made via email. Be aware that you might be asked to provide the Procedures sections of the IRB Form 1 Application of your study to serve as a general synopsis of your thesis project. You will still be expected to follow up with an APA format manuscript as your thesis prospectus at least one week prior to your committee meeting.

IRB Submission

We recommend that you submit the thesis project to the Institutional Review Committee (IRB) prior to your thesis prospectus meeting with the expectation that you will make revisions to your IRB Form 1 if necessary once the prospectus meeting is completed. Typically, the thesis projects require IRB Form 1 Application with Form 2 for Expedited Review and the relevant consent form. Note that sample Materials are expected as an appendix to the IRB Form 1 Application. Expect up to one month before feedback from IRB and also be prepared to respond to comments before final approval by IRB is given. Note that you should keep a copy of the materials you submit to IRB. Furthermore, a copy of the approval letter and consent form is the norm as an appendix to your final thesis document.

The Thesis Proposal/Prospectus

The thesis study must be developed in collaboration with your faculty advisor. The thesis study should be more in-depth and rigorous than an undergraduate senior level research study (for example, PY 498 at UAH). The thesis project is conducted by a single student. This does not, however, preclude the possibility of a few students working on individual pieces of a coordinated body or sequence of research.

Your thesis proposal should be in APA manuscript format. The Introduction should include a review of literature relevant to the study and hypotheses should be clearly stated. The Method section should include descriptions of participants or subjects, precise design, operational definitions of independent and dependent variables, and a detailed description of the experimental procedures. The Results section should describe the statistical analyses planned and can include figures/tables of expected results. The Discussion section should address the utility of the investigation and interpretations of data (e.g., which data would support the hypotheses; how null results would be interpreted; alternate hypotheses, etc.). Appendices may be used to include material your faculty advisor deems necessary (e.g., consent form, inventories, stimuli used, etc.).

The thesis proposal should be a polished and complete document. It will serve as the introduction and method sections of the final thesis, thus all of the relevant literature and methodological issues should be addressed in the proposal document. In addition, the statistics that will be used to test each hypothesis must be described. This will provide a template for all the analyses to be performed after the data are collected. Consequently, when the thesis prospectus is complete, a substantial portion of the thesis writing will have been finished.

Prospectus Presentation: The student then develops a presentation (typically about 20 minutes) based on the thesis prospectus content that summarizes the four sections (introduction, method, expected results, discussion). Images of instruments, graphics for design, procedure, expected results are recommended. Students are expected to have a handout of slides for each committee member.

COMMITTEE MEETINGS

Each student is responsible for contacting all committee members and scheduling committee meetings. You are responsible for providing each member of the committee with a copy of the materials (thesis prospectus or final thesis) at least one week in advance of the meetings.

Prospectus Meeting: This meeting should be held to review and approve the thesis prospectus, i.e., the research proposal. You should be prepared to make a brief presentation (about 20 minutes); however, the purpose of the meeting is not to “grill the student,” but to offer comments and provide guidance in the research. It is in the interests of both you and the committee to ensure that the quality of the research is optimal. At the same time, you must be aware of limitations in resources.

Additional meetings of the thesis committee may be called to discuss issues regarding data interpretation or if significant changes to the original proposal are made. The recommendations offered by the thesis committee should be followed in conducting the thesis research under the supervision of the faculty advisor. Deviations from the proposal must be discussed with the advisor prior to their implementation. Significant deviations require a resubmission of the proposal to the IRB.

Making Progress in Writing: Students should convert their thesis prospectus from APA manuscript format into the Graduate Studies format while collecting the thesis data. This will alleviate some of the pressure of completing further revisions and adapting for different formatting styles. The thesis consists of several chapters (Introduction, Literature Review, Methods, Results, Discussion) whose sections are more detailed than those in reports submitted for publication. Although APA format is not used throughout the text, APA format should be followed for citing references and statistics. Appendices that contain relevant material (e.g., IRB approval, consent form, scripts, materials) are typically included, but the thesis advisor should specify the content. For example, if the thesis used proprietary material, it should not be included in the final thesis appendix as that would violate copyrights. This is the reading copy to be sent to committee members at least 1 week prior to thesis defense. Guidelines for the structure of the thesis provided at <https://www.uah.edu/images/colleges/graduate-studies/thman07.pdf>).

Thesis Defense: The final meeting of the thesis committee will consist of the presentation of the thesis data by the student and the defense of the thesis. Provide handouts of slides to the committee members. The oral presentation of data (approximately 20-30 minutes) is open to anyone interested in the research. Audience members can ask questions at the end of the presentation. The general audience will then be excused, so that the student and thesis committee can continue the defense in closed session.

Final Thesis Submission

Members of the Committee, the Department Chair, and the Dean of the College must sign the document. The Dean of the Graduate School must then review final thesis submissions, and any necessary changes must be made in order to receive your Master's degree. The final submission of the thesis is digital.

PUBLICATION CONCERNS AND AUTHORSHIP ISSUES

The ultimate goal of the thesis research is publication. You should discuss publication issues with your thesis advisor prior to the thesis defense.

Authorship

The APA Publication Manual states that,

“Authorship is reserved for persons who make a primary contribution to and hold primary responsibility for the data, concepts, and interpretation of results for a published work (Huth, 1987). Authorship encompasses not only those who do the actual writing but also those who have made substantial scientific contributions to a study . . . To prevent misunderstanding and to preserve professional reputations and relationships, it is best to establish as early as possible in a research project who will be listed as an author, what the order of authorship will be, and who will receive an alternative form of recognition.” (p. 4)

Following APA guidelines, professors will be expected to discuss authorship for a research project with the students working on that project as early as possible. It will generally be accepted that students who contribute a significant amount of work to a project, including ideas, data collection, analyses, interpretation, and/or writing, will be included as authors. If a student is only involved in data collection, it is unlikely that he/she will be considered an author, but instead will be acknowledged as a technical assistant in the Author’s notes.

It is possible that after authorship has been discussed, someone will contribute more or less than was expected to a project. In such cases authorship may need to be changed, and will need to be discussed again by the faculty members and students working on that project. If a student has any questions regarding authorship, he/she should ask the faculty member with whom he/she is working.

Graduate students are expected to adapt their Master’s thesis into a manuscript to be submitted for publication within 18 months of the thesis defense. Assuming the idea for the Master’s thesis was at least partially the student’s, and that the experimental design, data collection, analyses, and writing were mostly the student’s, the graduate student should be the first author on the manuscript based on his or her thesis. If a graduate student chooses not to submit a manuscript for publication (or present at a professional meeting) within 18 months of the defense, the faculty advisor may choose to write the manuscript and be designated as the first author. Additionally, if a student presents the work at a professional meeting, but chooses not to submit a manuscript for publication, the advisor may choose to write the manuscript and be designated as the first author.

HELPFUL LINKS

Office of Information Technology <https://www.uah.edu/oit>

Information regarding setting up campus wifi access, gmail, passwords, helpdesk
<https://www.uah.edu/oit/getting-started/for-students>

UAH Single-Sign On (SSO)

<https://sso.uah.edu/cas/login?service=https%3A%2F%2Fmy.uah.edu%2Fportal%2Flogin>

One secure login for all UAH services; uses Charger ID and Password

UAH G Suite: gmail, calendar Canvas: learning management system

Banner: student record, course grades, transcripts, employee information

Qualtrics: online survey tool Charger Card OIT Services

UAH Salmon Library

Information about library resources can be accessed from the Library homepage:

<https://www.uah.edu/library>

PSYCINFO: the primary web based search engine for psychology

Interlibrary loan: can often obtain electronic copies in days

Training courses for searches, Internet, etc.

Graduate students are allowed to check out books for one semester

Study Rooms: for group study

Makerspace: provides access to various tools, 3D printer

Multimedia equipment

Institutional Review Board <https://www.uah.edu/irb>

All human research studies must be approved by the IRB prior to implementation.

Forms, guidelines, and contact information

CITI Training: Students must complete the Responsible Conduct in Research and Human

Subject Research courses; link contains instructions

http://resadmin.uah.edu/documents/UAH_Research_Training_Instructions.pdf

Graduate School Student Services Building 222 <https://www.uah.edu/graduate/contact>

Information regarding maintaining graduate status, deadlines, and forms

<https://www.uah.edu/graduate/resources/forms>

e.g., Program of Study – should be completed by end of first year

Notification of Thesis Defense – complete at least 2 weeks prior to oral defense date

Registrar's Office Student Services Building 120 <https://www.uah.edu/registrar>

Class Registration, Academic Calendars, Forms (e.g., graduation application)

<https://www.uah.edu/registrar/forms/general>

Bursar's Office Student Services Building 123 <https://www.uah.edu/bursar>

Manages student accounts, billing, collection of fees

Graduate Financial Aid Student Services Building Suite 124

<https://www.uah.edu/admissions/graduate/financial-aid>

Student Success Center: First Floor North Wing Salmon Library (phone x2478)
<http://www.uah.edu/ssc> Writing Center, Tutoring

Dean of Students Office: Charger Union 223 (phone x 6700) <https://www.uah.edu/dos>
Assistance, education, referral services

UAH Student Code of Conduct: Student Handbook
<https://www.uah.edu/dos/office-of-student-ethics-education/code-of-student-conduct>

UAH Campus Police: Intermodal Facility 123 <https://www.uah.edu/police/contact>
(phone x6596 non-emergency; x 6595 parking; x6911 emergency)

Disability Support Services Wilson Hall 128 (phone x1997) <https://www.uah.edu/dss>
Information to request services, forms, etc.

Counseling Center: Executive Plaza Bldg 200 (phone x6203)
<https://www.uah.edu/counseling-center>
Individual counseling, group counseling, crisis situations, screening, Wellness Space

Student Health Center: Wilson Hall 325 (phone x6775)
<https://www.uah.edu/health-and-wellness/student-health-center/contact>
Staffed by Nurse Practitioners; Basic health needs, immunizations

Career Services Student Services Building 205 (phone x6741):
<https://www.uah.edu/career-services/services>
Resume and interview prep, career coaching, job lists, Career Fair

Recreational Facilities <https://www.uah.edu/university-recreation/fitness-center>
UAH Fitness Center: Free for graduate students (registration required)

Student Life & Organizations: Charger Union 201 (phone x6375)
<https://www.uah.edu/student-life>

Student Government: Charger Union 213 (phone x2730) <https://www.uah.edu/sga>

FAQs

1. Q: How important is it for me to keep in regular contact with my faculty advisor?

A: In our experience, students who keep open lines of communication with their faculty advisors are much more successful in graduate school.

2. Q: When should I start working on my thesis?

A: As soon as possible after you have completed PY 610 and PY 611. Once you have narrowed your research interests to a specific area or problem you'd like to solve, you should take PY 641, start writing your manuscript, and design your study.

3. Q: When should I file my program of study (POS)?

A: POS is usually prior to completion of your second semester in graduate school.

4. Q: Why can't I propose and defend my thesis in the same semester?

A: Application of good scientific method should not be rushed. The prospectus meeting is designed to advise you to improve your study design and so must be met prior to starting thesis data collection. Pilot data collection can be ongoing. Because the thesis must then be defended by mid-semester, students will not have sufficient time to analyze and write a good thesis to provide the committee with sufficient time to review the document. It is possible to propose in the first week of the semester and defend in the last week of a semester, but at that point the Graduate School deadlines have passed and you will need to take 1 hr of PY699 until you submit your thesis to graduate studies. You must register for 3 hours of PY 699 in the semester in which you defend.

5. Q: Why isn't my professor letting me propose after one revision of my thesis proposal?

A: Students are expected to propose a quality design using the professional language and format of our discipline. It is likely that the thesis is lacking in one or the other regard. Thesis proposals are likely to require multiple drafts; hence, the sooner it is started to accommodate the time for revisions, the better the outcome.

6. Q: Can I work off-campus and still hold an assistantship?

A: No. According to the Graduate School, if you hold a 20-hour assistantship, you may not hold additional employment.

7. Q: I found out I have an assistantship, but have no idea how to be a GTA/GRA. Where do I go to find out?

A: All GTAs/GAAs/GRAs are required to attend the Graduate Studies Training Workshop. This workshop is usually held two or three days prior to the start of each Fall semester. At this Workshop, GTA/GRA duties are covered and relevant employment forms are completed. Plus, you will have a chance to meet other graduate students and people from the Graduate School. Additionally, you'll receive training from your faculty supervisor in the psychology department.

8. Q: How many professors should be on my thesis committee?

A: You need at least 3 committee members, 2 of whom must be Graduate PY faculty.

9. Q: What happens if I fail my final oral examination?

A: Students who fail their final oral examinations may take the final oral or written examination no more than twice.

10. Q: How long do I have to finish the program, after enrolling at UAH?

A: All requirements for the Master's degree must be completed within 6 years of originally enrolling in the graduate program.

11. Q: I'm having some problems with a particular faculty member or fellow student. What should I do?

A: First, you should try to work it out with that person. Use your knowledge of psychology and interpersonal dynamics to aid you. Should this prove ineffective, you should voice your concerns to the Chair of the department and ethics advisor. The purpose of graduate school is to enhance your research skills, learn how to become a psychology professional, and broaden your education. As a department, we strive to provide a positive and interpersonally rewarding educational environment. Interpersonal conflicts do occasionally arise, however, so if they do, avoid political turmoil if possible. Conflicts can usually be resolved in consultation between the Chair and the parties involved. As a student, you have the right to learn in an environment that is supportive, enlightening, and non-hostile.

12. Q: Where can I get more information about research and ethical standards?

A: A copy of the *Policy Regarding Ethical Standards in Research and Other Scholarly Activities at UAH* is available in the Psychology Department Office.

APPENDIX: FORMS

UAH Psychology Photo Release Form

Undergraduate Students:

The Psychology Department at UAH would like to take or use previously taken photographs of its students to appear in our department website. These include group pictures and individual pictures that highlight activities in the department or individual pictures used in your university photo identification. The group photos are likely to be labeled with the names of the students in them.

Graduate Students:

In addition to the goals listed for the undergraduate students, graduate students will have both group and individual pictures taken for the department website. Group pictures will be taken in the fall semester as a class photo. Group photos may include those pictures taken at conferences, social events, or in your laboratory.

The individual pictures will be sorted by lab and be labeled with your name only, but not your email, while you are in the Master's program at UAH. This conforms to expectations of many graduate program websites. If you prefer we use the photo associated with your UAH ID after you review the ones taken at the beginning of the semester by the department, indicate this to us. Your faculty, although reluctant as any to have pictures taken, have conformed to this model. The photograph on the department website should lend validity to your good standing in our program.

Please note that websites can be viewed throughout the world, not just in the United States where US law applies. If you elect not to have your photograph on our website, but the photograph is of a group shot, then your face will be masked to prevent recognition.

If you give us permission to use your photo and the ability to label your name, please indicate this, then date, and sign below. If you decline, then also date and sign.

[] Yes, I agree to the photo and to be labeled.

[] I agree to the photo, but decline to be labeled.

[] No, I decline both photo and label

Date: _____

Print name: _____

Signature: _____

**UAH PSYCHOLOGY GRADUATE RESEARCH FUND
REQUEST FOR FUNDING**

Requests are limited to fully admitted Psychology graduate students in good standing.

Requests for Materials are limited to one for each research project in a laboratory in a year. These funds can be used to purchase special materials (e.g., software) related to the project not to exceed \$100 or can be collectively submitted by students in a lab for common use items*.

*Requests for Participant Stipends can be pooled by submissions of eligible graduate students in a laboratory for the same project in a year. The funds will be used to purchase gift cards that serve as participant stipends.

We can reimburse the cost of poster printing. We cannot pay for copying, but can supply paper and toner.

Submit request to your faculty advisor for approval with copy to Dr. Torres (torresa@uah.edu).

Purpose: Thesis Project Research Project

Item: Special Materials Common Use Supplies (toner/paper) Participant Stipends

Name: _____ Signature: _____

Date _____ email: _____ Lab Affiliation: _____

Supervisor Name _____

Title of Research Project:

Budget (list item and cost):

Total Request: _____

*IF YOUR MATERIALS PROPOSAL FOR SPECIAL EQUIPMENT IS FUNDED, **RECEIPTS ARE REQUIRED FOR REIMBURSEMENT. REQUESTS FOR TONER/PAPER CAN BE APPLIED DIRECTLY BY THE DEPARTMENT.** Submit receipts if needed as soon as possible! If not submitted within 4 months of allocation date, the money will revert to the research fund. See Michelle about interdepartmental transfers for copying and other related issues within that time frame as well.*

I have read and understood the policy for reimbursement of special materials. _____ (initial)

Award: Yes No Amount: \$ _____

Approval Date: _____ Approving Faculty Initials _____ (electronic)