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Department of Psychology
Graduate Student Handbook

Introduction/Department History and Structure

This Handbook originated during the 1992-1993 academic year, when the Graduate Student Liaison Committee (GSLC) created it as their first major contribution to the Department. Since then, the Director of Graduate Studies, department staff, and the GSLC have annually revised this Handbook, which, although not a “legally binding” departmental document, has reflected updates of and changes to the Departmental procedures. For new graduate students, we hope that this Handbook will answer some of your most important questions (along with some of your less crucial conundrums as well) and will ease your transition as you become a welcomed member of this department. For continuing graduate students, we hope that the updated and changed information will make your next steps towards graduating smooth ones.

We are committed to producing an accurate and useful document for Psychology graduate students. We welcome your comments on this Handbook in reference to any errors of content or to any additional information not contained in this revision which you feel is important. Also, if you find this Handbook to be a positive addition to the information you receive related to your tenure in this department, please let us know that as well!

The Department of Psychology was established in 1919 and has been rated among the top ten graduate programs in the nation since 1957, when the first comparative quality survey was conducted.

The Department has seven graduate degree-granting specializations or areas. As you have been accepted into the program based on your qualifications and your interest in one particular area, you will be working primarily with the faculty and students in that area. However, it is also important to understand how the Department as a whole is structured as you plan your coursework, develop intellectual community with faculty and other graduate students, and prepare for a career in teaching and research.

Faculty

The Department is comprised of 47 faculty members who have their primary appointment in Psychology and over 100 affiliated faculty who hold their primary appointments elsewhere. A complete listing of the faculty and their interest areas can be found online at http://www.psych.umn.edu/people/faculty.
Committees

Departmental committees are comprised of appointed faculty, administrative staff, and, for certain committees, a graduate student representative. Current committee appointments can be found at http://psych.umn.edu/intranet/faculty/.

Areas of Specialization

The Department of Psychology at the University of Minnesota offers specializations in the areas listed below. Each area has a director and many of the areas also have an administrative assistant.

- Clinical Science and Psychopathology Research (CSPR)
- Cognitive and Brain Sciences (CAB)
- Counseling Psychology
- Industrial/Organizational Psychology (I/O)
- Personality, Individual Differences, and Behavior Genetics (PIB) and Biological Psychopathology (BP)
- Quantitative/Psychometric Methods
- Social Psychology

The names of the Area Directors, administrative assistants, their phone numbers and e-mail addresses can be found at http://psych.umn.edu/intranet/grad/areas.html.

Changing Area of Specialization

If a student wishes to change programs, the student must formally apply to the new program. The student should consult the director of the program to determine the appropriate procedures.

Director of Graduate Studies and Graduate Program Staff

Professor Gordon Legge - Director of Graduate Studies (DGS)
The DGS oversees programs and issues concerning graduate students and graduate level studies
Lindsey Jendraszak – Temporary Coordinator of Graduate Admissions, Recruiting and Services
Michael Walsh - Instructional Coordinator
Rachel Goeller - Student Services Support Assistant
Advising

You are assigned an advisor before the start of your first term. Your advisor is one of the most important, if not the most important, individual in your graduate school career. Be assured that if you have an advisor assigned to you and you discover, through the course of your work, another faculty member who would be a better fit, you may request a change of advisor. To change advisors, you must obtain the new advisor’s permission and inform your previous advisor of the change.) To make the change official, send a memo to the Director of Graduate Studies and the Coordinator of Graduate Admissions, Recruiting and Services (psyapply@umn.edu).

Psychology Department Intranet

The Psychology Department has an intranet at http://psych.umn.edu/intranet/. The intranet contains useful department forms, department regulations, the department rosters, and the department calendar.

Communication

Dissemination of departmental information is primarily done through emails and through postings on Psych Intranet. It is your responsibility to regularly check your university email and Psych Intranet.

Remember - Your U of M email is the official communication tool at the University of Minnesota. Be sure to monitor this email account for all official university correspondence.

Other helpful web sites

MyU: http://myu.umn.edu/ This is the primary university portal for administrative and financial matters. The site houses information on registration, bill payments, searching for courses, requesting transcripts, and much more!

College of Liberal Arts homepage: http://cla.umn.edu/

Graduate Student Services and Progress: http://www.grad.umn.edu/current-students/gssp

U of M Psychology Graduate Student Facebook page: https://www.facebook.com/groups/174321055914625/

U of M Council of Graduate Students: http://www.cogs.umn.edu
Handbook content is subject to change; please see Psychology Intranet for all updates and notices pertaining to the Department and the College of Liberal Arts. For the latest University-wide information please go to MyU.

Psychology Ph.D. Requirements

See page 37 of this handbook for a timeline of when the required steps are typically taken.

As a graduate student in Psychology, four different organizational units will require things of you:

1. The Graduate Student Services and Progress Office (GSSP) (The Graduate School)
2. College of Liberal Arts
3. The Department of Psychology
4. Your individual Program Area within the Psychology Department

The requirements include coursework, research, preliminary and final exams, and a Ph.D. dissertation and defense. The expectation is that the Ph.D. degree will be completed in five years (not including the one year pre-doctoral internship for Clinical and Counseling students). Student funding is guaranteed for five years, conditional on satisfactory academic progress and satisfactory Teaching Assistant or Research Assistant performance (if funding is through a TA or RAship).

There is a lot more to becoming an expert scholar/researcher/practitioner than is captured by the formal requirements, but a summary of the formal steps is given below. There are people to assist you and answer questions, but it is your responsibility to turn in the required documentation (paperwork) in a timely fashion.

Students are welcome to make an appointment and stop by S246, the office of the Coordinator of Graduate Admissions, Recruiting and Services, for assistance with progression and milestones. We strongly suggest you complete the degree requirements in a timely manner and while you have the five years of guaranteed funding. Continued financial support beyond five years cannot be guaranteed. Failure to meet completion deadlines and maintain satisfactory academic progress will result in termination from the Ph.D. program.

The Department of Psychology policy on the maximum time allowed for continuous enrollment is 7 years.

Coursework
Graduate level courses are 5000 or 8000 level courses. Courses are taken both to satisfy formal
requirements and, in the opinion of your faculty advisors, to best prepare you for high performance in your specialty. Consequently, you should consult each semester with the faculty in your area about appropriate courses. Generally, students carry 10-14 credits (but must carry at least six) a semester and have completed the major coursework in three years. All coursework that is funded by the Department or University must pertain directly to the Psychology Ph.D. degree, which includes the supporting program or formal minor (e.g. tuition support cannot be used for yoga, sports or other hobbies etc.). If a student is not over the 14-credit limit, research credits (Psy 5993) in their advisor’s section can be taken.

**Supporting program or Formal Minor**
What is the difference? The terms “supporting program” or “formal minor” refer to two different options for satisfying the Graduate School requirement that you show competence in an area that is different from your major area of concentration (e.g., different from Clinical, Social, Counseling, CAB, etc.). The supporting program (at least 12 credits) can be composed of courses from outside of your area or several different departments and is defined as an interrelated set of courses distinct from your major area. If you choose the formal minor option you must contact the minor program’s DGS to determine that program’s requirements for the minor. While a supporting program is expected and required to be part of your regular coursework, a formal minor needs to be declared on your Graduate Degree Plan with the DGS signature from your minor field.

**General Area Distribution Requirement**
The Psychology General Area Distribution Requirements are a set of courses chosen by the student from a faculty-designed list to assure that graduate students acquire a broad knowledge of psychology. The courses should also be listed on your Graduate Degree Plan and should be completed before the preliminary written exam.

Five (5) courses from at least four (4) general topic areas of psychology must be taken to fulfill the General Area Requirement. Courses must be graduate level courses of 3-4 credits with a grade received of A or B. The form as well as the most current list of qualifying courses can be found on the intranet: [http://psych.umn.edu/intranet/grad/forms/index.html](http://psych.umn.edu/intranet/grad/forms/index.html)

After the classes are completed, students must record that they met the General Area Distribution Requirement by submitting the General Distribution Requirement form to their Adviser and to the Director of Graduate Studies.

**Graduate Degree Plan**
A list of all a student’s Ph.D. coursework. Two-thirds of a student’s credits (excluding Psy 8888 credits) listed on the Graduate Degree Plan must have a letter grade. The General Area Distribution Requirements should be done within four calendar years of being admitted to the
Preliminary Exams
Preliminary exams are to be completed within the third or fourth years of the program, but by the end of the fourth year at the latest. The preliminary exams have two parts - a preliminary written exam and a preliminary oral exam. In Psychology, the preliminary written exam requirement varies by program area. It will be either a comprehensive written examination (sometimes called a “specials” exam or “comps”) created by the faculty in your area and intended to test Ph.D. level mastery, or an in-depth paper.

Once the preliminary written exam requirement is successfully completed, the student forms a committee and schedules and completes the preliminary oral exam. The student’s advisor serves as the committee chair for the preliminary oral exam. One or more committee members may attend the oral remotely (i.e., via electronic communication), or even the candidate may be remote, as long as all committee members and the candidate agree on the arrangements, and the DGS is notified and approves.

Once the preliminary exam is completed successfully, the student formally becomes a “Ph.D. candidate”. It is best if the student can complete the preliminary exams by the end of year three.

Students cannot hold their preliminary or final oral examinations between the end of May term and the beginning of Fall Semester unless all committee members agree to serve during this time period. Faculty on 9-month (B-term) appointments are not obligated to serve on oral examination committees during the summer. However, they may agree to serve if summer exams are necessary for students to schedule due to impending internships, postdocs, jobs, etc.

Committee Members
The preliminary and final committees are made up of four faculty members from the University of Minnesota. Three are “inside” and one is “outside”. Outside means a faculty member’s tenure home is outside of the Psychology Department. To serve on a graduate student committee, the faculty member must also hold “graduate faculty status.” This is a different designation than the Adjunct Faculty listings on the Department web site. For questions on the committee make-up, or which faculty have graduate faculty status, please find the most recent list of faculty and faculty designations, as recorded by the College of Liberal Arts, on their intranet here: https://faculty-roles.umn.edu/institution/UMNTC/programs/081260217/responsibilities

Dissertation/Thesis Credits
Twenty-four (24) thesis credits are required. Students should try to take these 24 credits in two separate semesters. If at all possible they should be completed by year four, or year five at the
absolute latest, which is the last year that tuition funding is guaranteed. As of Fall 2013 students can begin taking thesis credits when their written preliminary exam is completed. This is a change from past practice, which required completion of the Oral Preliminary Exam. Some areas require a prospectus meeting, and some areas combine the preliminary oral exam with a discussion of the thesis proposal. The final oral exam/defense can be scheduled the same semester you are completing thesis credits.

Final Oral Examination/Defense
This is the traditional oral defense of a student’s Ph.D. dissertation, in front of the final oral committee. The final oral includes a public presentation by the candidate, followed by a closed session with the committee. The student's adviser cannot serve as the chair of the final oral examination. The student must designate some other inside member to fill that role. The same rules for remote attendance apply as described above for the Preliminary Oral Exam. Only in the most compelling case would the candidate be permitted to attend remotely.

The dissertation is approved for defense with the Reviewers Report form. You must submit your final exam committee approval one month prior to your exam date. Committee members must attend the final oral exam in person and any changes to the dissertation must be complete within two weeks of the exam.

M.A. Degree - Psychology

Obtaining the M.A. degree is not a PhD program requirement. However, some areas and advisers request students to obtain their MA while in the program. There are three different program “plans” for obtaining the M.A. - Plan A, Plan B, and Plan C. http://www.grad.umn.edu/current-students-graduate-student-services-progress/masters

You should discuss with your advisor whether to seek the M.A. degree, and if so, which plan to follow and how it might impact your PhD progression.

Classes and Registration

Registration

Registration is monitored by Department Graduate staff and the DGS. Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their Director of Graduate Studies, advisor, and relevant offices to determine whether requesting a leave of absence is the most appropriate course of action. Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and other student issues.
1. Registration information, tuition and fees, courses offered, exam schedules, and forms are available exclusively on the Web at http://myu.umn.edu. You are responsible for the information in the Class Schedule, so be sure to review it before registering.

2. All students, especially new students, should consult with their advisor before registering. Current graduate students are also a useful source of registration information for new students, but are not a substitute for talking with your advisor.

3. You can register for classes on-line via the Office of the Registrar’s home page on the Web at http://myu.umn.edu Registration queues, instructions, requirements, policies, and more are available at the Office of the Registrar Web site listed above.

4. The number of credits you register for determines whether you are a full or part-time student. Your student status affects eligibility for assistantships, your access to University-sponsored hospitalization insurance, your ability to defer student loans, etc. In determining credit options, consider degree requirements and the student status required for you to meet your financial obligations.
   
   ● Students must register for 6 or more credits to be considered a full-time student; you must be a full-time student in order to defer your student loans.
   
   ● Students must be registered for a minimum of 6 credits each semester to hold an assistantship.
   
   ● For 2015-16, tuition waivers will not exceed $7,922.00 per semester.
   
   ● You are required to earn a minimum of 24 thesis credits for the Ph.D. You may only being to register for thesis credits during the semester you plan on completing your preliminary written exam.
   
   ● After completing the 24 thesis credits, there are various options for maintaining full-time student status. If you have any questions see the Coordinator of Graduate Admissions, Recruiting and Services.

5. Some courses require a course permission number to enable you to register for them. This number allows you to override registration restrictions for the courses. Course permission numbers can be obtained from the instructor for the course or the area administrative assistant.

6. Tuition waivers for students with assistantships and fellowships should appear on the FIRST BILLING you receive which comes out a month or so after you register. Most tuition
benefits will not appear on the fee statement you receive at the time of registration. If the waiver does not appear on the first billing, contact the Graduate Assistant Employment Office at 624-7070.

7. You will be unable to register if you have any holds on your record. Notice of any holds, including the name of the department or office where it may be cleared, is available from One Stop Student Services (612-624-1111) or from http://onestop.umn.edu/onestop/registration.html. This system will also tell you how to get your hold(s) removed.

8. If you want to audit a course, you must still register and pay for it (grade option V). Tuition waivers will not cover audited courses unless you also register for something on an A-F or S-N basis. At the professor’s discretion, you can arrange to sit in on the class without registering for an audit.

9. Controlled courses (Grad 999 and Psy 8444) are monitored closely and cannot be registered for without DGS approval. You can find the registration request form on the student intranet: http://psych.umn.edu/intranet/grad/forms/index.html

Summer Registration

If students take a credit(s) in the summer, they are NOT automatically eligible for tuition or in-state tuition. Students get a quota of four (4) of Out-of-state tuition waivers that can be used for the summer. This means the student will be charged in-state tuition. There is close to a $700.00 difference for one credit between out-of-state and in-state tuition. Using this waiver differs for students who have an assistantship or a fellowship.

- Assistantship holders need to email the Graduate Assistant Employment Service office and request an out-of-state tuition waiver gaesinfor@umn.edu
- Fellowship holders need to email Alison Skoberg in the Graduate School Fellowship office with a copy of their award letter gsfellow@umn.edu

Graduate Student Records

1. Students must notify the department of any change in their mailing address or phone number as updated information is needed for the departmental mailing list and the Graduate Student Roster. Changes should be made via onestop.umn.edu.

Student Health Benefit Plans

University policy requires that all students registering for 6 or more credits to have health plan coverage. Students may satisfy the University policy in one of three ways:
1). Graduate Assistant Health Plan
Students with assistantships, fellowships, or traineeships are eligible for the Graduate Assistant Health Plan. Questions regarding this University-subsidized medical coverage should be directed to the Graduate Assistant Insurance Office (N323 Boynton Health Service, 624-0627). Students enrolled in the Graduate Assistant Plan are billed 5% of the cost of coverage. In 2015-16, the student cost is $18.29 per month ($109.74 per semester). The total cost is billed once at the beginning of the semester to your University student account.

2). Private policy
Students carrying their own insurance policy will not be required to purchase the University-sponsored Student Health Benefit Plan. To ensure that you will not be billed for the University-sponsored plan, provide the following when you register for classes online:

- the name of the company providing your health plan
- the company phone number
- your health plan member ID.

You must enter this information each semester when you register.

3). University-sponsored Student Health Benefit Plan
Full-time students who are not covered through a private policy or the Graduate Assistant Health Plan must enroll in the University-sponsored Student Health Benefit Plan. Questions regarding this program should be directed to the Student Insurance Office (Boynton Health Service, 624-0627).

*You will automatically be billed for the University-sponsored hospitalization insurance if you do not provide the name of your insurer and policy number at the time of registration, or if your assistantship/fellowship fails to appear on your fee statement. If you think that you have been billed incorrectly, contact a One Stop counselor at 624-1111.*

To learn more about Student Health Benefits please go to the below site.
http://www.shb.umn.edu/twincities/index.htm
healthpartners.com/uofmga

Research

All graduate students are expected to acquire experience in teaching, research, and practice appropriate to their career goals. These experiences may be acquired in positions such as Teaching Assistant, Instructor, Research Assistant, or practicum or internship positions.
All graduate students are also expected to obtain research experience in their area of specialization under the supervision of a faculty member. This research experience may be acquired by the student as a paid or unpaid research assistant on either sponsored or non-sponsored research, or some combination of these.

It is expected that each graduate student will be actively engaged in research throughout her/his graduate training.

Questions to Ask a Faculty Sponsor

Before you agree to serve as a research assistant for a faculty member, you should sit down with that faculty member to discuss the expectations associated with your employment. Don’t wait for the faculty member to approach these issues. Many students are afraid to discuss these topics with potential employers. You don’t need to approach potential employers with the air of “I’m interviewing you to see if I want to work with you.” Approach them from the standpoint of a student and potential colleague who is eager to participate and wants a clearer understanding of expectations, in order to avoid misunderstandings.

The following are suggested questions to ask and issues to discuss with a faculty sponsor prior to committing to a research position. Many of these questions should also be asked of other graduate students working with that faculty member. Other students may be able to give you an accurate picture of what working with that professor will be like.

Funding

1. How long is my funding on this project guaranteed? Is the position for one semester or the entire year? What are the chances of being funded on this project in later years?

2. Will I be expected to continue to work on this project if funding is no longer available?

3. What are the possibilities for receiving funding on this project over the summer? Will I be expected to work over the summer, even if I’m not receiving funding during that period?

Time Commitments and Authorship

1. How many hours am I expected to work? To what extent will I be asked to work unpaid overtime? (This may be a question you should also ask of other research assistants working with this faculty member.)
2. Will I receive non-monetary compensation (such as authorship) for the work I will be doing?

3. If one of the goals of this research project is to present a paper/poster or publish a manuscript, will I receive authorship? What will be the order of authorship? Can the order of authorship change?

**Responsibilities**

1. What is the history of this project? That is, what has happened on this project to date (e.g., goals met, etc.)?

2. What are the goals of this research project in terms of publications, presentations, data collection, etc.?

3. What am I being hired to do? Am I going to be asked to develop measures, plan experiments, copy materials, run subjects, analyze data, write the paper?

4. What tasks count toward my weekly time commitment? Does time spent reading background articles, drafting all or part of a manuscript, attending lab meetings, etc. count?

**Working Relationship**

1. Will we have weekly meetings or only meet when I have completed specific tasks? How do you want me to keep you updated on my progress (weekly one-on-one meetings, weekly project meetings, written reports, just chat with you once a month -- whenever I need your advice)?

2. Are there set hours for working (i.e., 10 am to 12 noon every day), or am I free to choose my own times?

3. Will I be expected to record the hours I spend working on this project? (Even if not required, doing this is to your advantage.)
Variation in Research Assistant Roles

The research projects directed by faculty members come in many different forms. The type, structure, and funding of faculty research can produce wide variation in the roles played by graduate research assistants. Here are some brief descriptions of some of the variants that you might encounter.

The Big Group. A relatively large number of graduate students work on the same project. Usually they are all funded by the same grant. Responsibilities are divided such that no one student works on all aspects of the project. The initial idea for the project was developed by the faculty member and students work to turn the idea into a reality.

The Collective. A relatively large number of graduate students work individually (or in pairs) on specific projects that they develop to examine different aspects of one basic phenomenon. Thus, RAs empirically examine related topics, but are still working on individual projects. These collectives vary as to how closely related the different research projects truly are, that is, they vary in terms of how broadly defined the basic phenomenon of interest is. These students are usually funded by the same grant.

The Small Group. Sometimes faculty members have smaller projects going on that involve only one or two RAs. Other small projects are actually ideas students have had that they work on under the guidance of a faculty sponsor. Faculty members vary in terms of how much time they have for helping students work on their own ideas, and the nature of these working relationships will vary depending on the particular faculty member.

Faculty members differ in other ways as well. Some oversee every activity their RAs complete, whereas others are much less detail minded. Some prescribe exactly what to do, leaving students with little latitude, whereas others allow students much more freedom to make decisions and set directions.

None of these variations can be deemed the “best.” Much will depend on the nature of the project, the student’s skill level, and the faculty member’s preferred “style”.

Some Friendly Advice About Doing Research

One common mistake made by graduate students is not keeping in close enough contact with their faculty advisors. Each faculty member at the University of Minnesota tends to be involved in many different research projects. Some faculty members rely on the students to make sure a particular project gets done. Given how much work graduate students do, it can feel like a blessing to go for three weeks without the faculty member
requesting to meet with you about a particular project. However, in the long run, you are better off scheduling the meeting yourself. It can be too easy to let that project slide to the back burner. The problem comes several months later when the faculty member is annoyed that something still isn’t finished.

It can also be difficult to keep in contact with a faculty member if he or she tends to work at home rather than in Elliott. Such professors generally tell their students to call them at home. However, for most students, calling a faculty member at home feels very scary at first. Don’t let your fear stop you from calling. If a faculty member has asked you to keep in touch by phone, do so. You’ll prevent a lot of future problems by making a few uncomfortable calls now.

Another common mistake is getting involved in too many projects. Research projects can be very easy to start. Someone has a good idea, everyone gets excited, and before you know it you have another commitment to add to your already crowded schedule. Getting involved in too many projects can easily lead you to feeling stressed out and frazzled. It can also make it harder to finish existing projects. Keep in mind that when you go on the job market, what matters is what you have finished (i.e., how many papers have been written or are at least under review), not how many projects you have started.

Undergraduate Research Assistants

Research projects involving graduate students frequently involve undergraduates as well. Undergraduate RAs help with literature searching, call and run research participants, serve as confederates in studies, enter data, and much more. Whenever you enter into an agreement to work with an undergraduate RA, it is helpful to clearly communicate your expectations regarding the amount, type, and quality of work the RA should perform. Exploring the undergraduate’s hopes and expectations for the project is helpful as well. Taking these steps at the beginning of your working relationship will make it more likely that the relationship is a productive and positive one for both of you. In some cases, the undergraduate assistant may later ask you for a letter of reference.

You can recruit undergraduate research assistants in a variety of ways:

- posting notices near the REP bulletin board or on the Undergraduate Advising bulletin boards on the first floor of Elliott;
- recruiting in 3000 or 5000 level psychology courses;
- posting a message to the psychology undergraduate listserv (contact Undergraduate Psychology Advising in N108 Elliott or at psyadvis@umn.edu)
- contacting Psi Chi (N108 Elliott, 625-2329, psichi@umn.edu)
If you would like to have an undergraduate RA assist you on a project (and your faculty sponsor approves), there are three forms of compensation that can be offered:

1). **Paid Research Assistants** - Some undergraduate RAs are paid by the faculty member’s grant. Students can be hired for work-study or through student employment. Work-study costs your faculty advisor less money, because the government subsidizes these positions. To hire a work-study student, the student needs to be eligible for work-study.

To hire an undergraduate RA, you should consult with Kamran Motevaze (626-8146), motev001@umn.edu, S252 Elliott) from Accounting. Information you should have prepared for your discussion includes: student employee’s name (and ID number or social security number, if possible), the rate at which the student will be paid, the position title you will be using (e.g., Research Assistant I, II or III), the budget number from which the student will be paid, and the start and end dates of employment. Kamran will check the students’ eligibility for work-study and inform the student if work-study funds are available and will be utilized. Kamran will then implement the hiring process through the Human Resources department.

2). **Research Assistants Receiving Academic Credit** - Some undergraduate RAs receive academic credit for their work. These students may sign up for Psy 4994V, 4902V or 5993. Psy 5993, Research Laboratory in Psychology, involves the student participating in empirical research and writing a paper or completing an equivalent academic project. Psy 4994V is the Honors Research Practicum course led by Prof. Randy Fletcher for junior Honors majors. Students attend a twice-weekly seminar in addition to their work in the research lab. Psy 4902V, Honors Project, is available to senior honors majors in psychology. These students are expected to either write a critical literature review or complete an empirical study and must work under the direction of a faculty mentor.

These courses may be used to grant credit to students who are assisting with faculty-sponsored projects (which is more common) or for students who have their own ideas for papers or empirical projects.

**Note**: There is a limit to how many Psy 5993 credits an undergraduate can complete and the number of times the course may be counted toward fulfilling major requirements. Refer students with questions to www.psych.umn.edu/ugrad or N108 Elliott (612-625-8520, psyadvis@umn.edu). All undergraduate students receiving academic credit for Psy 4902V or Psy 5993 must complete a contract with the faculty member. Instructions for undergraduates are available on-line at http://www.psych.umn.edu/ugrad/researchregister.html.

PSY 4902V: Honors Thesis Forms can be obtained from any staff member in Psychology Advising, N108 Elliott. Students receiving credit for Psy 4994V register for the seminar and do not need a separate contract form.
NOTE: No forms or contracts are required for graduate RAs who are working for credit.

Determining Credits
Course credit for Psy 5993 may only be given if the student writes a scholarly paper (minimum of five pages) or completes an alternate academic project. Routine research assistant duties (copying, getting materials from the library, running subjects, data entry, etc.) by themselves do not warrant the granting of course credit. When granting course credit, you need to ensure that you provide a rich learning experience for the undergraduate. Limiting tasks to data entry, for example, would not be appropriate.

Number of Credits
Students may receive course credit at a rate of three hours/week per credit (e.g., 3 credits = 9 hours of work each week) for a 15-week academic term. This includes time the student spends in meetings with you as well as time spent doing other research related tasks. It also includes time spent researching and writing the requisite paper. Psy 5993 is offered at a fixed 3-credit load.

Summer Research Credit
Because there are fewer weeks in the term, Summer registration requires additional hours each week. The course number for Summer is Psy 4993, which may be taken for 1-6 credits.

If you have contracted with an undergraduate to provide course credit for research assistance, your faculty sponsor must submit a grade for that student either online or to Rachel Goeller (deco005@umn.edu) for Psy 4902V, Psy 4993 at the end of the academic term of enrollment.

3). Volunteer Research Assistants
Some undergraduates work only for the experience and the opportunity to get a good letter of recommendation. Sometimes these students approach faculty members, other times you need to actively look for them. You can post flyers indicating that you are looking for assistance on the “Non-REP” portion of the bulletin board across the hall from Elliott N119 or outside the North End Undergraduate Advising suite. With the appropriate instructor’s permission, you can also address courses asking for student volunteers. There are various opinions about volunteers versus students working for credits. Some mentors feel volunteering is a good way to determine whether the research relationship will work. Others prefer to have some way to penalize the undergraduate if he or she doesn’t do the work (i.e., give a poor grade).

Before Gathering Data: Ethical Approval
Before running a single subject, you must obtain ethical approval for your project. This is true no matter how innocuous your study may seem or whom you are using as your subjects. The only time you don’t have to get ethics approval is if the faculty member with whom you are working has already done so.

If you are using human participants, your research must be reviewed and approved before initiation by the Institutional Review Board: Human Subjects Committee (IRB). Visit
the IRB website at http://www.research.umn.edu/irb/ to learn about policies,
procedures, funding opportunities, events, and other research-related news of interest to
the University research community. Training is required to obtain IRB Approval (and IRB
approval is required for REP approval). The information you need to fulfill this requirement
is found via links at http://www.research.umn.edu/irb/training.html.

Human Subjects' Protection Training and Requirements

U of M Training Requirements
The University of Minnesota requires a basic level of Human Subjects' Protection Training
for all investigators and research personnel regardless of the source of funding. Human
Subject
Protection training for all personnel involved with a study must be completed and its
completion registered with Fostering Integrity in Research, Scholarship, and Teaching
(FIRST) before you can receive IRB approval.

U of M Training Options
FIRST offers a variety of options to complete the basic requirement for Human Subject
Protection training and instructions for registering the completion of this training
(see http://cflegacy.research.umn.edu/first/humansubjects.htm).

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 may
affect psychology students conducting research on human subjects. The most significant
part of HIPAA is its stringent privacy provisions. To ensure compliance with the HIPAA
regulations, the University has established a Privacy and Security Compliance Program to
create standardized policies, procedures, and forms for implementation across the
University. The University’s privacy policy is at
http://policy.umn.edu/Policies/Operations/Health/HIPAACOMPONENT.html
If you are using animals in your research, you also need to obtain ethical approval;
However, this is usually completed by your advisor or faculty sponsor.

Using the Pool of Research Participants

The Research Experience Program (REP) has two objectives: 1) to provide students
in Psychology classes with hands-on experience in the topics, goals, methods and ethical
procedures of contemporary research in psychology; and 2) to sustain the extensive and
nationally recognized programs of research being conducted in the University of
Minnesota Psychology Department. In REP, students earn extra credit points for
participating in research projects. All students in Introductory Psychology are eligible to
participate in REP, and, in addition, instructors of other undergraduate Psychology
courses may make arrangements to offer students REP participation.
Access
Access to the REP pool is restricted to voting members of the Department of Psychology, their graduate advisees and honor students, emeritus faculty, and to Department of Psychology adjunct faculty. Faculty and researchers who offer only cash for participation in research studies can use the REP system to advertise for participants.

Priority in awarding points is given to current voting members of the Psychology faculty and their students, with highest priority given to dissertation research.

When to do research?
The number of points awarded to each faculty sponsor varies by semester. Allocations depend on the number and size of requests and the size of the REP pool. In semesters when demand is high, emeritus and adjunct faculty may be given smaller allocations. The REP pool is largest in Fall Semester, somewhat smaller in Spring, and almost non-existent in summer, 1/10th the size of the Fall REP pool.

Applications become available about a week before each semester and are due on the first Friday of the semester in which researchers wish to collect data. Each project must have a faculty sponsor, and IRB approval must be obtained before students are recruited. However, applications should be submitted at the start of the semester even if IRB approval is pending.

Who administers REP?
The REP system is administered by the Coordinator of Psy 1001 (Kate Briggs, khbriggs@umn.edu); she allocates points, deals with issues that arise and establishing policy, she advocate for participants, and so on. Faculty sponsors are responsible for the quality of the research, ensuring that participants are fairly and promptly compensated and monitoring research done in their name.

What is the REP system?
The REP uses an on-line system to submit applications, recruit participants and award points as well as the source of information about REP policies, deadlines, and participating classes. Researcher and Instructor access to REP is found at http://psych.umn.edu/intranet/rep/ Students access REP studies at https://filemaker.cla.umn.edu/PsyREP/

To access the on-line system and submit applications, the researcher’s name and email address must be entered into the REP database. If a researcher is using the REP system for the first time, he or she will need to contact the REP administrator to be added to the database.

The Psy 1001 coordinator emails researchers with deadlines and other (hopefully) useful information periodically throughout the semester but following deadlines is a researcher responsibility. She may also contact individuals if student issues arise such as missing REP points or problems with researchers or students.
Additional information about REP policies, specific semester deadlines and participating classes and contact information for the REP administrator can be found at http://psych.umn.edu/intranet/rep/.

Resources

**Faculty Labs:** Many faculty members have statistical packages and other needed software installed on computers in their labs for their graduate students to use. You should talk to your advisor about the resources that may be available to you because of your work with them. Also, many areas assign graduate students to offices that may be equipped with computers. Again, check with your advisor.

**Statistical Software support:** The University provides a number of web sites and phone-in support lines for providing statistical support. Please see http://it.umn.edu/computer-device-support for more information. Also note that the Department of Psychology has available a year-long course in Statistics. Please contact your advisor regarding the course.

**Elliott S160:** Department graduate students can use Elliott S160 for running studies that require subjects to use computers. Numerous studies developed and conducted by department graduate students have been run successfully in Elliott S160 since Spring 2000. For more information on what resources are available in Elliott S160 and the policies for accessing the lab, please contact psyit@umn.edu

**Elliot S121:** The computer lab in S121 can also be reserved for research studies

**CLA-OIT** offers a number of resources to support research  http://claoit.umn.edu

Resources for Conducting Library Research

Wilson Library houses reference librarians who specialize in Psychology. Call them at 626-2227 if you have more specialized research questions.
<table>
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<tr>
<th>Library</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Phone 3</th>
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<tbody>
<tr>
<td>Bio-Med Library</td>
<td>626-4045</td>
<td>626-3260</td>
<td>626-4045</td>
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<tr>
<td>Law Library</td>
<td>625-4300</td>
<td>625-4309</td>
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<tr>
<td>Magrath Library</td>
<td>624-2233</td>
<td>624-1212</td>
<td>624-2233</td>
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<td>Walter Library</td>
<td>624-3366</td>
<td>624-0224</td>
<td>624-3366</td>
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<tr>
<td>Wilson Library</td>
<td>624-3321</td>
<td>626-2227</td>
<td>624-3321</td>
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<tr>
<td>Library Hours Recording</td>
<td>624-4552</td>
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</table>

**Electronic Library Resources**

**Libraries to U (formerly Lumina)** provides on- and off-campus delivery of U of M books and photocopies for U of M faculty, students, and staff. You can access Libraries to U at [https://www.lib.umn.edu/](https://www.lib.umn.edu/)

**MNCAT** is the University-wide computerized “card catalog”. Instructions for its use can be found in any library.

If you are unable to find a needed journal or book at the University of Minnesota, the U can search for the materials you need at other libraries across the country. Any reference librarian at any U of MN library can help you to request materials.

**PsycINFO** is the on-line version of *Psychological Abstracts* (PA). You can access PsycINFO through the Health Sciences Libraries. PsycINFO provides bibliographic citations and abstracts to articles from more than 1300 international journals in psychology and related fields. In addition, PsycINFO covers books, book chapters, and dissertations.


**NCBI- US Library of Medicine, National Institutes of Health**

**Presenting and Publishing**

There are two main forums for sharing research findings with the rest of the academic community (other than invited papers and addresses): Presenting at conferences and publishing in journals.
To have something published in a journal, consult the Information for Authors on the journal’s website. These instructions will tell you the desired format (not all psychology journals use strict APA style), the page limits, and other requirements. It is not permissible to submit the same manuscript to more than one journal at the same time.

To present a paper or a poster at a conference, you (or sometimes your faculty sponsor) usually need to be a member of the society giving the conference. Each society puts out a call for submissions prior to their conference. The submission usually requires an abstract of the research. The due dates for applying to present are usually sometime during Fall Semester.

**Joining Societies** - Graduate students can become student affiliates of a wide variety of different societies including the American Psychological Association (APA) and the Association for Psychological Science (APS). Membership in societies usually includes a subscription to that society’s main journal (e.g., *American Psychologist, Psychological Science*), newsletters (e.g., *APA Monitor, APS Observer*), and reduced rates for subscriptions to other journals and reduced prices on some books. The newsletters for APA and APS contain job postings and are therefore invaluable when you go on the job market. Most societies have reduced dues for students.

You may also consider joining one or more of the Divisions of the APA (see Appendix VI of this Handbook for the complete list of APA Divisions) and any specialized societies relevant to your interests (e.g., International Society for the Study of Personal Relationships, Association of Behavior Analysis). Your advisor can help you find out about these specialized societies. Another way to find out about societies is by looking at journals. Most journals are affiliated with a particular society (or APA Division); information about joining these societies is published in the journals.

For information about joining the American Psychological Association visit the APA website at [http://www.apa.org/membership/](http://www.apa.org/membership/)

For information about joining the Association for Psychological Science visit the APS website at [http://www.psychologicalscience.org/index.php/members/join-renew](http://www.psychologicalscience.org/index.php/members/join-renew)

**Travel Awards** - Travel awards are distributed and funded through the Chair’s office by a gift from Harrison and Kathryn Gough and the College of Liberal Arts. Funds are awarded to students for first author travel expenses related to presenting at psychology conferences or meetings. There is a limit of one award per graduate student per fiscal year (July 1 – June 30) and will be based on availability of funds. There is no application deadline; for questions contact Rachel Goeller (deco0055@umn.edu or 612-626-3483). The application form is available on the Web at [http://psych.umn.edu/intranet/grad/fa/](http://psych.umn.edu/intranet/grad/fa/)
Many of the professional organizations (e.g., APA, APS, Divisions of APA) also offer travel grants to members of their organizations. You will be notified via the grad list-serv of any travel awards that require nomination by the Department of Psychology.

**Teaching**

**Graduate Teaching Assistantships**

Graduate students may hold GTA appointments as teaching assistants, section leaders or instructors in Psychology courses. The positions vary in terms of their responsibilities, percentage, and pay rate.

**Teaching Assistants** assist either a professor or instructor with their day or evening course. The level of responsibilities can vary from course to course, depending on the requirements of the professor or instructor. Duties often include holding office hours, duplication of class materials, grading, class web updates, and perhaps preparing exam items. TAs will be expected to assist with the proctoring of up to two extra exams (in addition to those in their assigned course). TA appointments range from 12.5% to 50%.

**Section Leaders** are in charge of their own weekly discussion or laboratory section(s) in one of the large undergraduate classes. This usually involves some lecturing, assignment grading, and group facilitation. There is an overall course plan or structure within which you will operate. Section leader positions are 25%, 37.5% or 50%. Some advanced graduate students in the Clinical, Counseling, and Quantitative/Psychometrics areas are hired as section leaders for graduate level courses.

**Instructors** have full responsibility for their class, including book selection, lectures, preparation of course materials (syllabus, exams, handouts), grading, and course administration. Instructors assigned a teaching assistant for their class are also responsible for TA supervision. Course content and format are expected to be comparable to that presented by faculty during the regular academic year, and review of content and format by the supervising faculty member is desired. Instructors usually have considerable expertise relating to the course material and some teaching experience. Instructor appointments are 50%.

The deadlines for summer and academic year teaching applications will be announced. There are fewer positions available in summer, so other forms of funding will be necessary for many graduate students. The contact regarding teaching and teaching assistantships is the Coordinator of Instructional Services, Michael Walsh (S257 Elliott, 612-626-1732, wals0207@umn.edu).
Private Practice and External Teaching by Graduate Students

1. Students’ public activities should be consistent with the codes of ethics that define the sub-discipline (for instance, the Code of Ethics of the American Psychological Association) and with the student's level of professional training. When a graduate student is engaged in an approved activity, the student may identify himself/herself (in announcements, programs, brochures, etc.) only as "Graduate Student in Psychology, University of Minnesota, Minneapolis".

2. No graduate student in the Department of Psychology shall engage in unsupervised assessment, counseling, or psychotherapy. Working in a bona fide agency where supervision is provided and the practical experience is integrated with the University's training program is not a violation of this regulation, although students must register for appropriate practicum credit. Exceptions to this regulation can be made only by the DGS in consultation with the relevant Area Director, and only if the student has qualifications or experience that meet existing professional standards in a specified domain of practice. Students must consult with their Area Director to confirm what is and what is not allowed.

Funding and Financial Issues

Funding Sources

Graduate Assistantships and Fellowships provide a stipend plus tuition and subsidized health insurance benefits.

Teaching Assistantships. Graduate students may hold appointments as teaching assistants, section leaders or instructors in Psychology courses. The positions vary in terms of their responsibilities, percentage, and pay rate. See the Graduate Assistant Employment website http://www1.umn.edu/ohr/gae/index.html for information regarding the requirements and benefits associated with these positions.

Research Assistants assist faculty members with their research. The first place to check for an RA appointment is with your advisor. RA appointments can be for 25% or 50% time and you can be hired for one term or for the entire year.

Dissertation Fellowships are University-wide grants for which graduate students working (or starting to work) on their dissertations can apply. You must apply within the Psychology Department first. The deadline for these fellowships is in February; students are notified via the graduate student e-mail listserv.
Other Grants and Fellowships are periodically announced via the graduate student e-mail listserv. Information about additional grants, fellowships, and scholarships is available on the Department intranet at http://psych.umn.edu/intranet/grad/fa/ If you have any questions about these fellowships, please contact Rachel Goeller at deco0055@umn.edu or (612) 626-3483.

Matching Grants
If you receive or apply for a matching grant and need a letter of support, you can contact Rachel Goeller (deco0055@umn.edu)

Student Financial Aid loan packets are available in the Office of Scholarships and Financial Aid located in the new Science Teaching and Student Services building. These packets contain all the necessary information about application deadlines and all the forms that you need to complete. The packets contain information about all of the loans available through the University: Federal Ford Direct Loan, SELF, Perkins, and University Trust Fund Loan. If you have any questions or concerns about obtaining a loan, you can call the Office of Scholarships and Financial Aid at 624-1111.

Occasionally processing delays occur. Sometimes the Financial Aid Office has all the necessary forms and information from you, and they just need to be reminded to do something with your file. Other times there will be a form or two missing; the Financial Aid office does not notify you of all omissions. If it seems like the processing is taking an unusual amount of time, call the Financial Aid Office at 624-1111.

Summer Funding Sources:

Graduate Summer Research Fellowships: The Department of Psychology Graduate Summer Research Fellowship provides a stipend of $4,000 and will include up to an additional $300 to cover the cost of budgeted materials, travel, and expendables associated with the successful execution of the research project. Number of awards varies per year.

Graduate Research Partnership Program The CLA Graduate Research Partnership Program (GRPP) encourages graduate students enrolled in graduate programs housed within the college to partner with a College of Liberal Arts (CLA) faculty project advisor on projects of shared interest. GRPP awards will be in the form of a fellowship of $4,000. Graduate students will be required to fulfill their responsibilities to the satisfaction of their faculty mentor and a list of specific objectives and duties will be established prior to the beginning of the project. Awards may also include up to an additional $300 to cover the cost of the budgeted materials, travel, and expendables associated with the successful execution of the project.

Employment Benefits
**Tuition Benefits**

Tuition Benefits are direct benefits from your TA or RA position. Your benefits are set by the percentage of your position; it’s twice the amount of your appointment. Thus if you have a 25% position, you will have a 50% tuition waiver and if you have a 50% position (or two or more positions totaling 50%), you will have a 100% tuition waiver. The maximum benefit is 100 percent ($7,729.00 per semester in 2014-15) and applies to a maximum of 14 credits each academic term. Tuition benefits from summer teaching appointments differ; you can go to the below site for more information.

http://www.policy.umn.edu/Policies/hr/Hiring/GRADSTUDENTEMPLOYMENT_PROC04.html

Graduate Assistants who work at least 12.5% time (5 hours per week) from the beginning to the end of the official semester appointment dates and are properly registered are eligible to receive tuition benefits during that semester. However, a 12.5% appointment does not provide a non-resident waiver or health insurance benefits. The minimum eligibility for a non-resident waiver is 25%.

**Eligibility for Lower Tuition Fringe Assistantship**

A 25% assistantship (195 hours per semester) provides you with a non-resident tuition waiver and a resident tuition waiver equal to twice the percentage of the appointment up to a maximum benefit of $7,729.00 in 2014-2015 (for a 50% time appointment). Please note that the tuition benefit maximum changes after the student has completed all coursework, passed the preliminary oral examination and completed the required 24 doctoral thesis credits. The maximum tuition benefit for a Ph.D. candidate graduate assistantship classification at this stage is ONE credit ($1,288.17 in 2014-15). Visit the Graduate Assistant Employment web site at http://www1.umn.edu/ohr/gae/benefits/index.html for further information regarding this or graduate assistant employment.

**Health Insurance Benefits**

You are required to carry health insurance. Graduate assistants holding hourly appointments of 195 hours or more per semester (65 hours in summer), as estimated by their departments, are eligible for the Graduate Assistant (GA) Health Plan. The University subsidizes the cost of the GA Plan, paying a contribution toward the premium of 1.9 times the appointment percentage. A student with a 50% appointment will receive a 95% subsidy of the premium, while a student with a 25% appointment will receive a 47.5% subsidy. All students enrolled in the GA Plan pay 5% of the monthly premium, which in 2014-15 comes to $18.05 per month billed once per semester ($108.30 per semester) to your student account.

*For information and questions related to the graduate assistant insurance plan, see page 10 of this handbook.*

**Payroll**

All personnel are on a biweekly payroll system. Paychecks are distributed every other
Wednesday. Complete the direct deposit form to have your paycheck deposited directly into your bank account each payday. This service is for your convenience. The direct deposit form and your pay statement are available at http://hrss.umn.edu. Please review your pay statement carefully. Report any discrepancies to the Payroll Office, S252 Elliott, 626-8146.

Scholarship Payment
Scholarships awards are credited to your student account.

Information Technology

**Personal laptops for graduate students:** The Department of Psychology provides each new incoming graduate student with a laptop for use while you remain in the program. Students must return the laptop to PsyIT when leaving the University.

**PsyIt Help Desk**
N211 Elliott Hall – psyit@umn.edu
http://psych.umn.edu/intranet/it

Please note that all University computing equipment is subject to use in accordance with the UM Policy on Acceptable Use of Information Technology Resources.

For a set of simple guidelines for the safe and ethical use of UM IT resources, please see http://www.policy.umn.edu/Policies/it/Use/ITRESOURCES_APPC.html

**Network Printers:** Psychology graduate students can print out black/white documents to the network printer in N206 Elliott Hall. Color printing can be sent to Psych@umn.edu in the central office and they will print out your document and put it in your mailbox.

**Accessing the UM file sharing network:** Psychology graduate students have Home Drive (H) on the UM network that provide secure storage that is backed up on a daily basis. Graduate students often have access to Department Shares (S) through labs they are working in or courses they are taking/teaching. Students may request their own Share for a special project. Connecting to the Network is done through AD (Active Directory). See the PsyIT Intranet for AD information.

**Software licenses available to Psychology graduate students:** The Department offers Microsoft Office 2010/2013, Matlab, SPSS, MediaLab and EPrime for installation on Department computers. Please note that MediaLab and EPrime licenses will only work when connected by wire to a jack in Elliott Hall. These software are **not** available for installation on privately owned computers.

Programs like SAS, MPlus, EndNote and Mathematica are available on the terminal server - http://wts.cla.umn.edu. See the PsyIT Intranet for connection information.
**Elliott hall computer labs:** The computer labs in S150, S160 and S121 can be reserved for research studies. See the PsyIT Intranet for scheduling information.

**Graduate student profiles:** The Department profiles each of our graduate students on the Department web page. As one of the best programs in the nation, our site receives a lot of traffic. Your profile will be as good as you make it. Contact Esther in PsyIT for more information.

**Department of Psychology Central Office Policies and Procedures**

**N218 Elliott Hall, 625-2818**  
**Office Hours:** 8:00 a.m. to 4:30 p.m. (Monday-Friday)  
**Contact:** Marina McCuskey – mccus008@umn.edu or 5-2818

**Use of Copiers in Room N206**

1. **Research grants:** Each PI is required to have a copy code to use the copy machines in N206 Elliott Hall. Each PI will be assigned one copy code, if the grant allows this type of expense. The PI, then, can decide whether that code should be shared among the grant’s Co-PIs, GRAs, and UGRAs. See the Central Office to request the set up of a new copy code.

2. **Courses:** Please see the Teaching information on the Psych On-line website at http://psych.umn.edu/intranet/instruction/ . As with research grants, each course is required to have a copy code. And, like the copy codes for research grants, only course instructors will be given a code initially.

3. The copy room (N206) is open during Central Office hours (8:00 a.m. to 4:30 p.m.). However, the room can still be accessed after hours with a “20.5” key. Please request the key using the Key Authorization form available online at http://psych.umn.edu/intranet/central/keys.html.

**Mail/Packages Procedures**

**USPS Mail, Campus Mail, and Delivered Packages**

The department has a postage meter machine located in the Central Office. Anyone within the department (TAs, RAs, student employees, staff, faculty, etc.) may request postage for mail, so long as the mail is department business only. To request postage for your mail, please come to the Central Office and leave your mail – with a postage sticker attached (stickers can be found in the Central Office) – in the labeled bin. The postage sticker must contain the
following information: Name, Budget # (to charge for postage used), and Justification. The Central Office does not handle personal mail (received from or sent using USPS, FedEx, UPS, DHL, etc.), as per University Policy: University interoffice mail services should not be used by employees for personal mail or solicitation of funds. Sending or requesting receipt of personal mail is an example of misuse of University interoffice mail services. Since the Central Office cannot handle the sending or receiving of personal mail/packages, they will not be held responsible for them.

The U.S. Postal Service carrier picks up outgoing U.S. mail at the time the daily incoming mail is delivered - usually before Noon (which is then distributed to your second floor mailbox).

The location where you can leave intercampus mail (mail between buildings on campus that is free of charge) is in a basket located under the table in the second floor mailroom. Campus Mail carriers pick-up mail at the time the daily campus mail is delivered (before noon).

Please check with the Central Office personnel regarding use of commercial delivery services such as FedEx.

**INCOMING U.S. & CAMPUS MAIL**

All incoming mail -- U.S. and campus -- is delivered to the second floor mailroom. The Central Office staff then distributes incoming mail to your 2nd floor mailbox.

**Ordering Supplies**

The Central Office carries general office supplies such as paper, pens, pencils, paper clips, binders, markers, Kleenex, tape, rubber bands, etc. If you are in need of general office supplies, please see the Central Office. If you require a larger amount of supplies (a box of folders versus one or two folders) or if the Central Office doesn’t have the item you are in need of in stock, you will need to place a supply order. Supply orders require an account string and approval from the account string’s PI.

**Facilities Management Problems**

**During Business Hours**

Any Facilities Management problem in Elliott Hall (i.e., plumbing leaks, falling ceiling tiles, vermin problems, too hot, too cold, etc.) should be reported to the Central Office, N218 Elliott, 5-2818. A Facilities Management Service Request will be submitted right away. It is important that your concerns be reported in a timely manner.
After Business Hours and On Weekends

After business hours building problems or emergencies should be reported to Facilities Management, 5-0011.

Faxing Services – Business Use Only

Incoming Faxes: There is no charge for incoming faxes. The information received will be delivered to your mailbox on the second floor.

Outgoing Faxes: There is no charge for sending faxes from the Central Office (N218).

Instructions: Complete the Fax Cover Sheet-available in N218. Place your fax in the outgoing fax tray on the counter. The completed fax with a confirmation sheet from the fax machine will be placed in your mailbox, if you prefer not to wait (confirmation usually takes a few minutes).

Ordering Keys

1. To order keys (offices and rooms) in Elliott Hall, you must fill out an "Online Key Authorization Form". This form can be found at http://psych.umn.edu/intranet/central/keys.html.

2. All key(s) must be returned prior to your departure. If you do not, you will be charged the amount to replace the key, and to rekey the lock. These charges are also applicable to lost keys, and will be posted to your student account.

If keys are not in stock, they will be ordered from the Facilities Management Key Shop. It can take up to two weeks to receive the key orders from the key shop. You will be notified once the keys are available for pick up.

Scheduling Rooms in Elliott Hall

There may be times when you will need to schedule a room in Elliott Hall. To accomplish this, go to http://psych.umn.edu/intranet/rooms.html -- Room Scheduling. Rooms available for reservation are listed there along with any requirements and/or restrictions.

University Services and Emergency Resources
Sexual Harassment

Sexual harassment is a serious issue. Students may be sexually harassed by advisors or other faculty members. Sometimes it’s difficult to tell whether a faculty member’s behavior constitutes harassment or not. If you feel uncomfortable with a faculty member’s behavior, say something either to another faculty member or to someone who can help you find answers and services.

Teaching assistants responsible for classroom or laboratory instruction are expected to maintain standards of professional ethics appropriate for any member of a university faculty.

What is Sexual Harassment? (Text from the Board of Regents Policy)

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature.

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement in any University activity or program;

Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual in any University activity or program; or

Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program.

Sexual Violence

Sexual Violence is any sexual behavior between two or more people to which one person does not or cannot consent. This includes all forms of sexual violence including sexual harassment.

Available Resources
The following programs and resources are available to individuals who have been sexually harassed or exploited in any way.

You can call any of these resources if you feel uncomfortable with someone’s behavior, even if you aren’t sure whether it qualifies as harassment, if you aren’t sure that it wasn’t just your own misinterpretation, or even if you believe you did something to justify the other person’s behavior. These resources can help you understand what happened and help you find ways to respond to the situation.

If your advisor or another faculty member sexually harasses you or otherwise behaves inappropriately toward you, you can contact the Graduate Student Liaison Committee for confidential assistance in determining what your options for handling the situation may be. Even if you decide not to do anything at all, the Committee can help identify your options.

You can also contact:

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<tr>
<th>Name</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Celia Gershenson, EEO Officer, 452 Elliott Hall</td>
<td>612-626-1557</td>
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<tr>
<td>Guillermo DePaz, Department Administrator</td>
<td>612-625-7852</td>
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<td></td>
<td>612-626-2929</td>
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<td>AURORA Center for Advocacy &amp; Education</td>
<td>612-626-2929</td>
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<td>24-hour Crisis Line</td>
<td>612-626-9111</td>
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<tr>
<td>Campus Escort Service (24 hours)</td>
<td>612-624-WALK (624-9255)</td>
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<tr>
<td>Crisis Connection (24 hours)</td>
<td>612-379-6363</td>
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<td>Equal Opportunity/Affirmative Action</td>
<td>612-624-9547</td>
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<tr>
<td>First Call for Help</td>
<td>651-291-0211</td>
</tr>
<tr>
<td>Hennepin County Medical Center</td>
<td>612-873-3000</td>
</tr>
<tr>
<td>Law Clinics</td>
<td>612-625-5515</td>
</tr>
<tr>
<td>Suicide Hotline (24 hours)</td>
<td>612-873-2222</td>
</tr>
<tr>
<td>University Counseling &amp; Consulting Services</td>
<td>612-624-3323</td>
</tr>
<tr>
<td>University of Minnesota Medical Center, Fairview</td>
<td>612-273-3000</td>
</tr>
<tr>
<td><strong>University Police</strong></td>
<td>Non-Emergency: 612-624-2677</td>
</tr>
<tr>
<td>----------------------</td>
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</tr>
<tr>
<td></td>
<td>Emergency: 911</td>
</tr>
<tr>
<td><strong>Urgent Mental Health Counseling at Boynton</strong></td>
<td>612-625-8475</td>
</tr>
<tr>
<td><strong>Campus Escort Service (24 hours)</strong></td>
<td>612-624-WALK (624-9255)</td>
</tr>
<tr>
<td><strong>Crisis Connection (24 hours)</strong></td>
<td>612-379-6363</td>
</tr>
<tr>
<td><strong>Disability Services</strong></td>
<td>612-626-1333</td>
</tr>
<tr>
<td><strong>University Counseling and Consulting Services</strong></td>
<td>612-624-3323</td>
</tr>
</tbody>
</table>

**Other Resources for Health and Safety**
For your protection, we recommend using the free campus Escort Service in the event that you are on campus late. Call 624-WALK (624-9255) and the dispatcher will send a uniformed escort to walk you to your destination.

**TXT-U Emergency Notification**

TXT-U is the University of Minnesota’s emergency notification text messaging system. Students, faculty, and staff can stay informed about critical campus safety information by registering to receive TXT-U messages. For more information please see: [http://www1.umn.edu/prepared/txtu/](http://www1.umn.edu/prepared/txtu/).
## APPENDIX I

**Psychology Ph.D. Degree Progress Guidelines and Checklist**

<table>
<thead>
<tr>
<th>Year</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td><strong>Graduate Coursework</strong></td>
</tr>
<tr>
<td></td>
<td>Psychology has 8 program areas, each with academic and research requirements;</td>
</tr>
<tr>
<td></td>
<td>consult with your advisor, program staff, or Area/Program Director. Graduate level coursework is at the 5xxx and 8xxx level, and must include 12 credits of a supporting program or minor.</td>
</tr>
<tr>
<td>2-3</td>
<td><strong>General Area Distribution Requirement Coursework</strong></td>
</tr>
<tr>
<td></td>
<td>Your coursework in Step 1 above must include 5 classes from a list of 13 defined general Psychology areas. Classes must be 3-4 credits with a grade received of A or B. All of the courses listed on the General Area Requirement form are used for the following requirement – the Degree Program.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Graduate Degree Plan (GDP)</strong></td>
</tr>
<tr>
<td></td>
<td>List your courses taken and those in progress. Make sure you list the 12 or more credits of supporting program or minor coursework in the column labeled ‘other’. Please include a copy of your transcript and submit it to your adviser and DGS.</td>
</tr>
<tr>
<td>3-4</td>
<td><strong>Preliminary Written Exam</strong></td>
</tr>
<tr>
<td></td>
<td>Preliminary written requirements vary by program area; some require an exam, some require a paper (sometimes referred to as a specials paper or specials exam). The approved Prelim Written Exam form is due a week before the preliminary oral exam. You can begin taking your Dissertation/Thesis credits after your prelim written exam requirements is complete. This is a departure from past practice which required completion of prelim oral.</td>
</tr>
<tr>
<td>3-4</td>
<td><strong>Preliminary Oral Exam</strong></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.grad.umn.edu/students/forms/doctoral/index.html">http://www.grad.umn.edu/students/forms/doctoral/index.html</a></td>
</tr>
</tbody>
</table>
MUST be completed within four years, earlier is better

a. Your committee will need to be submitted online for approval, after approval you will be notified when you are able to schedule your oral examination.
b. The preliminary oral exam is scheduled online. Your exam paperwork is sent to your committee chair; for the preliminary exam your advisor is the chair.

<table>
<thead>
<tr>
<th>Year 3-4</th>
<th>Dissertation/Thesis Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You can begin taking Dissertation/Thesis after you have completed your preliminary written examination. 24 PhD dissertation credits is required, these credits should be completed in 2 semesters (12cr/sem) After your preliminary oral exam and thesis credits are complete, your status changes to advanced/all but dissertation (ABD). Please note: After you are ABD, you will no longer be eligible for tuition benefits.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 5</th>
<th>Assign members for your final exam committee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="http://www.grad.umn.edu/students/forms/doctoral/index.html">http://www.grad.umn.edu/students/forms/doctoral/index.html</a></td>
</tr>
<tr>
<td></td>
<td>Your final committee will need to be submitted online for approval, after approval you will be notified when you are able to schedule your final oral examination.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 5</th>
<th>Request Graduate Packet</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You can request a Graduate Packet online, please do this one semester before your doctoral final exam.</td>
</tr>
<tr>
<td></td>
<td>a. Packet will include Graduate Application for Degree form (you can submit this the first business day of the anticipated month of graduation)</td>
</tr>
<tr>
<td></td>
<td>b. Reviewers Report form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 5</th>
<th>Dissertation Approval for Defense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The thesis/dissertation is sent to all committee members to read/review 4-5 weeks prior to your final defense date. The student then collects the original signatures from the reviewers and turns the Reviewers Report form into the Graduate School at least a week before the scheduled final exam.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 5</th>
<th>Final Oral Defense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="http://www.grad.umn.edu/students/forms/doctoral/index.html">http://www.grad.umn.edu/students/forms/doctoral/index.html</a></td>
</tr>
</tbody>
</table>
Schedule your final Oral defense/exam online at least one week in advance. Graduate School will review that all degree requirements are complete and then send the examination paperwork to your committee chair. The adviser cannot serve as examining committee chair. Immediately after the exam, submit your reviewers report to the GSSP office 160 Williamson Hall.

<table>
<thead>
<tr>
<th>Year 5</th>
<th>Dissertation Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="http://www.grad.umn.edu/students/forms/doctoral/index.html">http://www.grad.umn.edu/students/forms/doctoral/index.html</a></td>
</tr>
</tbody>
</table>

The Graduate School has very specific guidelines for dissertation submission, you must read the *Thesis Formatting and Submission* link from the site above.

<table>
<thead>
<tr>
<th>Year 5</th>
<th>Degree Award/Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The degree is officially awarded via the Application for Degree form and the completion of the final details listed in the graduation packet. Complete these details, including any changes to the dissertation, within 4 weeks after the final oral defense. Participation in commencement ceremonies is optional.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 5/6</th>
<th>Clinical and Counseling area 1 year pre-doctoral internship-APA requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Clinical and Counseling program areas require a 1 year pre-doctoral internship. Counseling students register for specific internship courses, Clinical students use other registration options. Your graduation date (on the Application for Degree form) must be after the internship end date, per APA rules/regulations.</td>
</tr>
</tbody>
</table>
APPENDIX II

Additional APA Information

APA Student Affiliate Program

Students may become affiliate members of the APA for a nominal fee. Some benefits of membership include receiving the APA Monitor (up-to-the-minute news in psychology and job listings) and American Psychologist (the journal of the APA).

Also, students receive significant discounts on other APA journal subscriptions, membership discounts for travel and other services, membership in the American Psychological Association of Graduate Students (APAGS), and the APAGS quarterly newsletter.

A Student’s Guide to Divisions of the American Psychological Association

The many specialized interests of psychologists are represented through APA’s divisions. APA student affiliates are strongly encouraged to apply for affiliation in as many divisions as they wish. The APA Division Services Office provides information for and about divisions. You can reach the Division Services Office by e-mail at http://www.apa.org/about/division/index.aspx.

Division 42, Psychologists in Independent Practice, does not allow student affiliates. There are no divisions 4 and 11.

APA Information - List of Divisions

1. Society for General Psychology
2. Society for the Teaching of Psychology
3. Experimental Psychology
4. Evaluation, Measurement and Statistics
5. Behavioral Neuroscience and Comparative Psychology
6. Developmental Psychology
7. Society for Personality and Social Psychology
8. Society for the Psychological Study of Social Issues-SPSSI
9. Society for the Psychology of Aesthetics, Creativity and the Arts
10. Society of Clinical Psychology
11. Society of Consulting Psychology
12. Society for Industrial and Organizational Psychology
13. Educational Psychology
16. School Psychology
17. Society of Counseling Psychology
18. Psychologists in Public Service
19. Society for Military Psychology
20. Adult Development and Aging
21. Applied Experimental and Engineering Psychology
22. Rehabilitation Psychology
23. Society for Consumer Psychology
24. Society for Theoretical and Philosophical Psychology
25. Behavior Analysis
26. Society for the History of Psychology
27. Society for Community Research and Action: Division of Community Psychology
28. Psychopharmacology and Substance Abuse
29. Psychotherapy
30. Society for Psychological Hypnosis
31. State, Provincial, and Territorial Psychological Association Affairs
32. Society for Humanistic Psychology
33. Intellectual and Developmental Disabilities
34. Society for Environmental, Population, and Conservation Psychology
35. Society for the Psychology of Women
36. Psychology of Religion
37. Society for Child and Family Policy and Practice
38. Health Psychology
39. Psychoanalysis
40. Clinical Neuropsychology
41. American Psychology-Law Society
42. Psychologists in Independent Practice
43. Society for Family Psychology
44. Society for the Psychological Study of Lesbian, Gay, and Bisexual, and Transgender Issues
45. Society for the Psychological Study of Ethnic Minority Issues
46. Media Psychology
47. Exercise and Sport Psychology
48. Society for the Study of Peace, Conflict and Violence: Peace Psychology Division
49. Society of Group Psychology and Group Psychotherapy
50. Addictions
51. Society for the Psychological Study of Men and Masculinity
52. International Psychology
53. Society of Clinical Child and Adolescent Psychology
54. Society of Pediatric Psychology
55. American Society for the Advancement of Pharmacotherapy
56. Trauma Psychology

For descriptive information on the divisions, visit http://www.apa.org/about/division/index.aspx