

DEPARTMENT OF PSYCHOLOGY

MASTER OF SCIENCE IN PSYCHOLOGY

PROGRAM HANDBOOK | 2015-2016

Master of Science in Psychology
Program Handbook 2015-2016

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Master of Science in Psychology Program Handbook 2015-2016

INTRODUCTION

This handbook is designed to serve as an informational resource to help students in the Master of Science in Psychology Program progress through the Master's Degree Program in a timely manner and address the major issues related to meeting graduation requirements. The handbook is provided to supplement the University Handbook http://drexel.edu/studentaffairs/community_standards/studentHandbook, which contains many important university policies and procedures with which one should be familiar. Please consult the Department of Psychology website for the most up to date information. Additionally, all of the forms described in this handbook can be accessed and downloaded on the MS Programs section on the Department of Psychology website: www.drexel.edu/psychology. The Psychology department also offers an accelerated MS degree (BS/MS) in Psychology to eligible undergraduate students. For more information on the BS/MS Program, please consult the BS/MS Program Handbook.

MS PROGRAM STAFF

Both the MS Program Academic Coordinator's office and the Program Director's office are on the Main Campus. Students are encouraged to stop by or call when they are in need of assistance. For questions regarding curriculum planning, program status, or problem resolution, please schedule an appointment with the Program Director.

Program Director: Mary Spiers, Ph.D.
spiersm@drexel.edu

Program Academic Coordinator: Damaris Oquendo
do42@drexel.edu

Department Chair: Kirk Heilbrun, Ph.D.
kirk.heilbrun@drexel.edu

Graduate Administrative Assistants to the Program Director
These graduate assistants assist in all aspects of the MS program including recruitment, prospective candidate interviews, and orientation.

Graduate Assistant for the MS Program: Tawny Meredith-Duliba
tjm363@drexel.edu

Graduate Assistant for the BS/MS Program: Steve Smith
sms553@drexel.edu

MS Class Representative The Representative is a second-year MS student who has been elected by the class to represent them to the Drexel faculty in matters such as the student questions, concerns, and feedback. Additionally, this individual maintains a listserv and communicates relevant information to the MS students.

Kelley Durham
kelldurham@gmail.com

MS PROGRAM OVERVIEW

The full time MS program is designed for completion in approximately two years (depending upon the length of time required to complete the MS Thesis research requirement). The MS degree requirements also include an 8-hour per week research laboratory experience during both years, and successful completion of an empirical thesis. While the MS program requires a minimum number of course credits, this does not preclude students from attaining more than the minimum requirements.

MS PROGRAM REQUIREMENTS

Overview

- Minimum Supervised Research Hours: 8 hours per week (2 years)
- Total of 45 credits required for MS Graduation
- Empirical Thesis
- Research Presentation Requirement

Research Presentation Requirement

Prior to graduation, each MS student will be expected to present his or her research at a local, national, international, or university conference. This will involve talking with your mentor about where your work would be best suited for submittal. Each spring, Drexel sponsors a research conference in which graduate research proposals for poster presentations are welcomed. Psi Chi (the National Honor Society in Psychology) also sponsors a similar event each year that is specific to psychological research. Most areas of specialization have local, regional, and international conferences where submission deadlines occur approximately 6-8 months prior to the conference; submissions are peer-reviewed to determine if they are "accepted" for presentation at the conference. Each student must document one first-author presentation of research at a conference prior to graduation. Students are not limited to participating in just one presentation and are encouraged to participate in more.

Curriculum Planning

The MS Curriculum has been designed to provide an individualized training experience for students interested in pursuing an advanced education in scientific psychology in order to obtain further educational or career goals related to the field. Although students will complete a basic core curriculum, they will have the opportunity to individually tailor the remainder of their coursework and laboratory experiences, under the guidance of their Faculty Mentor and the Program Director, to explore their interests within the field. However, students are discouraged from deviating significantly from the course sequence outlined below. Each student is expected to devote 8 hours per week to laboratory work under the guidance of his or her mentor. Alternatively, a student and faculty mentor may agree to assign some of this laboratory time to another laboratory with which they have developed collaboration. The 8 hours per week are documented at the end of each term by the faculty mentor and program director. A total of 45 credits is required for graduation.

**Special Note: When signing up for classes, there may be multiple sections available. Make sure to sign*

up for section 002 unless otherwise noted below. If you have any questions regarding course enrollment, contact the Program Academic Coordinator.

Required Core Courses
The MS curriculum has six core courses required for all students in the program. These are listed below:

PSY 510 Research Methods I
PSY 511 Research Methods II
PSY 512 Cognitive Psychology
PSY 610 Data Analysis I
PSY 710 Data Analysis II
PSY 624 Behavior Analysis
PSY 898 Master's Thesis in Psychology (002)
PSY 898 Master's Thesis in Psychology (NB2)

Additional Electives: 18 credits

**Special Note: Due to departmental needs or faculty sabbaticals, it is possible that the sequence or availability of a course may be changed in a particular term, which may result in a course substitution. In such a case, students will be notified of the change.*

•*Special Note: Data Analysis III has been added at students request so it is expected that most students will take this course in the Data Analysis sequence.*

The remaining credits are completed through independent study, completion of MS theses research, and elective courses. Each of these is described in the subsequent sections.

Independent Study Courses
The MS curriculum strongly suggests that students take one 3-credit course of Independent Study but students can choose to take up to two Independent Study courses. These courses will offer the student an opportunity to partially structure the compulsory 8 hours per week of laboratory experience through a concentrated area of study that will provide the basis for the student's thesis. The Independent Study Forms are completed in consultation with the student's mentor at the time of registration for the winter and/or spring terms of the first program year. The course code for Independent Study is usually PSY 865. However, please note that students must fill out the Independent Study form found on the MS Program website and submit to the Academic Coordinator by Week 2 of each term, at the latest. Students are then registered for this course by the program's Academic Coordinator and this course number may vary.

Master's Thesis Courses
At the time the student begins thesis work (usually at the end of the first program year), the following course sequence is provided for all work directed toward completion of the Master's Thesis. Beginning in the second program year, students working on their theses should register for one of these courses per term in the proper sequence. Please note that MS Thesis courses should not be confused with Independent Study courses (described above), or Research Methods Courses (required in the core curriculum).

PSY 898-002 MS THESIS
PSY 898-NB2 MS THESIS

PSY 898-NB2 MS THESIS**

Elective Courses

There are a number of electives available to students in the MS program. Electives should be selected in consultation with the student's mentor/advisor in accordance with their individual curriculum needs and areas of research. A number of electives are available to all MS students; these are listed as "Unrestricted Electives." Additional elective courses are available only with the **approval of their advisor, the instructor, and program director**; these courses are listed as "Restricted Electives." In order to request permission to register for a course listed under "Restricted Electives," the student must contact the course instructor, the MS director, and the MS academic coordinator via e-mail with a written statement explaining the student's qualifications to take the course (e.g., any required pre-requisites) and why the course is important to the student's curriculum. The course instructor ultimately reserves the right to determine whether or not a student will be permitted to the class as well as how many students from the program will be permitted in the class for a given term. This same procedure applies to requests to enroll in courses outside of the Department of Psychology. When considering a course in another department, the student should contact the course instructor first to request permission to take the class. Above all, students are encouraged to pursue their interests and if a student is interested in such a course, he or she should check with the course's instructor, the student's mentor, and the MS director.

The order of requesting permission to enroll in a "Restricted Course" is as follows.

1. Interested students should seek approval from their mentor before asking the course instructor if they can register for the course.
2. Next, they should email the course instructor indicating they received approval from their mentor, which would include copying their mentor on the email. As well, MS students should include a brief paragraph on why the course is important to them and how it relates to their area of research or clinical and career goals.
3. If faculty approves the student's request, the student should forward the response to Damaris Oquendo (do42@drexel.edu) for Dr. Spiers' final approval. Damaris will need to register students because the course is restricted.
4. It is recognized that MS students need to register by the final few weeks of registration (typically week 8 or 9 of the previous term) in order to plan their schedules and should seek final approval by instructors at this time.

Below are the lists of unrestricted and restricted electives at this time. Please note that some elective courses may not be available in a given year, therefore students should check the availability of courses when planning their curriculum for upcoming terms. It is also important to note that not all courses are offered annually; some may be available every other year, while others may not be available in a given year due to a faculty member leaving the university or participating in a sabbatical. Most importantly, our department may have special courses taught by professors from other departments or universities that will only be available for a single term. Keep in mind these special courses when scheduling your electives.

**Special Note: some classes may require specific prerequisites and will be detailed as such, always reference the Term Master Schedule and student should discuss options with assigned mentor.*

Unrestricted Elective Courses

PSY 516 Developmental Psychology

PSY 520-002 Psychopathology (MS Section Only)
PSY 524 Professional Issues and Ethics
PSY 530 Neuroanatomy and Behavior
PSY 532 Computational Modeling
PSY 616 Motivation & Emotion
PSY 632 Sensory & Motor Systems
PSY 711 -002 Data Analysis III (MS Section Only)
PSY 712 History & Systems
PSY 720 Health Psychology
PSY 811 Multilevel Regression
PSY 822 Pediatric Psychology
PSY 827 Behavioral Stress Management
PSY 830 Advanced Topics in Health Psychology
PSY 854 Psychology of Rehabilitation

Restricted Elective Courses

Students enrolled in the Ph.D. Psychology Program have until week 10 of the prior term to register for Ph.D. courses. After this period, MS students are able to register for available seats. To register, interested students should 1) first seek approval from their mentor with a written rationale about why the course is important to their plan of study and how it relates to their area of interest, then 2) email the course instructor, CC'ing the student's mentor with the rationale attached, asking for permission to join the course. 3) If the instructor approves the student's request, the entire email history with the response should be forwarded to Damaris Oquendo (do42@drexel.edu), who will then seek approval from the program director to register the student. The courses below are a partial list of elective courses that MS students have taken in the past with the necessary approvals. However, students are encouraged to seek approval for any courses that are appropriate and relevant to their individual curriculum, including courses in other departments.

PSY 517 Social Cognition in Psychology
PSY 518 Social Psychology
PSY 522 Intellectual Assessment
PSY 542 Neuropsychological Assessment
PSY 550 Multicultural Perspectives
PSY 616 Empirical Foundations Unconscious Processes
PSY 618 Loss & Bereavement
PSY 620 Personality Assessment
PSY 621 Theories of Personality
PSY 630 Psychopharmacology
PSY 642 Neuropsychological Case Analysis and Integration
PSY 648 Forensic Psychology
PSY 722 Psychotherapy Theories
PSY 746 Neuropsychological Evaluation and Intervention of Children & Adolescents
PSY 812 Cognitive Neuroscience
PSY 820 Cognitive Behavioral Therapy
PSY 823 Substance Abuse
PSY 826 Social Problem Solving & Child Psychology
PSY 828 Weight & Eating Disorders

PSY 845 Neuropsychological Evaluation and Intervention of the Elderly

Please note, classes may be added/removed each term and the list of restricted and unrestricted courses is subject to change every term. For the most current list, please go to the Term Master Schedule and click on the quarter you are interested in.

COURSE SEQUENCE

The following course sequence is provided to aid MS Psychology students in curriculum planning. Although substitutions or changes in the sequence can be made with the approval of the faculty mentor, program director, and corresponding course instructor, the following sequence is designed to have core courses provided at the optimal point in the student's educational process while encouraging an individualized course of study. Listed below are the corresponding numbers and names of courses taken while progressing through the program. Each course is worth three credits. This course sequence is subject to change depending on the availability of courses.

Year 1

Fall Term
Elective
PSY 512 Cognitive Psychology
PSY 610 Data Analysis I

Winter Term
PSY 510 Research Methods I
PSY 611 Data Analysis II
PSY 865 Independent Study

Spring Term
PSY 511 Research Methods II
PSY 711 Data Analysis III
PSY 865 Independent Study or Elective

Year 2

Fall Term
Elective
PSY 898 MS Thesis Research I (Section 002)
Elective Course

Winter Term*
PSY 624 Behavior Analysis
PSY 898 MS Thesis Research II (Section 002) * *If **not** completed in Fall Term*

Spring Term*
PSY 898 MS Thesis Research III (Section NB2)
Elective

****Only two courses are required for these terms but always remember to check with your student aid***

for any potential issues

FACULTY MENTORS

It is important for students to familiarize themselves with the roles and responsibilities of each person with whom they will work alongside throughout their tenure in the MS Psychology program. The MS Program Director is administratively responsible for the program and will need to provide final approval ("sign off") regarding all forms, evaluations, and documentation of completion for all MS requirements. For this reason, the Program Director is listed on official university documents as the "Program Advisor." Students' individual Faculty Mentors and Advisors will provide them with guidance concerning their individualized academic curriculum and research training. Mentors will discuss and determine how the 8 hours per week of required research is spent. Some mentors choose to assign 8 structured hours each week while others allow for flexibility, suggesting more hours when specific tasks or duties are needed and fewer hours at other times. Mentors may require students to work in their respective research laboratories or may collaborate with other faculty or psychologists to have students work in other laboratories or research-related duties. The student's mentor will need to sign a statement at the end of each term that documents the student's completion of required laboratory time. Additionally, a mentor will discuss and help the student decide what areas to cover in the Independent Study courses. At the end of the year, the student's mentor will complete an evaluation form that he or she will share with the program director in a required end of year meeting. Students should note that they are responsible for arranging all meetings with their individual mentor/advisor as well as turning in all required forms on time to the program's Academic Coordinator.

RESEARCH LAB SUPPORT

The Department of Psychology provides each mentor with $750 of research lab support for materials or expenses associated with the MS student's research and/or MS student travel for each student working with the mentor. These funds may also be used towards GRE preparatory courses and professional development. This lab support is provided for each year the student is in the program; however, funds not used by the end of the academic year do not carry over to the following academic year. For example, if a laboratory is co-led by two individuals, each with a new MS student, then $1,500 would available for research purposes each year. If only $750 is used before the conclusion of the academic year, the remaining $750 will be returned to the Department and $1,500 will again be made available at the beginning of the new academic year. When the MS student and his or her mentor wish to make a request to utilize lab support funds, student and mentor must complete a pre-approval form (available online).

Research Lab Support Process

- The $750 research lab support is available at any time before **June 1** of each academic year. If students do not request the $750 research lab support by the deadline, they forfeit the funds for that academic year.

- The pre-approval form should be submitted to the Program Academic Coordinator. The form must be signed by you, your mentor, and the Program Director before being submitted. Once the pre-approval form is submitted, the Program Academic Coordinator will obtain the approval signature from the Department Chair.

- A copy of the approved form will be returned to the student's faculty mentor.

- The approved form is attached to a purchase or check request and submitted to the department by the Program Academic Coordinator. The reimbursement may take several weeks.
- Allowable laboratory expenses: MS student travel, laboratory supplies (e.g. tests, books, forms, equipment, etc.). It is expected that the MS student will have the opportunity to be involved in laboratory activities in which these supplies will be used.

THESIS REQUIREMENTS

Students should begin working on their theses during the first program year by developing ideas and examining the existing research literature. The student should work with the mentor/thesis advisor from the beginning of this process by discussing possible thesis ideas. A suggested thesis timeline can be found at the end of this handbook as well as on the website. The mentor/thesis advisor can provide guidance in all areas of developing and writing a thesis and must approve the thesis topic before the student begins significant work on the proposed thesis topic.

Students should purchase the *Publication Manual of the American Psychological Association*. Others have also found it helpful to purchase *Dissertations and Theses from Start to Finish: Psychology and Related Fields*, by Cone and Foster.

Students are also encouraged to read at least one doctoral dissertation or Master's thesis recently completed by a student in the Department of Psychology. The student's mentor/thesis advisor or the Program Academic Coordinator can assist in selecting an exemplary model thesis. Reading and reviewing such dissertations and theses will help the student better understand what is expected in a successful Master's thesis. When beginning to plan this empirical thesis, the student must first develop a novel hypothesis based on the available literature. The student must then determine how data will be collected. In some instances, depending on the particular research questions to be addressed, preexisting data sets may be analyzed if collecting new data is impractical or impossible.

Thesis Committee

Each student, along with the assistance of the student's mentor/thesis advisor, must choose his or her own thesis committee based on faculty members' research interests. The committee is required to have a minimum of three members; of these three members, two must be faculty from the Department of Psychology (i.e., core or adjunct faculty) and it is recommended that one be a credentialed individual faculty from either outside the Department of Psychology or Drexel University. Members from outside Drexel University who have not previously served on thesis committees in the Department of Psychology must submit a copy of his or her curriculum vitae (CV) and be approved by the student's thesis chair. While the reasoning behind having a committee member from outside the Department of Psychology is to provide additional expertise or perspectives to those provided by the committee members from within the Department, a student may request that this be waived in lieu of a full departmental committee. Such requests will be considered on a case-by-case basis.

Students should have their respective committees assembled by the end of the first program year; committees must be set prior to the thesis defense. To properly do so, the student should speak with all proposed committee members to determine if they are interested in participating and, if so, if they agree to take part in the student's thesis committee. The student's mentor/thesis advisor usually chairs the committee, thus it is encouraged that students work closely with their respective mentors in selecting an appropriate thesis committee. It is the student's responsibility to arrange for any meetings

that are required with all committee members and provide each member with a written draft (i.e., of the proposal or final thesis, depending upon the purpose of the meeting) generally two weeks before, so that they may review the draft and properly prepare for the meeting.

Thesis Meetings

With regard to completion of the empirical thesis, the student must have two meetings with his or her thesis committee, which are: 1) a proposal meeting, in which the complete thesis proposal is presented and approved by the committee, and 2) a defense meeting, in which the final project is described and reviewed by the committee. While only two committee meetings are required prior to thesis defense, most students meet frequently with their mentors and committee members for insight and guidance throughout the process of composing their respective theses. The thesis proposal and defense approval must be documented using the corresponding forms. The committee members and Program Director must sign both forms, which can be found in this handbook's appendices. A proposed thesis timeline is also provided at the end of this handbook to provide benchmarks toward the successful completion of the student's thesis.

In the thesis proposal meeting, the student's committee evaluates whether the proposed topic is appropriate for a thesis and whether the proposed methods for addressing that topic are suitable. The thesis proposal defense is a formal meeting in which the student presents his or her proposal and receives constructive feedback from the committee, followed by a vote by the committee on whether or not to approve the proposal. If the proposal does not gain approval, the student should adjust in accordance with the committee's feedback. Once the student has obtained committee approval and submitted the completed Master's Thesis Proposal Approval form to the Program Academic Coordinator, work on the thesis may proceed. An additional form is required to be submitted following the committee's thesis defense meeting (see the handbook section on Thesis Defense). All thesis meetings are open. The proposal meeting and final defense meeting should be announced at least two weeks (and minimum of 1 week) before so that other students and faculty may attend.

<u>Upon scheduling your proposal or defense with your committee</u>:

1. Email the Graduate student Representative (Jennie David: jendavid@bu.edu) with an announcement to post to the email listserv. Please use the following format as a guide:

   [Your name] is [proposing/defending] [his/her] [thesis] at [time] in [location]. The title of [his/her] [thesis] is, "Title." All are welcome to attend.

2. Print an announcement flyer with the same information. Place this flyer in the **new,** dedicated space on the bulletin board across from the main Department of Psychology Office. You will see a sign there that says, "Thesis and Dissertation Announcements."

Institutional Review Board

If planning to complete an empirical thesis using human participants (including studies utilizing existing data sets related to human participants), the student must obtain approval from the Drexel University Institutional Review Board (IRB), which is charged with the duty of ensuring that human rights are protected in any research project. There is a specific protocol for submitting a research proposal to the IRB separate from the proposal to the student's thesis committee. Once IRB approved, there are specific instructions and requirements to follow regarding all research records. The process for IRB approval typically takes several months to complete and requires the submittal of many details and information

concerning the proposed research, including all the requisite IRB paperwork and forms. In addition, it is required to complete specific computer-assisted trained protocols (i.e., Human Subjects and HIPAA/Medical Research) on the Drexel Research website. If conducting an empirical study at a site other than Drexel University, the student will need to obtain approval from the Drexel University IRB as well as the remote site's IRB.

Research Ethics

All students in the Department of Psychology must fully conform to the American Psychological Association (APA) Ethical Principles and Code of Conduct concerning research and publication. Additionally, students must comply with all university policies concerning the conduct of research and scientific integrity. All university policies with regard to falsification of data, fraudulent claims, and plagiarism will be strictly enforced.

Before performing research, all students must read the most recent APA Ethics Code and complete the APA Ethics Attestation Form (both are available on the MS Psychology website under "Forms"). The APA Ethics Attestation Form must be signed by the student, their mentor, and the program director. In addition, all students need to complete CITI Training (https://www.citiprogram.org/). Students should discuss which CITI courses they are required to take with their mentor.

Thesis Defense

The student must successfully defend his or her thesis in order to be eligible to graduate. The thesis defense is a meeting in which the student presents his or her thesis rationale and findings. Each student is required to contact all members of his or her thesis committee to determine a date and time that everyone will be available for the defense. It is recommended that this date is set at least four to six weeks in advance. The student must also schedule a conference room for the defense through the Program Academic Coordinator. It is the responsibility of the student to confirm this location and then notify all committee members of the time and place for the defense.

In the thesis meeting, the student will present his or her thesis, followed by a question-and-answer session posed by the thesis committee. The committee will then vote on the overall work of the thesis, evaluating every aspect from literature review to conclusions, then determine whether or not the student passed the defense. To be recommended for conferment of the Master of Science in Psychology, the student must receive approval of all three voting members of the committee. Should the committee require revisions, the student should allow at least two weeks to make revisions following the defense. When revisions are complete, the committee will need to approve by signing the Thesis Defense Approval Form as well as the Completion Form.

For a guide to thesis submission, please consult the Hagerty Library website: www.library.drexel.edu/services/submitucmastersthesis.html.

ANNUAL REVIEW

Each MS student will be asked to complete a mandatory review of their mentor during the Spring Term of the 1st year. Additionally, MS students must be reviewed by their mentor(s) by the end of the 1st year.

GRADUATION

Students can graduate in June (spring term graduation) and also may officially graduate at the end of the summer, fall, or winter term. However, the only graduation ceremony is held in June. In order to

participate in the June ceremony, all graduation requirements, including filing an Application for Degree, must be met by the deadline for June graduation listed on the academic calendar. If this deadline is not met, students can graduate at the end of one of the other terms, provided the respective term's deadlines are met.

The specific deadline dates relating to graduation vary slightly each year and are listed on the University Academic Calendar. Students are responsible for obtaining this information and making sure the appropriate deadlines are met.

Applying to Graduate
Please see the following website for information about graduation deadlines:
http://www.drexel.edu/src/academics/graduation/dates/

In order to apply for graduation, log in to Drexel One and under Student Records, click "More Banner Web Student Records". Then, scroll down and click "Apply For Your Degree". If you are unsure of when you will be ready to graduate, you should still apply. Applications are done quarterly.

If you discover that you are not ready to graduate but have already applied, go to the Ask Drexel website with your name and university ID, and request that your application is deleted. There can only be one graduation application in the system, so if your application is not deleted, you will not be able to reapply.

Please note: Your name in Banner and the name on your diploma need to match. If you are unsure as to what name is in the system for you, please check your name the next time you register for classes. If the name that you would like on your diploma is different than your system name, you must fill out a name of change form (available on http://www.drexel.edu/src/academics/forms) and send a fax to the Registrar's office with copies of three documents: Change of Name Form, Social Security Card, and Driver's License. The Registrar's Office fax number is 215-895-0540.

MS PROGRAM CHECKLIST

Note: A detailed MS Program and Thesis Timeline is at the end of Handbook.

Year 1

September

- CITI Training
- Review class schedule on Drexel One
- Waive or Enroll in Student Health Insurance

October

- Submit APA Ethics Attestation Form to Program Academic Coordinator (Damaris Oquendo)

December

- Submit end of term documents to Program Academic Coordinator

    - MS Research Requirements
- Register for Winter Classes
- Submit Independent Study form for the Winter term

March

- Submit end of term documents to Program Academic Coordinator
    - MS Research Requirements
- Register for Spring Courses
- Submit Independent Study form for the Spring term

May

- Turn in pre-approval form to receive approval for research lab support use
- Submit receipts for research lab support
- Submit end of term documents to Program Academic Coordinator
    - MS Research Requirements

June

- Mentor Feedback Evaluation

July

- **Annual Review**

Year 2

August

- Register for Classes
- Waive or Enroll in Student Health Insurance

September

- Propose Thesis
    - Turn in Thesis Proposal Approval Form

December

- Submit end of term documents to Program Academic Coordinator
    - MS Research Requirements

- Register for Winter Classes

March

- Submit end of term documents to Program Academic Coordinator
    - MS Research Requirements
- Register for Spring Classes

May

- Defend Thesis
    - Master's Thesis Defense Form
- Turn in pre-approval form to receive approval for research lab support use
- Submit receipts for research lab support
- Fill out end of term forms
    - MS Research Requirement
    - Completion Form
    - Documentation of Research Presentation
    - Mentor Feedback Evaluation

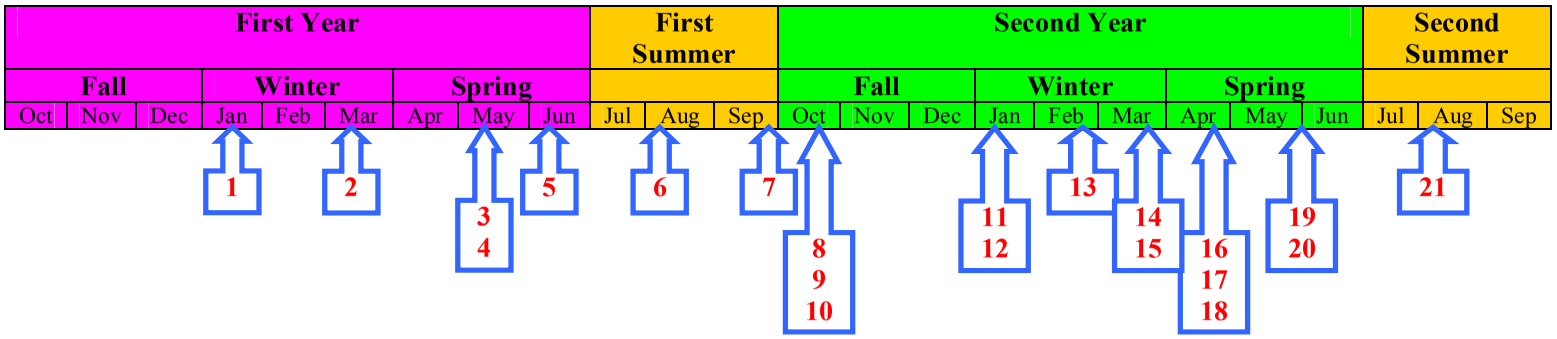
FORMS

For the students' convenience, the various forms required for successful completion of the program have been listed below. The following forms are available for download on Drexel's MS Psychology website (http://drexel.edu/psychology/academics/graduate/masters/forms/).

- 2010 APA ETHICS CODE: For more information, see the "Research Ethics" section of the handbook.
- ATTESTATION OF ETHICS FORM: For more information, see the "Research Ethics" section of the handbook.
- FORM FOR RESEARCH REQUIREMENT: Documentation of completion of laboratory hours, due at the end of each term. Each student must have 6 completed forms in his or her file in order to graduate.
- INDEPENDENT STUDY FORMS: Due before each term in which Independent Study is taken. Prior to registering for an independent study, each student must complete this form, which requires designating a course title (of no more than 30 characters), course description, and the signatures of both the student's mentor and Program Director.

- THESIS PROPOSAL APPROVAL: Due following the approval of the student's proposed thesis. This form is signed by all three members of the student's thesis committee and the Program Director.
- THESIS DEFENSE APPROVAL: Due following the successful completion of the student's thesis defense. This form is signed by all three members of the student's thesis committee and the Program Director.
- Annual Review: Due after year 1 by July 15th. This summarizes the student's progress and mentor/advisor evaluation. It is reviewed by the Program Director and placed in the respective student's academic file.
- Mentor Evaluation: Due each year at the end of June. This summarizes the student's evaluation of his or her mentorship experience. It is reviewed by the Program Director and forwarded to the Department Chair.
- DOCUMENTATION OF RESEARCH PRESENTATION: Due prior to graduation. This form provides documentation of a "first-author" presentation of the student's research at any local, national, international, or university conference.
- COMPLETION FORM: Due prior to graduation. This form provides documentation of program completion and clearance for graduation.
- PRE-APPROVAL FORM FOR MS LAB SUPPORT. For more information, see the "Research Lab Support" section of the handbook.

Master's Program and Thesis Timeline



1. Begin extensive literature search through Independent study to develop your thesis research question
2. Construct initial Intro and Methods Section
3. Submit draft to advisor for review
4. Select thesis committee
5. Incorporate advisor suggestions and initial input from committee members
6. During summer following first year, construct a second draft and provide committee with thesis draft
7. Propose Thesis by end of September
8. Finish incorporating committee suggestions
9. Submit IRB
10. Start IRB Binder
11. IRB approval
12. Start to run study
13. Apply for graduation, if you have completed according to the timeline
14. Run analyses
15. Finish writing Results & Discussion sections
16. Submit draft to advisor for review
17. Incorporate advisor suggestions
18. Provide committee with copy of completed thesis
19. Defend Thesis and allow at least two weeks for required changes before university deadline for thesis
20. Ensure that program director and program coordinator know you have successfully defended
21. If you have hit a delay or roadblock complete defense in time for August diploma