

Master of Science
in Psychology



Program Handbook 2023-24

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Introduction

Welcome! This handbook is designed to serve as an informational resource to help students in the Master of Science in Psychology Program be successful, progress through the program in a timely manner and understand the policies and procedures for meeting graduation requirements. The handbook is provided to supplement the [Provost's Academic Policies](#) and [Graduate College's Policies, Procedures, and Guidelines](#) with which one should be familiar. For the most up-to-date information related to the Psychology program, please do not hesitate to reach out to the below contacts. .

The Psychological and Brain Sciences 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.

Faculty and Staff

For questions regarding curriculum planning, program status, or problem resolution, your mentor is usually your first point of contact. In addition, the below individuals are also important resources for you:

Program Director: Stephanie Manasse, Ph.D. (smm522@drexel.edu)

Graduate Academic Advisor: Susan Cole (coless@drexel.edu)

Graduate Administrative Assistant to the Program Director: Alyssa Giannone (arg349@drexel.edu)

The graduate assistant assists in all aspects of the MS program including recruitment, prospective candidate interviews, and orientation.

Administrative Coordinator: Cherie Mitchell (cmm582@drexel.edu)

Department Head: Brian Daly, Ph.D. (bpd36@drexel.edu)

MS Program: Curriculum and Required Experiences

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

1. Summary

- Curriculum: Total of 45 credits required for MS Graduation (18 of 45 include required courses)
- Research Experience: Completion of minimum of 8 supervised research hours per week (2 years)
- Thesis Project (Choice of three written projects)

These requirements are detailed in the sections that follow.

2. Curricular Requirements & 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 later in this document. 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. These 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.

a. Required Core Courses

The MS curriculum has seven 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 624 Behavior Analysis
 PSY 680 Data Analysis
 Psychology I
 PSY 681 Data Analysis in Psychology II
 PSY 682 Data Analysis in Psychology III

The remaining credits are completed through elective courses and MS thesis research course enrollment. These are described in the subsequent sections.

b. 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 in accordance with their individual curriculum needs and areas of research. Electives that are unrestricted and open for MS student registration are listed below as “Unrestricted Electives.” Additional elective courses are often available with the approval of the mentor, the instructor, and the program director; these courses are generally either PSY courses restricted to PhD students or courses offered outside of the Psychology program.

Please note that some elective courses may not be available each year, therefore students should check the availability of courses when planning their curriculum for upcoming terms. You can do this by consulting the [Term Master Schedule](#) on Drexel’s website. 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 each 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.

PSYCHOLOGY ELECTIVES

Unrestricted Elective Courses

PSY 516 Developmental Psychology
 PSY 518 Social Psychology
 PSY 550 Multicultural Perspectives
 PSY 620 Personality Assessment
 PSY 630 Biological Basis of Behavior and Treatment
 PSY 648 Forensic Assessment I
 PSY 649 Forensic Assessment II
 PSY 650 Child Psychopathology & Treatment
 PSY 675 Mindfulness & Acceptance-Based Treatments
 PSY 712 History and Systems
 PSY 720 Health Psychology
 PSY 809 Statistical Programming and Modeling with R for Psychology
 PSY 810 Behavioral Data Mining
 PSY 822 Pediatric Psychology
 PSY 823 Substance Use
 PSY 827 Behavioral Stress Management
 PSY 828 Weight & Eating Disorders
 PSY 854 Psychology of Rehabilitation

Restricted PSY Elective Courses

Although some PSY courses are restricted to PhD students only, MS students may request permission to register. Priority registration is given to PhD students the first few weeks of registration. After this period, MS students may register for available seats provided the necessary approvals have been given. Examples of PhD restricted courses taken by MS students include PSY 520 Psychopathology (with undergraduate abnormal psych prereq), PSY 522 Psych and Intellectual Assessment, PSY 530 Neuroanatomy and Behavior, and PSY 812 Cognitive Neuroscience. To register, interested students should follow the steps outlined below.

Electives Outside of the Psychology Program

Courses offered outside of the department or College of Arts & Sciences, can be found on the [Term Master Schedule](#) under the various schools and colleges at the University. Students should take special consideration for the relevance of a non-PSY course for their program and research goals and discuss their options with their mentor. It is important to note that even with mentor and program approvals, some courses in other departments/colleges are restricted to majors-only or may have prerequisites. However, we follow the “it never hurts to ask” rule. To register, interested students should follow the steps outlined below.

Registering For Restricted Electives and Electives Outside of the Department

In order to request permission to register for a course that is either restricted to PhD PSY students or is outside of the department/college students should 1) first seek approval from their mentor with a written rationale about why the course is important to their plan of study, how it relates to their area of interest, and their qualifications (e.g. any required prerequisites), then 2) email the course instructor, ccing 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 Program Director and Susan Cole, who will seek COAS approval and, once granted, help with class registration as needed.

The course instructor ultimately reserves the right to determine whether a student will be permitted to take the class as well as how many students from the program will be permitted in the class for a given term. Above all, students are encouraged to pursue their interests and if a student is interested in such a course, they should check with the course’s instructor, the student’s mentor, and the MS director.

c. Master’s Thesis Credit (PSY 898)

PSY 898 MS Thesis in Psychology provides registration for students’ research efforts and allows students to dedicate time to work on their MS thesis projects. Students are required to take at least 9 credits of PSY 898 MS Thesis. PSY 898 credit is typically taken during Year Two with credits ranging from 3-6 credits per term depending on the student’s elective course plan and graduation term (see Year 2 below for more details).

d. Independent Study Courses

Another option that can count as an elective is an independent study course. An independent study allows students to pursue a topic for which there is either no existing course or they wish

to study in greater depth. If a student has identified a faculty member with the appropriate expertise to supervise the independent study, the student should discuss this with their mentor, and if approved, contact the faculty member to ask their availability to supervise the independent study. In the MS PSY program, it is not uncommon for the faculty member to be the student's mentor. Students can choose to take up to three Independent Study courses for a total of 9 credits. 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 (and, if taking an independent study with another instructor, in consultation with the faculty member). The course code for Independent Study is usually PSY I899. However, please note that students must (1) fill out the Independent Study form found on the MS Program website and (2) submit to the Graduate Academic Advisor during the registration period. Students are then registered for this course by the Graduate Academic Advisor.

**Special Note: Even if your independent study involves working with your mentor on a thesis-related topic, you cannot name your independent study, "Master's Thesis" because this duplicates your PSY 898 credit. An independent study is NOT research. It can be studying a relevant topic to support your research, but it must be distinct from the research itself. The independent study title needs to be descriptive of the subject area you are independently studying.*

3. Course Sequence

The following course sequence is provided to aid MS Psychology students with 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 (27 credits)

Fall Term

PSY 512 Cognitive Psychology
 PSY 680 Data Analysis in Psychology I
 PSY Elective

Winter Term

PSY 510 Research Methods I
 PSY 681 Data Analysis in Psychology II
 PSY Elective

Spring Term

PSY 511 Research Methods II

PSY 682 Data Analysis in Psychology III

PSY Elective

Year 2 (18 credits)

During year 2, you will complete your remaining 18 credits. This includes 9 credits of PSY 898-002, 3 credits of PSY 624 which is typically offered in the Winter term, and 6 credits of electives. The standard plan of study has students taking 6 credits a term over Fall, Winter and Spring terms. Because this means students are below the official full-time status (minimum 9 credits), students receiving the Dean's Scholarship are no longer eligible (though they are still eligible for financial aid with at least 4.5crs). As a solution, students may, in consultation with their mentor, plan to graduate Winter term taking 9crs both Fall and Winter. While this maintains the Dean's Scholarship, students are cautioned that they will need to finish and defend their MS thesis by mid-March with this option (and propose their thesis by an earlier deadline, as described later in this document). An alternative is to graduate Spring by taking 9crs Fall and Winter and 1 excess credit in Spring. The Dean's Fellowship and Financial Aid will apply to Fall and Winter terms, but Spring term with 1cr would be out-of-pocket and neither the Dean's Scholarship nor Financial Aid would be available in that Spring term. Because each student's situation is unique, it is important that you discuss your plan for completing your final 18 credits with your faculty mentor, the Program Director, graduate advisor, and Drexel Central.

* Please note that if you drop below 4.5 paid credits in any term, you will not qualify for federal financial aid. Thus, before making decisions about how many credits to take per term, always check with Drexel Central to be sure that your aid will not be impacted if you drop down below a certain number of credits.

4. Research Experience Requirement*Description*

Students must complete a minimum of 8 hours of supervised research experience each week in their mentor's laboratory (or other laboratory approved by the student's mentor) for the two years in the program. The mentor and the student will discuss what tasks the student will complete during these hours and how these hours will be monitored.

Work with 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. Additionally, a mentor will discuss and help the student decide what areas to cover if they wish to take an Independent Study course(s). 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 Graduate Academic Advisor.

Research Lab Support

The department provides each student-mentor pair with financial support for training-related materials or travel to conferences to present research related to your work at Drexel. The amount of funds allotted can vary year to year and will be announced at the Dept Orientation in the Fall (typically in the \$400-\$600 range). Please note that 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*. Students must discuss and get approval for how they would like to use the funds with their mentor to ensure that the use of funds is appropriate.

****Please note that students should prioritize using these funds to pay for conference-related travel. If you would like to use these funds for anything else related to your research at Drexel, you must discuss this with your mentor and the Administrative Coordinator to confirm that it is an eligible expense. **Be sure to do this *before* you pay for anything**. If the expense is not considered eligible, you will NOT be reimbursed and thus will be out the money you paid. There are no exceptions to this.**

Research Lab Support Reimbursement Process

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

Please note that students must pay for research expenses themselves (except for subject payments; see below) and then request reimbursement within 30 days of when the expense was incurred and prior to June 1 of each academic year.

- The lab support reimbursement form should be submitted to the Administrative Coordinator, Cherie Mitchell (cmm582@drexel.edu) no later than June 1. The form must be signed by you, your mentor, and the Program Director before being submitted. Once the lab support reimbursement form is submitted, the Administrative 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 check request and submitted to the department by the Administrative 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.

- Please note the following known unacceptable expenses: (1) computer purchases, (2) gym memberships, (3) non-research related travel. (This list is not exhaustive; these are examples of unapproved requests we have received in the past).
- Also please note that if you intend to use these funds to pay research subjects, you must first receive approval to do so from the program director and then discuss the process with Roxane Staley. You cannot pay subjects out of pocket and be reimbursed. Roxane needs to work with you to be sure that the proper steps are taken to pay research participants consistent with university policies.

Professional Organizations and Conferences

Joining professional organizations and attending conferences is an excellent way to augment your graduate education, showcase your research and network in the field. It is often the arena where one first begins their transition from student to professional.

While all students are highly encouraged to attend a university, local, national, or international conference, students get the most out of the experience by presenting. If presenting is something you wish to do, your mentor can make recommendations on where your work would be best suited for submittal. This can be an oral or poster presentation at a conference or, similarly, an oral or poster presentation in a department or university symposium/research day. To present at a national conference, it is typically required to submit an abstract 4-6 months in advance of the conference occurring.

At Drexel, the Graduate College organizes the [Drexel Emerging Graduate Scholars Conference](#) every spring, and some years the College of Arts & Sciences will host a Research Day where poster presentations are welcome. Psi Chi (the National Honor Society in Psychology) often sponsor's a similar event annually that is specific to psychology research. Popular conferences that students attend are the APA Convention, APS Convention, Cognitive Neuroscience Society, Society for Neuroscience, Association for Behavioral and Cognitive Abilities, and Society of Behavioral Medicine.

5. Thesis Requirement

Students choose how they will fulfill the program's thesis requirement via discussions with their faculty mentor. The options are as follows.

Choices for Thesis Requirement

Choose 1 from the list below:	Accompanying Milestones
A. Empirical Thesis	Oral Proposal Meeting Oral Defense Meeting
B. Publication-quality ¹ paper as first author (e.g., systematic review of the literature, empirical paper)	Approval of Introduction and Methods Oral Defense Meeting
C. Alternative scientific writing project ² (e.g., technical report, commentary)	Approval of Project Oral Defense Meeting

¹A publication-quality manuscript refers to a written product (e.g., systematic review, empirical paper) that is deemed by the student's committee to meet the minimum requirements necessary for submission for a peer reviewed scientific journal. The manuscript does NOT need to be submitted to fulfill the full requirement, as ultimately the decision of when and where to submit a manuscript lies with the student's research advisor and co-authors on the manuscript. However, the manuscript should be evaluated by the student's mentor and other committee members to determine if it meets the minimum requirements for submission and thus fulfills the written component of the thesis project.

²The scope of the alternative scientific writing project will be discussed by the student and the student's research advisor. Ultimately, approval of the project will come from the student's advisor, committee members, and program director.

Procedure

Students will discuss thesis options with their mentor during their first two quarters at Drexel (Fall & Winter). 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. No matter what option is chosen (i.e., traditional thesis vs. other projects), a committee shall be formed to evaluate the appropriateness of the thesis/project plan (either through a formal oral proposal in the empirical thesis option or through formal approval by the committee for other options). The committee will also evaluate the final written document for the thesis/project (and will meet for a proposal meeting if a traditional thesis is chosen to fulfill the requirement). The committee will be composed of the student's mentor and two additional faculty members.

Students are also encouraged to read at least one doctoral dissertation or Master's thesis recently completed by a student in the department. The student's mentor/thesis advisor 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.

If an empirical thesis is chosen, 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. Similarly, if a publication-quality paper as first author, or an alternative scientific writing project is chosen, the student must first develop a novel idea that will contribute to the existing literature or body of work.

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 (i.e., core or adjunct faculty) and it is recommended (though not required) that one be a credentialed individual faculty from either outside the department or Drexel University. While the reasoning behind having a committee member from outside the department is to provide additional expertise or perspectives to those provided by the committee members from within the Department, this is not required.

Committee Formation

Students should discuss appropriate committee members with their mentor. Once potential committee members have been identified, 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. If a traditional empirical thesis is chosen, the student must provide 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. For the publication-quality manuscript option, the committee must approve a finalized Introduction and Methods section of the manuscript before analyzing data and writing up the final project (this may be done by any method deemed appropriate by the student's mentor and committee). For the alternative scientific writing project, the committee and Program Director (Dr. Manasse) must approve the project as appropriate for fulfilling the thesis requirement ahead of project initiation/completion.

Committee Involvement

Empirical Thesis (Option a)

The student must have two meetings with their 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 on the Microsoft Teams page for the MS program.

For graduation in Spring of second year, the thesis proposal must be completed at the end of first year, by July 31. If you would like to aim to graduate in Winter term of your second year, you must propose your thesis by May 31 at the end of first year. 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 their proposal and receives constructive feedback from the committee, followed by a vote by the committee on whether 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, work on the thesis (e.g., data collection/analysis) 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 should be announced at least two weeks (and minimum of 1 week) before so that other students and faculty may attend.

Publication Quality Manuscript (Option b)

For graduation in Spring of second year, committee approval of your fully-drafted Introduction and Methods section must be completed at the end of first year, by July 31. If you would like to aim to graduate in Winter term of your second year, this approval must occur by May 31 at the end of first year. There is no formal requirement for a full committee meeting and presentation to approve the Introduction and Methods section (though the student and committee may choose to hold an oral proposal meeting); the student and their mentor may choose to obtain these approvals in any method they deem appropriate (e.g., email feedback and approval from committee members). Typically, in order to receive committee approval by the deadline, drafts of the Introduction/Methods should be sent to committee members 1-2 months in advance of the proposal deadline to allow time for feedback, revisions, and review of subsequent drafts before the committee member signs off on the project, but the exact timeline should be discussed in advance with the committee members. Once the student has obtained committee approval and submitted the completed Master's Thesis Proposal Approval form, work on the project (e.g., data analysis, data collection) may proceed. The student's committee will also evaluate the final written publication-quality manuscript and convene a meeting with the student. Following the defense, the student must have their committee sign the Thesis Defense Form within 48 hours. The Introduction/Methods approval and defense approval must be documented using the corresponding forms (proposal and defense forms, respectively). The committee members and Program Director must sign both forms, which can be found in on the Microsoft Teams page for the MS program.

Alternative Scientific Writing Project (Option c)

For graduation in Spring of second year, committee approval and Program Director (Dr. Manasse) of your Scientific Writing Project must be completed at the end of first year, by July 31. If you would like to aim to graduate in Winter term of your second year, this approval must occur by May 31 at the end of first year. There is no formal requirement for a full committee meeting and presentation to approve the Alternative Scientific Writing Project; the student and their mentor may choose to obtain these approvals in any method they deem appropriate (e.g., email feedback and approval from committee members and program director). There is no specific format required for the "proposal" of the Alternative Scientific Writing Project; this can be decided between the student and their mentor on a case-by-case basis. In some instances,

the committee members and/or Program Director may request additional information about the proposed project prior to approval. The project approval and defense approval must be documented using the corresponding forms (proposal and defense forms, respectively). The committee members and Program Director must sign both forms.

Thesis Defense

No matter which thesis option is selected, students must successfully defend their thesis to be eligible to graduate. The thesis defense is a meeting in which the student presents their thesis project. Each student is required to contact all members of their 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 defense may occur in person, remotely over videoconference/phone, or in-person/remote hybrid. 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 defense, the student will present their thesis (typically 15-20 minutes), 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, then determine whether 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 (which is typical), 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:

<http://library.drexel.edu/thesis>

Research Ethics

Institutional Review Board

All students engaged in human subjects research at the university need to be added to the relevant research project's IRB protocol. Prior to being added to any protocols, students will need to complete CITI Training (<https://www.citiprogram.org/>). Students should discuss which CITI courses they are required to take with their mentor.

If planning to complete a 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 training protocols (i.e., Human Subjects and HIPAA/Medical Research). 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. In order to submit an IRB, the student must have access to COEUS LITE. This requires training. Discuss procedures for obtaining this training with your mentor.

*** To determine what trainings you must complete prior to being engaged in any human subjects research (your own thesis or contributing to projects in your research lab or others), discuss this with your mentor and/or supervisor for the project. They can assist you in determining what trainings must be completed, etc.

6. Curricular/Form Requirements Summary & Accompanying Documentation

Requirement	Documentation	Applicable Deadlines
Completion of 45 credits (including required & elective coursework)	(Documentation provided via University Transcript)	Spring quarter of 2 nd year
Quarterly Research Experience (6x)	Faculty communicates with program director; student does not need to document	
Thesis project (any option)	Thesis Proposal Approval (to Graduate Advisor) Thesis Defense Approval (to Graduate Advisor) Thesis Approval Form (becomes pg. 1 of thesis) Graduate Completion Form (to Graduate College) *Intent to Graduate Winter Term (to Graduate Advisor, if applicable)	<u>Thesis Proposal Approval</u> For Spring Graduation: July 31 (end of year 1) *For Early (winter) Graduation: May 31 (end of year 1) <u>Thesis defense (by first day of final exams, Spring quarter year 2)</u>
Graduation	Apply for Graduation	https://drexel.edu/registrar/graduation/overview/applying-for-degree/

Student Resources

Graduate College

The [Graduate College](#) is the hub of information and resources for graduate students across the University. The Graduate College sets and/or communicates [policies and procedures](#) on important academic processes as it relates to graduate studies and also provides various programming to support [professional development](#) and the overall the graduate student experience at Drexel. There are a number of [resources](#) available to students including the student lead Graduate Student Association (GSA), International Graduate Student Association (IGSA) graduate student lounge, and travel subsidy awards.

International Student and Scholars Services

In the same way the Graduate College supports and provides valuable information on graduate studies at Drexel (for both domestic and international students), the [International Student and Scholars Services \(ISSS\)](#) office provides important information and resources specific to international students, including guidance on F-1 visa requirements, student travel and employment in the US.

Graduate Student Representative and MS program GA

Within the MS Psychology program, a student representative is appointed in each cohort to address student concerns and to perform various departmental and student duties. The student rep attends departmental meetings, acts as a liaison between the faculty and the students, coordinates and leads graduate student meetings, and ensures that all pertinent information is disseminated to the students. Information is typically disseminated through the student-only listserv, which is maintained by the student representative in coordination with the Program Director. Each year a graduate assistant (GA) is also appointed. Included among the GA responsibilities are assisting the Program Director with various administrative and program evaluation/development tasks, If you are interested in serving as the Graduate Student Representative or GA, please contact Dr. Stephanie Manasse (smm522@drexel.edu).

Drexel University Counseling Center

The [Office of Counseling and Health Services](#) offers free, confidential counseling services to all graduate students, including in-person care for full-time graduate students on campus on the University City and Center City campuses and remote services for all graduate students over the phone via peer counseling and other call services, and online via articles, videos, screenings and webinars.

All students are welcome and encouraged to connect with the Counseling Center for assistance, as well as take advantage of additional [Health and Wellness Resources](#) available to graduate students.

Office of Disability Resources

At an institutional level, the [Office of Disability Resources](#) (ODR) facilitates programs and accommodations for students with physical disabilities. In general, the Drexel campus has handicap accessible buildings and parking. However, it is recommended that students contact the Office of Disability Resources to confirm availability.

For students requiring support for learning disabilities, the University provides various education support programs. Students seeking accommodations can register with the Office of Disability Resources [here](#).

Drexel Dragon Card Office

All students must obtain a Drexel Dragon identification card by Week 1 of the term. Students will be able to get (or pick-up) their Dragon Card from the Drexel Dragon Card Office one week prior to the start of Fall term (usually during Welcome Week). Students have the option of uploading a photo online via the website or having their photo taken at the card office. For instructions, please visit: <https://drexel.edu/business-services/dragoncard/overview/> **A validated Drexel student ID card should always be carried due to its necessity for entering all buildings on all campuses.**

Drexel University Bookstore

Drexel University has two bookstores: the [Drexel University Bookstore](#) located on Main Campus in MacAlister Hall on 33rd Street & Chestnut Street and the Drexel College of Medicine Bookstore located on the Hahnemann Center City Campus in the Bellet Building on 15th Street & Race Street.

All textbooks for Clinical Psychology program courses are located at the bookstore on Main Campus. You are able to order books online directly from the bookstore or purchase them in person at the bookstore.

Drexel Recreation Center

Drexel's offers a variety of intramural and intercollegiate activities, as well as a fully equipped gym, elevated indoor track, aerobic studios, climbing wall, 6-lane swimming pool, squash courts, and fitness and wellness programs. For further information about these programs, please visit the [Recreation Center](#), located in the Daskalakis Athletic Center (DAC).

Student Housing

Although most graduate students find independent housing in the city of Philadelphia, Drexel also offers graduate student housing near the Center City Campus. Stiles Alumni Hall houses up to 315 undergraduate and graduate students in one-, two-, and three-bedroom unfurnished apartments. Each student is given their own bedroom, but will share a kitchen, bathroom and living space. The bedrooms are carpeted, and each room has temperature control, cable, local phone service and internet access. Additional information is available [online](#).

Parking

Because of Drexel's urban location, parking is scarce. The streets on and around both campuses provide metered and unmetered parking spaces for which the maximum time limit is typically 1 to 3 hours. Parking violations are strictly enforced in the city of Philadelphia with occasionally heavy fines. Drexel also has several parking facilities on the University City Main Campus which require parking permits. Since space is limited and many lots even have waiting lists, students should contact the [Parking Services Department](#) (215-895-2813) as early as possible to obtain a parking permit. Regardless of where they ultimately choose to park, all students are strongly advised to purchase a theft protection device for their car and empty their car of all belongings when parking in Philadelphia.

Library

With an active Drexel Dragon ID card, students have access to Drexel's three physical library locations: *Hagerty Library* on University main campus and the two Health Sciences Libraries, *Hahnemann Library* in Center City and *Queen Lane Library* on the Queen Lane Campus.

Graduate students at Drexel University are also entitled to borrowing privileges at other area libraries. To establish in-person borrowing privileges at either [University of Pennsylvania Libraries](#) or any participating [PALCI On-Site Borrowing Libraries](#), you must first obtain a Reciprocal Borrowing Letter from the circulation desk at any Drexel University Libraries location. This letter should be presented, along with your current university ID card, to circulation desk staff at the library from which you would like to borrow materials.

The Drexel ID card also enables graduate students to take advantage of the Interlibrary Loan (ILL) service offered through the Drexel University Libraries. Books, journal articles, book chapters, and other materials not available through Drexel University Libraries may be requested online through either of the Libraries' interlibrary loan systems (EZBorrow or ILLiad) at no charge to the student. Visit the library [homepage](#) for more details.

Computer and Multimedia Support

Data Analysis and Computer Facilities

Drexel's [Office of Information Technology](#) (IT) coordinates all general computing and information resources for instructional research and administrative activities. Faculty and students have free access to accounts, supported mainframe statistical packages, campus e-mail, and various file

servers. Students can familiarize themselves with IT's various services [here](#). In addition, certain [software](#) is available free of charge to students.

Audio/Visual Equipment

Students have access to various technological equipment (e.g., laptop computers, projectors) provided by the university Instructional Media Services (IMS Department) located on the 4th floor of MacAlister Hall. See the [IMS website](#) for more details.

Other University Faculty

Other resources to the psychology graduate program include faculty and departments in related areas. In the past psychology students have used resources associated with those departments and colleges, and/or collaborated with faculty on research projects. Those university departments include Electrical and Computer Engineering (specifically the Imaging and Computer Vision Center), the Department of Nutrition and Food Science, the Department of Biology, the School of Law, the School of Public Health, and the Department of Biomedical Engineering and Science, among others.

About Philadelphia

Philadelphia is the second largest city on the East Coast and ranks sixth in the nation, with a metropolitan population of nearly 6 million. Just 100 miles south of New York and 133 miles north of Washington, D.C., Philadelphia, and its surrounding counties (Bucks, Chester, Delaware, and Montgomery) are conveniently situated in the heart of the Northeast Corridor. A world-class city for business, art, and education, Philadelphia's skyscrapers are coupled with a blend of distinct and culturally diverse neighborhoods, creating a unique metropolitan yet intimate urban experience. The area bounded by the Delaware River in the East, the Schuylkill River in the West, Vine Street in the North and South Street in the South, is known as "Center City" (not downtown). Center City's proximity to Drexel's campus makes it a popular choice among students looking to rent an apartment. Other popular residential communities include Old City, Queen's Village, the Art Museum district, Manayunk, and Chestnut Hill.

Drexel University is spread out over three campuses: (1) the University City Main Campus, (2) the Center City Campus, and (3) the Queen Lane Medical Campus. With more than 90 colleges and universities in the city and surrounding region, Philadelphia is a great place to be a college student. In addition to Drexel, top schools include Bryn Mawr College, Chestnut Hill College, Jefferson's College of Health Professions, La Salle University, Moore College of Art and Design, Pennsylvania Academy of the Fine Arts, Philadelphia University, Rosemont College, St. Joseph's University, Swarthmore College, Temple University, University of the Arts, University of Pennsylvania, Ursinus College, Villanova University and Widener University. The city of Philadelphia also boasts a large number of renowned hospitals and university medical centers including the Hospital of the University of Pennsylvania (HUP), Children's Hospital of Philadelphia (CHOP), St. Christopher's Hospital for Children, Thomas Jefferson University Hospital, and Temple University Hospital, among others.

In addition to the historical sites for which the city is known, Philadelphia offers a wealth of cultural attractions and recreational activities. Popular points of interest include: Independence National & Historic Park, the Philadelphia Museum of Art, the Franklin Institute, the Academy of Natural Sciences, the Philadelphia Zoo, Fairmount Park, Penn's Landing, Longwood Gardens, the Barnes Foundation, and the Rodin Museum. Philadelphia is also home to a large number of renowned theatres offering the finest in music, dance, and live performances. Sports fans can follow teams in every major professional league—baseball (Phillies), football (Eagles), arena football (Soul), basketball (76ers), hockey (Flyers), and soccer (Union). In addition to the famous cheesesteak establishments and red sauce houses of South Philly, Philadelphia offers a wide range of diverse eating and drinking establishments, ranging from food carts to high end restaurants.

The following websites offer comprehensive information about the greater Philadelphia area: [The Philadelphia Tourism Network](#) and the [City of Philadelphia home page](#). Find information about upcoming events in Philadelphia at [Uwishunu](#), the official tourism blog of Philadelphia and its surrounding areas.