



*Psychology Department
Graduate Student
Handbook and Thesis Guide*



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Welcome to the graduate psychology program at Appalachian State University (ASU). This guide is designed to assist you in completing your graduate studies in the Psychology Department with a minimum of confusion and wasted effort. The material within this guide was compiled by the Graduate Program Coordinator, the Program Directors, departmental graduate students, and the office staff. We hope this handbook will be of value to you, and we welcome your suggestions for improvement. Please read it thoroughly.

Dr. Jim Denniston is the Chairperson of the Department of Psychology and Dr. Ken Steele is the Assistant Chairperson. Dr. Denise Martz is the Graduate Coordinator and will be your contact person, beyond your program director, for most graduate information or concerns. Additional references you may want to acquire include the current graduate school catalog, obtainable from the Graduate School website (<http://www.graduate.appstate.edu/>) and the graduate psychology program guide in your area, obtainable from your program director or on the Psychology Department website (<http://www.psych.appstate.edu/>).

Appalachian State University is committed to providing equal opportunity in education and employment to all applicants, students, and employees. The university does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, creed, sex, gender identity and expression, political affiliation, age, disability, veteran status, or sexual orientation. The university actively promotes diversity among students and employees.

HISTORY

General Experimental Psychology

The first graduate program in psychology began with 10 students in 1968 and with Dr. Willard Brigner as the Program Director. Previous program directors include Drs. Mark Zrull, Ken Steele, and Jim Denniston. The GE program is presently designed for those students planning to pursue doctoral-level training in a sub-discipline of experimental psychology. Experimental psychology is the cornerstone of an academic program in psychology.

The General Experimental Master's Program is committed to quality training of students at the graduate and undergraduate levels and the production of high quality research. Our goal is to offer courses and training in basic areas of experimental psychology. We strive to train our students to become researchers and/or teachers in experimental psychology. Because our faculty members maintain active research laboratories, we provide a rich environment for graduate and undergraduate students to participate and learn about the research process. Our purpose is to provide master's graduate students with extensive background in several basic areas of research, with the ultimate goal of training students to plan and execute original research in the field, as well as to advance their oral, writing and critical thinking skills. These actions are intended to prepare master's graduates for advanced study so that they will be competitive applicants for a doctoral program. The vision for the program is to maintain the quality of the existing program as demonstrated by number of students successfully completing the Master of Arts degree and/or gaining acceptance into a doctoral program or other professional program.

Program Director:	Dr. Doris Bazzini	
Committee Members:	Dr. Stan Aeschleman	Dr. Verne Bacharach
	Dr. Mary Ballard	Dr. Skip Beck
	Dr. James Denniston	Dr. Chris Dickinson
	Dr. Lisa Emery	Dr. Paul Fox
	Dr. Amy Galloway	Dr. Todd McElroy
	Dr. Courtney Rocheleau	Dr. Andrew Smith
	Dr. Ken Steele	Dr. Doug Waring
	Dr. Rose Mary Webb	Dr. Twila Wingrove
	Dr. Mark Zrull	

Clinical Health Psychology

The Clinical Health Psychology program is a result of a merger of the pre-existing Clinical and Health psychology programs. In 1970, Dr. Richard Levin arrived from Purdue University to develop and serve as advisor for the Clinical Program at ASU. Former program directors include Drs. Richard Levin, Hank Schneider, and Bob Hill. The Rehabilitation Program began in 1971 when Dr. William Knight returned to ASU from The University of Maine to direct the program. The focus of the program changed to Health Psychology from 1998-2005 under the leadership of Drs. Stan Aeschleman and later Denise Martz. The Clinical Health Program's mission is to train students in assessment, prevention, and intervention of psychological disorders and medical disease in preparation for licensure as a psychological associate, as well as to assist students for entry into doctoral programs in applied psychology and allied health fields.

The Master of Arts program in Clinical Health Psychology is a terminal master's program that either provides students with the skills necessary to become master's level clinical practitioners, or prepares them for advanced- doctoral level work in Clinical or Health Psychology. The program involves four semesters of course work in research methods, professional issues in psychology, intelligence and personality assessment, health psychology and behavioral medicine, as well as diagnosis and treatment of psychological disorders for adults and children. Students in the Clinical Health Psychology program are also required to either complete an empirical thesis, or complete additional coursework through a non-thesis track. Two clinical practicums are taken during the second and third semesters of the program, and a 600-1,000 hour supervised internship completes the program. Graduates of the program are eligible for licensure as master's level psychologists in North Carolina.

The Clinical Health program is qualified for Academic Common Market (ACM), allowing some out-of-state students from the southeastern region to attend the program at the in-state tuition rate. For more information on ACM, see this web address: <http://www.sreb.org/programs/acm/acmindex.asp>.

Program Director:	Dr. Lisa Curtin	
Committee Members:	Dr. Josh Broman-Fulks	Dr. Will Canu
	Dr. Bob Hill	Dr. John Paul ("J.P.") Jameson
	Dr. Denise Martz	Dr. Kurt Michael
	Dr. Courtney Rocheleau	

School Psychology

Through the joint efforts of the Department of Psychology and Counselor Education and Research, the Level II School Psychology program began in the fall of 1979 under the leadership of Dr. Eric Hatch. The program is now housed solely within the Department of Psychology and provides both an M.A. degree and a Specialist in School Psychology Degree. Dr. Jim Deni served as the program director between 1992 and 2006, and Dr. Pam Kidder-Ashley has served in that capacity since then. The program has been identified by the National Association of School Psychologists (NASP) as an Approved Program since 1991.

The primary mission of the Graduate Program in School Psychology at Appalachian State University is to provide learning experiences that enable our students to become well-rounded, effective School Psychologists who work in public schools or in other related settings. Our program prepares graduates who practice competently, ethically, and from a scientific perspective in all of the domains of School Psychology practice that are articulated by NASP. Ultimately, we aspire to produce leaders in the field of School Psychology who advocate for and facilitate positive change for the children, families, and institutions they serve, by employing the best available scientific evidence and the most effective interpersonal and collaborative skills.

Program Director:	Dr. Pam Kidder-Ashley	
Committee Members:	Dr. Jim Deni	Dr. Sandy Gagnon
	Dr. Jamie Fearrington	Dr. Lindsay Masland

Industrial-Organizational Psychology and Human Resource Management

During the fall of 1982, a two-year program in Industrial-Organizational Psychology was founded in the Department of Psychology. It was revised in 1993 under the leadership of Dr. Mary Powell (Psychology) in collaboration with Dr. Hugh Hindman (Management) to become the Industrial-Organizational Psychology and Human Resource Management (IOHRM) program, a joint offering of the Departments of Psychology and Management (in the Walker College of Business).

The IOHRM program at Appalachian State University is an interdisciplinary Master of Arts degree program with the mission to prepare professionals for work in business, industry, and government. The program is designed to equip students with specialized training in human resource management and I-O psychology, and it emphasizes professional development based on students' developing knowledge of theories, methods, and research findings derived from the behavioral sciences. The program also emphasizes the acquisition of skills and the application of this knowledge to such organizational activities as selection, placement, and motivation of employees; leadership; training and development; performance appraisal; and development and change of organizations.

The IOHRM program is qualified for Academic Common Market, allowing students with residence in several states in the Southeast to attend the program at the NC resident tuition rate. For more information on this, visit the Academic Common Market Website:

(<http://www.sreb.org/programs/acm/acmindex.asp>.)

Program Director:	Dr. Tim Huelsman (PSY)	
Committee Members:	Dr. Jacqui Bergman (MGT)	Dr. Shawn Bergman (PSY)
	Dr. Hugh Hindman (MGT)	Dr. Tim Ludwig (PSY)
	Dr. Lyle Schoenfeldt (MGT)	Dr. Pete Villanova (MGT)
	Dr. Jim Westerman (MGT)	Dr. Brian Whitaker (MGT)

DEPARTMENT FACILITIES AND SERVICES

Psychology Administrators and Offices:

Dr. Jim Denniston, Chairperson, Room 100-F, 262-2297, (dennistonjc@appstate.edu)

Dr. Ken Steele, Assistant Chairperson, Room 310-F, 262-8640, (steelekm@appstate.edu)

Dr. Denise Martz, Graduate Coordinator, Room 309, 262-2715, (martzdm@appstate.edu)

Ms. Carol Anderson, Dept. Office Manager, Room 100-A, 262-2297, (andersncm@appstate.edu)

Ms. Gail Day, Departmental Secretary, Room 100, 262-2272, (daygg@appstate.edu)

Mail Services: Each graduate student has a mailbox in the graduate lounge on the 1st floor. Those teaching Psychology 1200 will hold mailboxes in the main office. Please check your mail regularly. Students may send mail through the Department by placing outgoing materials in the box in the main office. Personal mail must have a stamp. All mail must have a name and return address. Mail goes out/comes in at approximately 10 a.m. and 2:00 p.m. each weekday.

Student Lockers: Daytime lockers are available for your use in the graduate lounge. They are to be used on a first come, first serve basis. You must supply your own lock.

FAX Machine: A fax machine is located in the main office. You may send and receive them. Our FAX number is 828-262-2974. Personal faxes cost \$.25 per page (\$1.00 for overseas).

Duplicating Materials: The departmental copying machine is located in the main office. Personal copies (including copies of coursework) are \$.05 each. Please request the office staff to enter the access code.

Psychological Assessment Library: Students enrolled in assessment classes may use testing materials kept in the third-floor office. Assessment Library hours are posted on the door. Test kits may be checked out. Consumable test forms/protocols must be purchased.

GENERAL PROGRAM REQUIREMENTS

GRADES

Graduate students must maintain a 3.0 GPA. If the GPA falls below 3.0, no assistantship may be held, and the student may continue in the program *only* with the approval of the Program Director and faculty. If permission to continue is granted, a contract is negotiated that delineates the probationary conditions for continuation. Special Graduate School fellowships require that a student maintain an average GPA above 3.0.

GRE/ACAT EXIT REQUIREMENT

Prior to graduation, each student must obtain a passing score of 60th percentile on the GRE Psychology Subject Test *or* pass the Psychology Area Concentration Achievement Test (ACAT). Passing scores on the ACAT are 70th percentile for the Clinical Health and General Experimental programs and 60th percentile for the I/O-HRM and School Psychology programs. Please contact Dr. Rose Mary Webb (webbrm@appstate.edu) for dates of administration each semester and additional

information on the ACAT. It is recommended that students take this exit requirement in the 2nd semester of their 1st year.

COMPREHENSIVE EXAM

In addition to the GRE/ACAT Exit requirement, all graduate students, except those in the General Experimental program, are required to complete successfully a comprehensive exam, specific to their program, in their second year. Your program director will provide you with the specific nature and performance requirements of the exam for your program.

PROGRAM OF STUDY

A Program of Study (POS) form, containing a typed list of the courses that you will be required to complete, must be filed with the Graduate School by spring semester of your first year. The “Graduate Degree Program of Study” form can be obtained from the Graduate School’s form page (http://www.graduate.appstate.edu/forms_graduate/index.html). Work with your program director to complete the POS and then submit the original to Dr. Martz who will forward it to the Graduate School. You should make a copy for your own records.

ADMISSION TO CANDIDACY

All students are technically admitted on a probationary status, until they are formally promoted, by their program faculty, to candidacy towards the degree. The “Admission to Candidacy for a Graduate Degree” form can also be obtained from the Graduate School’s web page (http://www.graduate.appstate.edu/forms_graduate/index.html). You will complete this form with the approval of your program faculty and through the assistance of your program director. Please submit one signed original to Dr. Martz for her signature, and she will forward it to the Graduate School. This process is normally completed at the end of the second semester as a method of evaluating your readiness to continue in the program towards the master’s degree. Before a student can be admitted to candidacy for the degree, *all* of the following conditions must be met:

1. Program of Study is on file with the Graduate School.
2. A 3.0 or higher GPA across all completed courses.
3. Recommendation of the Program Faculty.
4. Completion of a minimum of 9 semester hours.
5. Successful completion of a Practicum course for students in Clinical Health and School Psychology programs.
6. Successful completion of PSY 5640 (Seminar) for students in the General Experimental program.
7. Successful progress on thesis prospectus for students in the General Experimental and Clinical Health programs.

No independent/individual study or internship hours may be taken prior to completion and filing of both the Program of Study and the Admission to Candidacy forms.

FOREIGN LANGUAGE, COMPUTER SCIENCE, STATISTICS

Competence in a foreign language, computer science, or statistics is required for graduation. Successful completion of Psychology 5020 will satisfy this requirement and will be indicated on your Admission to Candidacy form.

INDEPENDENT/INDIVIDUAL STUDY

A Special Course Form (available in the Psychology Office) must be completed and signed by the Graduate Coordinator, Dean of the College of Arts and Sciences, and Dean of the Graduate School in order to register for an Independent Study or an Individual Study. Graduate students must formally advance to candidacy, which includes having the Program of Study and Admissions to Candidacy forms on file before registering for an independent or individual study course. No more than six hours of independent study may be included on a student's Program of Study.

Independent Study: When a student wishes to study a subject not offered in the catalog, and a graduate faculty member is willing to supervise the student's work, the student may enroll in an independent study (e.g., Psychology 5500 – Brain and Gender). Additional permission is needed from the program director to ensure the course can be placed on the Program of Study. An Independent Study form may be obtained from the Psychology Department office. For Independent Study, a prospectus must be approved and appropriate form signed by the supervising professor and Dr. Martz.

Individual Study: When students wish to study a subject listed in the catalog that is not offered that particular semester, an Individual Study can sometimes be arranged. Any student wishing to do an Individual Study should make the request to the supervising professor who typically teaches the course and to the Graduate Coordinator. The department does not routinely approve individual study.

INTERNSHIP/PRACTICA

Internships and practica may be required components of your program. The *Practicum* is similar to an internship except that it requires participation 8-10 hours per week and may be taken throughout the graduate program. Graduate course work is not scheduled on Fridays so that practica can be completed on that day. However, some sites may require non-Friday responsibilities. The internship is usually a formal placement of the graduate program and ranges from approximately one semester to one year in duration with specific hour requirements a function of the specific program and training site. The student and program director, who typically serves as the internship coordinator, work to secure the site of the experience during the semester prior to its initiation. Although some internships are paid, many are not. Students must be enrolled in the appropriate Practicum or Internship course concurrent with this experience and this will secure them liability/malpractice coverage through ASU.

The on-site supervisor is responsible for arranging and monitoring the day-to-day activities and for supervision of specific professional/clinical relationships with clients. Expectations for students, the supervisor, and program director are stipulated in a written agreement. Students are expected to exhibit professional and ethical behavior and to use their clinical supervision appropriately. Practica and internships are graded on a Satisfactory (S)/Unsatisfactory (U) basis. They are intended to be valuable learning experiences but also serve to evaluate a student's ability to learn and consolidate applied skills. Students having any difficulties on site should contact their on-site supervisor(s) and program director immediately.

NOTE: *A student who receives an unsatisfactory (U) in a practicum or internship is automatically removed from the program and the university.*

NOTE: *Clinical Health students completing a thesis must have their final thesis defense prior to beginning the internship or secure their thesis mentor's endorsement for beginning internship as*

a result of adequate thesis progress (e.g., completed thesis but have not formally defended it). Similarly, school psychology students must have passed their prospectus and collected all data prior to beginning the internship.

PROFESSIONAL DEVELOPMENT

The intent of all of our programs is to train students in professional and ethical behavior, in preparation for employment at the master's level, licensure (if applicable), or application for doctoral programs (e.g., PhD, MD). The psychology faculty endorses a mentoring model for graduate students. We care about our students, and faculty members find working with students rewarding. In this vein, we hope that students will value their academic, applied, and research training, along with our efforts to facilitate comprehensive professional development. Most students request letters of recommendation from faculty members towards the end of their tenure at ASU. Such letters often comment on students' academic progress, classroom behavior, professional interactions with fellow students and faculty, abilities to conduct research, progress on the thesis, presentation skills, clinical or applied skills, etc. Examples of professional development include speaking respectfully with clients, organizations, and other professionals, attending and presenting research at professional conferences, requesting additional supervision at practicum/internship sites when needed, dressing appropriately when teaching classes or on practicum/internship sites, and taking full advantage of professional development opportunities. Dr. Martz recently surveyed the faculty about their "pet peeves" relative to students' conduct. (Sometimes professional development is more easily defined by what *not to do*, than by *what to do*). Below is a list that captures faculty responses:

- Ignoring and/or complaining about faculty feedback on the thesis or coursework
- Showing too much cleavage or abdomen when teaching or in other professional roles
- Using foul language in hallways or classrooms
- Texting or checking email messages during class
- Approaching graduate training as a process of merely taking classes and getting grades instead of developing professional knowledge and competence
- Procrastinating on the thesis process and then pressuring the thesis chair to rush or cut corners to meet deadlines
- Failing to shut off/silence cell phones in classrooms or faculty offices
- Failing to check email for messages on a regular basis
- Making disparaging comments about the rigor of training and/or quality of other graduate programs
- Failing to maintain regular contact with one's assistantship faculty mentor or one's thesis chair
- Posting unprofessional language or pictures on social networking sites like Facebook (e.g., negative comments about other people, pictures of inebriation) since faculty, internship supervisors, and future employers can/will access these.

FINANCIAL AID

Departmental assistantships are described below. Graduate students are eligible to apply for the department's Frank R. Terrant, Jr. Memorial Scholarship. Clinical Health students may apply for the Donna Clark scholarship. Other sources of funding are available through the Graduate School, and students should apply directly to the Graduate School for those awards. PGSO and WiSE may fund some ancillary graduate student needs (travel or research supplies). Additional

financial aid (e.g., student loans) is available from the Office of Student Financial Aid located in the John E. Thomas Academic Support Building.

GRADUATE ASSISTANTSHIPS IN PSYCHOLOGY

The graduate assistantships (GAs, RAs, & GIAs) within the Psychology Department require either 10 or 15 hours per week and pay \$5,000 or \$7,500, respectively (in monthly installments throughout the academic year). Faculty who are recipients of a Graduate Research Associate Mentor program (GRAM) grant will sponsor their students for \$10,000 for a 20-hour assistantship. GTAs are paid \$8,000 for 20 hours. Students who are paid for 20 hours per week (considered “full time”) are not permitted to have employment outside of the university during the semesters. Although a one-year contract is typically offered, we assign assistantships one semester at a time. Payments are made on the 15th and last working day of the month. Decisions for the second semester are based upon student performance, grades, progress in the program, and the needs of the department. Students holding assistantships must be enrolled in 9-13 hours of coursework, maintain a 3.0 GPA or better, track their hours on a monthly report form, and attend the graduate school’s orientation on ethics and confidentiality. The assistantships fall into the following categories:

1. Teaching Assistant (TA): A teaching assistantship entails responsibility for a section of General Psychology and is supervised by Drs. Paul Fox & Amy Galloway. This 20-hour assistantship is only available to *second-year* students. Potential teachers must take PSY 5011, The Teaching of Psychology, during the spring semester of their first year.
2. Research Assistant (RA): A research assistantship is typically assigned to first-year students. The primary responsibility is to help a faculty supervisor complete research by gathering data, reviewing literature, and completing drafts of research manuscripts, etc., in order to support the faculty research program. Students may wish to complete a thesis with a faculty member who is also their RA mentor; however, students need to note that hours towards their thesis are independent from the expected hours towards the assistantship. Computer and writing skills are usually required. Occasionally, a student has the opportunity to begin a personal research program in an allied area.
3. Graduate Assistant (GA): This assignment may involve clerical service in which case the student might be assigned to help the office staff or faculty. Also included is a person who coordinates our undergraduate research program (helps investigators secure subjects, space, etc.). Typing, filing, or computer skills usually help secure these positions. Graduate Assistants also help faculty with advising, teaching, and administrative responsibilities. This may include such tasks as conducting classroom demonstrations, grading exams, updating student records, etc. GAs with access to student files or products must sign a confidentiality pledge.
4. Graduate Instructional Assistant (GIA): This assignment involves assisting a faculty member primarily in his/her teaching responsibilities. Duties may include assisting in preparation of lectures, classroom activities, and exams, scoring exams or papers, and occasional teaching. GIAs with access to student files or products must sign a confidentiality pledge.

Assistantship Information from the Graduate School

What is expected of GAs, GTAs and RAs?

- ✓ Work all of the hours agreed upon in your contract.
- ✓ Keep a record of time worked (the department is working on a form for this).
- ✓ Be on time and be professional in the department to which your contract is assigned.
- ✓ Departments depend on you. If you must miss a duty, let the department know as soon as possible.
- ✓ You are given a copy of your contract when you sign it. Keep it in a safe place for future reference. Your copy has information you need to know (the number of hours you agree to work, pay schedule, supervisor and term of the assistantship).
- ✓ All GTAs, GIAs and RAs are required to attend the orientation offered each fall by the Graduate School (check with your department and watch AppalNET announcements area of your ASU Email for dates and times).
- ✓ All graduate assistants having access to any confidential student information must attend the Legal Issues seminar offered by the Graduate School each year (check with your department and watch AppalNET announcements for dates and times).
- ✓ As with all employees of the university, you are required to know and abide by confidentiality rules, regulations and laws.
- ✓ Check your ASU AppalNET Email and announcement page regularly. You are expected to use these tools to obtain important announcements and emails sent out by the Graduate School.
- ✓ Check your ASU post office box regularly.

Paycheck, W-2, mailing address information:

- ✓ Paychecks are cut on the 15th and last working day of the month for students that sign their contracts on time. Late signing will result in a delay in receipt of your paycheck. NOTE: There is a pay schedule printed on your contract so you know when to expect your check.
- ✓ If you do not receive your paycheck, or the amount of the check seems incorrect, contact Monica Rose in the Graduate School.
- ✓ Registering for an extension course will cause the closure of your ASU mailbox. If you register for an extension course contact the University Post Office to keep your mail box active. If your mailbox is inactive, your paycheck will be mailed to the permanent address that you put on the Biographical Data sheet you completed when you filled out your initial employment paperwork.
- ✓ paychecks are usually mailed to ASU post office boxes.
- ✓ W-2 forms are sent to the permanent address on the Biographical Data Sheet that you filled out when you signed your contract. If that address changes, it is your responsibility to contact Monica Rose in the graduate school requesting in writing that your permanent address be changed. Please note that this is only for payroll. You must contact the Registrar's Office to have addresses updated in the student information system (J.E. Thomas Building, 1st floor, Phone 262-2173, Rosemd@appstate.edu).
- ✓ You may set up direct deposit through student accounts through the Graduate School or through Ms. Carol Anderson.

Other important information:

- ✓ Assistantships are only for the term noted on your contract.
- ✓ Assistantships are paid on a straight stipend. Assistantships are not based on an hourly wage.
- ✓ You must maintain a 3.0 to keep or be reassigned an assistantship. Students cannot hold an assistantship in a semester they are on academic probation.
- ✓ You must be registered for 9 graduate-level semester hours stipulated on your program of study to hold an assistantship.
- ✓ The maximum number of hours you may work in one or a combination of assistantships is 20 hours per week.
- ✓ You may work an assistantship and work in additional campus positions. However your total number of hours worked for all campus employment combined must be under 40 hours a week.

IN-STATE TUITION

The Graduate School can offer only a few North Carolina Tuition Scholarships (NCTS), and they are offered on a competitive basis. If you are not from NC, you must establish NC residency in order to qualify for in-state tuition rates during your 2nd or 3rd year of classes (~\$11,000 per year savings). You may apply for in-state residency status after you have resided in NC for twelve consecutive months, and you must be able to demonstrate intent to remain in the state for future employment (<http://www.graduate.appstate.edu/students/residency.html>). There are several things to do in order to be considered a NC resident, but they must be completed before the start of first year of coursework (the sooner the better!). Therefore, arrive early to initiate the process. Go to the Registrar's office and pick up a form that will tell you what needs to be done to become a NC resident. Some of the things that are considered (no guarantees) include:

1. Arrive in North Carolina early, preferably right after undergraduate graduation (June).
2. Attain housing and change your permanent mailing address appropriately. Provide your local address to the Registrar's Office. Keep documentation of paid rent, electric bills, etc.
3. Set up a local bank account.
4. Secure summer employment.
5. Attain a NC driver's license immediately.
6. Register your car in NC and secure local insurance.
7. Register to vote and vote in all elections.
8. Use your name (not that of your parents) to pay car and health insurance.
9. Pay your own federal and NC taxes (you must *not* be claimed as a dependent on your parents' tax forms).
10. Become part of the community (e.g., join, volunteer, or participate in a local organization).
11. Avoid listing "went home" when describing your activities during the year (you may say "visited your parents.")
12. In general, actions that you can document will carry more weight than your written commitment to becoming a NC resident.
13. Keep your records after you apply, in case they are needed for an appeal.
14. Try to avoid obtaining a summer practicum outside of NC

You may secure the application form for in-state residency status from the Registrar's website. The NC Statutes may be secured from the library. For additional information, see this web address: (<http://www.registrar.appstate.edu/residency/>).

WITHIN-DEPARTMENT CHANGE OF MAJOR

The department discourages changes from one major to another; however, in unusual cases, the following procedures will apply. The student *must*:

1. Have completed 18 hours of coursework in the original program,
2. Be eligible to continue in his/her present program (including a 3.0 GPA),
3. Discuss with his/her advisor about the interest in changing programs,
4. Contact the *advisor of the desired program*, who will ask the Graduate Programs Coordinator and Department Chair that the request be reviewed by the program's *admissions committee* to decide if the student's request is to be accepted or denied.

Subsequently, if the admissions committee of the program approves, the transfer will be made. At that time the student must obtain a "Change of Major" form from the Graduate School for signatures approving the change. The student must complete all requirements for the program as outlined by the advisor in a new Program of Study form.

GRADUATE STUDENT ORGANIZATIONS

PSYCHOLOGY GRADUATE STUDENT ORGANIZATION (PGSO)

The PGSO was formed as a vehicle for our graduate students to share information and concerns and to provide a source of financial support for conference travel and research expenses. The PGSO senate is comprised of one elected first- and second-year student from each of our four graduate programs in psychology. Membership dues are \$5.00 per year. Dr. Paul Fox is the faculty advisor (foxpa@appstate.edu). David Crane (dc73128@email.appstate.edu) will be the PGSO President, Glenna Read (readgl@email.appstate.edu) will be the Vice President, Chris Thortenson (thortensonca@email.appstate.edu) will serve as Secretary, and Paul Hill (hillpf@email.appstate.edu) as Treasurer for the 2011-2012 year.

GRADUATE STUDENT ASSOCIATION SENATE (GSAS)

The GSA represents all graduate students at ASU. One member and an alternate are elected from each academic department. The PGSO will arrange the election early in the Fall semester. The GSA is also a source of financial support for research-related expenses (including travel). Glenna Read (readgl@email.appstate.edu) will be our GSAS senator for the 2011-2012 year.

SUPPORT FOR RESEARCH AND TRAVEL

The Office of Student Research (<http://www.osr.appstate.edu/>), the Graduate School, and the Department provide stipends to support graduate student travel to conferences and graduate student research. Departmental support is provided by WiSE Travel and Research Awards. Information and forms can be found at the Department's website. See Dr. Mark Zrull (zrullmc@appstate.edu) for more information about the WiSE awards.

The Office of Student Research coordinates the grant process for GSAS and the Graduate School and supports research awards (Up to \$1,500) and Travel Awards (Up to \$500). More information can be found at <http://www.osr.appstate.edu/apply/index.html>.

THE PSYCHOLOGY THESIS

A thesis is required for students in the General Experimental program and is an option for students in other programs. It is highly recommended for all students who plan to continue toward a doctoral degree. Completing an empirical thesis provides a student with the opportunity to conduct research interdependently with the thesis chair, and affords the student the opportunity to get to know his/her faculty advisor on a closer, one-on-one, basis as well as to experience how professional scientists (i.e., the committee) work collaboratively to enhance the quality of reported research. Students frequently request detailed letters of recommendation for future employment, licensure, or applications to doctoral programs from the thesis chair and committee members. Our department strongly encourages that all thesis projects be considered for professional presentation and publication. Having one's thesis presented or published, with the student as an author, enhances chances of entry into doctoral programs (and makes students' parents very proud!). Students can also request to work on other lab projects to increase their likelihood of obtaining authorship on other scholarly products.

Talk with your program director about how to find a thesis chair. Students tend to find the process less frustrating if they secure a chair sooner, rather than later (e.g., during the first semester). While many faculty members honor a student's desire to pick an independent or novel topic, theses tend to progress most smoothly when a student picks a project that dovetails with a topic area and methodology already ongoing in a professor's lab. Hence, picking one's chair and picking one's topic often occur simultaneously. It is also important that the student/professor interview one another carefully before committing to this professional relationship. Students are encouraged to converse with more senior students about their thesis experiences before committing to the process (if it is an option in that program) and before securing their thesis chair and committee.

Guidelines for Committee Composition

The chair of a Thesis Committee must be a *tenured* or *tenure-track* faculty member of the Department of Psychology Graduate Faculty (Affiliate or Full Member). The two other committee members must also be on the Graduate Faculty (Affiliate or Full Member). However, one of the committee members may be from another academic department or may be an adjunct member holding a Graduate Faculty appointment. For students in the IOHRM program, faculty in the Department of Management may chair the thesis and serve as committee members.

General Experimental and the Clinical Health programs match their students to a faculty chair upon admission. School Psychology and IOHRM students may "shop" for a faculty chair by approaching a faculty member working in an area of interest to the student (current research interests and recent publications of faculty members can be found on the psychology department's website, <http://www.psych.appstate.edu/facultystaff/>). The faculty member may request a brief written summary of the project before determining whether to chair the thesis. If the faculty member agrees to chair the thesis, the student and the prospective chair will discuss two other potential committee members. The committee members should be chosen on the basis of their expertise and interest in the research topic. The student should approach the faculty members to determine their willingness to serve on the committee. The designated committee chair will meet with Graduate Coordinator to review the number of theses that she or he currently is chairing and, if approved as Thesis Chair, to propose the two additional committee members. The Thesis Chair should confirm the committee appointment with the designated members and should ensure that the

“Psychology Internal Department Thesis Committee Membership Form” (PIDTC) (see Sample Below) is signed and submitted immediately to Ms. Anderson. It is the responsibility of the *Thesis Chair*, not the student, to ensure the completion of this form.

NOTE: *At the start of the semester of the Prospectus Meeting and immediately after the Thesis Committee has been approved, students should enroll in PSY 5998 Thesis Proposal during the first week of the semester. Enrollment using a special course form must occur prior to the add deadline.*

(Psychology Department Thesis Committee Membership Form)

Psychology Department Formation of a Thesis Committee Form		
Chair	_____	_____
	(Print Name)	(Signature)
Member	_____	_____
	(Print Name)	(Signature)
Member	_____	_____
	(Print Name)	(Signature)
Student	_____	_____
	(Print Name)	(Signature) (Date)
Graduate Program Coordinator: Dr. Denise Martz	_____	Date _____
	(Signature)	
<p>The faculty member who wishes to be Thesis Chair should meet with the Department Chair to confirm that appointment and to establish a committee. The Thesis Chair is responsible acquiring signatures on this form. Students may enroll in PSY 5998 after this form has been processed.</p>		

Thesis Format and Protocol

The thesis format and process recently have been revised to make the process more efficient and to increase professional presentation and potential publication of theses. Students are now expected to complete the prospectus and thesis, printed on one-side only, in APA format 6th Edition. For information on the graduate school's introductory pages and the exceptions to APA style, see the guide for the prospectus and thesis on subsequent pages of this handbook. One's thesis will be accomplished with optimal quality and efficiency by following the process described below. The Timeline provides more detailed information and instruction.

Thesis Timeline

1. Form a Committee
 - When:* Ideally the 1st semester and no later than the 2nd semester
 - Resources:* **Guidelines for Committee Composition** (section above)
 - Forms:* Psychology Internal Department Thesis Committee Form (PIDTC)
Have PIDTC Form signed and submit to Dr. Martz.

2. Enroll in PSY 5998: Thesis Hours I
 - When:* At start of semester student plans to have Prospectus Meeting
 - Forms:* Special Course Form

Preparing the Prospectus

1. Write Prospectus
 - When:* As soon as possible after submitting PIDTC form
 - Resources:* **Psychology Department Prospectus Format** (section below)
Graduate School *Handbook for Thesis and Dissertation Preparation*
(http://www.graduate.appstate.edu/forms_graduate/index.html)

2. Preliminary Prospectus Meeting (if necessary)

3. Thesis Chair approves Prospectus Draft

4. Schedule Prospectus Meeting with your Committee and Ms. Anderson.

5. Distribute Prospectus to the Thesis Committee at least 1 week before the meeting.

6. Prospectus Meeting
 - When:* As soon as the Thesis Committee can meet after reading the written Prospectus.
 - Note:* Following the meeting, the Thesis Chair provides the Committee with a list of required changes. This is a contract between the student and the committee.
 - Resources:* **Guidelines for Prospectus Meeting** (below)

7. Submit Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) materials.

When: Per recommendation of Thesis Chair, either before or immediately after the Prospectus meeting.

Note: IRB or IACUC approval form must be included in the Prospectus to file at the Graduate School.

Resources: Graduate Studies IRB forms
(<http://www.graduate.appstate.edu/forms.html>)

8. Revise Prospectus and Gain Signatures from Thesis Chair and Committee Members

Resources: Graduate Studies Thesis Committee Membership form
(<http://www.graduate.appstate.edu/forms.html>)

9. Departmental Approval

Submit Final Prospectus with the signed Graduate School Thesis Committee Membership Form to Dr. Martz for her review and approval and take care of any requested revisions. The Prospectus must include documentation of IRB or IACUC approval in the Appendices. The final Prospectus and this committee form are filed with Ms. Susan Triplett at the Graduate School. Once the Graduate School approves these documents, the student will receive an email. *Students cannot enroll in PSY 5999 until the prospectus is on file at the Graduate School.*

10. Grade for PSY 5998: Thesis Hours I submitted by Thesis Chair after Graduate School emails approval; enroll in PSY 5999: Thesis Hours II

When: Start of semester after Graduate School approves Prospectus and committee form

Forms: Special Course Form obtained from Ms. Anderson

Completing the Thesis

1. Conduct study; analyze data

2. Write & Revise drafts of Thesis under Thesis Chair Supervision

Resources: **Psychology Department Thesis Format** (section below)

3. Thesis Chair approves Final Thesis Draft

4. Distribute Thesis Draft to Thesis Committee for feedback and revision (optional, but highly recommended!)

5. Distribution of Final Thesis

Submit the Final Thesis to Committee Members and Dr. Martz and email them to schedule a meeting date and time. As a courtesy, give them a minimum of 1 week to read the thesis before the meeting. Dr. Martz will review the format for the entire thesis and the four Graduate School pages. It can be helpful to email Susan Triplett (Triplettsw@appstate.edu) your signature pages in pdf format for her review prior to your defense.

When: Immediately after Thesis Chair approves final Thesis Draft

6. Posting of Defense
Email Ms. Anderson your thesis abstract and title and notify her a minimum of 5-workdays before the date and time of the thesis defense meeting. She will post the defense at the Graduate School by distributing the *Thesis/Dissertation Defense Notification* form and abstract. Any committee member or Graduate Coordinator can judge that the thesis needs substantial revision and deem the scheduled meeting a “meeting” rather than a “defense” (to be scheduled later after revisions are completed).
7. Thesis Defense
Students should bring a minimum of 3 Approval Pages copied onto ASU bond paper (purchased at bookstore; page#2 of Graduate School Introductory pages that is not numbered; see example below) to the defense *in case* committee members are ready to approve of the final thesis.
When: A minimum of 10 workdays prior to the last day of classes of the semester the student wishes to graduate
Resources: **Guidelines for Thesis Defense** (below)
Psychology Department Thesis Format (below)
8. Revise Thesis Draft as requested by the Committee under Supervision of Thesis Chair
9. Each Committee Member approves revised Thesis Manuscript and signs Approval Pages
10. Thesis Chair approves revised Thesis Manuscript and signs Approval Pages
11. Thesis Manuscript submitted to Dr. Martz. She will secure Dr. Denniston’s signatures once approved.
12. Thesis Manuscript on normal paper and 3+ signed Approval Pages on bond paper (1 for library, 1 for Ψ department, & 1 for Thesis Chair) submitted to Ms. Susan Triplett at the Graduate School. Please put in an envelope with the student’s name, department, month and year of graduation.
Resources: **Guideline for Final Corrections, Signatures, and Presentation to the Graduate School** (below)
Psychology Department Thesis Format (below)
13. Thesis Manuscript returned to Student Noting Errors
Forms: Thesis/Dissertation Correction Sheet (Provided by Graduate School)
14. Corrected Thesis Manuscript Resubmitted to Ms. Triplett at the Graduate School. Please return the original marked on thesis.
15. Once you have been cleared for the binding process by Ms. Triplett, the Graduate Dean, Dr. Edelma Huntley, signs the Approval Pages
16. Final Printing and Binding

3+ copies of Thesis Manuscript reproduced on ASU bond paper, with ASU seal readable on printed side (more if the student wishes to distribute to friends or family) each copy in an unsealed envelope marked with student's name, department, month and year of graduation.

17. Binding costs paid at Cashiers Office and take the receipt to Susan Triplett; 3+ copies of Thesis Manuscript submitted to Graduate School for binding including the shipping and handling form provided to you from Susan Triplett.
18. Student submits a pdf version of the thesis to Susan Triplett per Graduate School instructions. Please include an unsigned version of the Approval Pages, not the signed version, for this public pdf. Faculty members prefer that their signatures are not available on the internet. For more information, go to www.graduate.appstate.edu/students/thesis-dissertation.html.
19. The Thesis Chair then immediately submits the Grade "SP" for Satisfactory Progress for PSY 5999. Or, the Dean of the Graduate school will submit the grade.

Thesis is completed. Congratulations!

Guidelines for Prospectus Meeting

The student should begin with a brief, formal description of what he or she plans to study and how it will be studied. The Committee will discuss each section of the proposal and make recommendations for revision. Particular attention will focus on the Method section to ensure that the study is feasible, that there are no ethical difficulties, that all instruments, questionnaires, and procedures (including participant rights) are clear and appropriate, and that the number of participants and statistical analyses are justified. If the Committee approves the Prospectus, edited copies of the manuscript are collected from the members in order to facilitate revision. *After the meeting, the Thesis Chair should write a memo/email to the student and all Committee members summarizing all agreed upon substantive changes.* This memo and the Prospectus thereby constitute a contract between the student and the Committee and assure the student that no further substantive changes will be required relative to the *design* of the research project. If the student or other members of the Committee feel the memo is incomplete or inconsistent with the recommendations generated at the Prospectus Meeting, the Thesis Chair should be informed and the issues clarified (via an additional meeting of the Committee, if necessary). *The following steps should be taken immediately upon approval of the Prospectus:*

1. Complete the **Graduate Studies Thesis Committee Membership form** (<http://www.graduate.appstate.edu/forms.html>) and submit the form with the revised Prospectus to Dr. Martz. This form, a copy of the revised Prospectus, and the IRB or IACUC approval form will be submitted to the Graduate School.
2. After email of approval from the Graduate School, the Thesis Chair submits a grade for PSY 5998 immediately.
3. Enroll in PSY 5999 Thesis Hours with the special course form at the start of the semester that you intend to defend your thesis. *This cannot be done until the prospectus is on file at the Graduate School.*

Guideline for Thesis Defense

All members of the Committee and Dr. Martz must attend the thesis defense meeting.

Visitors to the meeting, other than the Dean, should be seated away from the meeting table at which the student and committee are seated. The Thesis Chair should introduce all in attendance and request that visitors withhold questions and comments until after the student formally summarizes the study.

The student should present a 5-10 minute summary of the research reviewing the statement of the problem and concentrating on the results and conclusions. The Committee discusses the thesis, asks questions of the student, and makes recommendations for the final revision.

When the defense has been completed, the Thesis Chair should excuse the visitors and the student for a brief executive session. Discussion relative to the final decision will ensue. The Thesis will either be a) approved with non-substantive revisions (committee members *may* chose to sign the approval pages on site), b) approved with substantive revisions (committee signatures will be granted only after revisions are approved), c) or disapproved. In the event of disapproval, the committee and the student will meet to discuss requirements for approval. The student and visitors are readmitted, at the Thesis Chair's discretion, and a review of the status of the work is provided. The Thesis Chair may invite comments and questions from the visitors at this time.

Guideline for Final Corrections, Signatures, and Presentation to the Graduate School

When revisions are completed, the Thesis Manuscript is approved by the Thesis Chair and Committee via signatures on the 3+ copies of the Thesis Approval Pages copied onto ASU bond paper (purchased at bookstore; page#2 of Graduate School Introductory pages that is not numbered; see example below).

The manuscript (on regular paper; not ASU bond) is returned to Dr. Martz, who may either request revisions or approve it. Please allow 1-week for this review. Compliance with appropriate writing and APA style standards rests ultimately with the Thesis Chair. If corrections are needed, the Thesis Manuscript will be returned to the Thesis Chair who will work with the student until the revisions are totally resolved. It is then returned to Dr. Martz for final approval. Once this is obtained, she will deliver it to Dr. Denniston for his signature on the Approval Pages and return it to the student.

The Thesis Manuscript now may be taken to the Ms. Susan Triplett at the Graduate School for review. The manuscript is returned to the student noting errors requiring correction. The student will return the original marked on thesis and the corrected thesis to Susan Triplett. Once these corrections have been approved, the Dean of the Graduate School will sign the signature pages and the student will be cleared for the binding process. The student should now pay at the Cashier's Office for binding the document, reproduce the appropriate number of copies on ASU Thesis Bond paper, and submit the Thesis to the Graduate School for binding. The Graduate School requires three copies of the document that they will distribute (1 for Belk Library, 1 for Ψ department, & 1 for Thesis Chair). If the student desires additional copies for herself/himself or for family/friends, these should be ordered at this time. Other committee members may be given unbound (non-bonded) copies, although the student should consider providing a bound, bonded copy to any faculty member who has contributed significantly to the thesis.

Psychology Department Prospectus Format (Revised August 2011)

Students are to use APA format as outlined in Chapter 2 of the 6th Edition of the *Publication Manual of the American Psychological Association* for a submitted manuscript (not a final product) when completing their theses. Minor exceptions are highlighted below. Students should purchase or obtain a copy of the *APA Publication Manual*. No Graduate School introductory pages are necessary for the prospectus. Please provide committee members a hard copy printed on one-side only.

1. Title Page should be prepared using APA style. Page numbering will begin on this page. No signature page is required for the prospectus.
2. Abstract – limited to one page rather than 120 words.
3. Introduction – the literature review will typically be in more depth than that of a paper prepared for submission for publication depending on thesis committee recommendations (as determined by the thesis committee).
4. Participant or Subject section
 - a. Include statement on adherence to ethical principles.
 - b. Include statement of IRB/IACUC status and approval date (if obtained prior to prospectus).
5. Results – substitute a “Planned Analysis” section for the results section. Explicitly describe the hypotheses using operational definitions of variables and a description of the proposed statistical analyses (for prospectus only).
6. Appendices
7. Include IRB or IACUC approval page (if obtained prior to prospectus).
8. Include consent form for human subjects (if applicable).
9. All materials used for data collection should be included in Appendices for the prospectus. However, materials whose copyright prohibits their dissemination (see pages. 38 & 128 of the 6th Edition of the *Publication Manual*) should be removed in the final thesis unless express copyright permission has been obtained.

Psychology Department Thesis Format

Students are to print committee members a hard copy printed on one side only. Use APA format as outlined in Chapter 2 of the 6th Edition of the *Publication Manual of the American Psychological Association* for a submitted manuscript (not a final product) when completing their theses. Students should purchase or obtain a copy of the APA manual. These initial four pages are required by our Graduate School as introductory pages. They are not numbered. An example of these initial pages is included below. Students are warned to *not* follow thesis guidelines for format as published on the Graduate School website. A normal APA title page follows these introductory pages and is labeled as page #1. Page 229 of the 6th Edition describes the order of manuscript sections as the

following: title page, abstract, text, references, appendices, author note, footnotes, tables, figure captions, and figures.

1. The title page should be prepared using the format specified by the Graduate School. The title should be typed in all capital letters. Your full legal name should be used on this page only. The date on the title page must be the month and year in which you will graduate (i.e., the date on your diploma).
2. The signature page should be prepared using the format specified by the Graduate School.
3. The copyright page should be prepared using the format specified by the Graduate School.
4. Foreword Page – following the statement required by the Graduate School (see sample Foreword Page), you may include acknowledgments that would typically appear in the Author Notes section (e.g., thanking committee members, family, etc.)

APA style and the Exceptions to APA style for the thesis:

1. Set all left margins to 1.25 inches for binding.
2. Abstract – limited to one page rather than 120 words
3. Introduction – the literature review will typically be in more depth than that of a paper prepared for submission for publication depending on thesis committee recommendations (as determined by the thesis committee).
4. Participant or Subject section
 - a. Include statement on adherence to ethical principles.
 - b. Include statement of IRB/IACUC approval date.
5. Figures (if applicable)
 - c. Figure Captions – the Figure Captions page (listing all figures) should appear immediately preceding all figure pages
6. Author Note
 - d. Should appear on a separate page and include appreciation for personal (e.g., research assistants), financial or other support.
 - e. Include citation of conference presentations or publications stemming from this research.
 - f. Include other acknowledgments
7. Appendices
 - g. Include IRB or IACUC approval page
 - h. Include consent form for human subjects (if applicable).
 - i. All materials used for data collection should be included in Appendices for the prospectus. However, materials whose copyright prohibits their dissemination (see

pages. 38 & 128 of the 6th Edition of the Publication Manual) should be removed in the final thesis unless express copyright permission has been obtained.

8. Vita (in biographical paragraph form rather than a traditional CV format on a separate page)

(sample Graduate School four introductory pages for the final thesis)

(2 inch top margin; 1.25" left margin)

EFFECTS OF ALERNATIVE ROCK, EMO, AND BLUEGRASS MUSIC ON MOOD AND
PHYSIOLOGY OF COLLEGE STUDENTS

A Thesis
by
ANTHONY D. KEDIS

Submitted to the Graduate School
Appalachian State University
In partial fulfillment of the requirements for the degree
MASTER OF ARTS

May 2014
Department of Psychology

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EFFECTS OF ALERNATIVE ROCK, EMO, AND BLUEGRASS MUSIC ON MOOD AND
PHYSIOLOGY OF COLLEGE STUDENTS

A Thesis
by
ANTHONY D. KEDIS
May 2014

(the above date should be your expected date of graduation,
not when you defend your thesis)

APPROVED BY:

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Chair, Thesis Committee

Flee
Member, Thesis Committee

John K. Frusciante
Member, Thesis Committee

James C. Denniston
Chair, Department of Psychology

Edelma D. Huntley
Dean, Research and Graduate Studies

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FOREWORD

This thesis is written in accordance with the style of the *Publication Manual of the American Psychological Association (5th Edition)* as required by the Department of Psychology at Appalachian State University

I would like to thank my thesis chair, Sally B. Greatchair, for her patience and advice through out this thesis process. Additional thanks are warranted to my dedicated thesis committee, Dr. Flee and Dr. Frusciant, and the undergraduate research assistants serving in our research lab including Ilove Dataentry, Hard Worker, Budding Scientist, and Statistics Aremylife. Finally, I wish to dedicate this thesis to my parents, Susie and Roy Kedis. Their timeless support has made my graduate school experience possible.

Running head: EFFECTS OF MUSIC ON MOOD AND PHYSIOLOGY

1

Effects of Alternative Rock, Emo, and Bluegrass Music on Mood
and Physiology of College Students

Anthony D. Kedis

Appalachian State University