

**Industrial/Organizational Psychology  
Graduate Student Handbook  
2016-2017**

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### **Introduction:**

The following contains information regarding policies and procedures for Industrial/Organizational (I/O) psychology graduate students. This document was created with the goal of integrating both Graduate School and departmental rules and procedures specifically related to the I/O psychology training program. However, it is not intended to be a substitute for the Graduate Catalog and students are encouraged to read the “General Graduate School Regulations” as well as the “Requirements for Advanced Degrees” sections of the Graduate Catalog. Students are responsible for knowing and following Graduate School policies and departmental requirements. If you still have questions after consulting this document, please contact your advisor (for academic/research matters etc) or the Graduate Secretary (forms, deadlines, etc).

*Failure to follow procedures may result in delay of your progress, result in a loss of funding and/or possible termination from the program.*

### **General Rules and Guidelines:**

- 1) You are responsible for maintaining frequent communication with the department during your enrollment in the Ph.D. program. It is also your responsibility to inform the department of your most current and accurate contact information, including email, telephone numbers and address.
  - Remember that when problems arise, the faster we are able to find you, the faster the problem can be resolved. Expediting contact with you can be very important with time sensitive issues.
  - Please provide a working email address. Full mailboxes and/or closed email accounts do not allow you to receive the necessary information. The Graduate Secretary sends out numerous emails throughout the year with notices of new information and/or reminders of deadlines, rules and other important information to students.
  - Occasionally, new rules are implemented during or between semesters that will not be found in the books you have received. You will be informed of any changes via email.
  - If you are not able to receive email for any reason, contact the Graduate Secretary immediately so that other arrangements can be made.
  - There are mailboxes for the graduate students in the Psychology Office (Room 236). Staff and faculty members will frequently place mail in them for you. The mailboxes are organized by last name. (All students with a last name beginning with “A” will find their mail in the box marked “A” etc.) Please be courteous to the other students and check your mail on a regular basis. No one wants to constantly sort through your mail to get his or her own.
  
- 2) If you have questions about the rules or what step to take next, read the information you have been given. After reading it, if you are still unsure, contact your advisor (for academic/research matters etc) or the Graduate Secretary (forms, deadlines, etc). This handbook and the Graduate Catalog, along with links to the Graduate School website and Graduate School forms are also available on the Psychology Departmental website.

- 3) Your professors are not always available during the Summer semesters. It is possible that you will not be able to hold a meeting (proposals, defenses, exams, etc) during the Summer semesters so plan accordingly.
- 4) The terms “successfully propose,” “successfully defend” or “successfully pass” an exam mean that you have your necessary paperwork (forms differ for each exam) signed as passed by your committee.
- 5) If you would like to apply for travel funds for a conference/meeting, you may qualify for travel reimbursement. It is your responsibility to apply at least 3 weeks prior to the trip and to turn in all completed paperwork in a timely manner. Please see the departmental accountant (Susan) for rules and forms, and remember that you may need to apply through WorkDay, which may add time to the process.
- 6) You are not allowed to attempt proposals and defenses (thesis proposal, thesis defense, dissertation proposal, and dissertation defense) during the same semester. If approved by your advisor, you may schedule the general exam and the dissertation proposal during the same semester. You can schedule your meetings between semesters, if your committee is available. If your meeting is scheduled between semesters, it would count as the following semester. For example, if you scheduled your meeting after the summer semester, but before the fall semester, it would be counted as the fall semester, and so on. The preceding rule (not able to schedule proposal and defense meetings during the same semester) will still apply. No meetings are held on commencement day or days the university does not have regular business hours.
- 7) Any student with a grievance is eligible to appeal the issue at hand. The guidelines for the appeals process are given in LSU Policy Statement 48.
- 8) Any graduate student wishing to be appointed as an instructor of record on a graduate assistantship must fulfill the following requirements to apply.
  - ✓ Applicants must have earned their master’s degree prior to beginning of the appointment.
  - ✓ Applicants must have completed PSYC 7990, Teaching of Psychology, or receive written approval for an equivalent course at another university.
  - ✓ Once appointed to the position, the instructor must enroll in the Teaching of Psychology Practicum, PSYC 7690.
- 9) The Department of Psychology expects the highest ethical and professional behavior from all graduate students at all times. This includes adhering to the LSU Code of Student Conduct as well as the APA’s Ethical Principles of Psychologists and Code of Conduct. Unethical or improper behavior (on or off campus) may warrant disciplinary action by the department and/or the university.

### **Graduate School Information:**

The department is your liaison to the Graduate School. If you have questions or concerns about Graduate School rules or procedures, call or email the Graduate Secretary. Please do not initiate contact with the Graduate School. You should never send/bring any documents/forms directly to the Graduate School (exceptions are the final thesis and final dissertation documents). The department must submit all paperwork and we retain copies in your departmental file.

You must be registered continuously for at least 3 credit hours each regular semester. The Graduate School considers the Spring and Fall semesters as “regular semesters” but not the Summer.

You must maintain a GPA of 3.0 or better (cumulative and semester GPA) to remain “in good standing” with the Graduate School. The first semester your GPA is below 3.0, you will be placed on academic probation. Academic probation is NOT considered “in good standing.” While on academic probation, you are not eligible for funding of any kind. If your cumulative and semester GPAs are not 3.0 or better after one semester of academic probation, you will be terminated from the university.

If you are the recipient of an assistantship, you must secure written permission to work additional hours outside of that assistantship. The additional work must be related to your education in some way to merit approval. If you wish to apply for additional compensation, please contact the Graduate Secretary. She will need to know where you will be working, what services you will provide, how many hours per week you will be working, as well as your beginning and ending date for that commitment. She will then file the appropriate paperwork to request permission be granted.

### **Qualifying Core Courses:**

Satisfactory completion of the qualifying core courses is required to be qualified for advanced doctoral study. Satisfactory completion constitutes passing the required courses with a grade of at least a “B-” by the end of your 4th year in the program. It is recommended that as many of these classes as possible be taken during the first 2 years of graduate school. Each course is generally offered once a year.

#### **Qualifying Core Courses**

Biological Basis of Behavior (Psyc 7034)  
Cognitive Basis of Behavior (Psyc 7030)  
Social Basis of Behavior (Psyc 7040)  
History of Modern Psychology (Psyc 4008)  
and

Two of four courses:

Intermediate Statistics (Psyc 4111)  
Advanced Statistics (Psyc 7111)  
Measurement of Behavior (Psyc 7020)  
Methodology and Research (Psyc 7117)

*You have two attempts to complete these qualifying core courses. If you wait until year four to take the course, you will only get one opportunity to pass the course.*

*Any new student failing more than one core course on the first take will be dismissed from the program.*

*Students who start the program with a masters from another institution have the option to waive up to 12 credit hours. Please see the Graduate Guidelines for more information.*

### **Industrial/Organizational Core Courses:**

- PSYC 7958    Current Problems in Industrial-Organizational Psychology  
(Macro Organizational Behavior)
- PSYC 7959    Current Problems in Industrial-Organizational Psychology  
(Micro Organizational Behavior)
- PYSC 8959    Independent Research: Industrial-Organizational Psychology  
(Personnel Selection)

You have **two attempts to complete these core courses**, unless you have two failures (either in the same course or two different I/O core courses) which will result in dismissal from the doctoral program.

### **Thesis/Master's Degree:**

To obtain the master's degree, you must fulfill the Graduate School requirements, including writing a thesis and passing a comprehensive final examination.

### **Proposal:**

#### 4) Deadlines/Timelines:

- You are to consult with your major professor in regards to forming your committee and report the names of the committee to the Graduate Coordinator, in writing, at least 3 weeks prior to the proposal meeting. (The members of your advisory committee generally are the members of your thesis committee. The committee may change with the permission of your major professor.)
- Two weeks prior to your proposal meeting, give your committee members a bound or paper copy of your proposal.
- Ideally, you should successfully propose by the end of your 3<sup>rd</sup> semester. You **MUST** propose by the 10<sup>th</sup> class day of your 4<sup>th</sup> semester and you must successfully pass your proposal by April 1 of your 4<sup>th</sup> semester.
- Failure to comply with these guidelines and deadlines will result in loss of financial support for at least 1 semester. In addition, you may be terminated from the doctoral program at the program area faculty's discretion.

- 5) Registration Rules: You must register for thesis hours (PSYC 8000) any semester you are working on the project. This would include the semester you propose and the semester you defend.
- 6) Committee: Your committee must have at least 3 members. Your committee chair is your major professor. At least 2 members of your committee must be from your specialty area and 1 member must be a full member of the Graduate Faculty. The 3<sup>rd</sup> member should be from the Psychology department or a department pertinent to the project. Any changes to the committee for any reason must be approved by your committee chair and must be reported to the Graduate Coordinator, in writing, immediately. All committees are subject to approval by the department chair.
- 7) Data Collection: You may not begin collecting data with human participants until your project has been approved by the IRB committee (Institutional Review Board). This process may take some time depending on the status of your project (e.g., expedited versus full review).
- 8) General Information: You will need to see the Graduate Coordinator for the necessary paperwork for your proposal.

You will need to find an agreeable time and date for you and your committee members. Please allow your committee members at least 2 weeks to review your manuscript. You and your committee members are to schedule proposal and defense meetings for a minimum of 90 minutes. Once this has been done, inform the Graduate Coordinator of the date and time of your meeting. She will help you with booking a room and equipment you may need (multi-media etc.).

### **Defense:**

- 1) Deadlines/Timelines:
  - You must successfully defend your thesis by the last day of the semester (but not on commencement day) of your 5<sup>th</sup> semester. Failure to comply with these guidelines and deadlines will result in loss of financial support for at least 1 semester. In addition, you may be terminated from the doctoral program at the program area faculty's discretion.
  - You must apply to the Graduate School for your defense meeting (Request for Master's Examination and Degree Audit) at least 3 weeks prior to your meeting, typed, 2 originals, and will require your committee chair and the department chair to sign; then turn in to Graduate Coordinator. This form can also be found on the departmental website under "Graduate School Forms." After approving your defense meeting, the Graduate School will send the required signature pages and forms to the Graduate Coordinator for your meeting.
  - Other deadlines may apply if you plan on graduating the semester you defend. An Application for Master's Degree will need to be submitted by the semester deadline date. See the Graduate School calendar for those dates. Please also see "Graduation Time Limits" for more details.
  - Two weeks prior to your defense, give your committee members an electronic or hard copy of your thesis.

- 2) **Registration Rules:** You must register for thesis hours (PSYC 8000) any semester you are working on the project. This includes the semester you propose and the semester you defend. Although you do not have to be registered for thesis hours the semester you meet with the Graduate School editor, you do have to be registered for a minimum of 1 credit hour with the university. (If you are registered as “degree only” you are not eligible to meet with the editor.) *You must have a minimum total of 6 thesis credit hours to defend your thesis.*
- 3) **General Information:** Your thesis must be submitted to the Graduate School in their required format (i.e., electronically). This format may be obtained from the Graduate School office in 114 David Boyd Hall or on the Graduate School’s web page. Pay close attention to this format or you will end up with a lot of revisions. You cannot hand in your final thesis to the Graduate School editor until the semester you graduate.
- You will need to find an agreeable time and date for you and your committee members. You and your committee members are to schedule proposal and defense meetings for a minimum of 90 minutes. Once this has been done, inform the Graduate Coordinator of the date and time of your meeting. She will help you with booking a room and equipment you may need (multi-media etc.).

### **Intermediate Project/Internship:**

- ✓ Either an intermediate project under the direction of a faculty supervisor **OR** an internship is required before starting the dissertation.
- ✓ This project should be of publishable quality.
- ✓ The project is to be determined by you and your major professor. If you are working on this project with another faculty member, it must be approved by your major professor.
- ✓ Course credit for this project will be obtained by signing up for independent research hours in the related area.
- ✓ Please see the Graduate Secretary for the necessary form once the project is complete. You can perform this research any time after earning your master’s degree. You are not allowed to attempt the General Exam until completion of this project.
- ✓ Internship must be related to the student’s field of study and approved by the advisor.
- ✓ Students who goes on internship do not have to complete the intermediate research project.

### **Minor (optional):**

You should discuss the requirements for the minor degree with your minor professor. Once the requirements are agreed upon, the requirements should be put in writing and signed by you and the minor professor. You should give this written agreement to the Graduate Secretary.

Depending on the minor field, you are usually required to complete a minimum of 9-12 credit hours for your minor, which may include a minor project.

The minor must be complete prior to the General Exam.

**General Exam:**

The Graduate School requires that any student receiving a Ph.D. demonstrate proficiency in their area of study. The General Examination is the arena for this demonstration. If a minor degree is to be awarded, the student must show proficiency in this area as well. For this reason, the minor requirements must be met at the time of the General Exam and the minor professor must be present at the General Exam. The I/O General Exam consists of a two-day written examination (General & Specialty), a research proposal, and an oral defense where your committee member may ask you questions regarding any of your written responses. The exams will be held once in the fall (early November) and once in the spring (early April).

Students will be provided a general reading list and a specialty reading list. The reading list provided by the faculty should consist of approximately 30% of the student's finalized reading list. It is up to the students should work with his or her primary advisor in populating the rest of the reading list. The reading list should cover all the topics within I/O psychology (general) or the sub-discipline chosen by the student (specialty).

Students will receive six questions for the general exam and six questions for the specialty exam. Students must answer four out of the six questions. The exam will be "closed book," but students are allowed to bring a *clean* copy of the reading list for reference. Students have *four hours* for each exam. There is no length requirement for each answer, and students are not restricted to use only the sources outlined in the reading list. Although students are encouraged to cite relevant sources in-text, a reference section is *not* required.

- 1) Deadlines/Timeline: This exam is generally taken by 3<sup>rd</sup> or 4<sup>th</sup> year students.
  - You must complete all qualifying core courses and all I/O seminars (the last seminar may be taken concurrently) prior to attempting the General Exam.
  - The General Exam will be held twice each academic year, once in November and once in April. The exact dates and times will be announced at the beginning of the respective semesters. The student will have an oral defense of the product within 4 weeks after completing the exam, but before the end of the semester. The student will not receive feedback on the product before the oral defense.
  - You cannot propose your dissertation until you have successfully passed your General Exam and you cannot defend your dissertation until at least 3 calendar months after passing your General Examination.
  - You must apply to the Graduate School for your oral exam (Request for Doctoral General or Final Examination) at least 3 weeks prior to the meeting. This form requires 2 typed originals. This form can also be found on the departmental website under "Graduate School Forms." After approving your defense meeting, the Graduate School will send the required signature pages to the Graduate Coordinator for your meeting.
  
- 2) Committee: Your committee will consist of at least 4 members: your major professor, your minor professor (if applicable), and 1 (or 2) other professors pertinent to your education. At least 2 committee members must be from your specialty area and at least 2 members must be full members of the Graduate Faculty. The Graduate School will appoint your 4<sup>th</sup> member, your Dean's Representative, for your defense meeting (The

Graduate School will make sure this person is available for the date and time of your meeting/exam). This person is also assigned to your future dissertation committee. Any changes to the committee for any reason must be approved by your committee chair and are to be reported to the Graduate Secretary, in writing, immediately. All committees are subject to approval by the department chair.

3) General Information:

- The entire package (the research proposal and the answers to the exam questions) will be submitted to the committee. The research proposal should be submitted by 5:00PM on the second day of the written exam. The student will have an oral defense of the package approximately 2-4 weeks after the written exam. The student does not receive feedback on the written answers before the oral exam.
- The General Exam cannot be taken in the summer.
- You and your committee members are to schedule the oral defense meeting for a minimum of 2 hours.
- Once this has been done, inform the Graduate Secretary of the date and time of your meeting. If needed, she will help you with booking a room.
- Only one dissenting vote is allowed for a student to successfully pass the General Exam regardless of the number of committee members. If a second attempt is needed to complete the General Exam, a minimum of one semester must pass between attempts and the maximum time between attempts is 12 months. An unsuccessful second attempt of the General Exam will result in an immediate dismissal from the program.

**Dissertation:**

All doctoral students must fulfill the Graduate School requirement of completing a written dissertation with an oral defense.

**Proposal:**

1) Deadlines/Timeline:

- You are to consult with your major professor in regards to forming your dissertation committee and report the names to the Graduate Secretary, in writing, at least 3 weeks prior to the exam and no later than the 10<sup>th</sup> class day of the semester you intend to attempt the exam.
- You cannot propose your dissertation until you have successfully completed your General Examination.
- You cannot defend your dissertation for 3 calendar months after passing your General Exam.
- Two weeks prior to your proposal meeting, give your committee members an electronic or hard of your proposal.
- Most students generally propose in their 4<sup>th</sup> year.

2) Registration Rules: You must register for dissertation hours (PSYC 9000) any semester you are working on the project. This includes the semester you propose and the semester you defend.

- 3) Committee: Your committee must have at least 4 members. Your committee chair is your major professor. Your previously appointed Dean's Representative, minor professor (if applicable) and 1 (2 if no minor professor) other members should be professors from the Psychology department or a department pertinent to the project. At least 2 members of your committee must be from your specialty area and at least 2 members must be a full member of the Graduate Faculty. As a departmental rule and as a courtesy, you are to invite the Dean's Representative to your proposal meeting. You are to accommodate him/her as well as the remaining members of your committee when scheduling the proposal. Any changes to the committee for any reason must be approved by your committee chair and are to be reported to the Graduate Secretary, in writing, immediately. All committees are subject to approval by the department chair.
- 4) General Information: You will need to see the Graduate Secretary for the necessary paperwork for your proposal.

You will need to find an agreeable time and date for you and your committee members. Once this has been done, inform the Graduate Secretary of the date and time of your meeting. If needed, she will help you with booking a room.

Only one dissenting vote is allowed for a student to successfully pass the dissertation proposal regardless of the number of committee members.

You and your committee members are to schedule the proposal and defense meetings for a minimum of 2 hours.

**Defense:**

- 1) Deadlines/Timeline:
  - You cannot propose your dissertation until you have successfully completed your General Examination.
  - You cannot defend your dissertation for 3 calendar months after passing your General Exam.
  - Most students generally propose in their 4<sup>th</sup> year. Most students generally defend in their 5<sup>th</sup> year.
  - You must apply to the Graduate School for your defense meeting at least 3 weeks prior to your meeting. This form can be found on the departmental website under "Graduate School Forms." After approving your defense meeting, the Graduate School will send the required signature pages and forms to the Graduate Secretary for your meeting.
  - Other deadlines may apply if you plan on graduating the semester you defend. See the Graduate School calendar for those dates. Please also see "Graduation Time Limits" on page 12 for more details.
  - Two weeks prior to your proposal meeting, give your committee members an electronic or hard copy of your proposal.
- 2) Registration Rules: You must register for dissertation hours (PSYC 9000) any semester you are working on the project. This would include the semester you defend. Although you do not have to be registered for dissertation hours the semester you meet with the Graduate School editor, you do have to be registered for a minimum of 1 credit hour with

the university. (If you are registered as “degree only” you are not eligible to meet with the editor.) You must have a minimum total of 12 dissertation credit hours to defend your dissertation.

- 3) Committee: Your committee should not change from your proposal to your defense except under extraordinary circumstances and with the approval of the committee chair and the chair of the department. Any changes to the committee for any reason must be reported to the Graduate Secretary, in writing, immediately. The Dean’s Representative must attend the defense meeting.
- 4) General Information:
  - You cannot hand in your final dissertation to the Graduate School editor until the semester you graduate.
  - Your dissertation must be submitted to the Graduate School in their required format (i.e., electronically). This format may be obtained from the Graduate School office in 114 David Boyd Hall. Pay close attention to this format or you will end up with a lot of revisions.
  - You will need to find an agreeable time and date for you and your committee members. Once this has been done, inform the Graduate Secretary of the date and time of your meeting. She will help you with booking a room and equipment you may need (multi-media etc).
  - You and your committee members are to schedule the proposal and defense meetings for a minimum of 2 hours.
  - Only one dissenting vote is allowed for a student to successfully pass the dissertation regardless of the number of committee members. In the event the defense exam is failed, you will be dismissed from the program. Only at the discretion of the student’s committee may a single, additional attempt be made.
  - If the second attempt is approved a minimum of one semester must pass between attempts.

### **Application for Degree:**

At the beginning of the semester in which you defend your thesis or dissertation, you should obtain the “materials for candidates for XXX (fill in the appropriate degree – MA or Ph.D.) degree” from the Graduate School. These materials contain instructions and forms necessary to meet requirements for graduation. It will include your “Application for Degree,” an application for your final exam, a Graduate School calendar as well as additional information/forms. Check the calendar for the various deadlines for all necessary paperwork. *You should obtain this information from the Graduate School the prior semester or at the very beginning of the semester in which you intend to graduate.*

If you choose to participate in the commencement ceremonies, please contact the LSU Bookstore (225-578-7412) to order your regalia.

**Graduation Time Limits:**

Optimally students who have a B.A or B.S. degree will proceed to the Ph.D. degree in five years. The maximum time allowed from entrance to the completion of the Ph.D. is 7 years. A student must have special permission from the Dean of the Graduate School to exceed this time limit. (This permission is not routinely given, and must involve exceptional circumstances.) Leave of absence is no longer formally recognized by the Graduate School. Failure to complete the Ph.D. program within the seven-year period will result in termination from the program.

**\*\*\* Graduation Time Limit (For Master's and Ph.D.): \*\*\***

The Graduate School requires students to graduate within 1 semester of completing their defense.

**If this deadline is missed, the student will be required to re-defend in order to graduate.**

Students who are dismissed from the doctoral program, but are granted permission to attempt to complete the master's degree, are granted permission to remain for one additional year only. They must leave after this year even if the thesis or degree is not complete.

**Retention in the Program:**

Compliance with the following will aid students with remaining in good standing with the program.

- Maintain a semester and cumulative grade point average of 3.0 or better.
- Complete core courses with a grade of "B-" or better within the first 2 years in the program.
- Successfully propose your thesis preferably in the 3<sup>rd</sup> semester but no later than the 10<sup>th</sup> class day of the 4<sup>th</sup> semester.
- Successfully defend your thesis no later than the last day of final exams of the 5<sup>th</sup> semester in the program.
- Successfully complete the general exam with no more than 2 attempts.
- Successfully complete your internship (if applicable) within 7 years of entering the program.
- Successfully defend your dissertation within 7 years of entering the program.

**Remediation Plan**

In circumstances in which a student exhibits a substantial deficit in progress toward graduation with sufficient professional skills the I/O Psychology faculty may choose to implement a remediation plan to address the deficit. A remediation plan requires the review of the data indicating the deficit by at least two faculty members, and where timely and possible by the entire program faculty. The plan must specifically state the identified deficit, the outcome goal, and the specific measurable objectives that will demonstrate successful completion of the plan. The plan should also define the intervention services and activities that will be provided to the student to address the deficit. The plan should serve as a faculty model for best practice regarding intervention planning.

Once the plan has been developed it will be reviewed with the student by the student's major professor. The student and major professor must meet regarding the plan at least twice per semester to review progress and may choose to meet more often. Successful completion of the plan requires review of the outcome data by the faculty who initiated the plan with consensus among the faculty that the objectives have been met. Nothing in the remediation plan process may conflict with the student's due process and appeal rights as outlined by current LSU documents and policy.

**Final Note:** This document was created to help you understand the guidelines required by the Graduate School and the department. Read it carefully. You should not expect faculty or staff to spend time explaining what is in this document. However, it is unrealistic to think that one such document can be all-inclusive. Questions always come up and when they do, please do not hesitate to contact your advisor (for academic/research matters etc) or the Graduate Secretary (forms, deadlines, etc). It is our job to help you.