

DePaul University

INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY PROGRAM RULES AND POLICIES

Revised September, 2013

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NON-DEGREE SEEKING STUDENTS

According to the DePaul University Graduate Bulletin, non-degree seeking students may take graduate level courses after gaining approval from the Dean. Students must secure permission from the graduate class instructor and chair to attend any graduate level class in Psychology. If a student later files for re-classification, the department chair may recommend to the Dean that a maximum of two courses under the non-degree seeking status be counted toward fulfillment of the advanced degree requirement.

ADMISSION PROCEDURES

The evaluation of an applicant by the I/O Graduate Admission Committee is the crucial part of the admission process. The following steps govern that process.

1. It is the responsibility of the applicant to insure the submission of a complete application, which includes completed forms, college transcripts, reports of Graduate Record Examinations, and three letters of reference by the application deadline. (BA/MS applicants are not required to submit letters of reference.) Applications which are incomplete may be deferred or may be denied admission. If the applicant notifies the Committee of extenuating circumstances which have delayed completion of the application, the Committee may, at its discretion, evaluate the available materials.
2. All applicants will be reviewed by I/O faculty.
3. Evaluations by the Admissions Committee that an applicant cannot be accepted into the I/O graduate program, will result in the recommendation that the applicant be advised that admission to the program has been denied.
4. The I/O Graduate Admissions Committee will meet to review the applications of those whose credentials seem acceptable. Recommendations will then be made as to whether the applicant be accepted, action deferred pending another review, or denied admission.

GUIDELINES ON ACCEPTING PREVIOUS GRADUATE CREDIT

1. Applicants with previous graduate credit must submit the usual application materials.
2. Students who have obtained a prior M.S. or M.A. degree are expected to begin at the first year level.
3. It is possible (although not usual) for a student to be given a maximum of eight quarter hours of transfer credit for previous graduate work which was successfully completed (with a grade of A or B) and which is directly related to requirements in the Graduate Program. Transfer credit can only be given for graduate-level work which has not counted toward a degree. Whether or not this credit is allowed depends on a review of the syllabi, texts, and course content of the previously taken courses. This review will be completed by the instructor of DePaul's similar course, in conjunction with the Director of the I/O Graduate Program. If the course(s) pass(es) this review, a request is then sent to the Graduate School Office that the course(s) be reviewed by the Graduate School for possible transfer credit. Final authority to grant transfer credit remains with the Graduate School of Science and Health.
4. The requirement to complete certain courses in the program can be waived if the student has taken similar courses at a recognized university. Before requirements are waived, the instructor of the similar course at DePaul and the I/O Program Director will review the syllabus, evaluation methods, course content, and course grade. Waiving a course merely means that the student is not required to take that particular course at

DePaul. It does not decrease the credit hours required for graduation; thus, there is no transfer credit. The credit hours from a waived course need to be replaced through an elective course which can be of the student's choosing after consultation with their academic advisor. During the first quarter of the first year a student may apply to have these courses waived. A student who has had a course or courses waived will have to replace these hours with appropriate DePaul course work.

5. The MA/PhD program requires a data-based, research Master's Thesis. If a student has earned a Master's degree elsewhere which included a data-based, research project related to I/O psychology, the student can petition that the Master's Thesis requirement be waived. In order for the previous research project to be reviewed, the student will form a research committee of two faculty. These can be of the student's choosing provided the selected faculty consent. The committee will review the written product of the previously completed research project for its relevance to I/O psychology and whether it meets the traditional standards of a Master's Thesis in the program. The committee will then recommend to the Program Director one of three possibilities: 1) The project is accepted totally, and the requirement for a Master's Thesis is waived; 2) A new Master's Thesis is not required, however, the student is required to do additional research-related work; 3) The research project is considered to be inadequate in meeting the research requirements of the program, and the student must complete the required Master's thesis.
6. It is the policy of the graduate programs not to accept Ph.D. candidates who are interested in retraining from one psychological specialty to another.
7. All requests for waivers and transfer credit must be put in writing and submitted to the I/O Program Director.

FUNDING POLICY

1. The funding policy statement should be distributed to all graduate students.
2. Students receiving full support are required to serve as research or teaching assistants with faculty for a maximum of 20-22 hours a week. Full support includes a tuition waiver and stipend. The tuition waivers can be applied to courses required for the program with the exception of the 4 dissertation hours. Students wishing to obtain a tuition waiver for courses beyond the required 96 hours must obtain permission from the I/O program director. Approval will be based on tuition waiver availability. Students may also receive partial funding, ranging from 1/4 to 3/4, which may include portions of a stipend and/or tuition waiver. Students with partial funding will be expected to work a proportionate number of hours.
3. Some electives taken in colleges outside of the College of Science and Health (e.g., Business, Computing and Digital Media) may have a different tuition rate. Tuition waivers given by Science and Health (e.g., waivers given to the student by the Psychology department) cover the Science and Health tuition rate. It is the responsibility of the student to pay the difference between the Science and Health tuition rate and the rate of the college in which they wish to take an elective, if there is a difference.
4. For those students who are initially funded with departmental monies (as distinguished from "soft" grant money), we will attempt, but cannot guarantee, to continue to provide departmental support, at the same level at which the student entered, throughout the student's three years in the program as long as the student's performance is satisfactory.

For those students who receive other funding (i.e., Patricia Roberts Harris Fellowship, research grants, APA awards, etc.) or whose University funding is part of a cost-sharing arrangement with other institutions or agencies, the multi-year continuation of funding is contingent upon the appropriations and guidelines governing the non-University funding source. Assistantship monies from outside grants (e.g., NIMH) are controlled by the faculty member or program receiving the grant.

5. In the event that any additional funding of graduate students becomes available:
 - a. An announcement will be made regarding the potential availability of additional funding as soon as it is known.
 - b. Partially funded and unfunded students may apply for any additional funding which becomes available.
 - c. Seniority in class level will be considered as a weighing factor in the final analysis of funding allocation. In the past, preference has been given to more advanced students.
 - d. Need and accomplishments (grades and assistantship performance) will also be considered. Need will be assessed by reviewing the student's FAFSA and any other documentation the student wishes to provide.
 - e. When feasible, assistantships will be split to fund as many students as possible.
 - f. A committee of three faculty members, one each from the Clinical, I/O, and Experimental programs, will make final funding allocation decisions.
 - g. To apply for the additional funding students need to submit a memo to the chair which should include a brief statement of need, a listing of graduate school grades including incompletes, a summary of graduate accomplishments, at least two faculty names as references, one of whom should be from an assistantship or work supervisor, and a copy of the student's FAF.
 - h. Occasionally scholarship money becomes available to the Psychology Department. When that occurs, students are notified of the funding and the application requirements. For scholarships, funding eligibility is determined by the fund donor, not by the Psychology Department.

CURRICULUM

1. Curriculum is designed to be consistent with the Guidelines for Education and Training at the Doctoral Level in Industrial-Organizational Psychology (SIOP, 1999). 96 quarter hours are required for the MA/Ph.D. and 72 quarter hours of graduate coursework are required for the graduate portion of the BA/MS.
2. Full time study is at least 8 quarter hours. It is typical for a graduate student to carry 12 quarter hours, although the student may take 8 hours of coursework in quarters to become more heavily involved in research. It is generally expected that MA/PhD students with a tuition waiver will take 32 quarter hours their first year, 32 quarter hours their second year, and 32 quarter hours their third year to complete their required coursework. BA/MS students must take 36 quarter hours in Year 4 and 36 quarter hours in Year 5. Deviations from this must be approved in advance by the Director of the I/O program.
3. Students may take courses outside DePaul University provided the course is not offered at DePaul University, and both the Department Chair and Director of the I/O program approve of the course in advance.
4. Independent study will not be offered for courses which are currently being taught by DePaul faculty members.
5. Students who have not passed comprehensive exams by the 4th year can sign up for colloquium in order to maintain their registration.

AREAS OF SPECIALIZATION

While DePaul does not have formal "minors" at the graduate level, I/O graduate students have the option of doing a secondary specialization, although they are not required to do so. Several options for this are available to I/O students. Specializations are composed of 3 courses selected from those listed below. The only exception to this is the Quantitative specialization: I/O students taking the Quantitative specialization may do so by taking all the Quantitative courses required for the I/O program, plus two additional courses from the Quantitative area course list. Most specializations allow some flexibility in course choice. In addition to those listed below, a student may design and submit a proposed specialization area to the Director of the I/O program. The Director, in conjunction with the other I/O faculty, will evaluate and determine whether the courses in the proposed specialization adequately reflect the area focus and otherwise meet the standards of the program.

To satisfy the specialization option students must 1) formally declare the specialization to the Program Director no later than October 1 of the 3rd year; 2) take three courses in the specialty area (2 for Quantitative); and 3) receive a grade of "B" or better in each course.

The student is responsible for monitoring that the specialization can be achieved in conjunction with the required courses and other electives the student has selected. Keep in mind that some courses, particularly those in departments outside Psychology, have prerequisites and may require consent of the instructor.

Specialty Area Courses

Cognition	Psy 404 Learning Processes Psy 473 Judgment and Decision Making Psy 563 Mental Imagery	Psy 422 Computing for Behavioral Scientists Psy 560 Social Cognition
Communication	CMNS 541 Organizational Communication and Culture CMNS 527 Assessment and Intervention in Organizations CMNS 532 Introduction to Training and Development Other possibilities: CMNS 525, 526, 542, 543, 544, 546, 548, 549, 550	
Management	Mgt 526 Compensation Mgt 535 Change Management Mgt 555 Strategic Management of HR Mgt 557 International Management Mgt 559 Health Sector Management	Mgt 562 Resolving Conflict in Organizations Mgt 563 Negotiation Skills Mgt 565 Employment Law Mgt 573 Creativity in Business
Marketing	Mkt 555 Decisions in Marketing Management Mkt 545 Consumer Behavior	Mkt 557 International Marketing Mkt 558 Marketing Across Cultures
Qualitative Methods	Psy 416 Methods in Qualitative Research or Ant 416 Client-based Applied Practice Ant 422 Community-based Applied Practice	Ant 401 Ethnographic Research Methods Ant 424 International Applied Practice
Quantitative	Psy 422 Computing for Behavioral Scientists Mat 451 Probability and Statistics Mat 456 Applied Regression Analysis Mat 458 Statistical Quality Control Mat 512 Applied Time Series and Forecasting	Csc 423 Data Analysis and Regression Mat 455 Stochastic Processes Mat 457 Nonparametric Statistics Mat 459 Simulation Models & the Monte Carlo Method Psy 558 Seminar in Advanced Statistics
Social Psychology	Psy 430 Advanced Social Psychology Psy 555 Social and Emotional Development Psy 435 Interpersonal Relationships Psy 560 Social Cognition	

5-YEAR BA/MS PROGRAM

This program was designed and approved by DePaul University in the late 1980's as a way to give qualified DePaul undergraduates the opportunity to earn both a B.A. and an M.S. degree in the field of Industrial and Organizational Psychology. Only students who are pursuing an undergraduate degree at DePaul are eligible to apply for this program. The program leads to a terminal M.S. degree, and should not be seen as an intermediate step towards a doctoral degree. Students who are interested in pursuing a Ph.D. should speak to their advisor regarding the best way to prepare for such a program.

The 5-Year BA/MS Program requires completion of 39 classes (156 credit hours) by the end of the junior year. Note that this is 3 classes above the typical 36 that a student would earn by taking 4 classes per quarter. The undergraduate component of this program is:

- All Liberal Studies or Honors Program requirements, including the Senior Capstone or Seminar
- Five Psychology core courses (105, 106, 240, 241, 242)
- PSY380, Introduction to Industrial and Organizational Psychology
- PSY340, Statistics II, or PSY343, Introduction to Measurement
- Three additional Psychology electives. Some strongly recommended classes are:
 - PSY347, Social Psychology
 - PSY351, Personality Psychology
 - PSY360, Learning and Cognition
 - PSY340 or PSY343, whichever was not taken above
- General electives to reach a total of 156 credits

Students should work with an I/O faculty advisor beginning as early as possible, ideally no later than the sophomore year. Applications for the graduate portion of the program are due June 1 of the junior year. At that time, the student should have completed the undergraduate component with a grade point average of no less than 3.20, although a stronger GPA would be preferred. Application forms can be obtained from the student's I/O faculty advisor or the I/O Program Director, and must be submitted to the I/O Program Director together with the student's unofficial DePaul transcript, statement of goals, and General Graduate Record Examination (GRE) scores. Applications will be evaluated by the I/O Admissions Committee and the student will be informed of the decision, usually by mid-June.

Students accepted into the graduate portion of the program take three courses per quarter during Year 4 and another three courses per quarter during Year 5. The Year 5 requirement of nine classes cannot be reduced by taking additional classes during Year 4, and given the demands of graduate-level coursework, students are strongly discouraged from attempting to take more than three classes at a time. The nine Year 4 classes carry 36 credit hours, which add to the 156 already earned to produce 192 credit hours, meeting the requirement for conferral of the B.A. degree. The M.S. requires another 36 credits earned following conferral of the B.A. The 18 graduate classes taken in Years 4 and 5 are:

- | | |
|---------------------------|---|
| PSY410, 411, 420, and 450 | Statistics, Research Methods, and Measurement |
| PSY404 and 430 | Advanced Cognitive and Social Psychology |
| PSY448 | Concepts, Methods, and Ethics in I/O Psychology |
| PSY442 or 444 | Selection or Performance Appraisal |
| PSY440 or 441 | Motivation or Leadership |
| PSY445 or 446/447 | Training or Organizational Theory/Consultation |
| One additional I/O class | One more class from the three above groups |
| PSY597 | Thesis hours |
| Graduate electives | To reach the two-year total of 18 classes and the Year 5 total of 9 classes |

The M.S. degree also requires the student to complete a Master's Thesis. This is a project that allows the student to focus on a particular area of interest within the I/O field. There are three options available for the M.S. thesis:

1. An empirical research project, involving the collection and analysis of data and the writing of the thesis paper in APA style.
2. A library research paper, where the student reviews work already done on a topic and writes a paper describing and summarizing that work and making recommendations for theory, research, or practice.
3. An applied thesis, based on work the student is doing at an internship site.

Whichever option is chosen, the student will create a thesis committee consisting of a chair, who must be a DePaul I/O faculty member, and a reader, who must be a full-time faculty member of DePaul's Psychology Department and must hold a Ph.D. That committee must approve the thesis proposal, and the proposal may also need to be approved by the Institutional Review Board before work may begin.

Students in the 5-Year program are not required to have a minor area of graduate study. However, the minors listed for the MA/PhD program are also available to 5-Year students, should they choose to select one.

I/O MA/PhD COURSE REQUIREMENTS*

Name: _____

Advisor: _____

Internships

Year _____ Site _____

Year _____ Site _____

Year _____ Site _____

Dates

Entered Program _____

Finished Masters _____

Comprehensive Exams _____

Dissertation _____

Dissertation Chair _____

Statistics & Methodology (24 credits)

- _____ 410 Advanced Statistics I
- _____ 411 Advanced Statistics II
- _____ 418 Multivariate Analysis
- _____ 419 Factor Analysis
- _____ 420 Advanced Research Methodology
- _____ 450 Psychological Measurement

Psychology Core (8 credits)

- _____ 404 Learning and Cognitive Processes
- _____ 430 Advanced Social Psychology

Industrial/Organizational Psychology (40 credits)

- _____ 440 Psychology of Work and Motivation
- _____ 441 Psychology of Leadership
- _____ 442 Personnel Psychology
- _____ 444 Performance Appraisal
- _____ 445 Advanced Training and Development in Organizations
- _____ 446 Psychological Theories of Organization
- _____ 447 Organizational Consultation
- _____ 448 Concepts, Methods, & Ethics for Industrial Psychology
- _____ 559 Seminar in Industrial/Organizational Psychology (second year)
- _____ 559 Seminar in Industrial/Organizational Psychology (third year)

Research (8 credits)

- _____ 597 Master's Thesis (4 credits)
- _____ 599 Doctoral Dissertation (4 credits)

Electives (16 credits)

*For the MA, students must complete 72 hours of course-work, which must include 410, 411, 420 and either 418/419; both of the Psych Core courses; 6 of the I/O courses; 597 and the MA thesis.

I/O BA/MS COURSE REQUIREMENTS

Name: _____

Advisor: _____

Internships

Year _____ Site _____

Year _____ Site _____

Year _____ Site _____

Dates

Entered Program _____

History & Systems Exam _____

Finished Masters _____

Thesis Chair _____

Undergraduate (156 credits)

_____ Liberal Studies (21 courses = 84 cr)

_____ 105 Introductory Psychology I

_____ 106 Introductory Psychology II

_____ 240 Statistics I

_____ 241 Research Methods I

_____ 242 Research Methods II

_____ 380 I/O Psychology

_____ 340 Statistics II OR 343 Measurement

_____ Psychology electives (3 courses = 12 cr)

_____ General electives (8 courses = 32 cr)

Statistics & Methodology (16 credits)

_____ 410 Advanced Statistics I

_____ 411 Advanced Statistics II

_____ 420 Advanced Research Methodology

_____ 450 Psychological Measurement or 419 Factor Analysis or 418 Multivariate

Psychology Core (8 credits)

_____ 404 Learning and Cognitive Processes

_____ 430 Advanced Social Psychology

Industrial/Organizational Psychology (20 credits)

_____ 440 Psychology of Work and Motivation OR 441 Psychology of Leadership

_____ 442 Personnel Psychology OR 444 Performance Appraisal

_____ 445 Advanced Training and Development in Organizations OR

446/447 Psychological Theories of Organization/Organizational Consultation

(447 will count as an elective)

_____ 448 Concepts, Methods, & Ethics for Industrial Psychology

_____ One additional course from 440, 441, 442, 444, 445, and 446, OR 559 Seminar in I/O Psychology

Research (4 credits)

_____ 597 Master's Thesis

Electives (24 credits)

ELECTIVE COURSES

Many graduate-level courses at DePaul are available to I/O students in the B.A./M.S. and Ph.D. programs as electives. Electives may be graduate-level course either in or out of the psychology department. A student should use the electives to further their knowledge in areas relevant to their career aspirations or to complete a specialization. For example, if a student is interested in teaching at a small liberal arts college they may elect to take courses that improve the breadth of their knowledge of psychology (e.g., Psy 406, Psy 439).

Psychology 586 (Practicum in Applied I/O Psychology) and Psychology 587 (Practicum in Advanced Research in I/O Psychology) may be taken by second- and third-year I/O graduate students for elective credit. Each course carries 4 quarter hours of credit. Students may take no more than two practica; that is, a student may take each course once or one of the two courses twice. PSY 586 and 587 are only offered once a year, however, the students may complete the work in any quarter. The student should discuss a strategy for completing PSY 586 and 587 with his or her advisor and/or the Director of the I/O program.

WAIVER OF REQUIREMENT

Students may request that a program requirement be waived, or that a substitution be made for a required course. To do this, submit a written request to the Director of the I/O Program stating the requirement in question, the proposed substitution, and the reason for the request. Students should be aware that such waiver requests are typically approved only rarely and in the most extraordinary of circumstances.

OUTSIDE EMPLOYMENT

It is not uncommon for graduate students to work during the summer months or during the dissertation year at jobs which are psychology-related but outside the DePaul psychology department. During the first three years, students receiving Psychology Department funding are expected to limit outside employment, internship or otherwise, to no more than 10 hours per week. The intent is to ensure that these students have sufficient time for their coursework, research, and assistantship responsibilities. All students who are currently registered in the program are expected to notify the Director of the I/O program of any outside employment or practicum which is psychology-related. "Psychology-related" is defined as any services that are typically given by psychologists, which include therapy, psychodiagnosics, consultation, research, program evaluation, etc. This notification requirement applies to one-shot as well as longer-term employment, as well as services for fee or volunteered services.

Notification of the Director of the I/O program is necessary because, while a student is a registered student, the I/O program is responsible for how this student represents him/herself in the field of psychology. All I/O students are expected to conduct themselves at all times in accordance with APA ethical standards and in compliance with the Illinois Licensing Act. Furthermore, employers of I/O students are expected to comply with these standards as well.

Notification allows the Director of the I/O program to help monitor: the quality of the supervision that the students receive, that students are not practicing or expected to practice in ways that are inappropriate for their level of training, that outside work does not conflict with their program responsibilities, and that practice is consistent with state licensing regulations and APA ethical standards. Finally, it may also help the program and the student avoid potential legal liability actions.

Consistent with Illinois licensing standards, it is illegal for anyone to practice independently as a psychologist without being licensed in the state. Therefore, no student should be offering independent psychological services. All employment needs to receive appropriate supervision and needs to recognize the limitations of a student in

training. Students who are found to be in violation of ethical and legal standards are subject to sanction by the I/O faculty and/or the Psychology faculty. Serious infractions could lead to dismissal from the program.

Students should also be aware that outside employment is considered to be secondary to academic work. The program may deny internships or assistantships to students who, in the opinion of the I/O faculty, are allowing their employment to interfere with their academic progress.

ADMISSION OF 2ND YEAR STUDENTS TO PH.D. PROGRAM

All MA/PhD graduate students are required to submit an application for the doctoral portion of the graduate program by the end of the Fall Quarter of their second year of residence. Second year students applying for admission to the doctoral program in I/O psychology must have their thesis proposal approved by January 15 of their second year in residence. The I/O faculty meeting to decide on whether the student is to be admitted will occur after January 15 (and in the month of January, if at all possible).

If the thesis proposal is not approved by January 15, the student must direct a petition to the I/O committee via his or her advisor, who will bring it to the attention of the Director of the I/O program, who will place it on the committee's agenda. The petition should include the reason an extension of the January 15 deadline is being requested, a plan for meeting the requirement, and the date by which the student expects to defend the proposal. If the committee defers acting upon the application for admission, action will be taken at the April meeting of the I/O Faculty. Students need to have their master's thesis approved by April 15 in order to be evaluated during the meeting in the Spring quarter. Failure to meet this deadline can result in loss of good-standing status in the program. This in turn can lead to loss of financial aid, or in the extreme, to dismissal from the program.

Admission to the doctoral program is dependent upon satisfactory evaluations in each of the following five areas: 1) internship performance (where appropriate), 2) academic performance, 3) master's thesis proposal, 4) teaching or research assistantship performance (where appropriate), and 5) research performance beyond assistantship requirements. Within each of these areas, the second year student is evaluated by appropriate faculty/staff. Internship performance is assessed by the intern's immediate supervisor. Academic performance is based on a student's Grade Point Average as well as on comments made by faculty who have worked with the student in a classroom setting. A 3.0 GPA is the minimal expectation for good-standing status in the program. Assessments of research assistantship performance are based on evaluations by the professor(s) for whom the student is working.

Following the collection of these various sources of evaluations, an I/O meeting is held in January after the 15th. In this meeting an overall evaluation is made of each student who has applied to the Ph.D. program and a decision is made whether or not to accept him/her. After this meeting, the Director of the I/O program reports to students their admission or rejection to the Ph.D. program, as well as any general feedback from the faculty/staff relevant to the students' progress in the program. Students who have not met the requirements for proceeding on to Ph.D. studies are usually (although not always) approved to complete the M.A. degree before leaving the program.

I/O DOCTORAL EXAMINATIONS

The purpose of the I/O comprehensive examination is to evaluate the student's ability to integrate research and theory in addressing relevant questions across the various areas of the profession of I/O psychology. The intention of the exam is to integrate what has been previously learned. The examination is also an opportunity to do extra relevant readings to build depth in the general knowledge base of I/O psychology and related areas. This examination must be successfully completed before the dissertation can begin.

The I/O comprehensive examination, which all doctoral students in I/O psychology must take, is based primarily, although not exclusively, on the readings and course content of the I/O core courses. Students are also expected to

be familiar with current issues in the field of I/O Psychology and their applications. This examination will be composed and evaluated by the entire I/O faculty and will usually consist of six essay questions, three on each day.

While we recommend that students take all required courses prior to this examination, students have the option of taking the examination prior to completing all required courses.

In evaluating the examination, the following areas are considered: accuracy of information, comprehensiveness of answer, integration and synthesis of material, references (e.g., citing authors and dates), and creativity. Of course, students need to address the important points in the question. In addition, legible, well organized, and well written answers are more positively evaluated.

The Director of the I/O program, with input from the I/O faculty, will present the students with feedback regarding strengths and weaknesses of their answers. Grading is based on a number of factors including (but not limited to):

- a. Content (to include breadth of coverage, degree of focus to the question, and accuracy of information)
- b. Integration and Creative Thought
- c. Organization & Clarity of Writing

When you have passed the major I/O exam, you must then make arrangements with the I/O faculty to schedule a 1-hour oral exam. The content will be drawn from the same areas as the written exam. The orals may follow up on questions from the written portion or may relate to other areas in I/O Psychology.

Eligibility and Deadlines

Candidacy exams must be taken within four years of entry into the doctoral program, which occurs upon completion of the final master's thesis defense. The final defense for the Master's thesis must be completed and the application for comprehensive exams must be submitted by the following dates. No extensions will be granted beyond these deadlines.

Fall comps deadline: July 15

Spring comps deadline: February 1

Application Process

Get an application form from the Psychology Office and complete it. A photocopy of the completed and signed "Report on Final Oral Examination" must be attached to the application form and submitted to the Chair of the Doctoral Examinations Committee.

Withdrawing

Students who have submitted an application and later decide not to take the exams must notify, in writing, the Chair of the major area as well as the Chair of the Doctoral Examinations Committee at least 3 weeks prior to the scheduled exam date.

Reading Lists and Sample Exams

There is no I/O reading list, therefore I/O students should consult with their faculty as they prepare for their major exams. Sample exams from previous years are available in the Psychology Office.

Exam Dates

Exams are typically scheduled to start the week prior to the first week of classes in the Fall Quarter and immediately following the first Friday in the Spring Quarter. The examination process will be supervised by the Doctoral Candidacy Examination Committee. The specific examination schedule is as follows:

<u>Day</u>	<u>Time</u>	<u>Exam</u>
Day 1	9AM - Noon	General Major Exam - Part I
Day 2	9AM - Noon	General Major Exam - Part II

Testing Location and Distribution

The location of the exam will be communicated via e-mail by the Chair of the Doctoral Examinations Committee to student who have successfully applied to take comprehensive examinations for that cycle.

Notification of Results

Students will be notified of the results of the exams by the Director of the I/O Program. Notification usually takes place within two weeks to one month after the written exams have been completed.

Retakes

Students who do not pass the written portion of the exam do not proceed on to the oral exam. The written portion is typically re-taken during the next scheduled exam date, although a student may wait until the following year. The I/O oral comprehensive exam is scheduled following a passing written exam. The oral exam can also be retaken if necessary, and that is typically done within a month of the first oral exam. Students who are retaking all or part of the exams need to submit only the application form. Re-takes should be taken within one year (exceptions must be approved by the Director of the I/O Program). A student is allowed one retake for each section (written and oral). A second failure generally leads to dismissal from the program.

Further Information

If you have any questions, see the Chair of the Doctoral Candidacy Examination Committee.

DISSERTATION ISSUES

1. No more than five years can pass between the time doctoral comprehensive examinations are finished and the student has finished their dissertation. If a student fails to meet this deadline due to extraordinary circumstance, he/she must petition the CSH Graduate School and the I/O Program for an extension of the deadline. Failure to complete the dissertation in a timely manner will lead to dismissal from the program.
2. Dissertation committees must include at least one I/O faculty member.
3. Students cannot take dissertation credits (PSY599) until they have passed their comprehensive examinations and been admitted to doctoral candidacy. Therefore, the sooner students take their comps, the sooner they will be able to take dissertation credits.
4. Once students have completed their coursework, but not their dissertation, they must maintain their registration in the University. I/O students can do this by registering for Doctoral Candidacy Continuation (PSY701).
5. Generally, we strongly encourage students to be in the Chicago area while completing their dissertation. While long-distance research is possible, it poses many more difficulties and may delay timely completion of the degree.
6. If a student signs up for dissertation credit during the quarter when comprehensives are taken, and if these exams are not all passed, the student must drop the dissertation credits.

APPEAL PROCEDURE

A student may appeal a decision of the I/O program faculty by preparing a statement giving the grounds for the appeal and presenting this statement to the I/O Program Director. The program head will bring this statement to the attention of the program faculty. The program faculty may decide to meet with the student to discuss the appeal before taking action upon it.

The program faculty as a group will consider the appeal and its decision will be communicated to the student. If the student feels that this is unsatisfactory, the next level of appeal is the Departmental Grievance Committee or the Dean of the College of Science and Health wherein an appeal process which is outlined in the DePaul University Student Handbook is in force.

STANDARDS AND RESOURCES

How we go about our work and how we treat each other is of utmost importance in our personal and professional lives. The purpose of this document is to list the major standards of conduct that apply to us in our various roles. Graduate students with assistantship funding should note that they are also University staff, as well as being students.

Professional Standards

As psychologists, we subscribe to the APA Ethical Principles of Psychologists and Code of Conduct, which can be found at <http://www.apa.org/ethics/code/index.aspx>. We are also governed by the Specialty Guidelines for the Delivery of Services by Industrial/Organizational Psychologists, located at <http://psycnet.apa.org/index.cfm?fa=buy.optionToBuy&id=2005-09595-013>.

Psychology Department Standards

The Psychology Department at DePaul University has developed a document articulating Professional Guidelines and Principles for Graduate Students. This document is not currently available online; however, a copy is given to each new graduate student at orientation in September. It is also sent out as an email attachment to all graduate students at least once each year. If you need a copy, contact either the Associate Chair of the department or the I/O Program Director.

DePaul University Codes for Students

The primary source of information is the University's Graduate Student Handbook (<http://sr.depaul.edu/catalog/catalogfiles/Current/Graduate%20Student%20Handbook/ch1.html>). It contains information about a variety of issues and regulations related to student standing in the various graduate programs. It also contains a link to the Code of Student Responsibility, which outlines a number of behaviors that are of concern to the University and for violations of which charges can be filed. Another link within the Code outlines the Judicial Review Process that ensues following a charge of violation, and the rights and responsibilities of individuals within that process. These issues are handled through the Office of the Dean of Students. There is also a process by which students can file challenges to grades, and information regarding that process is described.

DePaul University Codes for Faculty and Staff

DePaul's Code of Conduct (http://compliance.depaul.edu/downloads/Code_of_Conduct.pdf) is a document that spells out expectations in a number of areas and lists avenues for resolution of conflicts. These resources (page 4) include the Office of Institutional Compliance, the Office of the University Ombudsperson, Internal Audit, the Office of Institutional Diversity and Equity, Human Resources, Public Safety, and the Misconduct Reporting Anonymous Hotline.