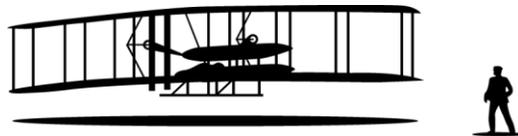


# **HF-IO GRADUATE PR PROGRAM HANDBOOK**

**DEPARTMENT OF PSYCHOLOGY  
WRIGHT STATE UNIVERSITY  
DAYTON, OHIO 45435**



**WRIGHT STATE  
UNIVERSITY**

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## **I. Introduction to the Graduate Program**

### **A. OVERVIEW**

Welcome to the Department of Psychology. You are joining a group of faculty and students who are highly motivated and who actively participate in the development of their fields. As a member of the department, you will have the opportunity to work very closely with faculty and other graduate students. If you take advantage of the opportunity to develop these relationships, you will find that some will stay with you throughout your career. Progress in a field depends on contributions made by people like you. The relationships built here will help launch opportunities in the field. Simply 'getting through the program' will not distinguish one from other professionals who will be competing for the same jobs and programs. The faculty will place very high expectations on you. They will also be there to support you as you strive to meet these expectations. You must develop a strong work ethic to succeed in both the program and your career. Your rate of progress, particularly beyond year one (i.e., as you focus more on research and/or the qualifying exam), depends greatly on your work habits. Student schedules are typically divided between course work, research activity, and assistantship. Breaks from classes provide a unique opportunity work further on research.

The quality and quantity of work in classes and research projects will greatly exceed those in your undergraduate programs. We expect you to submit quality work, which you are ready to stand behind. You should become more confident in your ability to perform satisfactorily as you progress through the program. Remember, your faculty advisor and advanced students are some of your most valuable resources. You will find that much of the learning in graduate school occurs beyond textbooks and outside of the classroom.

This manual was created to help you understand the program's requirements. We hope you find it useful. If you have suggestions for improvements or additions, please let us know. Nothing can substitute for personal communication with faculty, students, and staff. We all strive to improve our department and our program.

### **B. FACULTY ADVISOR**

Your faculty advisor is key in your graduate education and professional development. Both the M.S. (thesis) and Ph.D. programs use a scientific apprenticeship model whereby students work closely with their individual faculty advisors. Your advisor has a personal responsibility for your educational activities in the classroom, laboratory, independent reading, and internship. He or she will be working to help you develop into an independent professional. You should be constantly communicating and interacting with him or her.

### C. DEPARTMENT OF PSYCHOLOGY FACULTY

<b>Full-time Faculty</b>	<b>Area</b>
Nathan A. Bowling, Ph.D. (IO)	Careless Responding, Job Satisfaction, Workplace Aggression, Occupational Stress
Dragana Claflin, Ph.D.	Developmental Neuroscience, Learning and Memory in Humans and Other Mammals
Herbert Colle, Ph.D. (HF)	Mental Workload/Attention, Working Memory, Keyboard Design
Assaf Harel, Ph.D. (HF)	Cognitive Neuroscience, Visual Recognition, Visual Expertise, Object and Scene Recognition
Michael Hennessy, Ph.D.	Developmental Psychobiology, Stress
Ion Juvina, Ph.D. (HF)	Modeling, Cognitive Neuroscience, Strategic thinking and executive control of cognition and emotion
David M. LaHuis, Ph.D. (IO) IO Area Leader (2017-present)	Personnel Selection, Performance Appraisal, and Multilevel Modeling
Corey E. Miller, Ph.D. (IO)	Personnel Psychology, Legal Issues, Diversity in Management
Valerie Shalin, Ph.D. (HF) HF Area Leader (2015-Present)	Workplace Expertise, Aiding and Training Technology
Patricia Schiml-Webb, Ph.D.	Behavioral Neuroendocrinology, Animal Behavior, Psychobiology of Stress and Reproduction
Debra Steele-Johnson, Ph.D. (IO) Chair, Dept. of Psychology	Organizational Psychology, Motivation, Training
Pamela Tsang, Ph.D. (HF)	Attention, Aviation Psychology, Cognitive Aging
Scott Watamaniuk, Ph.D. (HF) Graduate Program Director	2&3D Visual Motion Processes, Eye Movements, Visual Attention

## **II. General Expectations**

### **A. PURPOSE**

The purpose of outlining expectations for Graduate Students is to provide a guide and goals for completing the program successfully. As a graduate student you have many responsibilities. We have outlined expectations for your performance in five areas: courses, research, thesis/dissertation, practical experience, and professionalism. These areas do not include all of your responsibilities (e.g., teaching), but serve as a starting point. Remember, high performance in one area should not be achieved at the expense of performance in another area. However, the content or focus within each area might vary across career goals. You should think about what you want to do after earning your M.S. or Ph.D. degree, discuss your goals with faculty, and determine how to best focus your attention on courses, research, thesis, dissertation and internship to achieve your goals. Regardless of the focus you choose, you should try to meet the expectations outlined below.

### **B. COURSES**

All students are expected to do well in their courses. Students must maintain a minimum cumulative GPA of 3.0, failure to do so for two consecutive semesters will result in dismissal from the program. In addition, receiving a grade of "C" in one course will result in written notification to the student, their advisor, Area Leaders, and Graduate Program Director. Receiving a second grade of "C" will result in the student being placed on academic probation. Receiving a third grade of "C" will result in the student being dismissed from the program.

Unlike most undergraduates, graduate students are much more involved in classes, taking a very active role. This becomes particularly true beyond the first year. It is not uncommon for significant portions of class discussions to be initiated or led by the student. It is also not uncommon for the course material to be current research literature rather than texts. Two important facets of this emerge. First, your investment in the material will be quite evident on a class-by-class basis, not just for tests. Second, your development of skills in reading and assimilating both text-based foundational material and current research will be instrumental later as you perform research and prepare for your qualifying exams.

#### **M.S. (thesis) and Ph.D.**

During your first year in the program, full-time students are expected to take at least 6 courses. All students should complete PSY 7010 and 7020. The remaining classes should be core or focus courses chosen with your advisor based on research direction and availability. Most of your M.S. coursework requirements will be completed in the first year. The program course requirements are outlined in Table 1 (section VII Program Requirements). Electives are chosen to complement a student's

background and to advance his or her career goals. To assist students in selecting electives, courses must be approved by both the student's faculty advisor and the Graduate Program Director to ensure the selected courses align with program goals. Part-time students will typically take a reduced course load. The Program of Study form, which you will complete during your first or second semester, becomes part of your official file in the Graduate School and is used to verify graduation requirements. You must revise your Program of Study form if you deviate from the original submitted to the Graduate School.

Students in the first year of the program are also expected to be increasingly involved in research with their advisor. This initial research effort can greatly facilitate the thesis phase of your program and will be discussed below under research. In addition, students are expected to be performing their assistantship duties at a high level.

During the second year in the program, the course load may be lighter than the first year. Students will often be registered for independent research credits and a few regular classes each semester. During the second year, students are expected to devote considerable time working on their thesis and to excel in assistantship activities.

During the second year, M.S. students should complete all course requirements not completed in the first year. Ph.D. students will continue their coursework into the third and possibly fourth year.

### **M.S. concentration in Human Performance and Effectiveness (HPE)**

In this concentration, students can complete the program in one year if they take at least 4-5 courses per semester (~15 credit hours/semester). Participation in research activities is not expected, but encouraged.

## **C. RESEARCH**

The Wright State Department of Psychology has a strong commitment to research. All graduate students have actively participated in research since our program started. We believe research skills are important for students who plan to work in an applied setting, as well as students who plan to pursue an academic or research career.

As a research-based program, we are committed to teaching you how to conduct high-quality, ethical and publishable research. You will learn the research craft and a great deal about the relevant research in your eventual field by your association with your advisor and perhaps other, more senior, students. As this is such a critical part of our program we begin the process almost immediately. First-year M.S. (thesis) and Ph.D. students are expected to become involved in research immediately. **The First-Year Research Experience Agreement form will be completed during the first semester to formalize this process** (see Attachment C). Typically, your responsibility grows as you gain more experience. At first you may have to learn methods and

procedures. Eventually, you should become involved in a project you find interesting and engaging. This should be a joint project with you and your advisor, or perhaps a research team, to collaborate and share ideas. Although you are likely to be heavily involved in data collection and analysis, you should also be involved in contributing ideas. Many groups have regular laboratory meetings to review research activities and to discuss theory and methodology. At the end of your first year, your advisor should evaluate your performance on the **First-Year Research Experience Agreement form** (Attachment C), sign it and turn it in to the Department Services Administrator.

During the second year and beyond, you are expected to continue working on research, in addition to working on your thesis and/or dissertation. In many cases, this will mean collaborating on papers for publication or presentation at professional conferences. In other cases, it may mean collecting additional data or analyzing data. Sometimes your advisor may recommend you obtain additional experience by working with another faculty member or with an industry or government laboratory.

If you are funded by a research assistantship, fellowship, or external support, you should be committed primarily to research responsibilities with your faculty advisor. Your advisor should describe these duties to you. If you have a teaching assistantship, you have both teaching and research responsibilities. If you are unsupported and work externally, you should still be involved in research. In the latter two cases, the amount of time you spend working on research should be negotiated with your advisor (usually at least 10 hours per week). Nonetheless, you should recognize the importance of research to complete this program successfully and to your professional development.

## **D. THESIS/DISSERTATION**

A Master's thesis is required of students (M.S. and Ph.D.) (see Section VIII, Master's Thesis Guidelines) except those in the HPE concentration. A dissertation is required of all Doctoral (Ph.D.) students (see Section X, Dissertation). These requirements allow you to conduct a research project and make a contribution to the field of human factors or industrial/organizational psychology. You are expected to take initiative in advancing the project. An appropriate project should be focused on an original research problem, limited in scope, and original in design. You will work closely with your advisor on your thesis and dissertation. Your advisor will head a committee of faculty members who will guide and evaluate your thesis and/or dissertation. "Original" means the goal of the thesis or dissertation problem and design is to add new information to the field of human factors or industrial/organizational psychology. You may replicate and extend previous research, but you should not simply replicate previous research. Your advisor and your committee will help you identify an original problem and design.

Most students do not realize how long it takes to write a thesis or dissertation proposal, to conduct the appropriate research, and to write the final document. To complete your thesis by the end of your second year, you should follow the timeline

provided at the end of this handbook (see the GRADUATE STUDENT ACTIVITY CHECKLIST, Section XIII). Ph.D. students must set similar timelines to complete their dissertations. Some students find it difficult to start the thesis/dissertation and often end up feeling frustrated with themselves and the thesis/dissertation when they get behind. It is easy to focus on courses or other activities with clearly defined short-term goals at the expense of your thesis/dissertation. Remember the faculty and other graduate students are here to support and to guide you through these processes. However, progress towards completion of the thesis/dissertation is a student's responsibility and will be reflected in his or her yearly evaluation.

For both thesis and dissertation work, a well-written proposal can serve as a strong basis of the introductory section and be foundational for the method section. For the dissertation, a well-constructed reading list for the qualifying exam can be foundational for the dissertation introduction, assuming that the qualifying exam topics are relevant to the research problem addressed by the dissertation. While there is no requirement to integrally link the exam topics and the research, it would be helpful to consider this connection when planning topics for the qualifying exam.

## **E. PROFESSIONALISM**

During your years in graduate school, you are not only learning the content of HF or I/O psychology, you are also becoming a professional in HF or I/O psychology. We are expected to maintain high standards of professional ethics at Wright State University and when dealing with other organizations. You are expected to participate in the following activities to facilitate your professional development: 1) attend and participate in all thesis and dissertation defenses, and 2) become student members of at least one professional organization (e.g., APA, SIOP, Academy of Management, APS, HFES, SID). In addition, students are encouraged to present papers at professional meetings (e.g., the IO/OB Graduate Student Conference, SIOP, APA, Academy of Management, HFES, CHI, the Optical Society of America, the Acoustical Society of America, Visual Sciences Society, Tri-State, MPA, etc.), write manuscripts for publication, and contribute to the preparation of grant proposals. Any time you use the Wright State affiliation you should have the paper/presentation/material reviewed by your advisor or a relevant faculty member before "going public" with it. This includes having material reviewed by faculty before submitting it to a conference or journal.

As part of your professional development, you are also expected to attend Brown Bag meetings on a regular basis. These meetings are usually held every Friday during Fall and Spring semesters. At these meetings, research conducted by both faculty and students is discussed, outside speakers are brought in, or information regarding the graduate program is discussed. In addition, the department also presents colloquia. This is an opportunity for students to hear outside speakers discuss their research. Colloquia are also usually held on Friday afternoons, and students are strongly encouraged to attend.

Students may choose to participate in practicum, internship, or other practical experience opportunities. These may take place off-campus at government, business, or industry facilities, or they may take place on-campus in psychology labs or other faculty labs. Internships and practica provide opportunities to gain practical experience in "real-world" settings. A practicum or internship experience is highly regarded by employers and increases your employment opportunities once you have obtained your degree. Typically, students engage in practical experience activities towards the end of their degree program. Both the Applied Experimental and Engineering Division of APA (Div. 21) and the Society for Industrial and Organizational Psychology (Div. 14) have guidelines for these experiences. You should contact your advisor if you are interested in these guidelines. Your advisor must approve all practica or internship experiences. We recommend internships or practica occur toward the end of your academic program of studies so you can take maximum advantage of your graduate education. Academic credit (PSY 7910/9910) may be given for these experiences.

## **F. WRITING AND SPEAKING**

Competent writing and speaking skills are expected of all graduates in our program. These skills are expected by almost all positions in HF or I/O. You should get into the habit of asking faculty and other students to review your papers (including theses, dissertations, and course papers). You should revise your projects based on reviewers' comments. Writing should be grammatically correct, and it should flow logically. The style should be appropriate for the audience, and the content should be solid. Writing a high-quality paper usually requires substantial library work and extensive re-writing. Be aware the final product should be your own. Plagiarism is unethical and is grounds for dismissal from the program. Please consult the Wright State University **Code of Student Conduct** for more information.

You should also become proficient at public speaking. In most HF or I/O positions you can expect to give briefings, make presentations to groups of colleagues, and to speak at scientific or professional meetings. During your graduate school experience, you will be given opportunities to develop your public speaking abilities.

During your tenure in our program, you should have multiple experiences of writing papers and speaking to audiences in courses, laboratory groups, and/or weekly meetings. Take advantage of these opportunities for preparation into your eventual professional positions. If your writing and/or speaking skills are weak, you might seek extra help or take a writing or speaking course to develop these skills.

### **III. Administrative Information**

#### **A. DEPARTMENT OF PSYCHOLOGY OFFICE**

The Department of Psychology office is located in 335 Fawcett and is open Monday through Friday. The telephone number is 937-775-2391. The Department Services Administrator is in charge of processing material for graduate program actions. The other staff in the department office may not know about a specific program issue and will not process any graduate forms unless the Department Services Administrator is unavailable for an extended period. If you are coming from off campus to process forms in person, you should confirm that the Administrator will be available. Likewise, if you have an important deadline looming, you should confirm beforehand that the Department Services Administrator will be available. You, not the department, are responsible for the consequences of missed deadlines (e.g., late registration fees, contract not processed, graduation delayed, etc.). No exceptions to the missed deadline policy will be made. This policy will ensure that graduate program activities are completed correctly and efficiently.

#### **B. COMPUTER ACCOUNTS**

All graduate students will receive a WSU computer account. This account will remain active as long as you are an active student. Your WSU account gives you access to electronic mail, statistical programs (e.g., SPSS), and the library catalog.

If you have any computer or connectivity questions/issues, please contact the CATs Helpdesk at (937) 775-4827 or email at [helpdesk@wright.edu](mailto:helpdesk@wright.edu). The CaTS troubleshooting office is located at 025 Library Annex. More information about CaTS can be found at their Wright State University web site.

#### **C. DEPARTMENT LIBRARY**

The department has a limited library with professional books and booklets available to be checked out. If you would like to borrow any of the available books, please see the Department Services Administrator. Some of the resource items that are available include: Past theses, past qualification exam reading lists, "Copyright Law and the Doctoral Dissertation: Guidelines to Your Legal Rights and Responsibilities," "A Policy Statement: The Doctor of Philosophy Degree," "Research Student and Supervisor: An Approach to Good Supervisory Practice," "A Policy Statement: The Role and Nature of the Doctoral Dissertation," "Dissertations and Theses from Start to Finish," and "Surviving your Dissertation: A Comprehensive Guide to Content and Process."

## **D. KEYS**

You will need keys to your student office (if applicable), your advisor's lab, and the department mailroom. Key request forms are prepared in the department office. You should consult with your advisor to see which keys you will need. Please see the Department Services Administrator when you are ready to prepare your key request form.

### **Current Procedure for Key Issuance**

1. Obtain a key request form from the main office (once you must have the correct room number for the keys you wish to obtain).
2. The key request form can be physically walked to the Physical Center Customer Service Center, 065 Allyn Hall (make sure to bring a photo ID), or it may be emailed by department office staff.
3. The Customer Service Center will call you when your key is ready for pick-up, usually within three working days of the request.
4. See [University Policy 7130](#) for information regarding key deposits and key authority. Updates to the key issuance policy can be found on the WSU Physical Plant web site.

## **E. ID CARDS**

New graduate students will need to obtain a student ID (Wright1) card from the Wright 1 Card Center in the Student Union. You must take your UID# and your driver's license to obtain your ID card. They will prepare your photo ID while you wait. This ID card is necessary for utilizing the Nutter Center and Student Union fitness facilities and accessing materials in the WSU libraries. Entrance into the introductory psychology and methods labs is accessed via students' Wright 1 card also. This card may also be used as a debit card in the bookstore, food services on campus, and in the Student Union by applying money in your general fund account. For more information go to the Wright1 card web site. At this website, you can also see various off-campus vendors that accept the Wright1 card as payment.

## **F. LIBRARY CARDS**

Your Wright1 ID card is your library card. The bar code on the back of your card will be scanned when you check out library materials.

## **G. MAILBOXES**

All faculty, graduate students, and staff have mailboxes in the Department of Psychology mailroom, 337 Fawcett. Please check your mailbox daily. You are responsible for all the official information placed in your mailbox or delivered to your email address.

## **I. PARKING**

C-Parking semester permits may be obtained online through Parking Services. You may purchase a one- or two-semester or full year permit. You can also purchase a 'Park & Ride' pass where you can park in Lot 20 (a farther lot) and take a shuttle to campus for a significantly lower price (see Parking Services for more details). You can no longer purchase parking permits in person; They must be purchased online. You can email parking and transportation with any questions at: [parking@wright.edu](mailto:parking@wright.edu).

## **IV. Admission and Transfer**

### **A. ADMISSION**

Admission to this program is competitive. Admission committees make admission recommendations to the Department of Psychology Graduate Program Director.

Students admitted to the Ph.D. program should have a baccalaureate degree from an accredited institution with a major in psychology or at least 16 semester credit hours of psychology, including courses in cognition or human learning, sensation and perception, social or organizational psychology, either personality, test and measures, or abnormal, experimental design/statistics, and experimental methods. Additional courses in the natural sciences, mathematics, and computer science are also desirable. Students who are missing one or more prerequisite courses may be expected to complete appropriate remedial course work at the onset of the program in addition to degree requirements.

### **B. GENERAL TRANSFER POLICY**

1. Credits to be transferred are accepted on a course equivalency basis and is initiated through a formal petition process. The transfer of credit is not automatic.
2. Students who apply to the Ph.D. program, regardless of whether or not they have completed a master's thesis, must first be evaluated for admission to the master's program. Students who have any deficiencies in their academic background and/or who have not completed a suitable master's thesis will then be expected to complete the necessary coursework and/or thesis work required by the M.S. program. After these requirements have been fulfilled, students may be considered for pre-candidacy status. Admission to pre-candidate status will be based on overall program performance.
3. Any students who apply to the Ph.D. program, and do not have any deficiencies in their academic background (e.g., coursework, appropriateness of thesis), may be

considered for pre-candidacy status without any additional coursework or thesis work.

4. This handbook is an interpretation of department policy and the Graduate School policies, but the Graduate School policies may only be officially interpreted by the Graduate School.

### **C. TRANSFER OF CREDIT FOR M.S. DEGREE**

1. The amount of credit to be transferred may not exceed 50% of the required 37 semester hours.
2. The credit to be transferred may not have been applied toward an awarded degree.
3. An official transcript reflecting the credit must be on file in the Graduate School and the transfer of credit request must be approved by the Graduate School. If a student had graduate status at another institution, the institution must be regionally accredited and the student must have been in good standing at that institution.
4. The student's program advisor must review the transfer of credit request and recommend that the course(s) be accepted for transfer credit. (This may require review of syllabus, text used, and recommendation from the instructor who typically would teach the course.) The recommendation must be submitted to the Department Services Administrator for approval by the Area Leader and Graduate Program Director.
5. The graduate credit to be transferred must be within the seven-year time limit for completing a master's degree. Transfer credit listed on the student's Program of Study that is older than seven years at the time the student is planning to graduate will not be applied toward master's degree requirements.
6. Exceptions to the above rules may be granted with sufficient justifications only with official approval.

### **D. TRANSFER OF CREDIT FOR PH.D. DEGREE**

1. For all students, including those with a relevant master's degree, the hours to be transferred will not exceed 30 semester hours. The student's Program of Study must also be approved. A student may transfer credit toward the requirements of a Ph.D. program provided:

- The credit to be transferred may not have been applied toward an awarded degree. While credits that were applied toward an awarded master's degree

are not eligible for transfer credit, they may be used, with program approval, to waive certain course requirements. At least 60 semester credit hours must be successfully completed at Wright State.

- The student's program advisor reviews the transfer of credit request and recommends the course(s) to be accepted for transfer credit. The recommendation is given to the Department Services Administrator who submits it to the Area Leader and the Graduate Program Director for approval.
  - An official transcript reflecting the credit is on file in the Graduate School; the transfer of credit request is approved by the Graduate School. If a student had graduate status at another institution, the institution must be regionally accredited, and the student must have been in good standing at that institution.
  - The credit to be transferred must meet the Graduate School's seven-year time limit for completing Master's degree requirements. Transfer credit listed on the student's Program of Study that is older than ten years at the time the student is planning to graduate will not be applied toward Ph.D. degree requirements.
  - Exceptions to the above rules may be granted with sufficient justifications only with official approval.
2. Students admitted into a Ph.D. program who do not have a master's degree may have up to 30 semester hours of applicable graduate transfer credit posted on their Wright State academic record.
  3. When a student is admitted to a Wright State Ph.D. program having completed a master's degree at another regionally accredited institution, the master's degree designation is noted on the Wright State transcript. Course credits, which have been applied toward the awarded degree, are not posted on the Wright State transcript.
  4. A completed master's thesis will not automatically be accepted for transfer. The same equivalency standard used for transfer of course credit will be applied to master's theses.

## **E. PETITION FOR WAIVER OF REQUIRED COMPLETION OF MASTER'S DEGREE**

All students enrolling in the graduate program are expected to complete a master's degree. Students entering the Ph.D. program at Wright State with a master's degree completed elsewhere may petition (see Attachment A) to request this requirement be waived. The waiver of the requirement that the student complete a master's degree does not alter any of the other requirements for the Ph.D. Whatever the decision on the

petition, the student must be actively involved in research during their first year at Wright State.

### **1. Goals Achieved by a Thesis**

Completion of a master's degree entails demonstration of the ability to perform research, which requires an understanding of research methodology as well as the particular procedures in a given experiment. Completion of a master's degree also involves the demonstration of the ability to present information in a clear and organized fashion both orally and in writing. In particular, the thesis is a scholarly document which requires an integrative review of the research literature essential for productive experiments in a given research area. This literature review builds on coursework to ensure knowledge of key concepts in psychology in general and, more particularly, the theoretical basis and specific prior research for the topics investigated in the thesis.

### **2. Basis for a Petition**

Students who enter our program with a completed master's degree should discuss with their advisor the possibility of petitioning to request a waiver of the requirement for a master's degree with their advisor and their Area Leader. Each petition will be evaluated on the merits of the individual record. Students who have completed and defended a thesis in an area of psychology relevant to their graduate program should have a very strong case. Non-thesis master's degrees and degrees outside of relevant areas of psychology are unlikely to have met all of the thesis goals.

### **3. Submission of a Petition**

With the approval of the advisor, a student may prepare a petition ("Petition for an Exception to HF&IO Graduate Program Rules or Requirements" form; Attachment A) to request the requirement of a master's degree at Wright State be waived. This petition should address how the student's prior work fulfills the goals of demonstrating research skills and knowledge of methodology, written communication skills, oral communication skills, and knowledge of a relevant psychology domain at a level achieved by completion of a thesis at Wright State. The petition may include a description of activities to be undertaken at Wright State, in conjunction with a prior degree, to meet these goals. If the student has completed a thesis elsewhere, a copy of the thesis must be submitted with the petition.

The petition, along with the signed petition submission form, should be submitted to the relevant Area Leader by the end of the fifth week of classes during the student's first academic term at Wright State. The Area Leader will inform the Graduate Program Director a petition has been received.

### **4. Evaluation of the Petition**

The Area Leader will form a committee of three faculty members to review the petition. Typically, the committee will consist of the Area Leader, who will serve as chair, the student's advisor, and a third faculty member chosen to contribute relevant expertise. The committee will evaluate whether the goals of completing a master's degree are met by past and proposed activity. Toward this end, the committee may

request additional information or materials from the student. The committee is free to seek the advice of other area and program faculty and may choose to consider means of fulfilling the goals not listed in the petition.

Before the end of the last week of the term, the committee will recommend a response to the petition to the Graduate Program Director. This recommendation will reflect the accomplishments of the student and indicate what additional course of action the student should pursue. The recommendation may direct the student to complete a master's degree at Wright State. If the student is deemed to have fulfilled all or most of the goals in a prior degree program, the recommendation will direct the student to complete selected activities, such as publicly presenting their thesis research or submitting a first-year project for publication, to be accepted as demonstrating the ability associated with any remaining goals.

The Graduate Program Director is responsible for reviewing the recommendation to ensure it is consistent with Program policies and practices. When the recommendation is reviewed and approved by the Graduate Program Director, the Area Leader will inform the student of the program's decision. This notification will be given to the student by the end of the term in which the petition was submitted.

## **V. Student Status**

### **A. MASTER'S AND/OR DOCTORAL STATUS**

Students are admitted into either the terminal Master's (MS) or the Doctoral (Ph.D.) program. Any student wishing to become a doctoral candidate must be recommended by his or her thesis committee for Ph.D. candidacy. This requirement is for both those students already admitted to the Ph.D. program and those students in the terminal Master's (thesis) program who wish to be considered for the doctoral program.

Any student who wishes to switch from the terminal Master's (thesis) program to the Ph.D. program or any Ph.D. student who wishes to be recommended for candidacy must inform his or her thesis committee *prior* to the thesis defense. These intentions must be indicated on the Master's Defense Scheduling Form (see Attachment G). After the thesis defense, the thesis committee must make a recommendation regarding the pre-candidacy status of the student to the Admissions Committee. If the Admissions Committee approves the student, the recommendation will then be forwarded to the Graduate Program Director.

Recommendation for pre-candidacy may occur at any time during the academic year. Recommendations for pre-candidacy will be based on factors such as: performance in coursework, demonstration of potential for independent study and research, faculty opinions and ratings of general level of ability and capacity, writing and speaking ability, responsibility and ethics, and performance in the thesis defense. After consideration of these factors, the thesis committee then makes its recommendations to the Admissions Committee. No student will receive notice of the

departmental decision until the Master's thesis is completed. Without pre-candidacy approval, no student may sit for qualifying exams or submit a dissertation proposal.

## **B. PH.D. CANDIDATE REQUIREMENT SUMMARY**

A student will become a Ph.D. candidate after the following requirements have been met.

1. Master's thesis is successfully completed
2. Qualifying examination is passed
3. Dissertation proposal is approved
4. Program of Study is approved.

Candidacy is valid for no more than 5 years. However, the 7-year time limit for completing the program still applies and cannot be extended by the 5-year candidacy limit.

## **C. FULL-TIME OR PART-TIME STATUS**

Students are accepted as either full time or part time. Students must register continuously for the number of hours required by their status. Full-time students with an assistantship or fellowship may not work at an additional on-campus or off-campus job or any combination of the two without prior written permission of the Graduate Program Director.

## **D. LEAVE OF ABSENCE**

The Graduate School describes students as full time or part time; it does not recognize the status of being on a leave of absence. The leave of absence is a status within our program intended for students who find they unexpectedly need to suspend their studies. The leave of absence was intended to cover a one-semester absence, but the student may apply for as much as a two-semester leave of absence.

Full-time or part-time students who have a need to take a semester off (including Summer semester) must apply for a leave of absence. Students must be in good standing within the program to apply for a leave of absence. The student's faculty advisor must recommend the leave to the Graduate Program Director, who will review the Leave of Absence/Change of Status Application (see Attachment B). Requests for leaves are not guaranteed and will be reviewed on an individual basis. The request for a leave must document a plan for completion of the student's degree. If it is not possible to formulate such a plan, withdrawal from the program is the more appropriate action. A student officially remains in the program, subject to all the responsibilities that entails, until the leave is approved. If a student has not applied for a leave of absence, or it has not been approved, and the student drops below the number of hours required for their status, the

student might be dismissed from the program. A student cannot graduate while on a leave of absence.

If a student on leave finds that they need to extend the period of the leave, they are required to submit a new Leave of Absence/Change of Status Application. This will be treated as a new request. Note that the Graduate School automatically deems a student who fails to register for any classes in three consecutive semesters an Inactive student. When a student becomes Inactive, the Graduate School closes the student's accounts (e.g., email, library privileges) and the student must reapply for admission to the Graduate School before they can again register for classes.

## **E. FACULTY ADVISOR**

The faculty advisor plays a key role in the student's graduate education and professional development. The advisor's permission or recommendation is required for all program actions or discussions. Often, faculty advisors are selected as a part of admission. If not, the selection must be completed when the First-Year Research Experience Agreement is submitted. A change in advisor requires that any documentation of on-going activity (e.g., First-Year Research Experience Agreement, Thesis Committee Approval Form) must be redone to reflect the change in advisor.

## **F. ANNUAL GRADUATE STUDENT EVALUATION**

All graduate students will be reviewed annually by the faculty in their area of specialization, typically during Fall semester. The faculty will evaluate the work done during the previous academic year to determine if students are making acceptable progress toward their degrees. The Graduate Student Activity Report must be completed and submitted online, along with a current curriculum vitae and updated Program-of-Study. Advisors review students' performance in courses, research, assistantship, and professional development. The committee of faculty in your specialization area, along with your advisor, will then evaluate your performance. Based on this evaluation, students will receive one of the following status categories: good standing, acceptable standing with deficiency, poor standing. You will receive a letter of evaluation. Students who are not making satisfactory progress will be given deadlines for the achievement of specific goals. Failure to achieve those goals in the specified time justifies dismissal from the program.

## **G. APPEALS AND PETITIONS**

Any student wishing to make an appeal of action or asking for exception from a rule must submit a formal petition (see Attachment A). The petition must state all of the following:

1. The condition, problem, exception
2. The rationale behind the condition, problem, exception

### 3. A recommendation or solution

Students will submit their petition to the Department Services Administrator. The petition will be forwarded to the student's advisor and the Area Leader for their comments and recommendations. A Departmental Graduate Petitions Committee will review the petition and make recommendations. The Graduate Program Director and the Department Chair must approve recommendations.

A departmental decision can be appealed to the Graduate School. Students may contact the Graduate School for appeal procedures. The Graduate School must approve any request for change in the Graduate School policy.

## **H. PROBATION AND DISMISSAL**

Receiving a grade of "C" in one course will result in the professor of that course providing written notification to the student, their advisor, Area Leaders, and Graduate Program Director. Receiving a second grade of "C" will result in the student being placed on academic probation. Receiving a third grade of "C" will result in the student being dismissed from the program. Courses are important, and you are expected to do well in them, but getting good grades is not enough in graduate school. It is simply a baseline or a starting point. You will learn a great deal in courses, but you are likely to learn even more from your research, internship experiences, thesis and/or dissertation, and from informal discussions with faculty and other graduate students. Any student who falls below expectations may also be placed on probation. Students who continue on probation and fail to correct the matter in a timely fashion, may be recommended to the Graduate School for dismissal.

## **I. RESIDENCE REQUIREMENTS**

The Graduate School Policies and Procedures Manual (Policy 5720.2) states, "Students in a doctoral program are considered to be in residence for any term for which they are registered for at least six semester hours of Wright State graduate courses. A minimum residence of two consecutive full-time academic semesters at Wright State University, devoted wholly to graduate work, is required." Students must be registered in the semester they defend their thesis/dissertation.

There is no full-time requirement for M.S. students but a minimum of 50% of total required credit hours toward the M.S. degree must be completed at Wright State University. Students must be registered in the semester they defend their thesis.

## **J. APPLICATION TO GRADUATE**

You **must** apply to graduate with your Master's or Doctoral Degrees. The graduation application is available only online at <http://wings.wright.edu> (via WINGS

Express under Student and Financial Aid/Registration & Records/Apply for Graduation tabs). There is a fee each time a graduation application is submitted. The Graduate School submits the degree application to the department who will verify whether the student has completed all program requirements and is ready to graduate. If the graduate student is unable to complete degree requirements by the specified deadline, a new application (and fee) must be filed for graduation in the appropriate semester. The University has established the following filing periods for submitting graduation applications. For specific dates, contact the Graduate School, (937) 775-2976.

<u>Anticipated Graduation</u>	<u>Application Filing Dates</u>
Summer Semester	Last business day of week 2 of Summer semester
Fall Semester	Last business day of week 2 of Fall semester
Spring Semester	Last business day of week 2 of Spring semester

## **VI. Information for Students with Assistantships**

### **A. ASSISTANTSHIPS**

#### **1. Types**

Department assistants are considered to be half-time positions. All assistantships are salaried, not hourly, positions, but the department uses 20 hours a week as a guideline. There are two types of assistantships: research and teaching. A research assistant's duties are to work with a faculty member on his or her research. Teaching responsibilities vary considerably depending upon assignments. The faculty teaching the course for which you are a TA (i.e., PSY 3010 Instructor) is responsible for supervising your TA activities, and your faculty advisor is responsible for supervising your research activities. Under certain circumstances and depending upon the needs of the department, an advanced student (generally one who has passed the qualifying exam) can teach full classes under a teaching assistantship. This experience can be useful if an academic career is sought.

#### **2. Stipend, Fee Remission, Assistantship Agreement, Registration**

The assistantships provide a stipend and tuition remission. The stipend is paid semester-by-semester in monthly installments. Fall semester (first check, end of September) is divided into 4 months and Spring semester (first check, end of January) is also divided into 4 months. The Department of Psychology generates all assistantship contracts. The contracts are sent through the College of Science and Mathematics and forwarded to the Graduate School. Once assistantship contracts have been processed, the Graduate School will send the contract to the student via email for their signature. Graduate students *must* register for classes *before* they sign their contract. All students

on GTA/GRA contracts must be registered for a minimum of 6 credit hours (full-time status).

*Students with assistantships may not be employed outside the Department of Psychology without prior written permission of their advisor and the Graduate Program Director.*

### **3. Responsibilities**

A signed assistantship contract indicates the graduate student is an employee of the Department of Psychology or of a faculty member. If a graduate student has been awarded an academic year assistantship, they are expected to be available from the first day of orientation to the last day of finals in April. The Graduate Program Director and faculty advisor *must* approve all absences. Students who receive assistantships, fellowships, student employment or other financial aid may not be employed outside of the department without the approval of their advisor and the Graduate Program Director. Permission will be granted only on a case-by-case basis. A student who violates this rule may be dismissed from the program.

### **4. Assistantship for Continuing Students**

Continuing students must report their request for Assistantship to the department office each year. If you do not request Assistantship funding, you will not receive an assistantship. Master's students have high priority for funding for two years, and Ph.D. students for three years if they perform satisfactorily and funding is available. Students beyond these time periods drop to lower funding priority.

## **B. NEW GRADUATE STUDENT IN-PROCESSING**

As part of the Immigration law, each new university graduate student with an assistantship or fellowship must complete an I-9, Employment Eligibility Verification Form. The I-9 form must be completed in person. New students must show proof of citizenship or legal alien status. The required proof for U.S. citizens is a U.S. passport or picture identification (driver's license, military identification card, or state identification card) and a birth certificate or original Social Security card. International students must provide a current passport, visa, Social Security card<sup>1</sup>, the I-94, and the I-20. International students must also take an approved Authorization to Work form from International Student Programs to their processing appointments at the Graduate School.

All graduate assistants are required by the university to have their stipends directly deposited into a bank account.

New international graduate teaching assistants are required to take the Oral English Proficiency Test (OEP). The OEP has been designed with both speaking and

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<sup>1</sup> The Social Security Card must be applied for in person and can take 4-6 weeks to obtain. International students should therefore plan their arrival to the United States accordingly.

listening components. The OEP will be administered one week before the start of each Academic Semester. For further information on the new OEP, which must be passed by International Teaching Assistants, contact the English as a Second Language (ESL) coordinator.

## **VII. Program Requirements**

Successful completion of the graduate program requires progress be made in completing degree requirements. Student progress is tracked through the completion of several forms. Although these forms may seem tedious, they help to guide the student through their program of study in a timely manner.

### **A. ANTICIPATED TIMELINE AND ACTIVITIES**

#### **M.S. (HPE)**

A total of 30 credit hours are required to complete this concentration. Students planning to complete this concentration in one year must take approximately 15 credits hours of classes each semester.

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#### **M.S. (thesis) & Ph.D.**

During your tenure at Wright State, your activities will be many and varied and will change from year to year. Your first year is focused very heavily on coursework. This great attention to courses is designed to give you the proper background needed to successfully complete your thesis. In your first year you can expect to carry a full course load (approximately 3 courses per semester), work on your first-year research experience activities, and begin your thesis research (i.e., literature review, writing, design). This is true of Fall and Spring semesters. During Summer semester of your first year, your activities will focus mainly on the continued development of your thesis.

In your second year, your course load may be somewhat lighter. You will probably be enrolled in at least two classes and also be taking independent research. It is expected that your main focus will be on your thesis. You should plan to defend your thesis proposal during summer or in the early part of Fall semester. Fall and Spring semesters may be used to collect and analyze your thesis data. Any additional writing required for your thesis and your thesis defense should take place during Spring semester of your second year, and your thesis defense should be scheduled during the Spring or Summer semester.

For Ph.D. pre-candidacy students, following completion of your master's thesis, you will engage in a period of readings to prepare for the qualifying exam. At this time, you would also typically be engaged in additional research to give you experience or data relevant to ideas for your dissertation research. Toward the middle of your third year, you should plan to take your qualifying exam. When you have successfully completed your qualifying exam, you may submit a dissertation proposal. Note, however, review and design must take place along with discussions with your advisor in order to have a proposal ready in a timely fashion. The proposal should be completed

by the end of the third year or the beginning of the fourth year so that dissertation data collection and analysis can be completed during your fourth year.

A detailed checklist of activities is provided in the last section of this handbook (see [GRADUATE STUDENT ACTIVITY CHECKLIST](#)) to help you track your progress through the program.

## **B. REGISTRATION**

Refer to the Multi-Year Graduate Course Schedule for the expected course offering per semester. Note that any unforeseen circumstances may alter the anticipated course schedule (e.g., faculty on sabbatical). All 5000- and 6000-level courses require instructor permission because they meet with 3000- and 4000-level courses and special provision must be made.

Registration for graduate classes is done online via WINGS EXPRESS that can be accessed via the WINGS web site (<http://wings.wright.edu>).

Courses outside of the department require permission of both the Area Leader and the Graduate Program Director. If you need permission to take a closed or restricted psychology class, contact the graduate program administrator (currently Dr. Pam Garverick), so she can speak with the instructor and activate your online registration for that course.

**All returning students must be registered before the first day of the semester to avoid a late fee.**

## **C. FIRST-YEAR RESEARCH EXPERIENCE AGREEMENT (M.S. (THESIS) & PH.D.)**

Graduate students are expected to engage in research with faculty throughout their program of study. The student's faculty advisor directs and coordinates their research at all stages. All first-year students must complete a "First-Year Research Experience Agreement" form (see Attachment C) by **December 1** of their first year. You and your advisor will formulate the first-year agreement, sign the form, and then submit it to the Department Services Administrator. All full-time students are expected to spend at least 10 hours per week on research with or without registering for independent research credits.

## **D. PROGRAM OF STUDY**

You must complete a Program of Study form (see Attachment D) by *the second semester of your first year as a Master's student and the fourth semester as a Doctoral student*. This form outlines the courses you plan to take to complete your graduate

degree. Your advisor should help you complete this form. Tables 1 and 2 on the following pages summarize graduate degree requirements for Master's and Doctoral students and course categories. Your advisor will be very helpful in completing your Program of Study. **Once you and your advisor have signed this form, it should be turned into the Department Services Administrator.** The Program of Study will be approved by the appropriate Area Leader and the Graduate Program Director. The original form will be sent to the graduate school and a copy placed in your student file. The Graduate School must have this form on file before they will permit you to register for subsequent semesters. The Graduate School requires an updated and signed Program of Study form (dated within one year of your graduation date) to verify that your transcript matches your Program of Study.

## TABLE 1 - GRADUATE DEGREE REQUIREMENTS

### **Master of Science with Concentration in Human Performance and Effectiveness**

To qualify for a Master of Science with a concentration in HPE degree, students must complete all of the following requirements in addition to satisfying requirements of the Graduate School. All course work and program options may be used to satisfy requirements only if officially approved on the Program of Study; the Program of Study is approved by the student's advisor, the area leader, and the Graduate Program Director.

1. A minimum of 30 semester-hours must be completed.
2. Complete coursework in the following areas (approximately 10 courses):
  - Six credit-hours of core psychology courses.
  - Twelve credit-hours of focus courses (satisfying distribution requirements).
  - Two-course sequence in quantitative methods.
  - Four additional credit hours of elective courses (not including independent research).

### **Master of Science (thesis)**

To qualify for a Master of Science degree, students must complete all of the following requirements in addition to satisfying requirements of the Graduate School. All course work and program options may be used to satisfy requirements only if officially approved on the Program of Study. The student's advisor, the area leader, and the Graduate Program Director approve the Program of Study.

1. A minimum of 37 semester-hours must be completed.
2. Complete coursework in the following areas (approximately 8 courses):
  - Six credit-hours of core psychology courses.
  - Nine credit-hours of focus courses (satisfying distribution requirements).
  - Two-course sequence in quantitative methods.
3. Complete first-year research experience requirement.
4. Complete an acceptable research-based thesis, including a written proposal and thesis, and a defense of both (1 credit hour of thesis defense required).

### **Doctor of Philosophy**

To qualify for a Doctor of Philosophy degree, students must complete all of the following requirements in addition to satisfying requirements of the Graduate School. All course work and program options may be used to satisfy requirements only if officially approved on the Program of Study. The student's advisor, the area leader, and the Graduate Program Director approve the Program of Study.

1. A minimum of 91 semester-hours must be completed (including the 37 semester - hours for the MS degree).
2. Complete course work in the following (approximately 15 courses):
  - Nine credit-hours of core psychology courses.
  - Eighteen credit-hours of focus courses (satisfying distribution requirements).
  - Two-course sequence in quantitative methods.
  - One advanced course in quantitative methods (min 3 credit hours).
  - One course in history and systems in psychology.
3. Complete first-year research experience requirement.

4. Complete an acceptable M.S. thesis, including a written proposal and thesis, and an oral defense of both.
5. Pass the qualifying exam.
6. Meet residency requirements.
7. Complete a Ph.D. dissertation and successfully defend the dissertation in an oral exam conducted by a dissertation committee (1 credit hour of dissertation defense required).

**NOTE: The M.S. (thesis) degree requirements are a subset of the Ph.D. degree requirements. Ph.D. students are expected to complete or have completed a Master's degree.**

## TABLE 2-COURSE CATEGORIES

### Core Courses

*Note: Ph.D. students must take three courses, Master's students must take two courses. Core courses not applied to the core course requirement count as focus courses.*

PSY 7030	Personality Structure and Function
PSY 7040	Social Psychology
PSY 7050	Cognition
PSY 7060	Perception

### Focus Courses

#### Human Factors

PSY 8230	Psycholinguistics
PSY 8240	Reasoning and Problem Solving
PSY 8320	Interface Design
PSY 8340	Engineering Psychology
PSY 8430	Physical Ergonomics
PSY 8440	Task Analysis/Work Analysis
PSY 8460	Computational Cognitive Modeling

#### Industrial/Organizational

PSY 8610	Personnel Selection
PSY 8620	Behavior in Organizations
PSY 8630	Psychometrics
PSY 8640	Research Methods in I/O

### Quantitative Methods

PSY 7010	Research Design and Quantitative Methods: I
PSY 7020	Research Design and Quantitative Methods: II

### Advanced Quantitative Methods

PSY 9065	Measurement Models
PSY 9075	Prediction Models

### History and Systems in Psychology

PSY 9100	History and Systems in Psychology
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### Electives

PSY 8000	Seminar in Human Factors and I/O Psychology
PSY 8090	Topics in Human Factors
PSY 8590	Topics in I/O
PSY 7900	Independent Research (Master's students)
PSY 9900	Independent Research (PhD students)
PSY 7910	Internship (Master's students)
PSY 9910	Internship (PhD students)

### Thesis and Dissertation

PSY 7990	Thesis Defense
PSY 9990	Dissertation Defense

## VIII. Master's Thesis Guidelines

### A. GUIDELINES FOR THE MASTER'S THESIS PROPOSAL

The thesis proposal should demonstrate your knowledge of the proposed topic. It should describe an empirical study for which you have primary responsibility with the approval and guidance of your advisor and your thesis committee. The research should contribute to our understanding of an important theoretical, methodological, or practical problem.

You should begin the proposal with an introductory section in which you describe the problem and its importance. You should also critically review the relevant literature in the introduction. The introduction typically concludes with a description of the proposed study and a statement of the hypotheses to be tested.

In the second major section of your proposal you should present a complete and detailed method section. You should describe, in detail, the subjects, apparatus, materials, stimuli, balancing and methodological controls, and procedures to be used to test your hypotheses. Appendices specifying details often are useful. This section should be sufficiently detailed to enable a true replication (see APA Manual) and should approximate the method section in the final thesis.

Finally, you should include a section in which you describe the statistical analysis and quantitative approaches you will use to analyze the data. You should also describe the expected results and their interpretations. Preliminary or pilot data often are included in this section to justify the reasonableness of your approach. Appendices should present complete ANOVA tables (source, *df*, error terms) or analysis specifications for other techniques.

Thesis proposals are not concept papers. They are used for approval of specifically described projects. If the thesis research is changed, the thesis committee must approve the changes. Feel free to discuss this entire process with your advisor and other students. Remember you will work closely with your advisor during this process.

## B. COMPOSITION OF THE MASTER'S THESIS COMMITTEE

Thesis committees should be formed after your thesis topic has been determined but prior to the completion of the formal proposal. Your thesis advisor is officially responsible for recommending appropriate members for your thesis committees, but selection of the committee is usually done in conjunction with the student. Thesis committees must be composed of at least three members. At least two committee members must be faculty from Wright State University, Department of Psychology. All committee members must receive approval for *graduate faculty status* by the Graduate School. The Master's Thesis Committee Approval form (see Attachment E) must be approved by the Graduate School **prior to scheduling a thesis proposal defense.**

### Summary for Thesis Committee Requirements

All committee members are selected by the faculty advisor in consultation with the student. **Thesis committees must be approved by the Graduate School prior to the proposal defense.** When that approval is received, the graduate student will be notified and the form will be placed in the student's file.

#### Committee Requirements

Master's Committee:

1. The committee will consist of a chair and at least two committee members.
2. The chair must have Full Graduate Faculty Status.
3. The members must have at least Associate Graduate Faculty Status.
4. Two members must be from the Wright State Department of Psychology.

## C. FUNCTIONS OF THE MASTER'S THESIS COMMITTEE

Your thesis advisor and thesis committee's primary responsibility is to your thesis research, and eventually to officially approve it. Specifically, the committee will ensure your research question is relevant, significant but manageable, and logically and methodologically sound. Of course, the most important member is your advisor. The committee is responsible for ensuring a student is prepared to undertake thesis research. Students must have acquired the needed background and skills before they will be allowed to pursue their thesis research. The committee gives this formal approval at the Thesis Proposal Approval meeting but the evaluation of readiness may take many forms. You should keep in touch informally with all committee members and seek their advice about relevant educational or thesis issues. Thesis committees, however, are not to be used to review drafts of your proposal and thesis. Ask other graduate students and your thesis advisor to review your drafts. A draft of your thesis may be submitted to the full committee only after the thesis advisor approves its release. The thesis committee must formally approve both the proposal and the final thesis. Proposals must be justified as manageable, important, relevant, and likely to lead to important results. A substantial literature review and preliminary or pilot research are often required.

## **D. MASTER'S THESIS PROPOSAL APPROVAL**

After you have scheduled your proposal approval meeting, you need to complete the top section of the Master's Thesis Proposal Approval form (see Attachment F). Take the "Master's Thesis Proposal Approval" form with you to the Proposal Defense. This is a formal written contract made between the thesis committee and the student. It may be changed only by mutual consent of all committee members and the student. Any agreed upon changes must be made in writing. This form needs to be given to your advisor prior to the proposal defense. The proposal approval form must be signed by all of the members of your committee and an action must be marked. After the proposal defense, this completed form must be submitted to the department office and approved by the area leader and the Graduate Program Director. You are responsible for making sure the form is submitted. Thesis committees usually make changes in the proposed research during the proposal meeting. These changes need not be written immediately into the proposal, but must be included on the Thesis Proposal Approval form. Data collected prior to the proposal defense meeting may not be used to satisfy thesis requirements. If a proposal is denied approval, a student is placed on probationary status. A student who is denied approval twice will be recommended for dismissal from the program.

## **E. MASTER'S THESIS DEFENSE**

Upon completion of the data collection and statistical analysis, you will write up the final thesis document. The *Graduate Thesis/Dissertation Handbook* is available on the Graduate School website and sets forth minimum requirements for all submitted theses and dissertations. Previous students' theses can be accessed via the Wright State Library web site.

You must register for 1 credit hour of thesis defense credits (PSY 7990) in the semester in which you plan to defend your thesis. If you do not defend your thesis in the semester in which you initially registered for PSY 7990, you do not need to register for that credit hour again. However, you must be registered for at least 1 credit hour in the semester in which you graduate.

A thesis defense may be scheduled only when the faculty thesis advisor decides the student is sufficiently prepared to defend it and the written thesis is completed to his/her satisfaction. At this point students may distribute the thesis to the committee and request a defense. Depending on their schedules and/or other commitments, faculty may need 2-4 weeks to complete their evaluation and review the written proposal. Students should consult committee members about availability and submit the Master's Defense Scheduling form (see Attachment G). The Defense Scheduling Form must be submitted to the department office at least two weeks prior to the defense date! After approval by the Area Leader and the Graduate Program Director, the office reserve a room for the defense. It is the student's responsibility to ensure a room is reserved for the thesis defense (Note: 339A is a common room to be reserved). A thesis defense is an announced, public event. All faculty and students are invited to attend.

At the defense, students will be expected to demonstrate their knowledge of relevant literature, skills, and procedures. It is not limited to the studies conducted as a part of the written thesis. Students should also be ready to discuss implications and possible applications. Submit the Master's Thesis Defense Approval form (see Attachment H) to the thesis advisor prior to the start of the defense meeting. The thesis advisor will summarize the recommendation of the committee on the defense approval form and submit it to the Department Services Administrator as soon as possible after the completion of the defense meeting. Again, students should ensure the defense approval form is submitted to the Department Services Administrator (this may involve coordinating with the faculty advisor). Students would be wise to keep copies of all signed forms.

If a Master's student requests evaluation to continue to Ph.D. candidacy, he or she must inform the committee prior to the thesis defense, and the committee must make a recommendation to the department's graduate admission committee. The thesis advisor should submit the committee's recommendation on the Thesis Defense Approval Form.

After the thesis defense is approved, the Approval Sheet (signature page, Attachment I) must also be signed by your advisor, all committee members, Chair of the Department of Psychology, and Graduate Program Director. The Approval Sheet must be in the final format required by the Graduate School. If the thesis defense is approved contingent upon some modification of the written thesis, the Approval Sheet should be submitted to the department office after modifications are made to the satisfaction of the committee and all signatures have been obtained. The Graduate School will obtain the Dean's signature on the Approval Sheet. A copy of the fully signed Approval Sheet will be sent to the student to be included with the final thesis document. The electronic thesis document (ETD) cannot be approved without the fully signed Approval Sheet.

If the thesis defense is not approved, the student is placed on probationary status and must wait at least 10 weeks before requesting another thesis defense meeting. A student who is denied approval twice will be recommended for dismissal from the program.

## **F. MASTER'S THESIS DOCUMENT**

The student is responsible for meeting the format requirements required by the Graduate School as outlined in the Graduate Thesis/Dissertation Handbook.

### **FORMAT CHECK**

At your request, the Graduate School will make a format check of any thesis, or portion thereof, prior to final deposit. This review will evaluate the thesis for format and style as established in the Graduate Thesis/Dissertation Handbook. This review is

intended to minimize the likelihood of thesis rejection after the deposit deadline. However, it in no way guarantees the acceptability of the final copy. To allow ample time for completing the final deposit copy, you are advised to arrange for a format check well in advance of the deposit deadline. Format checks will be done as soon as possible, but please allow at least two (2) days for completion.

## **FINAL DEPOSIT**

OhioLINK requires that the ETD must be submitted in PDF format. One copy of the PDF thesis must be deposited at the OhioLINK ETD Center by going to <https://www.ohiolink.edu/> not later than 30 days after the end of the semester in which the degree will be granted (due dates are published by the Graduate School and distributed to the departments and program offices). This final copy should follow the form prescribed by the *Graduate Thesis/Dissertation Handbook* and should be carefully produced, free of errors in style, mechanics, and format.

Instructions for submitting your ETD are in the *Graduate Thesis/Dissertation Handbook*.

## **G. TIME LIMIT**

Graduate course credit toward the M.S. degree is valid only for seven years from the date the student enters the program. Typically, full-time students will have completed their degree considerably before this time. This time limit is not a guarantee. Students are expected to make normal progress and may be dismissed if they fail to make normal progress.

## **H. RESIDENCE REQUIREMENTS**

There is no full-time requirement for M.S. students but a minimum of 19 semester credit hours toward the M.S. degree must be completed at Wright State University. Students must be registered in the semester they graduate.

## **IX. Doctoral Qualifying Exam Process**

One purpose of the qualifying exam is to ensure a student has acquaintance and understanding of broad problems in the field of human factors, in the field of industrial-organizational psychology, or across fields (beyond coursework) and the theories, approaches and methodologies used to address these problems. The qualifying exam also is intended to guide the student to an in-depth study of areas related to their dissertation research. The student will work with their qualifying exam committee to find the balance between depth and breadth most appropriate for that student.

The goal should be to pass the exam near the middle of the third year (full-time students). Three steps must be completed: (a) the qualifying exam committee must be

approved, (b) the reading list must be approved and a copy of the list placed in the student's file, and (c) the exams must be scheduled, taken, and passed.

## **A. QUALIFYING EXAM COMMITTEE**

The qualifying exam will be written and evaluated by an examining committee of at least 4 members of the graduate faculty, with at least 3 who are members of the human factors and industrial/organizational faculty at Wright State. The fourth faculty member may be outside these areas. Committee members should be chosen to achieve a broad representation of the appropriate topic areas. The student's primary advisor will recommend committee members to be approved by the Area Leader and the Graduate Program Director. The committee is not constituted until approved by the Graduate Program Director. The Qualifying Exam Committee and Reading List Approval Form must be given to the Department Services Administrator so it can be placed in the student's file (see Attachment J, Step I). Although members of the qualifying exam committee may become members of the dissertation committee, this is not a requirement.

## **B. READING LIST GUIDELINES**

The student must consult with all committee members in constructing the reading list. Retrieve the Qualifying Exam Committee and Reading List Approval Form (see Attachment J, Step II) from the Department Services Administrator, attach the approved reading list to the form, and obtain all the committee members' signatures on the form. Note that the approved reading list is composed of all four reading lists combined. Students should not receive committee members' signatures until all lists are finalized and available to show to all committee members. The Qualifying Exam Committee and Reading List Approval Form must be returned to the Department Services Administrator to be placed in the student's file. All reading lists and exam questions are public documents and can be examined by other students and faculty.

The reading list must be developed with the committee members. Each member should establish, with the student, a specific list of material (with full references) to be read.

- Lists should include an overview statement and perhaps limitations.
- Lists should include some overview or general reading. One approach is to include a "General Readings" section, with references broadly considering human factors and/or industrial-organizational psychology.
- Lists should include general overviews of more focused areas. Secondary sources may be good reading for these overviews.
- A number of different areas of investigation should be covered.
- Primary sources should include outstanding research papers and papers attempting to integrate problem areas, as well as original research specific to the research questions targeted for the dissertation.

The student is encouraged, and may be required, to meet regularly with the committee members to discuss the material as it is read. The student may request practice questions to help determine the breadth and depth of understanding expected from the readings. Students are also encouraged to develop their own practice questions and share the questions with committee members. A student writing answers to practice questions may request guidance in improving the written responses.

## C. EXAMINATION

The qualifying exam consists of two parts: a written component followed by an oral examination. The two are components of a single examination process evaluated only in its entirety. The sequence of events is:

- After sufficient study the student will schedule, with the qualifying exam committee, times to take the written and oral exams relevant to the reading list. The student will submit the "Qualifying Exam Scheduling and Results Form" (see Attachment J page 2, Step III) to the Department Services Administrator at least two weeks prior to the first test date. The oral component will be scheduled no sooner than two weeks and no later than four weeks after the written component. The student will schedule suitable rooms for the examinations.
- For the written component, the committee will write questions relevant to the content of the reading list and/or solicit questions from faculty not on the qualifying exam committee. Exam questions will be agreed upon by the entire committee to provide an examination of appropriate scope and depth as determined by the committee. The exam questions approved by the committee will be given to the Department Services Administrator one week prior to the scheduled exam date. The exam questions should be labeled as Day 1 Exam Questions and Day 2 Exam Questions.
- The written exam is taken on two separate days, with 4 consecutive hours allotted on each day. Questions from half of the committee members are answered on each day. The two written-exam days must be scheduled to occur within a 7-day period.
- Exam questions for a particular exam day will be available to the student 4 hours before the scheduled exam time. In the 4 hours prior to the exam, the student may ask committee members for clarification of questions and may consult notes and reference materials. Notes, reference materials, and consultation with others will not be permitted during the actual 4-hour exam. The student may choose to begin the exam before the scheduled exam time if the student does not require all of the 4-hour preparation time. This does not alter the 4-hour limit for the exam. The student is responsible for completing the exam within the allotted time.
- In the weeks between the written and oral components, the answers to the written-component questions will be read by all members of the committee and evaluated by each member on a scale of 4 - outstanding, 3 - good, 2 - acceptable, and 1 - unacceptable. The committee members may advise the student about topics on which the student should be better prepared for the oral component,

but no evaluative judgments can or should be offered on the basis of the performance on the written component alone.

- The student will meet the qualifying exam committee for an oral examination on the written exam and the reading list.
- Performance must be acceptable on all areas to pass the exam. A pass-fail decision will be made in writing and signed by the examining committee members after the oral examination. Results are reported on the Qualifying Exam Scheduling and Results Form (Attachment J, Step IV). The decision must be placed in the student's file in the department office by the Department Services Administrator.
- If the student is judged to be not qualified, the student is placed on probationary status and has one opportunity to retake the exam. The second exam will have the same format as the first, but questions for the second exam will not be the same as those given on the first exam. A student who is judged to be not qualified twice will be recommended for dismissal from the program.
- Once qualified, the student will proceed to the preparation of a dissertation proposal.

#### **D. PETITION FOR SPECIAL CONSIDERATION**

These rules are written to help the student understand the procedures and goals of the examination process, which is intended to be a valuable learning experience in preparation for an independent career. Because no set of rules can address the circumstances of every possible student, the student who believes some variation of the rules is more appropriate for their training may petition for an exception to these rules. The petition must be approved by the relevant Area Leader(s) and the Graduate Program Director, with consultation of the faculty as needed.

### **X. Dissertation**

#### **A. GUIDELINES FOR DISSERTATION PROPOSAL**

The dissertation is designed as an opportunity for candidates to demonstrate their mastery of various skills and abilities. First, the dissertation illustrates the candidate is ready to perform as an independent scientist. He or she should be prepared and ready to pursue research from conception through publication in an independent and efficient manner. Next, the dissertation demonstrates the candidate thoroughly understands his or her research project. In addition, the dissertation should provide evidence of the candidates' breadth of scholarship. That is, the candidate should not only understand his or her own research but also how his or her research fits into the larger realm of psychological study. This may be demonstrated in the candidates' understanding of the historical, topical, empirical, and theoretical background related to his or her research topic. In addition, the dissertation should demonstrate the candidate possesses the methodological sophistication necessary to perform future research. It is expected the dissertation will make a substantial contribution to the knowledge base of psychology.

Finally, a plan for achieving these goals must take into account time and resources. Independent researchers rarely have unlimited time and resources. Therefore, learning to manage time and resources while achieving excellence is an important part of becoming an independent researcher. Receiving a Ph.D. is an important step toward your long-term goals, but it is closer to the beginning than the end. Substantial contributions are rarely the last work on a problem.

Certain requirements and standards must be met in the dissertation. First, the dissertation may or may not build from a candidate's master's thesis. However, the dissertation must be original and create new knowledge. The dissertation's contribution to the knowledge base must be of greater scope than a master's thesis. Finally, the work is expected to be of publishable quality.

The entire dissertation process serves as an opportunity for the candidate to demonstrate his or her expert knowledge of the dissertation topic and how it fits into the larger scheme of things, his or her mastery of research design and methodology, and his or her independence from others in the pursuit of scientific study.

## **B. COMPOSITION OF DISSERTATION COMMITTEE**

Dissertation committees should be formed after your dissertation topic has been determined but prior to the completion of the formal proposal. Your dissertation advisor is officially responsible for recommending an appropriate committee, but selection of the committee is usually done in conjunction with the student. Dissertation committees must be composed of at least 4 members of the graduate faculty, a status conferred by the Graduate School. Three of these members must come from within the Department of Psychology. One of the members must be from outside the program faculty in your advisor's area of affiliation; this person might come from outside the Department. The dissertation committee must be approved by the Graduate School prior to the Proposal Approval Meeting. You should submit the Doctoral Dissertation Committee Approval Form (see Attachment K) at least a month before the anticipated proposal defense. When approval of the committee is received from the Graduate School, notice will be provided to the student and the advisor.

The director of the committee must be a full member of the graduate faculty, dissertation qualified, and a regular faculty member of the Department of Psychology. Adjunct full members of the graduate faculty who are members of a Ph.D. program faculty and are dissertation-qualified may be eligible to co-direct a dissertation with a regular dissertation-qualified full member and will be selected and nominated in accordance with the Ph.D. programs' policies or guidelines. Other members of the committee must be either a full member or adjunct full member of the graduate faculty. New assistant professors should discuss the option of being a co-director with the Area Leader. (see section [XI. Graduate Faculty Status and Responsibilities](#))

The Graduate Program Director will submit the names of the faculty nominated for membership to the dissertation committee to the Dean(s) of the College and the Dean

of the Graduate School. The Deans will formally approve the nominees to the committee. All members of the dissertation committee must be approved prior to scheduling the dissertation proposal defense.

### **C. FUNCTIONS OF THE DISSERTATION COMMITTEE**

Your dissertation advisor and committee's primary responsibility is to your dissertation research, and eventually to officially approve it. Specifically, the committee will ensure your research question is relevant, is significant but manageable, and logically and methodologically sound. Of course, the most important member is your advisor. The committee is responsible for ensuring a student is prepared to undertake dissertation research. Students must have acquired the needed background and skills before they will be allowed to pursue their dissertation research. The committee gives this formal approval at the dissertation Proposal Approval meeting but the evaluation of readiness may take many forms. You should keep in touch informally with all committee members and seek their advice about relevant educational or dissertation issues. Dissertation committees, however, are not to be used to review drafts of your proposal and dissertation. Ask other graduate students and your dissertation advisor to review your drafts. A draft of your dissertation may be submitted to the full committee only after the dissertation advisor approves it to be released. The dissertation committee must formally approve both the proposal and the final dissertation. Proposals must be justified as important, relevant, and likely to lead to important results. A substantial literature review is usually required. Preliminary or pilot research is may also be required.

### **D. DISSERTATION PROPOSAL APPROVAL**

After you have scheduled your proposal defense, you need to complete the top section of the Doctoral Dissertation Proposal Approval form (see Attachment L). This is a formal written contract made between the dissertation committee and the student. It may be changed only by mutual consent of all committee members and the student. Any agreed upon changes must be made in writing. This form needs to be given to your advisor prior to the proposal defense. This form must be signed by all of the members of your committee and an action must be marked. This completed form must be submitted to the Department Services Administrator and approved by the Graduate Program Director. You are responsible for making sure your advisor submits the form. Dissertation committees usually make changes in the proposed research during the proposal meeting. These changes need not be written immediately into the proposal but must be included on the Dissertation Proposal Approval Form. Data collected prior to the proposal defense meeting may not be used to satisfy dissertation requirements, although the use of archival data is not prohibited. If a proposal is denied approval, a student is placed on probationary status. A student who is denied approval twice will be recommended for dismissal from the program.

### **E. DISSERTATION DEFENSE**

You must register for 1 credit hour of dissertation defense credits (PSY 9990) in the semester in which you plan to defend your dissertation. If you do not defend your dissertation in the semester in which you initially registered for PSY 9990, you do not need to register for that credit hour again. However, you must be registered for at least 1 credit hour in the semester in which you graduate.

A dissertation defense may be scheduled only when the faculty dissertation advisor/director decides the student is sufficiently prepared to defend it and the written dissertation is completed to his or her satisfaction. At this point students may distribute the dissertation to the committee and request a defense. Depending on their schedules or other commitments, faculty may need 2-4 weeks to complete their evaluation and review the written proposal. Students should consult committee members about availability and submit the Doctoral Dissertation Defense Scheduling Form (see Attachment M). The defense scheduling form must be submitted to the Department Services Administrator at least two weeks prior to the defense date. After approval by the Area Leader and the Graduate Program Director, the office will officially notify the faculty dissertation advisor/director and reserve a room for the defense. A dissertation defense is an announced, public event. All faculty and students are invited to attend.

At the defense, students will be expected to demonstrate their knowledge of relevant literature, skills, and procedures as defined by their dissertation. It is not limited to the studies conducted as a part of the written dissertation. Students should also be ready to discuss implications and possible applications. Submit the Doctoral Dissertation Defense Approval Form (see Attachment N) to the dissertation chair prior to the start of the defense meeting. The dissertation chair will summarize the recommendation of the committee on the defense approval form and submit it to the Department Services Administrator as soon as possible after the completion of the defense meeting.

**\*\* Important:** After the dissertation defense is approved, your advisor, all committee members, and the Graduate Program Director must sign the Approval Sheet (signature page, Attachment O). If the dissertation defense is approved contingent upon some modification of the written dissertation, this form should be signed by all committee members once the modifications are made to the satisfaction of the committee. Submit the Approval Sheet to the Department Services Administrator when modifications have been made and approved, and the Approval Sheet has been signed by all committee members. After the Department Services Administrator obtains signatures from the Graduate Program Director and the Department Chair, the Approval Sheet will be submitted to the Graduate School. The Graduate School will obtain the Dean's signature on the Approval Sheet and send it back to the Department Services Administrator. This document will be placed in the graduate students file in the Department's office. The ETD cannot be approved until the Graduate School receives the signed dissertation Approval Sheet.

If the dissertation defense is not approved, a student must wait at least 20 weeks before requesting another dissertation defense meeting and the student is placed on probationary status. A student who is denied approval twice will be recommended for dismissal from the program.

The student is responsible for meeting the format requirements of the Graduate School. Please refer to the Graduate School Thesis and Dissertation Handbook available online.

## **F. TIME LIMIT**

Graduate course credit toward the Ph.D. degree is valid for only ten years from the date the student enters the program. Typically, full-time students will have completed their degree considerably before this time. This time limit is not a guarantee. Students are expected to make normal progress and may be dismissed if they fail to make normal progress.

## **G. RESIDENCE REQUIREMENTS**

Graduate School policy requires that students in a Ph.D. program have a minimum residency of two consecutive full-time (six credit hours) academic semesters at Wright State University, devoted wholly to graduate work. In addition, students must complete at least 60 credit hours at Wright State (see Graduate School Policies and Procedures Manual, online). Students must be registered for at least one credit hour in the semester they graduate.

## **SUMMARY OF DISSERTATION COMMITTEE REQUIREMENTS**

All committee members are selected by the faculty advisor in consultation with the student. **Dissertation committees must be approved by the College of Science and Math and the Graduate School prior to the proposal defense.** When approval is received, the graduate student will be notified and the form will be placed in the student's file.

### Dissertation Committee Requirements

1. The committee will consist of a chair and at least three committee members (a minimum total of four members).
2. The chair must have Regular Graduate Faculty Status and be dissertation qualified.
3. The members must have Regular or Associate Graduate Faculty Status.
4. Three of the four committee members must be regular departmental faculty.
5. The fourth member may be appointed from outside the Department of Psychology.

## **XI. Graduate Faculty Status and Responsibilities**

### **A. GRADUATE FACULTY MEMBERSHIP**

- **Associate** Graduate Faculty  
Can be a member of a thesis committee  
Can co-direct a master's thesis
- **Regular** Graduate Faculty  
Can be a member of a thesis or dissertation committee  
Can direct a master's thesis or a doctoral dissertation

## **B. GRADUATE FACULTY MEMBERSHIP QUALIFICATIONS**

- All nominations for graduate faculty status are made by the Department of Psychology. Associate and regular membership follows graduate school and department guidelines. Nominations must be approved by the Graduate Faculty Membership Committee of the Faculty Senate and the dean of the Graduate School.
- To be dissertation qualified, a faculty member must be a regular member of the graduate faculty and have satisfied at least one of the following three conditions:
  - i. Supervision of at least 1 Ph.D. dissertation to completion
  - ii. Committee membership on at least 2 Ph.D. dissertations to completion
  - iii. Supervision of at least 4 master's theses to completion
- Exceptions to these rules must be approved in writing by the Department of Psychology. Note that graduate faculty status is independent of professional rank; i.e., status of regular or associate graduate faculty is not linked to full or associate professorship. New assistant professors should discuss with their Area Leader the process of obtaining graduate faculty membership.

## **XII. Faculty Guidelines for a Thesis/Dissertation Defense**

These guidelines are intended to provide a description of the expectations of the faculty of the Human Factors and Industrial/Organizational Graduate Program for the conduct of the thesis/dissertation defense. Although it is unlikely any student will follow all of these guidelines exactly, deviation from these guidelines should be the result of a conscious decision, justified by the student's circumstance and made with the concurrence of the thesis/dissertation advisor, if not the entire thesis/dissertation committee, in consultation with the Area Leader.

### **A. PURPOSE OF THE DEFENSE**

The thesis/dissertation defense is one of the defining events for the Program as well as being a capstone event for the student. It provides an opportunity for the student to demonstrate the skills and knowledge they have acquired as a researcher and working

professional. It allows members of the program, the department, and the public to learn about the research conducted by a given graduate student and to observe the professionalism of the student in terms of the rationale of the research, the organization of the presentation, the student's department in presenting prepared material, and the student's ability to respond to questions. Although each specific thesis/dissertation defense is centered on a particular student, the conduct and content of the thesis/dissertation defense is an important component in establishing the standards and practices of the program as a whole.

## **B. PRIOR TO THE DEFENSE**

Everyone wants the student to have a successful defense. The best way to achieve that goal involves communication and careful preparation.

Students properly rely upon their thesis/dissertation advisor as their primary guide in the preparation of the thesis/dissertation manuscript. However, members of the thesis/dissertation committee have been selected for their relevant expertise and should be consulted, either individually or in a group meeting, any time their direction could help solve a problem or offer a different perspective. A committee member may request a draft of the proposal from the thesis/dissertation advisor for this purpose. It is much easier to have discussions than to make major revisions to a manuscript.

The student should advise their committee members about progress on the thesis/dissertation, especially to alert the committee to target dates for distribution of the thesis/dissertation to the committee, for a decision from the committee about whether the defense can be scheduled, and for the thesis/dissertation defense. Once the thesis/dissertation advisor approves the manuscript for distribution to the committee, the student should consult the committee about a tentative defense date, but not yet schedule a defense. The committee members should have a minimum of two weeks in which to read the manuscript and meet with the student to discuss their concerns. Any logistic problems preventing reasonable progress at this stage should be brought to the attention of the thesis/dissertation advisor and, potentially, to the attention of the Area Leader.

There is no value in scheduling a defense if there are substantive issues to be resolved; the defense is not the time to find that the thesis/dissertation is not complete. The thesis/dissertation is ready to defend when all committee members indicate the thesis/dissertation is complete except for minor revisions. Now is the time to address any major concerns raised by committee members. This may entail substantial revision and delay. It is the responsibility of the advisor to contact all of the committee members and establish their agreement that the thesis/dissertation is ready to defend. Once all major issues have been addressed, the student may schedule their defense.

The thesis/dissertation defense must be scheduled through the Department Services Administrator at least two weeks prior to the defense date. The Department Services Administrator can assist with notifying the department the defense will occur, with the process of reserving a room (generally 339A) and any special audio/visual

equipment for the defense, and with ensuring the student has all appropriate forms completed. However, the student should confirm a room is reserved. The room should be reserved for a period of two to three hours for a thesis defense and three to four hours for a dissertation defense.

Because the defense is an important event, the student must provide reasonable notice to the community so as many people as possible can plan to attend. The student should confirm email notification has been sent promptly (within a day of scheduling the defense, at least two weeks prior to the defense) and posters appear. It is a good idea to notify the Area Leader and Graduate Program Director directly when the tentative date and the scheduled date are determined.

Students should organize the topics and materials to be presented at the defense and practice their presentations with their advisors. Because a research defense can also be used later as an interview presentation (job talk) that needs to consume but not exceed an hour, we use this format. The public portion of the defense should be about 50-min (including questions from the audience) in length. Thesis/dissertations should include 10 - 15 minutes to answer questions from the audience. The presentation should therefore be planned to take 35 - 40 minutes. Care should be given to ensure graphics follow good human factors practices and are clear to people seated anywhere in the room. It is a very good idea to conduct a final practice in the presentation room with the computer and projector that will actually be used.

## **C. AT THE DEFENSE**

The thesis/dissertation advisor presides over the defense. They will provide a very brief introduction, perhaps identifying the committee members, but will quickly have the student begin their presentation. The student may follow whatever practice they wish, but generally questions of clarification are accepted during the presentation and more elaborate deliberations are held until after the presentation.

The thesis/dissertation defense should focus on the student and their research. Questions and comments should be addressed to the student, and the student should be the first person to respond to a question. It is the responsibility of the thesis/dissertation advisor, as the chair of the thesis/dissertation defense, to keep the session focused on the student, rather than allowing a prolonged exchange among other parties. It is appropriate for any faculty member to redirect the session to the student if this focus is lost.

The thesis/dissertation defense typically has three phases. The public portion of the thesis/dissertation defense consists of the student presentation and following question-and-answer period. When this is completed, the thesis/dissertation advisor will excuse all except the members of the thesis/dissertation committee. Interested individuals may, with permission from the thesis/dissertation advisor, remain for the next phase in which the committee will explore issues in more detail. These may include topics from the presentation but are more likely to concern aspects of the

thesis/dissertation not able to be covered in the presentation and are therefore most meaningful to a person who has read the thesis/dissertation. When all issues have been addressed to the committee's satisfaction, the committee will meet in executive session to decide the status of the thesis/dissertation. For a thesis defense, the public phase should last about an hour and the following phase could last an hour and a half or more. The dissertation defense typically is three to four hours.

The committee is solely responsible for determining the status of the thesis/dissertation although, at its discretion, it may consider comments from other attendees. The acceptability of the thesis/dissertation manuscript, entailing evaluation of the thesis research, and the acceptability of the thesis/dissertation defense are separate decisions. Given the thesis/dissertation defense was scheduled with committee approval, the thesis/dissertation manuscript should be acceptable with no more than minor revisions. Were the defense given without the committee's assent, there is a risk the thesis/dissertation would require substantial revision, and this might well require a second defense. The evaluation of the thesis/dissertation defense will consider the organization and preparation of the presentation, the knowledge demonstrated, and the student's deportment during their prepared speech and in dealing with questions. The decision about the performance in the defense is independent of the quality of the thesis/dissertation. It is possible to have an unacceptable defense of outstanding research, requiring a second defense be scheduled after allowing time for specified short-comings in the performance to be addressed.

Our hope, expectation, and experience is the thesis/dissertation defense occurs when the student is prepared to successfully defend their thesis/dissertation and thus receive the degree.

#### **D. AFTER THE DEFENSE**

The faculty advisor should obtain signatures from the committee on all necessary forms and submit them to the Department Services Administrator.

Even with the prior approval of the separate committee members, ideas and alternatives may arise in discussions during the thesis/dissertation defense that require substantial revision of the thesis/dissertation. Such substantive revisions should be approved by the concerned committee member(s), as well as the thesis/dissertation advisor, before the thesis/dissertation document is declared to be finished. More often, the committee will approve the thesis/dissertation with only minor revisions. It is the advisor's responsibility to verify that such minor revisions are completed before the thesis/dissertation is declared to be finished.

The committee's decision about the revisions to the thesis/dissertation manuscript is independent of the decision about the thesis/dissertation defense. Given a successful defense of the thesis/dissertation, no second defense will be required regardless of the extent of the revisions to the manuscript.

## **E. STUDENT RESPONSIBILITIES**

- Notify the committee one or two weeks before delivery of thesis/dissertation.
- Deliver the thesis/dissertation to the committee at least two weeks prior to scheduling defense (at least four weeks before anticipated defense date).
- Obtain approval from the committee that the thesis/dissertation requires only minor revisions prior to scheduling defense.
- Schedule the defense at least two weeks prior to defense date.
- Confirm room and equipment needed for defense.
- Confirm email to community when defense scheduled.
- Confirm posters displayed promptly after defense scheduled.
- Prepare the "Approval Sheet" (signature page, see Attachment O) for distribution to committee members following the defense.

### XIII. Graduate Student Activity Checklist

Most of these activities can be monitored when the Summary of Degree Requirements form is updated annually.

#### IN-PROCESSING

	International Orientation for GTA's (Mandatory)
	International Students: Oral Proficiency Test [OPT] must be scheduled if coming from a country where the official language is not English (Mandatory)
	International students on Assistantship must apply for a social security card once they are in the country. Processing time can take four or more weeks.
	Human Factors and Industrial/Organizational Orientation
	Graduate School Orientation (Mandatory).
	Communicate with Assistant Chair about which classes to take in Fall semester.
	Complete I-9 Employment Eligibility Verification (completed in person with Human Resources).
	Get Key Request Form from the Department Services Administrator. Discuss with Assistant Chair and your advisor about which rooms you need access to.
	Register for classes online via your WINGS EXPRESS account.
	International Students: Get work authorization form from UCIE after you receive your paperwork from the Graduate School (takes 3-5 days). You must have the work authorization form when you sign your assistantship in the Graduate School.
	Sign your Assistantship contract electronically. You must be registered for classes before you sign your agreement. Once you sign your assistantship contract, the Graduate School will pay your tuition fees.
	Meet with your advisor and/or the Assistant Chair to plan your <b>Program of Study</b> . Complete the Program of Study form, obtain your advisor's signature, and submit to Department Services Administrator. (Table 1 in the Graduate Program Handbook will help identify required areas to complete your degree.) <b>Due: before the end of your 2nd semester.</b>
	Get WSU Photo ID from Wright1 Card Center
	Get Parking Permit online in Wings
	Library Card - WSU ID is usable in the Dunbar Library
	Computer accounts, 025 Library Annex. After you register for class, your computer account will be activated in 2-3 days.
	Check your email account often for departmental information and assignments.
	Locate your mailbox in 335 Fawcett Hall - check daily for messages and assignments

	MS (HPE) students need to register for classes and apply to graduate the semester they are finished.
--	--

## YEAR 1 CHECKLIST (ALL STUDENTS)

	Read Human Factors and Industrial/Organizational Graduate Program Handbook. The handbook may be downloaded from the psychology department website.
	Register online via your WINGS account in the WINGS EXPRESS tab.
	Sign your Assistantship contract electronically. You must be registered for classes before you sign your agreement. Once you sign your assistantship contract, the Graduate School will pay your tuition fees.
	Discuss the " <b>First Year Experience Agreement</b> " with your advisor. Complete the First Year Experience Agreement form, obtain your advisor's signature, and submit to Department Services Administrator. You are expected to be heavily involved in research with your advisor. <b>Due:</b> December 1.
	Attend weekly Brown Bags, thesis and dissertation defenses, and other colloquia as scheduled.
	Join a professional society.
	Perform your assistantship duties at a high level.
	Begin to explore areas of interest for your thesis with your advisor. Review relevant literature.
	Begin writing the thesis proposal and discuss who should be on your thesis committee with your advisor.
	All graduate students will present a research report (usually related to their first-year research experience) to the program by the end of the Fall semester of their second year.
	Ask the Department Services Administrator for the First Year Experience Agreement form established in your first semester. You and your advisor should review the agreement to verify requirements have been met. Your advisor should evaluate your performance, sign the form, and submit it to the Department Services Administrator. <b>Due:</b> End of your first year (Spring)
	Finalize members of your thesis committee during Spring semester. Submit Master's Thesis Committee Approval Form to the Department Services Administrator. The committee approval form circulates through our department, the College of Science and Mathematics, the Graduate School and is returned to our department. <i>The Graduate School must officially approve your committee before you defend your thesis proposal.</i>
	Begin preparations for thesis proposal approval meeting during Summer semester.
	Complete the top part of the Master's Thesis Proposal Approval form so it can be circulated for signatures.
	Defend your proposal during the summer after your first year.
	Once the thesis proposal is successfully defended, ensure your advisor and committee members sign the defense approval form, indicate the outcome of the proposal, and submit the form to the Department Services Administrator.
	Contact the Assistant Chair and/or meet with your advisor (late March) to discuss courses.
	If you receive a summer assistantship, register for Summer credit hours online via your WINGS EXPRESS account.
	Prepare IRB materials during the summer

## YEAR 2 CHECKLIST (ALL STUDENTS)

	Review Human Factors and Industrial/Organizational Graduate Program Handbook. Refer to the handbook as you progress through the program. The handbook may be downloaded from the psychology department website.
	Register online via your WINGS EXPRESS account.
	Sign your Assistantship contract electronically. You must be registered for classes before you sign your agreement.
	Attend weekly Brown Bags, thesis and dissertation defenses, and other colloquia as scheduled.
	Prepare your annual evaluation and submit to your advisor online by 2 <sup>nd</sup> week of Fall semester.
	Perform your assistantship duties at a high level.
	Begin preparations for defending your thesis during Spring semester. Your advisor must approve the draft thesis before distribution to committee members. Begin preparations for thesis proposal approval meeting during Fall semester.
	Submit your application for graduation at the beginning of the semester you plan to graduate. Check the University calendar for deadlines. The Graduate School does not accept late applications for graduation. <b>NOTE:</b> You must be registered for a minimum of 1 credit hour in the semester you defend. The Graduate School does not accept 0 credit courses as meeting this requirement.
	Complete and submit the Master's Thesis Defense Scheduling form to the Department Services Administrator <i>no less than 2 weeks before your defense</i> . The announcement must be posted for a minimum of 2 weeks before the defense. Complete the top part of the Master's Thesis Approval form.
	Complete the top part of the Master's Thesis Defense Approval form. Once the thesis defense is successfully defended, ensure your advisor and committee members sign the defense form and indicate the results on the form, then submit the form to the Department Services Administrator.
	Each committee member must also sign the signature page for your final thesis. Once you have your advisor's signature, submit to the Department Services Administrator who will help get the other committee member's signatures, as well as the signatures of the Graduate Program Director, the Chair of the Department, and the Dean of the Graduate School.
	After you make changes to your thesis required by your committee, submit your final draft to the Graduate School for a format check. Make any formatting corrections and prepare for electronic submission.
	Follow instructions from the Graduate School on how to electronically submit your final thesis to OhioLink.
	Register for Summer classes online via your WINGS account if you receive a summer Assistantship.
	Sign your assistantship contract electronically. Once you sign your assistantship contract, the Graduate School will pay your tuition fees.
	After completing your thesis, begin discussing, with your advisor, ideas for your qualifying exam committee and reading list.
	If you are continuing to the Ph.D., meet with your advisor and plan your "Program of Study" for the Ph.D. degree. Complete the Program of Study form, get your advisor's signature, and submit to the Department Services Administrator. (Table 1 in the Graduate Program Handbook will help identify required areas to complete your degree.) <b>Due:</b> before the end of your 4th semester.

### YEAR 3 CHECKLIST

(Doctoral Degree Student responsibilities are delineated here, MS students who have not completed their studies will complete the track outlined above with appropriate registrations and approvals as necessary)

	Review Human Factors and Industrial/Organizational Graduate Program Handbook. Refer to the handbook as you progress through the program. The handbook may be downloaded from the psychology department website.
	Register online via your WINGS account.
	Sign your assistantship contract electronically. You must be registered for classes before you sign your agreement.
	Prepare your annual evaluation and submit it online by the 2 <sup>nd</sup> week of Fall semester.
	Attend weekly Brown Bags, thesis and dissertation defenses, and other colloquia as scheduled.
	Perform your assistantship duties at a high level.
	Discuss who should be on your qualifying exam committee with your advisor. Meet with prospective committee members for approval. Complete and submit the Qualifying Exam Committees and Reading List Approval form, Step I (Summer).
	Begin developing the qualifying exam reading list with committee members. Complete and submit the Qualifying Exam Committee and Reading List Approval form, Step II with a copy of the full reading list to the Department Services Administrator .
	Complete reading in preparation for qualifying exams and continue research relevant to dissertation topic.
	Schedule your qualifying exams. Complete and submit the Qualifying Exam Scheduling and Results form, Step III, at least <u>two weeks prior</u> to the first test date.
	Pass the qualifying exams. Complete and submit the Qualifying Exam Scheduling and Results form, Step IV.
	Discuss your Dissertation Committee with your advisor. Begin writing your dissertation proposal.
	Finalize members of your dissertation committee during Spring semester. Submit Dissertation Committee Approval Form to Department Services Administrator.

## YEAR 4 CHECKLIST (DOCTORAL DEGREE STUDENT)

	Review Human Factors and Industrial/Organizational Graduate Program Handbook. Refer to the handbook as you progress through the program. The handbook may be downloaded from the psychology department website.
	Prepare your annual evaluation and submit it online by the 2 <sup>nd</sup> week of Fall semester.
	Attend weekly Brown Bags, thesis and dissertation defenses, and other colloquia as scheduled.
	Begin preparations for dissertation proposal approval meeting during Summer semester.
	Complete the top part of the Doctoral Dissertation Proposal Approval form.
	Once the dissertation proposal is successfully defended, ensure your advisor submits the form to the Department Services Administrator.
	Prepare IRB materials
	Collect and analyze data (Fall and Spring semesters).
	Submit your application for graduation (Ph.D. students). Check the University calendar for deadlines. <b>NOTE:</b> You must be registered for a minimum of 1 credit hour in the semester you defend. The Graduate School does not 0 credit hours as meeting the requirement that the candidate be enrolled in the semester in which they defend their degree.
	Begin preparations for defending your dissertation during Spring semester. Your advisor must approve the draft dissertation before distribution to committee members.
	Complete and submit the Doctoral Dissertation Defense Scheduling form to the Department Services Administrator <i>at least 2 weeks before your defense</i> . Announcements must be posted 2 weeks before the defense.
	Complete the top part of the Doctoral Dissertation Defense Approval form. Once successfully defended, ensure your advisor and committee members sign the defense form and results are indicated on the form then turn in to Department Services Administrator.
	Each committee member must sign the signature pages for your final dissertation. Once you have your committee member's signatures, the Department Services Administrator will obtain signatures of the Graduate Program Director, the Chair of the Department, and Dean of the Graduate School.
	After you make changes to your dissertation required by your committee, submit your final draft to the Graduate School for a format check. Make any formatting corrections.
	Follow instructions from the Graduate School on how to electronically submit your final dissertation to OhioLink.

**Petition For An Exception To HF & I/O Graduate Program Rules Or Requirements  
Department Of Psychology  
Wright State University**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

UID \_\_\_\_\_ Phone Number: \_\_\_\_\_ Advisor: \_\_\_\_\_

Briefly describe your petition. (1) Be very clear about what you are requesting. (2) Be very clear why you believe the request is justified. Attach supporting documents as necessary.

\_\_\_\_\_  
Graduate Student Signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
Advisor Recommendation: Support \_\_\_\_ Reject \_\_\_\_ \_\_\_\_\_  
(Advisor Signature and Date)

Comments: \_\_\_\_\_

\_\_\_\_\_  
Area Leader Recommendation: Support \_\_\_\_ Reject \_\_\_\_ \_\_\_\_\_  
(Area Leader Signature and Date)

Comments: \_\_\_\_\_

**Return to Department Services Administrator**

**DEPARTMENT ACTION**

Graduate Petition Committee Recommendation: Support \_\_\_\_\_ Reject \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
(Chair, Graduate Petition Committee Signature and Date)

Petition Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Graduate Program Director Approval Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Return to Department Services Administrator**

## Leave of Absence/Change of Status Application\*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Current Status: \_\_\_Full-Time \_\_\_Part-Time

**Request:**

A. Leave of Absence\* Must be in good standing to qualify for leave of absence or change of status

1. Indicate the semesters and years in which you would not be enrolled: \_\_\_\_\_

B. Change of Status (Change of Status requests are considered for one semester at a time)\*

1. \_\_\_\_\_ Full-time to Part-time. \_\_\_\_\_ Part-time to Full-time.

*Note:* Part-time Students are required to register for a minimum of 1 Credit hour per semester.

2. \_\_\_\_\_ Permanent Change.

\_\_\_\_\_ Temporary Change. Indicate semester and year of change. \_\_\_\_\_

C. Input on Graduate Studies:

1. Describe the reasons for your request.

2. Describe the impact of this request on your progress towards your degree.

3. Attach a statement describing your progress toward your degree during your previous temporary change of status period and your expected progress during the next period.

\_\_\_\_\_  
Student Signature  
Advisor's Recommendation: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Date

\_\_\_\_\_  
Advisor's Approval Signature  
Area Leader's Recommendation: \_\_\_\_\_ Yes \_\_\_ No  
Date

\_\_\_\_\_  
Area Leader Approval Signature  
Date

Submit to Department Services Administrator

---

\_\_\_\_\_  
Graduate Program Director Approval Signature  
Comments:  
Date

## First-Year Research Experience Agreement

Name: \_\_\_\_\_

Academic Year: \_\_\_\_\_

Advisor: \_\_\_\_\_

All first-year students are expected to obtain research experience by working closely with their advisors on appropriate research. At the end of the academic year, faculty will evaluate their students' performance.

Changing faculty advisors prior to June, although unusual, is possible. Approval of the Area Leader must be obtained and a new First-Year Research Experience Agreement must be completed.

The top half of this form should be completed and submitted to the Department Services Administrator no later than 1 December.

**Agreement: Brief Summary of Expected Activities.**

<b>Student Signature</b>	<b>Date</b>	<b>Advisor Signature</b>	<b>Date</b>
<b>Area Leader Signature</b>		<b>Date</b>	

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**Evaluation of the first year experience: The Advisor's Evaluation must be submitted to the Department Services Administrator by the last Friday in September of the student's 2<sup>nd</sup> year.**  
 The First-Year Research Experience Agreement ends at the end of the student's first year. The advisor and student should plan activities to prepare for the MS thesis or Ph.D. dissertation. This due date applies to everyone regardless of a student's start date. The evaluation may be divided over two years for students who start in Spring, or Summer semesters. Evaluate the appropriate months for each student in each year.

**Evaluation of performance (please circle one):**

Outstanding	Good	Adequate	Below Expectations	Inadequate
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Comments:

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_





# Master's Thesis Committee Approval Form

**Note:** A thesis committee **must** be approved prior to the Proposal Approval Meeting. When approval is received from the Graduate School, the graduate student will be notified and the form will be placed in the student's file.

**Student:** \_\_\_\_\_ **Advisor:** \_\_\_\_\_

**Proposed Thesis Title:** \_\_\_\_\_

**The Thesis Director is officially responsible for recommending members of the committee.**

**I have approved the following committee members:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thesis Advisor:** \_\_\_\_\_

Director Signature: \_\_\_\_\_

**Co-Director:** \_\_\_\_\_

Co-Director Signature: \_\_\_\_\_

**For Office Use Only**

**Graduate School Status:**

Full/Dissertation Qual: \_\_\_\_\_

Assoc: \_\_\_\_\_

Dissertation Qual: \_\_\_\_\_

Type in committee member's names and affiliation, if outside the Department of Psychology. Faculty signature below indicates you have agreed to serve on this Thesis Committee. Please attach a current Vitae if outside the Department of Psychology.

**Member:** \_\_\_\_\_

Member Signature \_\_\_\_\_

Department/Affiliation \_\_\_\_\_

**For Office Use Only**

**Graduate School Status:**

Full/Dissertation Qual: \_\_\_\_\_

Assoc: \_\_\_\_\_

Dissertation Qual: \_\_\_\_\_

**Member:** \_\_\_\_\_

Member Signature \_\_\_\_\_

Department/Affiliation \_\_\_\_\_

Full/Dissertation Qual: \_\_\_\_\_

Assoc: \_\_\_\_\_

Dissertation Qual: \_\_\_\_\_

**Member:** \_\_\_\_\_

Member Signature \_\_\_\_\_

Department/Affiliation \_\_\_\_\_

Full/Dissertation Qual: \_\_\_\_\_

Assoc: \_\_\_\_\_

Dissertation Qual: \_\_\_\_\_

**Member:** \_\_\_\_\_

Member Signature \_\_\_\_\_

Department/Affiliation \_\_\_\_\_

Full/Dissertation Qual: \_\_\_\_\_

Assoc: \_\_\_\_\_

Dissertation Qual: \_\_\_\_\_

**Member:** \_\_\_\_\_

Member Signature \_\_\_\_\_

Department/Affiliation \_\_\_\_\_

Full/Dissertation Qual: \_\_\_\_\_

Assoc: \_\_\_\_\_

Dissertation Qual: \_\_\_\_\_

**At this point please submit to the Department Services Administrator .**

Area Leader: \_\_\_\_\_ Date \_\_\_\_\_

Graduate Program Director: \_\_\_\_\_ Date \_\_\_\_\_

Dean, Science and Mathematics: \_\_\_\_\_ Date \_\_\_\_\_

Dean, College of Graduate Programs: \_\_\_\_\_ Date \_\_\_\_\_

**Master's Thesis Proposal Approval Form**  
**DEPARTMENT OF PSYCHOLOGY**

**Student:** \_\_\_\_\_

**Title:** \_\_\_\_\_

\_\_\_\_\_

**I have agreed to meet with the committee for a proposal approval meeting on:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submit approval form to Thesis Chair prior to start of proposal meeting.**

---

Committee Action on Proposal:

**Approve with Modifications:** \_\_\_\_\_ **Not Approved/Rescheduled** \_\_\_\_ **Deny:** \_\_\_\_\_

**Required Modifications:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thesis Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Director** (if appropriate): \_\_\_\_\_ **Date:** \_\_\_\_\_

**Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submit to Department Services Administrator for final signatures.**

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**Area Leader:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Graduate Program Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Master's Defense Scheduling

Submit to Department Services Administrator at least two weeks prior to your scheduled defense date.

Name: \_\_\_\_\_

Thesis Advisor: \_\_\_\_\_

Committee Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thesis Title: \_\_\_\_\_  
\_\_\_\_\_

Request Ph.D. precandidacy evaluation? Yes \_\_\_\_\_ No \_\_\_\_\_

**Defense Schedule: The student is responsible for arranging the date and time with all members of the committee. Two to three hours must be available for a thesis defense.**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Advisor Approval: \_\_\_\_\_

**A thesis defense may only be scheduled after a close-to-final draft of the thesis is distributed to all members of the committee. The thesis may only be distributed after the Thesis Advisor approves it is in close-to-final form.**

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### FOR OFFICE USE ONLY

Date Received by the Dept. Office: \_\_\_\_\_  
(Flyer must be posted two weeks before the scheduled thesis defense.)

Room Assignment: \_\_\_\_\_  
(The Department Office will schedule the room.)

Thesis Flyer prepared for distribution: \_\_\_\_\_

Area Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Rev. 9/22

# Master's Thesis Defense Approval Form

Student: \_\_\_\_\_

Title: \_\_\_\_\_

I request examination for Ph.D. pre-candidacy Yes \_\_\_\_\_ No \_\_\_\_\_

I have agreed to meet with the committee for the oral defense of my thesis on: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit to Thesis Chair prior to start of defense meeting.**

### I. Committee Action on Thesis:

Approve with Modifications: \_\_\_\_\_ Not Approved/Rescheduled: \_\_\_\_\_ Deny: \_\_\_\_\_

Required Modifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### II. Recommendation for Student's admission to pre-candidacy. (Only for Master's student who request to continue to Ph.D.)

Rate likelihood of successfully completing high-quality Ph.D. work:

1	2	3	4	5
Very Unlikely to Be Successful	Probably Will Not Be Successful	Some Chance	Probably Will Be Successful	Very Likely to Be Successful

Comments: \_\_\_\_\_

Thesis Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit to Department Services Administrator for final signatures**

Area Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Sample Approval Sheet (M.S.)**

WRIGHT STATE UNIVERSITY

GRADUATE SCHOOL

\_\_\_\_\_  
APRIL 30, 2015

I HEREBY RECOMMEND THAT THE THESIS PREPARED UNDER MY SUPERVISION BY Leigh Kelly ENTITLED Altitude Control and the Interaction of Global Optical Flow with Ground Texture Type BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF Master of Science.

\_\_\_\_\_  
(Typed Name, Degree)  
Thesis Director

\_\_\_\_\_  
(Typed Name, Degree)  
Thesis Co-Director (*note: if appropriate*)

\_\_\_\_\_  
(Typed Name), Ph.D.  
Graduate Program Director

\_\_\_\_\_  
(Typed Name), Ph.D.  
Chair, Department of Psychology

Committee on  
Final Examination

\_\_\_\_\_  
(Committee Member Typed Name, Degree)

\_\_\_\_\_  
(Committee Member Typed Name, Degree)

\_\_\_\_\_  
(Committee Member Typed Name, Degree)

\_\_\_\_\_  
Shu Schiller, Ph.D.  
Interim Dean, College of Graduate  
Programs & Honors Studies

**Qualifying Exam Committee & Reading List  
Approval Form  
STEPS I & II**

Name: \_\_\_\_\_ Advisor/Chair: \_\_\_\_\_

**Step I. Approval of Examining Committee.** The committee is determined by the Director of the Examining Committee in consultation with the student.

**Examining Committee Members:**

Type in committee member's names and affiliation, if outside the Department of Psychology.

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Chair, Examining Committee: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit to Department Services Administrator:**

Area Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Step II. Approval of Reading List.** Each member must sign and date. Please *attach approved Reading List* to this form. Entire reading list should be finalized and distributed before signatures are collected.

**Examining Committee Members:**

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair, Examining Committee: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit to Department Services Administrator:**

Area Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

## Qualifying Exam Scheduling & Results Form STEPS III & IV

Name: \_\_\_\_\_ Advisor: \_\_\_\_\_

Step III. \_\_\_\_\_ Qualifying Exam Schedule \_\_\_\_\_

**Check One:** First test: \_\_\_\_\_ Retest: \_\_\_\_\_ (The exam may be retaken only once.)

All 3 parts of the exam must be scheduled, approved, and submitted to the Department Services Administrator at least two weeks prior to the first test date. Parts 1 and 2 must be taken no more than 7 days apart. The oral exam must be scheduled no sooner than 2 weeks after and no later than 4 weeks after Part 2. Dates may not be changed without approval. The student is responsible for arranging the dates and times with all members of the committee.

	Date	Time	Room
Part 1, Written	_____	_____	_____
Part 2, Written	_____	_____	_____
Part 3, Oral	_____	_____	_____

I agree to the above time for Qualifying Exam sessions: Student: \_\_\_\_\_ Date \_\_\_\_\_

**Approval:** (Chair, Examining Committee) \_\_\_\_\_ Date \_\_\_\_\_  
Remember: provision must be made for the student to pick up the exam 4 hours prior to the start of session.

**Failure to appear for one or more exam sessions will be considered as examination failure unless a rescheduled time is officially approved.**

**Submit to Department Services Administrator at least two weeks prior to first test date.**

---

Step IV. \_\_\_\_\_ **Qualifying Exam Results: (Committee Decision)**

Part 1, Written: Outstanding Good Acceptable Unacceptable

Part 2, Written: Outstanding Good Acceptable Unacceptable

**Exam Parts 1 and 2 will be graded but not returned or reported to student prior to administration of Part 3.**

Part 3, Oral: Outstanding Good Acceptable Unacceptable

**Overall Qualifying Exam Performance: (Committee Decision)**

Acceptable performance in all areas, overall: Outstanding Good Acceptable

Unacceptable performance in one or more areas:

Specific Concerns and Recommendations: (use other side if necessary)

Committee must sign to certify the results immediately after the oral exam.

**Examining Committee Members:**

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Chair, Examining Committee: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit to Department Services Administrator**

---

Area \_\_\_\_\_ Graduate Program \_\_\_\_\_  
Leader: \_\_\_\_\_ Date: \_\_\_\_\_ Director: \_\_\_\_\_ Date: \_\_\_\_\_

## Doctoral Dissertation Committee Approval Form

*Note:* A dissertation committee **must** be approved prior to the Proposal Approval Meeting. When approval is received from the Graduate School, a copy of the form will be provided to all committee members.

**Student:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

**Proposed Dissertation Title:** \_\_\_\_\_

**The Dissertation Director is officially responsible for recommending members of the committee. I have approved the following committee members:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dissertation Advisor:** \_\_\_\_\_

Director Signature: \_\_\_\_\_

**For Office Use Only**  
**Graduate School Status:**  
Full/Dissertation Qual: \_\_\_\_\_  
Assoc: \_\_\_\_\_  
Dissertation Qual: \_\_\_\_\_

Type in committee member's names and affiliation, if outside the Department of Psychology. Your signature below indicates that you have agreed to serve on this Dissertation Committee. Please attach a current Vitae if outside the Department of Psychology.

**Member:** \_\_\_\_\_

Member Signature \_\_\_\_\_

Department/Affiliation \_\_\_\_\_

**For Office Use Only**  
**Graduate School Status:**  
Full/Dissertation Qual: \_\_\_\_\_  
Assoc: \_\_\_\_\_  
Dissertation Qual: \_\_\_\_\_

**Member:** \_\_\_\_\_

Member Signature \_\_\_\_\_

Department/Affiliation \_\_\_\_\_

Full/Dissertation Qual: \_\_\_\_\_  
Assoc: \_\_\_\_\_  
Dissertation Qual: \_\_\_\_\_

**Member:** \_\_\_\_\_

Member Signature \_\_\_\_\_

Department/Affiliation \_\_\_\_\_

Full/Dissertation Qual: \_\_\_\_\_  
Assoc: \_\_\_\_\_  
Dissertation Qual: \_\_\_\_\_

**Member:** \_\_\_\_\_

Member Signature \_\_\_\_\_

Department/Affiliation \_\_\_\_\_

Full/Dissertation Qual: \_\_\_\_\_  
Assoc: \_\_\_\_\_  
Dissertation Qual: \_\_\_\_\_

**Member:** \_\_\_\_\_

Member Signature \_\_\_\_\_

Department/Affiliation \_\_\_\_\_

Full/Dissertation Qual: \_\_\_\_\_  
Assoc: \_\_\_\_\_  
Dissertation Qual: \_\_\_\_\_

**At this point please submit to the Department Services Administrator.**

Area Leader: \_\_\_\_\_ Date \_\_\_\_\_

Graduate Program Director: \_\_\_\_\_ Date \_\_\_\_\_

Dean, Science and Mathematics: \_\_\_\_\_ Date \_\_\_\_\_

Dean, College of Graduate Programs: \_\_\_\_\_ Date \_\_\_\_\_

**Doctoral Dissertation Proposal Approval Form**  
**DEPARTMENT OF PSYCHOLOGY**

Student: \_\_\_\_\_

Title: \_\_\_\_\_

I have agreed to meet with the committee for a proposal approval meeting on: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit to Dissertation Chair prior to start of proposal meeting.**

**Committee Action on Proposal:**

Approve with Modifications: \_\_\_\_\_ Not Approved/Rescheduled \_\_\_\_\_ Deny: \_\_\_\_\_

Required Modifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dissertation Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit to Department Services Administrator for final signatures.**

Area Leader: \_\_\_\_\_ Date \_\_\_\_\_

Graduate Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

## Doctoral Dissertation Defense Scheduling

Submit to Department Services Administrator at least two weeks prior to your scheduled defense date.

Name: \_\_\_\_\_

Dissertation Advisor: \_\_\_\_\_

Committee Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dissertation Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Defense Schedule:** The student is responsible for arranging the date and time with all members of the committee. Three to four hours must be available for a dissertation defense.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Advisor Approval: \_\_\_\_\_

A dissertation defense may only be scheduled after a close-to-final draft of the dissertation is distributed to all members of the committee. The dissertation may only be distributed after the Dissertation Director approves it is in close-to-final form.

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**FOR OFFICE USE ONLY**

Date Received by the Dept. Office: \_\_\_\_\_  
(Flyer must be posted two weeks before the scheduled dissertation defense.)

Room Assignment: \_\_\_\_\_  
(The Department Office will schedule the room.)

Dissertation Flyer prepared for distribution: \_\_\_\_\_

Area Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

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## Doctoral Dissertation Defense Approval Form

Student: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

I have agreed to meet with the committee for the oral defense of my dissertation on: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit to Dissertation Chair prior to start of defense meeting**

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**Committee Action on Dissertation:**

Approve with Modifications: \_\_\_\_\_ Not Approved/Rescheduled: \_\_\_\_\_ Deny: \_\_\_\_\_

Required Modifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dissertation Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit to Department Services Administrator for final signatures**

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Area Leader: \_\_\_\_\_ Date \_\_\_\_\_

Graduate Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Rev. 9/22

**Sample Approval Sheet (Ph.D.)**

WRIGHT STATE UNIVERSITY

GRADUATE SCHOOL

\_\_\_\_\_APRIL 30, 2015\_\_\_\_\_

I HEREBY RECOMMEND THAT THE DISSERTATION PREPARED UNDER MY SUPERVISION BY  Leigh Kelly  ENTITLED  Altitude Control and the Interaction of Global Optical Flow with Ground Texture Type  BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF  Doctor of Philosophy .

\_\_\_\_\_  
(Typed Name, Degree)  
Dissertation Director

\_\_\_\_\_  
(Typed Name), Ph.D.  
Graduate Program Director

\_\_\_\_\_  
(Typed Name), Ph.D.  
Chair, Department of Psychology

\_\_\_\_\_  
Shu Schiller, Ph.D.  
Interim Dean, College of Graduate  
Programs & Honors Studies

Committee on Final Examination

\_\_\_\_\_  
(Committee Member Typed Name, Degree)

\_\_\_\_\_  
(Committee Member Typed Name, Degree)

\_\_\_\_\_  
(Committee Member Typed Name, Degree)