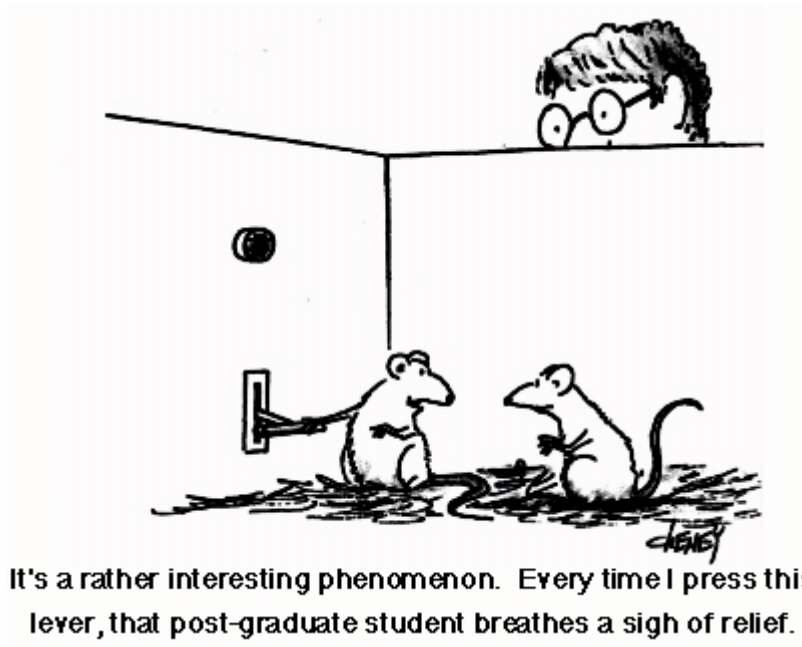


# **Saint Joseph's University Graduate Program in Psychology**



## ***Survival Guide***

**FALL 2009**

## Table of Contents

<u>Topic</u>	<u>Page</u>
Welcome -----	1
Philosophy of Experimental Psychology program-----	1
Fulltime commitment-----	1
Mentoring-----	1
Degree Requirements-----	2
Courses-----	2
Comprehensive Examination-----	3
Master's Thesis-----	4
Student-Thesis Committee Expectations-----	7
Timeline for Completion of Degree Requirements-----	9
Course Sequence-----	9
Progress through Program-----	9
Failure to Complete Degree Requirements on Time----	10
Competitive Graduate Fellowships-----	11
Criteria-----	11
Responsibilities-----	11
Conducting Research-----	13
Internal Review Boards (IRBs)-----	13
Procedures for the Study of Human Subjects-----	13
Procedures for the Study of Animal Subjects-----	14
Facilities-----	15
The How To's of Things Bureaucratic-----	16
Registration-----	16
Graduation-----	16
Program-Related Travel for Graduate Students-----	16
Departmental Rules and Politics -----	17
Research-Related Expenses -----	17
Professionnalism-----	18
Advantages and Perks of Attending SJU Graduate Program---	19
Use of University Facilities-----	19
Format for Master's Thesis Proposal-----	20
Format for Master's Thesis-----	22
Members of the Psychology Department-----	25

## Forms

Comprehensive Examination Consent Form-----	27
Defense of Thesis Form -----	28
Sample of Thesis Sign-off Sheet (to be included in copies of Thesis) -----	29
Application for Graduate Fellowship -----	30
Travel reimbursement form -----	32

# Welcome to Saint Joseph's

## Graduate Program in Experimental Psychology

Jodi A. Mindell, Ph.D., Director

**Philosophy.** The Saint Joseph's University graduate program in Experimental Psychology is designed to provide students with a solid grounding in the scientific study of psychology. Graduates of the program will have a firm foundation in the scientific method and the skills with which to pursue the scientific study of psychological questions. A Master of Science degree is awarded to those who complete all degree requirements.

The program is a rigorous one where equal emphasis is placed on both coursework and empirical research. The main objective of the program is to train our graduates to independently design and conduct psychological studies, analyze and interpret data, and professionally communicate the findings of these studies. Graduates are prepared to secure positions in many areas of research, pursue further studies in doctoral programs, or enter the workplace.

**Full-time commitment.** The Master's program is designed as a full-time program requiring a full-time commitment from our students. Students are not only expected to attend classes, but to actively aide in their mentor's lab, design and conduct their own research, and to attend departmental colloquia. The vast majority of the student's time is thus spent outside of the classroom *Students who are not prepared to put in the requisite time for these extra-course activities will have difficulty completing the degree requirements.* Again, the degree is one that allows the student to obtain hands-on experience in the scientific study of psychological issues; such experience must be gained working outside of the classroom.

**Mentoring.** Prior to entry into the graduate program, students are assigned a mentor with whom they will work closely throughout their course of study. The mentor's area of expertise often closely matches the research interests of the student so that the collaborative effort is maximized. Students cannot change mentors without the written approval of the Director of the Graduate Program, and the written approval of the current and future mentors.

# Degree Requirements

The curriculum totals 48 credit hours and is composed of three major components: a 8-credit Common Core required of all students; 24-credits of Content Courses; and a 16-credit Research Component in which students complete the comprehensive examination and research thesis.

The graduate psychology program is a full-time course of study. Classes are primarily scheduled on weekday afternoons. Students are expected to attend these classes regularly. Attendance is also required at colloquia, lab meetings, and other functions of the Department of Psychology. In addition, students are expected to have time available during the week to conduct scientific research.

## Courses

### Core courses (8 credits)

Two core courses are required of all students and are taken during the first year: Advanced Research Methods and Statistics I, Advanced Research Methods and Statistics II.

Core courses are graded with A, A-, B+, B, C, or F.

**NOTE:** Students **MUST** pass each of the core courses with a grade of B or higher. Those students who receive a grade of C or below in any of the core courses will have to repeat the course and attain a grade of B or higher.

### Content Courses (24 credits)

Students are required to take six content courses across the four semesters of the curriculum. These courses include offerings across diverse areas of psychology, and students are expected to take a breadth of courses.

In addition, students may take one graduate-level course (that is pertinent to the program) outside the Department of Psychology and/or outside Saint Joseph's University, as one of these content courses. Students must receive written permission of the Director of Graduate Studies before enrolling in such a course. On a very limited basis, an independent study course conducted with a faculty member within the Department of Psychology may be taken as a content course. Both written approval by the course instructor and the Director of Graduate Studies must be obtained.

Content courses are graded with A, A-, B+, B, C, or F.

## **Dismissal from the graduate program**

Students who receive a grade of “C” or lower will receive a warning letter from the Associate Dean of Graduate Arts and Sciences. Students who receive two grades of “C” or lower in a Core Course, Content Course, or Directed Studies course will be dismissed from the program. Students will be informed of their dismissal by mail. Even if a “C” or lower grade has been successfully replaced by retaking a core course, the first grade of “C” or lower will be counted towards dismissal.

## **Attendance at Departmental Colloquia (Brown Bag talks)**

All first- and second-year graduate students are **required** to attend departmental colloquia. These colloquia (known as “Brown Bag” talks because they occur during the lunch hour and all are invited to bring their lunches) are when second-year graduate students formally present their master’s thesis research proposal to department faculty and to their peers. In addition, other talks will be given, including professional development seminars.

## **Comprehensive Examination**

The comprehensive examination is taken by second-year students and is given on the first Friday in February.

### Eligibility

Students are eligible to sit for the Comprehensive Examination if, *and only if*, they have submitted an acceptable draft of their thesis proposal to their mentor. An acceptable draft is understood to be a finished Introduction section (literature review) including hypotheses and a final draft of the Method section. A letter documenting this must be submitted to the Director of the Graduate Psychology Program by the Wednesday immediately preceding the exam. A form for this is included in the Appendix.

### Examination Format

The examination is a three-hour exam that tests knowledge based on material from the Advanced Research Methods and Statistics courses (including research ethics). This exam will cover all of the materials presented on the syllabi from these two courses.

The exam is scored as a 3 (superior), 2 (acceptable), or 1 (failure). Answers to questions must be truly exceptional to be scored with a 3.

All exams are taken on a computer provided by the department.

### Passing the Comprehensive Examination

**A student must achieve a score of 2 or higher to pass the comprehensive exam.** Any student who passes the exam with a score of 3 will pass the examination “with distinction,” thus qualifying that student to graduate “with distinction.”

*If a student fails*, that is receiving a score less than 2, he/she must remediate the failure before the end of the semester during which the exam was given. **No student is permitted to fail the comprehensive examination more than once. Failure to complete the comprehensive examination terminates further graduate study.**

### **Master’s Thesis**

Each graduate psychology student is required to design and implement a research project, in consultation with his/her mentor, to fulfill his/her master’s thesis. The thesis requirement is the capstone of the Master’s Degree in Experimental Psychology. The thesis details an empirical study conducted by the student that has been approved by the student’s Thesis Committee (comprised of the student’s faculty mentor and a second faculty reader). During the student’s first semester in the graduate program, he/she is expected, in collaboration with his/her mentor, to develop a research question. Second faculty readers are assigned by the Director of Graduate Studies during a student’s first semester. The second reader will be involved in helping develop the student’s thesis project throughout the process.

During the student’s second semester, he/she is expected to finalize his/her thesis proposal. Students are also encouraged to collect pilot data during their second semester, if appropriate to their project. This data collection cannot include thesis data, as no thesis data may be collected until after successful completion of the proposal defense (note: this may not be applicable to a student completing his/her thesis on archival data or within a larger ongoing project; approval of the student’s mentor and second reader must be received in this event). All students will defend their proposal to the faculty and graduate students at the end of the spring semester during a brown bag session.

### Directed Studies I and II (8 credits)

The Directed Studies courses are to be taken during the student's first and second semesters.

*Purpose.* The purpose of the Directed Studies sequence is to familiarize students with their mentor's laboratory and research, to allow the student to become immersed in a research area, and to develop the student's master's thesis. Students are to complete a literature review by the end of the first semester for Directed Studies I. A complete research proposal (literature review and methods section) is to be completed by the end of the second semester for Directed Studies II.

Directed Studies are graded with A, A-, B+, B, C, or F.

### Masters Thesis I and II (8 credits)

Masters Thesis I and II provide the student with the necessary time to conduct, analyze, and report in writing the findings of the thesis study. These credits are typically taken during the third and fourth semesters.

*Grading.* Master's Thesis I (PSY 4515) and II (PSY 4525) are graded on a pass/fail/pass-incomplete basis. Each student enrolled in these two courses will automatically receive a grade of 'IP.' Once the student's mentor informs the Director of the Graduate Psychology Program that the student has successfully defended his/her Master's thesis, both grades of IP are changed to a 'P.'

### Proposal

The thesis proposal details a proposed original study within the student's chosen field of concentration. The proposal includes a thorough review of the literature, specific hypotheses generated by the study, and a detailed method of study.

A student's thesis committee constitutes the student's mentor and the second reader. The thesis committee has the responsibility for reading the student's thesis proposal and deciding whether the student's project is acceptable, in terms of originality, adequacy of the literature review, experimental design, and proposed statistical analyses. The proposal must be written according to the Psychology Department's Thesis Proposal format (see Page 20).

Once the thesis committee has agreed that the student's proposal is acceptable, the student must schedule to present his/her proposal to all

members of the department during a brown bag session. The proposal should be made available to all Psychology faculty members and graduate students at least one week before the scheduled presentation. A copy should be left with the department secretary where it will be made available. In addition, a one-page summary of the project should be electronically distributed to all faculty and graduate students one week before the scheduled presentation.

A one-hour block of time will be scheduled for the student's formal presentation of his/her proposal. The purpose of this open thesis proposal is to obtain input and elicit suggestions that might improve the proposed research. Students should expect questions and possibly constructive criticism of his/her project. These comments are intended to improve the students' project.

Students should plan on making a 15-20 minute presentation. All presentations must be done on powerpoint. The powerpoint slides should provide key points of the student's project, encompassing a review of the literature, stated hypotheses, and proposed methodology and statistics for testing these hypotheses. Students may not read their presentation but rather should use the key points on their slide as starting talking points. Following the formal presentation, there will be a 15 to 20 minute open dialogue with all members of the department. Questions and comments from graduate students will be elicited first, followed by faculty questions and input. The final 20 minutes will constitute a meeting of the student and his/her thesis committee at which time all criticisms and suggestions will be considered and a final plan will be approved. Once the proposal is formally approved by the Thesis Committee, the student may then begin to conduct the study and collect data.

#### Thesis data collection

No data collection for a student's thesis can be collected prior to the thesis proposal defense (other than stipulated above where the project is an analysis of archival data and/or part of a larger ongoing project). All projects must also obtain university IRB approval prior to any data collection.

#### Final thesis

The Master's Thesis is the finished written document detailing the completed thesis study, and includes the thesis proposal (Introduction and Method sections) plus the Results and Discussion sections. The thesis must be written according to the Psychology Department's Thesis Proposal format (see Page 20). Once the mentor has approved the completed thesis, a copy is given to the student's second reader.

A formal oral defense of the completed thesis is given by the student to his/her thesis committee and may be attended by other students/faculty. A student should expect that the thesis committee will require some additional revisions at this time. Once the student's thesis has been formally approved, the thesis committee will sign the appropriate forms indicating that the thesis has been accepted. These forms are included in the final draft of the thesis.

Once finished, the student is required to provide four copies of the completed thesis: one for the University which is kept in the library, one for the Director of the Graduate Program, one for the student's mentor, and one for the student. At least **three** of those copies (one for the University, one for the Graduate Program, and for the student's mentor) must be bound by the Drexel Library, although students may have all copies bound if desired. There is a \$15 binding fee for each copy, and the University's copy must be on 20 lb. bonded cotton paper.

### Format

All thesis proposals and final theses must be written in APA style. Use the APA-manual as your guide. Your thesis proposal/thesis must include a title page, table of contents (separate page), and abstract (separate page), as well as the other usual elements of a research manuscript (e.g., introduction, method, results, discussion, references, tables, figures, appendices).

Your introduction should be a thorough review of the literature and should end with a clear statement of the purpose for your project. That is, you should provide a summary of what has been conducted to date followed by a compelling argument for the merits of your particular study, the research need for your study, and the research question(s) that your study is designed to answer. An additional section entitled "Hypotheses" should be included within your introduction.

The method section should be written in *future* tense in your proposal and in *past* tense in your final thesis.

Many students elect to include an acknowledgements page in their completed thesis.

### **Student-Thesis Committee expectations.**

*Meetings.* All students are expected to meet with their mentors at least once every other week. This meeting may be scheduled as an individual meeting or as a group meeting with all members of the mentor's lab.

*Turn-around time.* Students are expected to give faculty two weeks turnaround time during the academic year for all drafts of their work. Expect three to four week turnaround time during the summer. All faculty members will also abide by these guidelines.

# Timeline for Completion of Degree Requirements

## Course Sequence

Students are expected to complete the program in two years. The course sequence throughout the program is as follows:

### Two-Year Course Sequence

#### First year - Fall Semester

PSY 4005	Advanced Research Methods and Statistics I
PSY 4xxx	Content Course 1
PSY 4415	Directed Studies I

#### First year - Spring Semester

PSY 4035	Advanced Research Methods and Statistics II
PSY 4xxx	Content Course 2
PSY 4425	Directed Studies II

#### Second year - Fall Semester

PSY 4xxx	Content Course 3
PSY 4xxx	Content Course 4
PSY 4515	Master's Thesis I

#### Second year - Spring Semester

PSY 4xxx	Content Course 5
PSY 4xxx	Content Course 6
PSY 4525	Master's Thesis II

## Progress through Program

Progress through courses and Master's research should approximate the timetable below:

#### End of First Semester

- completion of one core course
- completion of one out of six content courses
- literature review for thesis

#### End of Second Semester:

- completion of second core course
- completion of one out of six content courses
- research proposal for thesis

During Third Semester:

- two content courses
- final draft and defense of thesis proposal
- begin data collection for thesis

Over Winter Break (between third and fourth semesters)

- final preparation and study for comprehensive exam

During Fourth Semester:

- two content courses
- comprehensive examination
- complete data collection, analysis and write-up of thesis
- defense of thesis

### **Failure to Complete Degree Requirements in Two Years**

Students who do not complete the graduate psychology program by the end of their second year of enrollment may at their request have their enrollment in the program extended by **one** academic year. In order to obtain an extension, a student must request one **in writing** via letter to the Director of the Graduate Program before the end of the student's second year of study. Failure to complete the requirements of the program by the end of this additional year will result in dismissal from the program.

If, due to unforeseen circumstances, a student anticipates that he/she will not complete the requirements of the program before the end of the additional year, the student may apply for a one-time extension of the deadline. The student must request the extension **in writing** before the end of the additional year, in a letter to the Director of the Graduate Program. The letter must be co-signed by the student's mentor, and must include a date by which the student will have completed the requirements of the program. This completion date must be within 180 days of the last day of the additional year. Failure to complete the requirements of the program by the date specified in the letter requesting the extension will result in the student's dismissal from the program.

## Competitive Graduate Fellowships

Six Graduate Fellowships are awarded to second year students on the basis of merit. Applications for fellowships are taken during the second semester of the student's first year, and fellowship awards are made shortly after the end of the second semester. Students are notified of the award of fellowships by the Director of the Graduate Program.

The Graduate Fellowship includes full tuition plus an annual stipend of approximately \$7200.00. Fellowship responsibilities include 20 hours of weekly service to the department including laboratory instruction, teaching assistance for a faculty member, maintenance of student records, supervision of undergraduate computer facility, and the keeping of posted office hours.

Criteria. Criteria for selection of second-year graduate fellowships include:

- a. *Grade Point Average (GPA)* from the first year. The GPA of students in the 5-year program is based solely upon performance in the first-year graduate courses. Possible score of 8 (GPA \*2).
- b. *Personal Initiative and Motivation.* Scores are awarded by the applicant's mentor and are based upon the student's goal-directedness, independent thought and action, demonstrated responsibility, enthusiasm, etc. Possible score of 2.

Applicants' scores are comprised of the sum total of the above scores, thus making the highest score possible a 10. Once scores are tallied, the students with the highest total scores are those to whom fellowships are granted.

In addition to the above criteria, students are also required to sign an application form, which states their willingness to be assigned to numerous teaching and/or research support activities. These activities are listed below.

### Responsibilities

Each fellowship recipient is responsible for **twenty hours** of service to the Department per week *above and beyond his/her personal coursework*. These activities include, but are not limited to: supervision of undergraduate 4-credit courses (human/animal laboratory courses, statistics), supervision of the Human Subject Research Pool (Curricular Enhancement Program), assignment to individual faculty for assistance, supervision of computing facilities, assistance with maintenance of the animal colony, and keeping of posted office hours.

Below are sample teaching and program support responsibilities of graduate fellowship recipients.

- #1**
- Teaching assistant for faculty (8 hours/week)
  - Teaching assistant for 1 section of Lab Course (6 hours/week)
  - Office Hours (4 hours/week)
  - Curricular Enhancement Database Manager (2 hours/week)

- #2**
- Teaching assistant for faculty (4 hours/week)
  - Teaching assistant for 1 section of Lab Course (6 hours/week)
  - Teaching assistant for one section of stats (6 hours/week)
  - Office Hours (4 hours/week)

- #3**
- Teaching assistant for faculty (8 hours/week)
  - Teaching assistant for 1 section of Res Meth (6 hours/week)
  - PsyNet Classroom Supervisor (2 hours/week)
  - Office Hours (4 hours/week)

**NOTE: Because of the time commitment required by the fellowship in conjunction with the time commitment required by the full-time status as a graduate student, students who accept the fellowship will not be permitted to hold additional employment.**

# Conducting Research

## Internal Review Boards (IRBs)

Because of the empirical nature of the Master's Thesis, collection of data from either human or animal subjects is required. There are guidelines set forth in the Publication Manual of the American Psychological Association (see APA Manual, 4<sup>th</sup> edition) for the ethical treatment of animal subjects and human participants. Saint Joseph's University has two Internal Review Boards in place to ensure the ethical and humane treatment of human and animal subjects.

Prior to any data collection, students must first submit a research protocol to the appropriate IRB. Other procedures are necessary depending upon whether the student uses animal or human subjects.

## Procedures for the Study of Human Subjects

### Human Subjects Committee Internal Review Board

The Human Subjects Committee's Internal Review Board (IRB) requires a research protocol to be submitted by the first working day of the month to the Office of Research Services, 106 Barbelin Hall. It must be signed by the Principal Investigator (PI), the student's mentor if the PI is a graduate student, and the Chair of the Psychology Department prior to submission. The IRB meets on the third Tuesday of each month to review the protocols, and approval or forthcoming suggestions are sent via interdepartmental mail shortly thereafter. Thus, the student should plan to submit a research protocol to the IRB **one month** prior to the collection of data. A copy of the IRB research protocol can be downloaded from PsyNet.Stu.

### Training for Use of the Psychology Human Subject Pool

The Psychology Human Subject Pool is comprised of undergraduate students currently enrolled in a 1000-level psychology course. These students are required to participate in research studies to enhance their learning of how psychological research is conducted (and to fill the subject pool)! Experiments are posted on the web, and participants use the web to sign up for the studies of their choice. As experimenters, graduate students need to be trained in how to use the web to post experiments. A training session will be made available to all graduate students planning to use the Human Subject Pool during the fall semester.

## Use of the Psychology Human Subject Pool

**After** receiving approval from the IRB, students who wish to use participants from department's Human Subject Pool must also complete an application form for use of the pool and submit it to the Coordinator of the Psychology Human Subjects Pool (Dr. Jo Shih). The application form is can be found on PsyNet.Stu. *Approval from the IRB is necessary in order to use the Human Subject Pool.*

## **Procedures for the Study of Animal Subjects**

### Institutional Animal Care and Use Committee (IACUC)

Students using animal subjects (rats, mice, etc.) must submit a research protocol to the Institutional Animal Care and Use Committee (IACUC). Research protocols should be submitted by the first workday of the month for IACUC review on the 3<sup>rd</sup> Friday of the month. It must be signed by the Principal Investigator (PI), the student's mentor if the PI is a graduate student, and the Chair of the Psychology Department prior to submission.

### Certification for the Handling of Animals

Students who will use animals in their studies are required to undergo two training sessions in order to be certified to work with animals. These training sessions are offered by the Animal Caretaker and are arranged through the department.

*OSHA Training.* Training required by the Occupational Safety and Health Association is offered through the department and is valid for five years. Students may receive training in their first year and still be able to collect data for their thesis during the second year.

*IACUC Training.* Additional training is required by IACUC and is given via videotaped information and hands-on training. Level 1 Training offers general training for animal handling; Level 2 Training is species-specific.

### Ordering Animals for Experimentation

The animals needed for experimentation may be ordered **after** IACUC approval is obtained. The order form may be submitted to the Animal Caretaker for processing. The order takes approximately 3 weeks to be processed. Once the animals arrive, another waiting period of 3 weeks is necessary for quarantining the animals. Thus, the student should plan on a **6-week** waiting period between ordering the animals and collecting data.

## **Facilities**

The Psychology Department of Saint Joseph's University is located on the second and third floors of Post Hall. In addition to the department's suite of faculty offices on the second floor, the department also maintains computing and laboratory facilities that are shared with the departments of Sociology and Interdisciplinary Health Services. The additional facilities are:

### ***Second floor:***

Three state-of-the-art computer classrooms equipped with network connections for laptop computers. At the present time, one of these classrooms is equipped with laptop computers at each seat. These classrooms also offer built-in video and audio equipment, video screen, and a podium Macintosh computer for classroom presentations.

### ***Third floor:***

An animal colony that houses the animal subjects used within the department.

Two laboratory classrooms used for lab-based undergraduate courses. These classrooms are equipped with network connections for laptop computers as well as 10 Macintosh desktop computers.

Laboratories for each of the Psychology faculty, all of which house a number of Macintosh desktop computers. These labs are used to collect data for human and animal studies, host research meetings between mentor and students, and oftentimes are used by graduate students as a quiet place to work.

# The How To's of Things Bureaucratic

## Registration

Students register each semester on the web. Complete instructions on how to register are sent by the Registrar's office.

## Graduation

In order to be considered a graduate of the Master of Science program, the student must have fulfilled **ALL** degree requirements. This includes completion of all core, content, Directed Studies and Master's courses; passing the Comprehensive Examination; and successfully defending (at departmental Brown Bags) and revising the Master's Thesis. Forms indicating the completion of each of these requirements must be completed by the student and appropriate faculty member, if applicable (Director of the Graduate Program, student's mentor, etc.) Once **ALL** of these requirements have been fulfilled, the Registrar is notified. Graduation status will then appear upon the student's transcript.

Students are allowed to participate in the graduation ceremony even if they have not completed their thesis. In order to do this, all coursework must be completed and significant progress on the thesis should be made. Students need to complete an "Intent to Graduate" form obtained from the Student Service Center, and remit the \$100.00 fee. *However, participating in the graduation ceremony does not constitute graduation from the program.* Presenting oneself as a graduate of the program prior to having completed all degree requirements constitutes fraud.

## Program-Related Travel for Graduate Students

Active, involved graduate students will want to present data that they have collected at professional meetings and conferences. This sometimes involves traveling to locations far from Saint Joseph's. To support this kind of professional development in our graduate students the Graduate Psychology Program will defray some of the costs of such travel. You must apply for funds at least four weeks prior to the meeting (see form at end of packet. You must save your receipts and all flights that are to be reimbursed must be booked through the SJU travel office. You will be reimbursed for your expenses up to a maximum of \$200.

## **Departmental Rules and Politics**

The Departmental secretary, Ms. Clare McAneny, is one of the department's finest assets. She is more than happy to answer any questions you may have or to direct you to the appropriate person who may help you. **However**, her duties do **not** extend to those of student secretary. Please do not encumber Ms. McAneny with secretarial requests as she is kept busy enough with those of the faculty.

The department's xerox machine is used by Ms. McAneny and departmental faculty. The copying machine is not to be used by undergraduate or graduate students without permission from Ms McAneny or a faculty member.

## **Research-related Expenses**

If you expect to incur any expenses related to your research, you must receive prior approval from Dr. Mindell for any reimbursement to potentially occur. Please submit a written request for these expenses as early as possible. Given budgetary constraints, not all requests may be approved.

# Professionalism

As a graduate student, we expect professional demeanor in how you interact with faculty, staff, students, and research participants. This demeanor includes in-person, e-mail, and phone contact.

For example:

- Address all faculty members as Dr. so-and-so or Professor so-and-so unless directly told by him/her otherwise.
- Email communication should be professional. For example, do not begin emails with the salutation “hey.” Think about how you would write a colleague or boss in a business environment. The same standard holds true here.
- Check your spelling and grammar in all documents that you send out even if it is an email because it invariably leaves an impression on the person.
- When you get an email from a faculty member, we expect you to respond within 24 hours with either the response needed or, at a minimum, an acknowledgement that you received the email.
- When you receive a multi-part email, be sure to answer/address all components of that email.

## GENERAL EXPECTATIONS

- We expect you to make and keep all appointments.
- We expect you to meet all deadlines.
- We expect you to be available to meet during regular school hours.
- We expect you to be interested in, involved in, and motivated to work on your thesis research.
- We expect you to proof-read all documents for spelling and grammar.
- We expect you to participate in data collection in lab projects that is not necessarily your own, so you can broaden your experience.

## COMMUNICATIONS

When communicating with other faculty, the department chair, the graduate director, school administrators, the IRB, or anyone regarding issues related to your thesis, your research, your standing in the graduate program, your comprehensive exams, or courses that you are planning to take in the upcoming semester, be sure to keep your mentor posted of the situation. On all such emails, cc your mentor in the message. It is important that your mentor knows what is going on.

# Advantages and Perks of Attending Saint Joseph's Graduate Program

## Use of University Facilities

The University offers many services and resources, all of which our Psychology graduate students have access to. These services include:

*The Fieldhouse.* Students may gain access to the exercise facilities and swimming pool located in the fieldhouse at a reduced fee.

*Counseling Center.* The counseling center is available to all students and provides professional counseling services by licensed psychologists. Complete confidentiality is guaranteed (ext. 1090).

*Career Development Center.* This center not only posts job opportunities but also provides information and feedback on interview skills, resume writing, and career choices (ext. 3100).

*Service/Experience Opportunities.* Students interested in becoming involved in community service will find many opportunities to do so at Saint Joseph's University by calling the Wolfington Center for Ministry, Faith, and Service (ext. 1030). Opportunities to gain clinical and research experience can be found through the Psychology department.

## Format for Master's Thesis Proposal

- I. Title Page
- II. Table of Contents (separate page)
- III. Abstract (separate page)
- IV. Introduction (separate page; should be titled with Title of Proposal, centered)

### Headings

#### Review of the Literature

Includes the following:

- A. Broad overview of theory and classic research literature of the general topic. This part should include any historical background on the subject.
- B. Theory and research that is specific to the thesis topic
- C. Critique of validity of theory and research literature.
- D. Summary of what is known and what is unknown about the thesis topic.

Can include sub-headings to clearly distinguish distinct areas of research, if appropriate.

#### Purpose of the Present Study

Includes the following:

- A. A clear statement about what is missing in the literature regarding the particular area of research.
- B. What research question the study is designed to answer.
- C. What contribution the study will make to the existing body of knowledge.

#### Hypotheses

Includes the **specific** direction of results hypothesized to occur.

- V. Method (to be written in **future** tense as study has not yet been conducted)

#### Participants

- A. Research population and sampling procedures.

B. Detailed description of sample, broken down by which variables are deemed appropriate (age, gender, etc.)

Materials/Instruments/Measures

Includes detailed descriptions of:

\*Design and results of **pilot study** (if pilot was to test materials)

Narratives used to manipulate independent variables

Instruments and equipment

Established scales and inventories to be given, including reliability and validity coefficients

Questionnaires (should include sample items)

Procedure

A. Procedures for informed consent, if applicable

B. Data collection procedures

C. Debriefing procedures

**\*NOTE:** Study 1, Study 2, etc. could be used to distinguish pilot study from thesis study if pilot study was used to establish a particular phenomenon worthy of further testing. Study 1, Study 2, etc. would be the subheading, followed by a separate Method section for each.

VI. Results

A. Include the statistical analyses to be performed on the data, once collected.

B. **MUST** clearly specify how the dependent variable(s) will be measured (ex: total scores on inventories/subscales, including items which would be reverse-scored; reaction time; scores on a Likert-scale, etc.)

VII. References (begin on separate page)

VIII. Appendix/Appendices (each Appendix begins on separate page, i.e., Appendix A, B, etc., as appropriate. Appendices include any paper-and-pencil measurements to be used, written stimulus materials, etc.)

## Format for Master's Thesis

- I. Title Page
- II. Table of Contents (separate page)
- III. Abstract (separate page)
- IV. Introduction (separate page; should be titled with Title of Proposal, centered)

### Headings

#### Review of the Literature

Includes the following:

- A. Broad overview of theory and classic research literature of the general topic. This part should include any historical background on the subject.
- B. Theory and research that is specific to the thesis topic
- C. Critique of validity of theory and research literature.
- D. Summary of what is known and what is unknown about the thesis topic.

Can include sub-headings to clearly distinguish distinct areas of research, if appropriate.

#### Purpose of the Present Study

This should include the following:

- A. A clear statement about what is missing in the literature regarding the particular area of research.
- B. What research question the study is designed to answer.
- C. What contribution the study will make to the existing body of knowledge.

#### Hypotheses

Includes the **specific** direction of results hypothesized to occur.

- V. Method (all descriptions changed to **past** tense)

#### Participants

- A. Research population and sampling procedures.
- B. Detailed description of sample, broken down by which variables are deemed appropriate (age, gender, etc.)

### Materials/Instruments/Measures

Includes detailed descriptions of:

- \*Design and results of **pilot study** (if pilot was to test materials)
- Narratives used to manipulate independent variables
- Instruments and equipment
- Established scales and inventories to be given, including reliability and validity coefficients
- Questionnaires (should include sample items)

### Procedure

- A. Procedures for informed consent, if applicable
- B. Data collection procedures
- C. Debriefing procedures

**\*NOTE:** Study 1, Study 2, etc. could be used to distinguish pilot study from thesis study if pilot study was used to establish a particular phenomenon worthy of further testing. Study 1, Study 2, etc. would be the subheading, followed by a separate Method section for each.

## VI. Results

- A. Clear description of statistical procedures conducted for each research question. Description must include reference to specific independent variable(s) and dependent variable(s) used in each analysis. All pertinent results are to be reported within the body of the text.
- B. Interpretation of each statistical analysis following each description.

## VII. Discussion

- A. Conclusions
  - 1. Conclusions to be drawn based on the findings
  - 2. Alternative explanations for the findings
  - 3. Impact of the study in terms of what was learned
  - 4. Strengths, weaknesses, and limitations of the study
- B. Implications
  - 1. Implications for professional practice of decision-making, if appropriate
  - 2. Implications for a scholarly understanding of the field
  - 3. Implications for theory building
  - 4. Implications for future research studies

### C. Recommendations

1. Recommendations for further research, or for changing research methodology
2. Recommendations for changes in professional practice
3. Recommended changes or modifications in accepted theoretical constructs
4. Recommendations concerning changes in organization, procedures, practices, behavior

#### D. Summary

- VIII. References (begin on separate page)
- IX. Tables and figures
- X. Appendix/Appendices (each Appendix begins on separate page, i.e., Appendix A, B, etc., as appropriate. Appendices include any paper-and-pencil measurements to be used, written stimulus materials, etc.)
- XI. Author Notes (on separate page; including acknowledgements, address for correspondence, etc.)
- XII. Footnotes (on separate page)

# Psychology Department

**Phyllis A. Anastasio, Ph.D.**

221 Post Hall  
(610) 660-1807  
e-mail: [panastas@sju.edu](mailto:panastas@sju.edu)

Social Psychology: Stereotypes in the media, reducing stereotypical thinking

**Matthew Anderson, Ph.D.**

226 Post Hall  
(610) 660-1801  
email: [matthew.anderson@sju.edu](mailto:matthew.anderson@sju.edu)

Experimental Psychology: animal learning, memory, and cognition

**Judith G. Chapman, Ph.D.**

308 Post Hall  
(610) 660-1838  
e-mail: [jchapman@sju.edu](mailto:jchapman@sju.edu)

Social Psychology: Groups, private and public self-consciousness

**Enrico Capitan**

205 Post Hall  
(610) 660-3445  
e-mail: [ecapitan@sju.edu](mailto:ecapitan@sju.edu)

Computer Network Manager

**Patrick Garrigan, Ph.D.**

224 Post Hall  
(610) 660-1119  
email: [pgarriga@sju.edu](mailto:pgarriga@sju.edu)

Cognitive psychology: Object perception, perceptual learning, visual memory

**Elizabeth Jaeger, Ph.D.**

220 Post Hall  
(610) 660-3346  
e-mail: [ejaeger@sju.edu](mailto:ejaeger@sju.edu)

Developmental Psychology: Child-parent attachment, early child care

**Chris Lawson, Ph.D.**

316 Post Hall  
(610) 660-1803  
email: [clawson@sju.edu](mailto:clawson@sju.edu)

Developmental Psychology

**Donald S. Leitner, Ph.D.**

Chairperson  
227 Post Hall  
(610) 660-1802  
e-mail: [dleitner@sju.edu](mailto:dleitner@sju.edu)

Physiological Psychology: Neural processing of auditory and visual stimuli, psychopharmacology

**Clare A. McAneny**

229 Post Hall  
610-660-1800  
email: [mcaneny@sju.edu](mailto:mcaneny@sju.edu)

Psychology Department Secretary

**Jodi A. Mindell, Ph.D.**

Director, Graduate Program  
223 Post Hall  
(610) 660-1806  
e-mail: [jmindell@sju.edu](mailto:jmindell@sju.edu)

Clinical Psychology: Pediatric sleep disorders

**Catherine S. Murray, Ph.D.**

315 Post Hall  
(610) 660-1805  
e-mail: [cmurray@sju.edu](mailto:cmurray@sju.edu)

Developmental Psychology: Gerontology, gender studies

**Philip Schatz, Ph.D.**

222 Post Hall

(610) 660-1804

e-mail: pschatz@sju.edu

Neuropsychology: Traumatic Brain Injury,  
computer-based neuropsychological  
assessment, malingering

**Josephine H. Shih, Ph.D.**

225 Post Hall

(610)660-3287

email: jshih@sju.edu

Clinical Psychology: personality, self-  
esteem, stress, and depression  
with a specific interest in gender differences  
in stress and depression.

**Alexander Skolnick, Ph.D.**

219 Post Hall

(610) 660-1879

email: askolnic@sju.edu

Health Psychology: Emotion, stress, pain,  
psychophysiology, olfaction

**Saint Joseph's University**  
Department of Psychology  
Comprehensive Examination Consent Form

This form is to be completed by the Student and Supervising Professor and filed with the Director of the Graduate Program in Psychology.

**Student Name (Last, First, Middle)** \_\_\_\_\_

**Student ID#** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

This is to advise you that the above-named student has submitted an acceptable draft of his/her Master's thesis proposal, and should be permitted to take the Comprehensive Examination.

**Signatures:**

**Date:**

Supervising Professor \_\_\_\_\_

\_\_\_\_\_

Student \_\_\_\_\_

\_\_\_\_\_

Graduate Director \_\_\_\_\_

\_\_\_\_\_

**Saint Joseph's University**  
Department of Psychology  
Report of M.S. Thesis Committee – Defense Stage

This form is to be completed by the Supervising Professor – **not the student** - and filed with the Director of the Graduate Program in Psychology, within 48 hours of the completion of the Thesis Defense. In case of disagreement, the Chair should consult with the Graduate Director.

**We have examined** \_\_\_\_\_, **Student ID#** \_\_\_\_\_  
\_\_\_\_\_.

**The results of the Thesis Defense on** \_\_\_\_\_ **WERE / WERE NOT**  
**satisfactory**  
(date)

Each committee member must sign this form to show either agreement with or dissent from the overall result:

Chair \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We dissent from the report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Signatures:</b>		<b>Date:</b>
Committee Chair	_____	_____
Reader	_____	_____
Graduate Director	_____	_____

The Effect of Exposure to Media Portrayals of Ideal Body Images  
on Body Dissatisfaction, Mood, and Self-Esteem Across Gender

Nikki R. Shames

Saint Joseph's University

Submitted in partial fulfillment of the requirements for the degree of Master of Science in  
Experimental Psychology in the Graduate School of Saint Joseph's University.

Approved: \_\_\_\_\_

Catherine Murray, Ph.D.

Approved: \_\_\_\_\_

Philip Schatz, Ph.D.

Date: May 9, 2008

*Department of Psychology  
Saint Joseph's University  
Graduate Program*

**GRADUATE FELLOWSHIP APPLICATION FORM**

**Section I: General Information.**

A. Name: \_\_\_\_\_

B. Graduate mentor/advisor: \_\_\_\_\_

C. Graduate psychology courses completed (including the present spring semester):

_____	_____
_____	_____
_____	_____

D. Publications since matriculating at Saint Joseph's (submitted manuscripts may be listed):

\_\_\_\_\_

E. Conference participation: (Please indicate whether your participation was an attendee or as a presenting author.)

\_\_\_\_\_

F. Thesis status: (If possible please describe the project and the time line for completion.)

## Section II: Informed Consent Regarding Fellowship Responsibilities

I understand that the graduate psychology fellowship includes full tuition plus an annual stipend of approximately \$7200.00 (does not include any fees). In accepting the fellowship I agree to perform 20 hours of weekly service to the department. These activities may include (but are not limited to):

- supervision of undergraduate animal and human subjects laboratory sections.
- supervision of the human subject research pool (the curricular enhancement program).
- supervision of the PsyNet computer classroom during evening hours.
- the assignment to individual faculty for assistance in specific undergraduate courses.
- the keeping of posted office hours to meet with undergraduate students.
- assisting with grant-supported research.
- assisting the Animal Facilities Manager in the cleaning and maintenance of the Post Hall vivarium.

I further understand that because of the time commitment required by the fellowship in conjunction with the time commitment required by the full time status as a graduate student, I will not be permitted to hold additional employment unless formally approved by the director of the graduate psychology program.

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

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

*Saint Joseph's University*  
*Department of Psychology*

**Graduate Student CONFERENCE PARTICIPATION Funds**

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

1. Please indicate the meeting/convention which you will be attending, along with dates and location.

2. Please describe your role at the meeting, including paper title and attach relevant information.

3. Projected Costs: Travel\* \_\_\_\_\_ Meals \_\_\_\_\_  
Lodging \_\_\_\_\_ Registration \_\_\_\_\_  
Other \_\_\_\_\_ TOTAL \_\_\_\_\_

All University-paid travel must be booked through the University's Travel Office, ext. 1316, in Treasurer's Office.

Normal Allowable Meal Rate: \$51.00 per diem

Breakfast \$10

Lunch \$12

Dinner \$26

Incidental \$3

Save all receipts.