

Graduate Student Manual

PSYCHOLOGY DEPARTMENT



UPDATED: October 15, 2007

DEPARTMENT Philosophy / Introduction

Welcome to the Psychology Department at Colorado State University!

The purpose of this handbook is to assist you in making the transition to graduate training in the Psychology department, to the University, to Fort Collins and to Colorado. The Department of Psychology is located in the College of Natural Sciences along with seven other departments, including Biochemistry and Molecular Biology, Biology, Chemistry, Computer Science, Mathematics, Physics, and Statistics.

The Psychology Department at Colorado State University is home to five graduate programs: **Applied Social, Cognitive, Counseling, Industrial/Organizational, and Perceptual and Brain Sciences** (formerly Behavioral Neuroscience). We support approximately 1100 undergraduate psychology majors and approximately 80 graduate students. Information regarding the specialized psychology programs, the department, and a list of the faculty in the Department of Psychology are explained on the department web site located at <http://www.colostate.edu/depts/psychology>

The information in this document will not answer all of your questions; however, it will answer many and give you ideas for where to look to find other answers. Within your program, you should have been assigned an advisor, either on a permanent or temporary basis. We will refer to this person as “your advisor” throughout the rest of this document. If you have not been assigned an advisor, you may wish to ask the program chair or another faculty member for assistance.

Philosophy

The Department of Psychology’s mission is to strive for excellence in the teaching of, research in, and the provision of service related to the methodology and core content areas of academic psychology. The teaching mission is accomplished through the teaching of undergraduates, and the education and training of graduate students in the psychology specialty areas of applied social, perceptual and brain sciences, cognitive, counseling psychology, and industrial/organizational psychology.

The department goals include maintaining an atmosphere conducive to personal and departmental development and an emphasis on diversity in its attempts to recruit students and faculty. Faculty are expected to do good teaching, produce good scientific products, and to be responsible and active professionals with respect to service within the University, professional associations, and the local national and world community. The Department rewards faculty for their efforts to fulfill the spirit of this mission.

The undergraduate curriculum covers the primary topic areas of psychology. Teaching methods include classroom presentations, experiential learning, and supervised independent study. The Department provides undergraduates experiences in the areas of psychological research and professional skill development. Department faculty members strive to provide personal support and quality advising to students.

Psychology baccalaureate graduates receive a sound, liberal arts education grounded in the natural sciences, including preparation for graduate training in psychology. Graduates will demonstrate historical literacy of psychology in the form of knowledge of major historical figures, theories, events, and systems; written communication skills in the form of clear outline, logical composition, good grammar, and accurate punctuation; and abilities to analyze, synthesize, and evaluate material in written reports related to psychology topics.

ORIENTATION

Registering for Classes

You may register for fall classes anytime throughout the summer, but be sure to register for classes before the first day of class. There is a substantial late registration fee for students registering on or after the first day of class.

Registration is completed on the Internet. Information about how to register can be obtained through the registrar's office at <http://www.colostate.edu/Depts/Registrar/> or from the Psychology Department Main Office at (970) 491-6364.

You will want to talk to your advisor about registering for the appropriate courses. The following dates will help you plan ahead for your first semester.

Approximate Date (changes slightly from year to year)	Activity
April 30	Registration opens for new students. Changes in your schedule can easily be made at a later time, so do not feel that your schedule is locked in stone if you register now.
August 10	Arrive in Fort Collins prior to this date in order to meet legal requirements for becoming a Colorado resident the following year. Some residency information appears in this handbook, however, additional and up to date information should be obtained from the Registrar's office.
August 16	Around this date (it varies depending on the calendar), the Graduate Teaching Assistant (GTA) workshop is given. You will be asked to attend this workshop, therefore plan ahead to spend 2-3 days in the workshop at CSU.
August 19	Preregistration closes. A late registration fee of \$50 is assessed to students not registered by this date.
August 20	Classes begin. Some calendar years, the date is Aug 20 or 21. For example, in 2006 this date was Monday the 21 st , and in 2007, this date is Monday the 20 th .

Establishing Residency

Establishing residency will be among your major concerns when first arriving in Colorado, unless you were a Colorado resident at the time that you applied to CSU. By obtaining residency, you will drastically reduce your tuition costs by changing your classification from an out-of-state student to an in-state student. Graduate assistantships will only pay for out-of-state tuition your first year; after that, they will only pay in-state costs. Therefore, if you do not obtain residency after the first year, be prepared to spend a substantial amount of money on tuition. If you have a full assistantship (20 hours per week), all of your tuition will be paid for by the university. If you have a half-assistantship (10 hours per week), half of your tuition will be covered.

Residency is obtained through a petitioning process with the university. The final deadline for submitting your petition is about three weeks before the semester in which you wish to obtain residency; however, Student Financial Services (SFS) recommends filing your petition three to four months early in order to have a decision by the time classes begin (double check dates and policies with the Student Financial Services office <http://sfs.colostate.edu/>). Submitting a petition will require a significant amount of time. Please allow ample time for the completion of the petition. Failure to submit your petition by the deadline may result in the rejection of your petition. Residency is not determined by the department; it is determined by the university.

SFS may suggest that you attend a residency workshop prior to submitting a petition. Information regarding these workshops can be found at the SFS website.

In-state residency is granted after you have proven a “Colorado domicile” of one year, prior to the semester in which you are petitioning. A “domicile” is the legal term used to describe the place where a person has chosen to make a fixed and permanent home. Several factors must be met in order to establish a “Colorado domicile.” Simply living in Colorado for a year is not sufficient. Establishing a “domicile” requires physical presence and intent. Evidence of intent is established by the severance of ties with your former state of residence. The criteria necessary to obtain in-state tuition classification are governed by state law, not by CSU. If these conditions are not met, the CSU residency committee can deny in-state classification. The following steps will help you establish residency.

- Arrive in Fort Collins at least one week prior to the start of classes in order to become a Colorado resident by the following fall semester.
- Contact the Office of Student Data Systems, immediately, with your latest address. Address change forms can also be found at the information desk at the student center and at the Registrar’s Office. Also keep the psychology department office informed of any address changes.
- Change the following documents at least 365 days before classes begin next year to get in-state classification for your second year. Changing these documents could take anywhere from several days to a week. Be certain to have the date of issuance on all documents by at least one year before the semester for which you are seeking residency.
 - Colorado Driver’s License. You do not need to take a driving test if you have a valid driver’s license from another state. The licensing bureau is located at 1121 West Prospect.
 - If applicable, register to vote in the county in which you reside. In Fort Collins (Larimer County) you can register to vote when you get your driver’s license. You can also register at the County Offices, 200 West Oak Street. Non US citizens cannot vote.
 - Register your car or motorcycle in Colorado. This is a major requirement and can be accomplished at the County Offices, 200 West Oak Street. Note: Your car must pass an emissions test, which is available at most gas or lube stations for a small to moderate fee. You must have a driver’s license to register your car.
- Reside in Colorado for at least one year. Your apartment lease will suffice as proof of residency, so be sure to get a copy or at least some official looking document or agreement between you and your landlord.
- Save rent receipts or some proof that you are living in, or have lived in Colorado for at least one year. Save utility receipts, as well, to indicate proof of living in the apartment or house, not just that you are renting the house without actually living there.

- Establish a bank account in the city in which you are living.
- If you arrive in Colorado during the summer, get a job. This is helpful because you will be paying Colorado income tax, though it is not as important as other conditions.
- File a Colorado Income Tax Return for the portion of the year spent in the state.

Further information regarding tuition classification and petitioning for residency can be found at the Student Financial Services website (www.colostate.edu/Depts/SFServices) or by calling the Tuition Classification Office.

Parking

You will need to purchase a parking permit if you wish to park your car in the university parking lots on campus. Commuter students will need to purchase a Z-lot permit. Permits can be purchased at Parking Services, 201 Green Hall. Permits for a one-year period will allow you to park in any lot designated as a Z-lot. As a graduate instructor, you may be able to purchase a “restricted A-lot” parking permit for an additional cost. This permit will allow you to park in limited faculty lots on campus. Check with Parking Services (<http://www.parking.colostate.edu/>) and the main psychology department office. You will have to go to the parking office the first time you purchase a permit, but after the first time, you can order them online and they will be mailed to you.

Bicycling provides a cheap, convenient way to get to campus. Numerous bike racks are located around campus. All bikes must be registered with the University Police Department. Be sure to familiarize yourself with the regulations for bicycling on campus (e.g., you must have lights on your bike for night or evening biking).

Public Transportation

Transfort is Fort Collins’ bus service. Bus passes have historically been free to all full-time students, but you should check to make sure that this is still the case. The service has stops near several student living areas and drops students off in the center of campus at the new bus stop located at the student center. Information about fares and routes is available at <http://fcgov.com/transfort/>

Computers

Among the first things you should do as a student at CSU is sign up for an electronic identity (eID). The eID is required for many services on campus, including:

- Free CSU Computer Account
- E-mail
- WebCT
- Services for Modem Access
- Use of computers in the psychology graduate student computer lab

All students are required to have registered an eID and a valid e-mail when registering for classes. You may sign up for your eID online (<http://eid.colostate.edu>). You will need your Colorado State University ID number and your personal access code (or PAC, which will be sent to you soon after you are accepted into CSU).

It is also advisable that you check in with Donna Merwarth, the computer specialist for the psychology department. She will give you some basic information on the computer systems available on campus, and she will give you your password for the graduate computer lab. Donna is also the person who troubleshoots and advises on computer issues within the department.

Yahoo magazine recently named Colorado State University as the “most wired” university in the state of Colorado and among the leaders nationwide. Rankings were based on infrastructure, student resources, Web portals, distance learning, tech support and wireless access. Take advantage of CSU’s resources in this area! A great place to start is the home page of Academic Computing and Networking Services (<http://www.colostate.edu/services/acns/>). Find out about the many systems available to CSU students, as well as software, support, eIDs, computer labs, and much more.

Office, Keys, Mailbox, Phone

Upon your arrival at CSU, you will be assigned an office and a phone number (both are shared with other graduate students). Check with your advisor or with the administrative assistants in the psychology offices for these assignments. Keys for the offices must be ordered, and this too may be arranged with the administrative assistants in the psychology office. It usually takes a week or more for the keys to arrive. You will also have a mailbox assigned to you in the mailroom across the hall from the psychology office. The graduate students’ mailboxes are on the left, in alphabetical order, as you enter the room. Professors’ mailboxes are on the right.

PSYCHOLOGY DEPARTMENT MAIN OFFICE

The administrative staff in the main office, B219, are:

Ginger Lacy-Gill, 491-6364 Ginger.Lacy@colostate.edu

Barb Schrekinger, 491-3799 Barb.Schrekinger@colostate.edu

Joanne Moran, 491-7298 Joanne.Moran@colostate.edu

Ginger and/or Barb handle scheduling appointments with Dr. Chavez, scheduling rooms and equipment like laptops and computer projectors, scanning articles for classes, all copying, and ordering keys.

Joanne handles everything related to human resources, payroll, and the graduate school.

Linda Heasley, 491-6762 Linda.Heasley@colostate.edu is the Accounting Tech for the department. Her office is located in B219c.

Linda Thornton, 491-5212 Linda.Thornton@colostate.edu is the Administrative Assistant for the Psychological Services Center and Counseling section. Her office is located in C43.

Copies

There is a copier in the main office to use for university related business (i.e. teaching or research). This copier can be used when copying less than 30 pages. Any job more than 30 pages must be done by office staff on a different copy machine. There is a copy basket in the main office with copy slips

to fill out for directions on the copies. Please give the office staff 24 hours for a regular copy job to be completed. For exams, give the office staff 48 to complete the copy jobs. Scantron sheets will be provided for exams if you so indicate on the copy slip. For the faculty and graduate students in the A-wing, there is a basket for copy jobs that are picked up at 10 am and 2 pm everyday. Please feel free to leave copy jobs in that basket, but be aware if you have an urgent copy job you may want to come into the main office. You can e-mail items that need to be copied to Barb or Ginger. Please indicate in the message the instructions for the copies (i.e. number of copies, double sided, stapled). Copyright laws prevent copying more than 10% of a book.

Mail

There is an outbox for campus mail and US mail in the mailroom on top of the faculty mailboxes. The mail goes out at 9:30 am and then mail is distributed to mailboxes sometime between 10:15 and 10:45 am. You can include your personal stamped mail in with the university mail, if you would like.

Faxing

The fax number to the machine in the main office is 970-491-1032. The number to the machine in C51 is 970-491-3380.

Office Supplies

If you are doing work related to your appointment as a GTA or GRA, we will give you the supplies you need to do this work.

HUMAN RESEARCH COMMITTEE

One of the things you will need to deal with in graduate school is obtaining clearance for your research from the HRC. All the information you will need to do this is located at this following webpage:

<http://portal.research.colostate.edu/RCO/hr/Human%20Research%20Handbook.pdf>

The forms you will need are located here:

http://portal.research.colostate.edu/RCO/hr_forms.htm

TIMELY PROGRESS

Recognizing that goals and timetables can serve to focus our attention on work to be accomplished, each program has established a timetable of expected progress through the Doctoral Program. See your specific program director or coordinator for the guidelines for your program.

GRADUATE STUDENT EVALUATION

The evaluation of graduate students has as its purpose the identification and development of candidates for careers as Psychologists. Evaluation is necessary for several reasons:

- It is the responsibility of the faculty to maintain a graduate program of national quality. In part, we are employed by the State of Colorado for this purpose.
- We are also responsible to our professional colleagues to graduate qualified people into Psychology.
- The faculty's appraisals provide important feedback for graduate students. Identification of professional strengths and weaknesses allows you to define and develop future graduate experiences.

Evaluation of students happens continuously during the graduate program; however, more specifically speaking, there are four major areas where evaluation takes place.

First Year

From the viewpoint of both faculty and students, the first year is extremely critical. The program faculty members want to know the potential of each student for work as a Psychologist in your respective program.

There is a formal evaluation and feedback process that takes place during the first year. Feedback is scheduled formally twice during the first year: at the end of the first semester or beginning of the second semester, and end of the second semester. The members of the faculty gather to provide feedback on impressions of your strengths and weaknesses at these meetings, and to evaluate your performance across four minimum categories: Research, Teaching, Academic Performance, and Professional Issues. The criteria for progress for each category are defined by each program and some programs also expand on these categories. Students are to become familiar with the specific criteria of their programs. Students are to receive a copy of this evaluation within the first month of the semester following the evaluation.

Generally, the advisor conducts a feedback session with you after the faculty meets, and the program coordinator/director ensures that this feedback is copied into your personnel file kept in the main office.

The Graduate College requires that graduate students maintain an overall GPA of 3.0. Poor course performance can be grounds for dismissal from you program. Most students get excellent grades, however, and course excellence is certainly the expectation.

The members of the program faculty also evaluate performance on assistantships (research and teaching). Performance on assistantships is considered indicative of professional competence. A faculty member or a teaching fellow from the department supervises you. You are expected to keep the supervisor informed on how time is being spent, areas of needed supervision, and how you are functioning in general. You should consider your assistantship as similar to any employment situation. The supervisor is responsible for evaluating your performance in a number of areas. You must be prompt, responsible, and thorough on all tasks. Your competence is also evaluated in terms of professional demeanor in the assistantships (such as willingness to seek out responsibilities and work assignments). The retention of the assistantship is contingent upon satisfactory execution of work assignments.

Each program specifies how their students are evaluated after the first year, however, formal evaluations are expected on an annual basis.

OTHER COMPONENTS

Continuous Registration

Students are required to be enrolled continuously for the Fall and Spring throughout degree programs. Students do not need to be registered for the Summer session unless they plan to graduate during the summer or wish to use University facilities such as the library or computer labs. Under these circumstances, students may require continuous registration. For information on continuous registration, contact the Graduate School (<http://graduateschool.colostate.edu/>). Policies change frequently so you may need to check back each year to keep updated.

Credit Hours per Semester

Full time for graduate students is 9 credit hours per semester. It is important that you meet the requirements of your program by taking the courses required and registering for the thesis/dissertation credits required, however you may not always have to be registered for full time credits in order to accomplish this. Students must be enrolled in at least one credit in order to be eligible for a GTA or GRA position. This does not mean that you are required to be registered for a full load of credits. The department prefers that students only register for credits for which they actually need to be registered. Keep in mind, however that there are a minimum number of credit hours per semester necessary for those receiving Federal student loans and State and Federal work-study through the Financial Aid office. Check CSU's annual Financial Aid Guide to make sure of the number of credits you need to take for the type of assistance you will be, or wish to be, receiving.

Internal Transfers

Graduate students already accepted in a particular department at CSU or a particular program within the Department of Psychology wishing to gain acceptance into a different program are required to follow the standard application procedure **with the exception** of the following:

- The standard application fee.
- University Graduate Application and Supplemental Form.
- Transcripts for all attended institutions.
- Verbal and Quantitative GRE scores.

Additionally, the new application will need to contain at least one letter of recommendation from a member of the exiting program.

Grading

Students must earn at least a "B" in required courses for the course to count toward degree requirements. Your individual program will specify what grade is typically expected of students. If you need to retake a course for degree fulfillment, it is best to check with the graduate school for the official policy. In rare instances you may wish to contest a grade you received in a course. For more information on contesting a grade, consult your individual program manual.

GRADUATE SCHOOL FORMS

The Graduate School requires that students submit various forms throughout their course of study. Navigating the formal procedures and forms can be somewhat challenging. However, it is important that you keep on top of this process, because it can keep you from graduating. Luckily, all Graduate School forms and deadline dates are available from the Graduate School Office or website: <http://graduateschool.colostate.edu>. Each form is largely self-explanatory or has instructions.

Furthermore, consult the graduate school web site for due dates for graduation each semester. In order to officially graduate within a specific semester, forms are typically due at least 1-2 months before the end of that semester. For example, if you wish to graduate in December of 2005, you would have to turn in your GS25 by September 30, your GS24 by November 9, and your thesis by November 9.

Paperwork Required (GS6)

One requirement of the Graduate School that facilitates student planning for course completion is paperwork that documents the student's intended course of study for the M.S. and the Ph.D. Required courses for the M.S. are listed on the student's GS-6 form along with any transfer credits that will be applied to the Master's degree. Required courses for the Ph.D. are listed on a new GS-6 form completed after the student completes the Master's degree and his or her committee has indicated that the student can advance to the doctoral program. The new GS-6 replaces the old GS-6 as the guideline or checklist of courses to be completed for graduation after the student has attained the Masters Degree. The faculty recommends that you do not put elective courses on the GS-6 form since you are obligated to take the courses you list on the form. However, you should note that you are able (and in fact encouraged) to take courses that are not on the GS-6 form. While the GS-6 is pretty standard in regard to the classes required for graduation, it is important as it serves as a contract between the student and the Graduate School on what courses will be taken to pursue the current degree (M.S. or Ph.D.) See GRADUATE SCHOOL FORMS at <http://graduateschool.colostate.edu/index.asp?url=forms> for more information.

GRIEVANCE POLICIES

The Department of Psychology follows the grievance policies instituted by Colorado State University and the graduate school. These policies can be assessed by assessing the following link: <http://oeod.colostate.edu/index.asp?url=grievance>