College of Humanities and Social Sciences

Department of Psychology

George Mason University

Applied Developmental Psychology

Master’s and Doctoral Programs

Student/Faculty Handbook

 **2022-2023 Edition**

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# Department Contacts

**Department Chair:**

Dr. Keith Renshaw 993-5128 / DK 2006 krenshaw@gmu.edu

**Associate Chair for Graduate Studies:**

Dr. Adam Winsler 993-1881 / DK 2023 awinsler@gmu.edu

**Associate Chair for Undergraduate Studies:**

Dr. Erin Murdoch 993-6046 / DK 2047 emurdoch@gmu.edu

**Office Manager:**

Ms. Susan Ridley 993-1398 / DK 2005 sridley@gmu.edu

**Graduate Programs Coordinator:**

Ms. Tanie Boeddeker 993-1548 / DK 2013F psycgrad@gmu.edu

**Undergraduate Program Coordinator:**

Mr. Kevin Clendening 993-1759 / DK 2086 kclenden@gmu.edu

**Grants and Budget Administrator**

Ms. Deidre Ward 993-2325 / DK 2003 dward20@gmu.edu

**Grants and Budget Administrator**

Ms. Elissa Klein 993-5281/DK 2003 eklein23@gmu.edu

**Laboratory Manager:**

Mr. Dave Cerri 993-1353 / DK 2052 dcerri@gmu.edu

**Director of Undergraduate Advising/Teaching Assistant Coordinator:**

Dr. Michael Hurley 993-4562 / DK 2086 mhurley2@gmu.edu

**Director, Applied Developmental Program:**

Dr. Tim Curby 993-2457 / DK 2046 tcurby@gmu.edu

**Director, Cognitive and Behavior Neuroscience Program:**

Dr. Jane Flinn 993-4107 / DK 2022 jflinn@gmu.edu

**MA Coordinator, Cognitive and Behavioral Neuroscience Program:**

Dr. Craig Mcdonald 993-2277/DKH 2057 cmcdona3@gmu.edu

**Director of Clinical Training:**

Dr. Tara Chaplin 993-5309 / DK 3062 tchaplin@gmu.edu

**Assistant Director of Clinical Training:**

Dr. Leah Adams 993-4118/DKH 3057 ladamse@gmu.edu

**Director of the Center for Psychological Services:**

Dr. Robyn Mehlenbreck 993-1371 / Clinic 202 rmehlenb@gmu.edu

**Director, Human Factor/Applied Cognition Program:**

Dr. William Helton 993-6199 / DK 2063 whelton@gmu.edu

**MA Coordinator, Human Factor/Applied Cognition:**

Dr. Tyler Shaw 993-5187 / DK 2059 tshaw4@gmu.edu

**Director, Industrial/Organizational Program:**

Dr. Stephen Zaccaro 993-1355 / DK 3066B szaccaro@gmu.edu

**Coordinator, Industrial/Organizational M.A. Program:**

Dr. Reeshad Dalal 993-9487 / DK 3063 rdalal@gmu.edu

# POLICIES AND PROCEDURES

The requirements for each academic program offered by the college are described in the sections for the sponsoring departments and programs. All George Mason University students are subject to the policies stated in the [Academic Policy](https://catalog.gmu.edu/policies/academic/) section of this catalog. Additional policies and procedures for all students in the College of Humanities and Social Sciences are presented online under [Policies for All Students](https://catalog.gmu.edu/colleges-schools/humanities-social-sciences/#requirementspoliciestext).

## [University Policies and Procedures](https://universitypolicy.gmu.edu/all-policies/) General Policies

[Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence](https://universitypolicy.gmu.edu/policies/sexual-harassment-policy/) - The University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. The University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities.

[Non-Discrimination Policy](https://universitypolicy.gmu.edu/policies/non-discrimination-policy/) - George Mason University is committed to providing equal opportunity and an educational and work environment free from any discrimination on the basis of race, color, religion, national origin, sex, disability, military status (including veteran status), sexual orientation, gender identity, gender expression, age, marital status, pregnancy status or genetic information.  George Mason University shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations.

[E-mail Communication Policy](https://its.gmu.edu/service/masonlive-email-for-students/) - Mason uses only Mason e-mail accounts to communicate with enrolled students. Students should activate their Mason e-mail account, use it to communicate with their department and other administrative units, and check it regularly for important information.

[Non Discrimination and Reasonable Accommodation on the Basis of Disability](https://universitypolicy.gmu.edu/policies/non-discrimination-and-reasonable-accommodation-on-the-basis-of-disability/) - George Mason University is committed to providing equal access to employment and educational opportunities for persons with disabilities.  George Mason University recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from university educational programs, services and activities, and to have equal employment opportunities.  George Mason University shall adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations as necessary to afford equal employment opportunity and equal access to programs for qualified persons with disabilities.  Retaliation, intimidation, coercion, threats, or interference with people who seek to exercise their rights, or who encourage or aid others to do so, is prohibited. Applicants for admission and students requesting reasonable accommodations for a disability should contact Disability Services at 703 993-2474.  Employees and applicants for employment should contact Diversity, Ethics and Inclusion (DEI) at 703 993-8730.  Visitors and participants in non-academic programs should contact the sponsoring department or Diversity, Ethics and Inclusion at 703 993-8730.  Questions regarding reasonable accommodations and/or discrimination on the basis of disability should be directed to the ADA Coordinator in the Diversity, Ethics and Inclusion office.

[Academic Calendar](https://registrar.gmu.edu/calendars/) – Calendar outlining each Academic Year and important Dates and

 Deadlines

 [Financial Good Standing](https://catalog.gmu.edu/policies/academic/registration-attendance/#ap-1-2-1)

 [Registration Procedures](https://catalog.gmu.edu/policies/academic/registration-attendance/#ap-1-3)

 [Special Registration Procedures](https://catalog.gmu.edu/policies/academic/registration-attendance/#ap-1-4)

 [Permission to Study Elsewhere](https://catalog.gmu.edu/policies/academic/registration-attendance/#ap-1-4-2)

 [Special Registration for Non-enrolled Students (ZREG 200)](https://catalog.gmu.edu/policies/academic/registration-attendance/#ap-1-4-5)

 [Enrollment for Credit Without Grade Points (S/NC)](https://catalog.gmu.edu/policies/academic/registration-attendance/#ap-1-4-6)

 [Summer Term](https://catalog.gmu.edu/policies/academic/registration-attendance/#ap-1-4-8)

 [University Consortium](https://catalog.gmu.edu/policies/academic/registration-attendance/#ap-1-4-9)

 [Withdrawal](https://catalog.gmu.edu/policies/academic/registration-attendance/#ap-1-5-2)

 [Attendance Policies](https://catalog.gmu.edu/policies/academic/registration-attendance/#ap-1-6)

 [Course Information](https://catalog.gmu.edu/policies/academic/course-information/#ap-2)

[Grading](https://catalog.gmu.edu/policies/academic/grading/#ap-3)

 [Graduate Grading](https://catalog.gmu.edu/policies/academic/grading/#ap-3-2)

 [Additional Grade Notations](https://catalog.gmu.edu/policies/academic/grading/#ap-3-3)

 [Final Grades](https://catalog.gmu.edu/policies/academic/grading/#ap-3-5)

 [Transcripts](https://catalog.gmu.edu/policies/academic/grading/#ap-3-6)

 [GPA](https://catalog.gmu.edu/policies/academic/grading/#ap-3-7)

 [Change of Grade and Grade Appeals](https://catalog.gmu.edu/policies/academic/grading/#ap-3-8)

 [Degree Application, Conferral Graduation](https://catalog.gmu.edu/policies/academic/degree-application-conferral-graduation/#ap-4)

 [Application for Degree](https://catalog.gmu.edu/policies/academic/degree-application-conferral-graduation/#ap-4-1)

 [Degree Conferral](https://catalog.gmu.edu/policies/academic/degree-application-conferral-graduation/#ap-4-2)

 [Catalog Requirements for a Degree](https://catalog.gmu.edu/policies/academic/degree-application-conferral-graduation/#ap-4-2-2)

 [Graduation](https://catalog.gmu.edu/policies/academic/degree-application-conferral-graduation/#ap-4-3)

 [Research Policies](https://catalog.gmu.edu/policies/academic/research/)

## [University Policies and Procedures](https://catalog.gmu.edu/policies/academic/graduate-policies/) ***– All Graduate Students (AP.6)***

[Student Classification](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-1) – Full Time/Half Time Status

 [Academic Advising](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-3)

 [Program of Study](https://psychology.gmu.edu/graduate/student-handbooks-and-programs-of-study)

 [Permission to Re-Enroll](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-4-3)

 [Voluntary Resignation](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-4-4)

 [Graduate Student Parental Leave of Absence](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-4-5)

 [Credit by External Exam](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-5-1)

 [Reduction of Credits](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-5-2)

 [Transfer of Credit](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-5-3)

 [Permission to Study Elsewhere](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-5-4)

 [Graduate Academic Standing](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-6)

 [Warning](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-6-1)

 [Academic Termination](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-6-2)

 [Readmission](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-6-3)

 [Bachelor’s/Accelerated Master’s Degree](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-7)

 [Graduate Certificates](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-8)

## [University Policies and Procedures](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-9) ***– Master’s Students (***[***AP.6.9***](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-9)***)***

 [Thesis Options](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-9-1)

 [Time Limit](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-9-2)

 [How To Request Time Limit Extension](https://chss.gmu.edu/graduate/policies/gradtimeextensionreq)

 [How to Request Exception to Academic/Time Limit Termination Policy](https://chss.gmu.edu/graduate/policies/gradterminationappeal)

 [Master’s Thesis](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-9-3)

 [Thesis Submission](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-9-4) – [Important Deadlines](https://registrar.gmu.edu/students/graduation/timelines/)

 [University Dissertation and Thesis Services](https://library.gmu.edu/udts)

## [University Policies and Procedures](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-10) – PhD Students (AP.6.10)

 [Time Limit](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-10-1)

 [How to Request Time Limit Extension](https://chss.gmu.edu/graduate/policies/gradtimeextensionreq)

 [How to Request Exception to Academic/Time Limit Termination Policy](https://chss.gmu.edu/graduate/policies/gradterminationappeal)

 [Doctoral Research Skill Requirements](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-10-2)

 [Program of Study](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-10-3)

 [Doctoral Students Pursuing a First Master’s Degree](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-9-5)

 [Advancement to Candidacy](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-10-4)

 [Process for CHSS Students](https://chss.gmu.edu/graduate/forms)

 [Dissertation Committee](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-10-5)

 [Committee size and composition](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-10-5)

 [Dissertation Registration (998,999)](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-10-6)

 [CHSS 999 Registration Procedure](https://chss.gmu.edu/graduate/policies/grad999request)

 [Doctoral Defense](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-10-8)

 [Scheduling Defense](https://psychology.gmu.edu/people/staff)

 [Dissertation Submission and Fees](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-10-9)

 [Dates and Deadlines](https://registrar.gmu.edu/calendars/)

 [University Dissertation and Thesis Services](https://library.gmu.edu/udts)

 [Embargo](https://library.gmu.edu/udts/resources#forms)

 [Graduate Council](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-10-11)

 [Graduate Faculty](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-10-12)

## [College of Humanities and Social Sciences (CHSS) Policies](https://chss.gmu.edu/graduate/policies)

More information about the college can be found in Section 2 of the Handbook. All Psychology graduate students belong to the College of Humanities and Social Sciences and must adhere to college specific policies

 [Withdrawal](https://chss.gmu.edu/graduate/policies/gradwithdrawal)

 [Credit Overload](https://chss.gmu.edu/graduate/policies/gradcourseoverload)

 [Reduction of Credit](https://chss.gmu.edu/graduate/policies/gradreductionrequest)

 [Transfer of Credit](https://chss.gmu.edu/graduate/policies/gradtransfer)

 [Dissertation Registration](https://chss.gmu.edu/graduate/policies/grad999request) – CHSS procedures

 [Time Limits](https://chss.gmu.edu/graduate/policies/gradtimeextensionreq)

 [Extension Requests](https://chss.gmu.edu/graduate/policies/gradtimeextensionreq)

 [Graduate Appeals of Termination](https://chss.gmu.edu/graduate/policies/gradterminationappeal)

 [Voluntary Resignation](https://chss.gmu.edu/graduate/policies/resignprogram)

## Applied Developmental Psychology Policies

Enrollment – It is expected that MA and Ph.D. students maintain continuous enrollment until degree completion. However, in emergency situations or unexpected life events, students are able to take some time off with limits and proper notification. Graduate students may take up to one semester off (excluding the first semester) without having to request to reenroll. If a student is not enrolled in two or more consecutive semesters, they will need to formally request to reenroll in courses. In addition, students should pay attention to the expectations of their advisor for satisfactory progress. If an advisor is unhappy with a student’s commitment to the program, the advisor is allowed to resign. While that’s rare, a student cannot complete the program without an advisor, and the department does not compel a faculty member to advise a particular student – that’s by mutual agreement, and partly dependent on the faculty member’s perception of the student’s motivation and progress. Consult your advisor regularly, even if you are taking time off.  **Please note that students receiving University funding and University Health Insurance MUST maintain continuous enrollment in order to receive these benefits. Also, other University or Federal requirements may require enrollment, such as International Programs (if you are in the US on student visa status). In these cases, the ability to take a semester or more off and remain in status or good standing does not apply and you are required to comply by guidelines set by other entities. Please note that leaves of absence do not extend the various time limits [time to complete MA program, advance to PhD candidacy, etc] required by the university or college.**

**The university does have a Parental Leave of Absence policy for students. More information about that policy can be found here:** [**https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-4-5**](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-4-5)

 Course Registration - Both Ph.D. and MA students must get approval from their advisor

before registering for classes each semester. An email to the advisor with a list of

proposed courses for the semester is the most efficient way to request approval. For enrolling in courses that required Individualized Section Forms (PSYC 597, 897, 798 & 799), both the adviser and the Graduate Program Coordinator must sign the form before the Registrar will process it

Relation to the Applied Behavior Analysis Program - Students in the ADP

program (both MA and PhD) can register for all of the ABA classes without applying to the Special Education program as long as they are registering for the PSYC (not EDSE) sections. Students can officially add the ABA Certificate to their program by speaking with an academic advisor for Special Education. Speak with the academic advisor before taking the coursework, because this is not our program and we cannot guarantee anything about their procedures.

For an ABA internship, students must complete and submit internship applications and required materials by the appropriate deadline. Students do not need to be admitted to the ABA certificate program to do internship.

If MA students are working toward the ABA certificate, the first of the five courses in the sequence, PSYC 619, may be used as 3 credits of Specialization courses in the ADP MA program.  Another 3 credit course in this series may be used as elective credit in the ADP MA program.  If students wish to take more courses in this series, they must be taken in addition to the 30 hours required for the ADP MA program

# THE COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

The College of Humanities and Social Sciences (CHSS) is composed of 11 departments and 10 major interdisciplinary programs. The college is also home to New Century College, which offers an innovative interdisciplinary major as well as [Mason Cornerstones](http://cornerstone.gmu.edu/), a first-year program for students in all majors. Together with the College of Science, the college administers the university-wide Honors Program in General Education, the academic program of the Honors College. This is open to qualified students from all majors in the university. The college has a distinguished faculty of more than 400, including recipients of the Pulitzer Prize and Guggenheim Fellowship.

At the graduate level, programs of study provide opportunities for career development and advancement, professional education, participation in research, and personal fulfillment.

[Graduate Student Travel](https://gstf.gmu.edu/) - The Graduate Student Travel Fund (GSTF) was established to help George Mason University graduate students attend and participate in professional conferences pertaining to their field of study. Conference travel plays an essential role in the academic growth and development of graduate students by providing opportunities for training, networking and exposure to the latest academic research. Support for conference travel from the GSTF also provides an opportunity for George Mason University degree seeking graduate students to present their work in a professional academic setting.

The GSTF is charged with the responsibility of administering funds received from the Office of the Provost and student fee funds allocated by the Student Funding Board (SFB). The application standards utilized by the GSTF are designed to evaluate requests in a fair and unbiased manner, providing equal opportunity for all Mason graduate students. The GSTF as it currently exists provides financial support for those who are presenting at conferences only. For specific policies and requirements, visit the [GSTF webpage](http://gstf.gmu.edu/) at <http://gstf.gmu.edu/>

# MASTER OF ARTS PROGRAM FOR APPLIED DEVELOPMENTAL PSYCHOLOGY

This specialization gives students the opportunity to focus on child and adolescent development in context. The program prepares students for employment in settings such as government agencies, research firms, early childhood policy agencies, educational and health programs , infant and preschool stimulation programs, or parent education programs. The program also is suitable for students who wish to prepare for doctoral work in developmental, clinical, educational, or pediatric psychology. This program does not, however, provide training in clinical skills, including laboratory courses in clinical assessment and therapy.

## Coursework Requirements (30 requirements)

* Core (6 hours):

PSYC 704 Lifespan Development

and

* Choose one course from below:

PSYC 701 Cognitive Basis of Behavior

PSYC 702 Biological Bases of Human Behavior

PSYC 703 Social Bases of Behavior

PSYC 707 Emotional Bases of Behavior

* Quantitative and Research Methods courses (7 hours)

 PSYC 611 Advanced Statistics Research Methods I

 PSYC 754 Multiple Regression

* Developmental Specialized Content (6 hours)

Choose two courses from below:

- PSYC 566 Cognitive & Perceptual Development
- PSYC 615 Language Development
- PSYC 648 Developmental Psychopathology
- PSYC 669 Social and Emotional Development
- PSYC 780 Applied Developmental Psychology
- PSYC 592 Special Topics (when the content is Adolescent Development, Autisum Spectrum Disorders, Child Development and Social Policy, Executive Function(s) Development or developmental in content with advisor approval)

* Research/practicum experience (4 hours):

 **Choose one:**

**Thesis** (4 hours of a combination of 798/799). Per the University Catalog, at least 3 hours must be 799; these 3 hours must be taken the first semester in which PSYC 799 is registered. Thus, this is generally a combination of 1 credit of PSYC 798 and 3 of PSYC 799. Students should be aware of the policies governing these. See the [University Requirements](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-9-3) for more information.

 **Or**

**Practicum/Directed Reading & Research** (3 hours of 792 & 1 hour of 597) Practicum forms can be found later in this Handbook. Please find Practicum Requirements under ADP Practicum Requirements, Section: 4

* 2 hours of professional seminar (PSYC 890) – 1 each in Fall and Spring semester of first year
* Electives: 5 hours of electives. Students complete the required credits for this degree through choosing elective credit from the following possibilities: a content course, further practicum or directed reading and research credits, or further thesis credits (i.e., > 4).

## Thesis Option and Processes

The thesis should demonstrate the student’s capacity to carry out independent research. Under most circumstances the thesis will be empirical, but systematic reviews may be allowed when they meet current PRISMA standards [http://prisma-statement.org](http://prisma-statement.org/) The research project will be closely related to his/her general educational objectives and should provide the student with the opportunity to contribute to knowledge in psychology. The student should begin to think seriously about a thesis problem as soon as possible in his/her graduate career.

Students must adhere to the procedures and deadlines required by [University Dissertation and Thesis Services](https://library.gmu.edu/udts/process) for final submission. Format specific guidelines may be found in the [*Guide for Preparing Graduate Theses, Dissertations, and Projects*.](https://library.gmu.edu/sites/default/files/common/udts/university_formatting_guidelines.pdf)

Students working on a thesis proposal enroll in PSYC 798. Students who have an approved proposal and are conducting the research enroll in PSYC 799. Up to 6 hours of thesis research (PSYC 798 and PSYC 799 combined) may be used as elective credits. Credits earned for Directed Readings will not be converted to thesis credits. Contact the [Graduate Programs Coordinator](https://psychology.gmu.edu/people/staff) for enrollment procedures and instructions for submission process.

**Thesis Proposal and Thesis**

The thesis proposal and thesis are to be written to conform to the standards of the current edition of the *Publication Manual of the American Psychological Association*. Before a draft is submitted to the thesis committee, the student and his/her advisor should have perfected the document as much as possible in terms of content, grammar, and format. The members of the Thesis Committee should receive a draft in sufficient time for them to read and critique the document, and for the student to make any necessary revisions prior to the submission deadlines.

**Thesis Advisor and Committee**

The thesis advisor works closely with the student in developing and focusing the research problem or question; writing the thesis proposal; collecting, analyzing, and interpreting the data; and writing the final version of the thesis. The thesis advisor will help to choose the members of the Thesis Committee.

The Thesis Committee must consist of at least three members of the graduate faculty, with the thesis chair being a member of the ADP faculty. Only a graduate faculty member with a full-time appointment at George Mason may serve as chair. Other Mason faculty, as well as individuals from outside the university, may be appointed as additional members to the committee. Such appointments are made where the additional member’s expertise and contribution add value to the thesis, but appointment does not require graduate faculty status.

Any students planning to have non-GMU faculty on their thesis or dissertation committees must complete and submit the [Thesis and Dissertation Committee Form](http://psychology.gmu.edu/graduate/formsgrad) to the Graduate Programs Coordinator before they defend their thesis proposal. The form can be found on the [Psychology website](http://psychology.gmu.edu/graduate/formsgrad).

**Thesis Proposal Document**

The thesis proposal document consists of the following:

1. A thesis proposal cover sheet ([Thesis/Dissertation Proposal Signature Sheet](http://psychology.gmu.edu/graduate/formsgrad))
2. A substantial, critical review of the literature as background to the problem you are investigating, a statement of specific hypotheses and/or research questions, a detailed methods section, and an implications section.

The signed Thesis Proposal Cover Sheet along with an electronic copy of the proposal should be turned into the Graduate Programs Coordinator who will place it in the student’s file. An approved proposal must be on file before a student can register for PSYC 799.

**Thesis Proposal Defense**

An oral defense of the thesis proposal to the Thesis Committee is required for ADP. The defense is concerned with the problem, design, method, interpretation, and knowledge in the general area of the thesis. The defense is moderated by the thesis advisor. Successful completion of the defense is reflected by approval of the thesis committee.

**Evaluation of the Thesis Proposal**

 The written document will be evaluated [using a rubric](https://d101vc9winf8ln.cloudfront.net/documents/26520/original/Rubric_for_Evaluation_of_Proposals.pdf?1507815220) on three dimensions: Writing, Content – Background, Content – plan. Each dimension is rated on a six-point scale with 0-1 = “Needs Work,” 2-3 = Competent, and 4-5 = Excellent. An average score of 9 is required by all committee members to receive a passing score.

 The presentation will be evaluated [using a rubric](https://d101vc9winf8ln.cloudfront.net/documents/26521/original/Rubric_for_Oral_Presentation.pdf?1507815278) on four dimensions: Knowledge and understanding of topic/significance of research, Knowledge and understanding of methodology and results, Communication, and Use of visual aids. Each dimension is rated on a six-point scale with 0-1 = “Needs Work,” 2-3 = Competent, and 4-5 = Excellent. An average score of 12 is required by all committee members to receive a passing score.

 All evaluation documents must be submitted to the Graduate Programs Coordinator.

**Final Thesis Document**

 The thesis document consists of the following:

* A cover sheet (available at [University Dissertation and Thesis Services](https://library.gmu.edu/udts/SignatureSheets)). Please check on the formatting of this form with the Graduate Program Coordinator before gathering signatures.
* The thesis document, which, in many cases is a revised version of the proposal document. The revisions will focus on revising the introduction to align with what was found, as well as any other changes. In addition, the method and data analysis sections should reflect what was actually done versus what was proposed (if different). Then, a substantive discussion section should be included with findings, limitations, and implications sections.

The signed Thesis Cover Sheet along with an electronic copy of the final thesis should be submitted the [Graduate Programs Coordinator](https://psychology.gmu.edu/people/staff) who will facilitate Department Graduate Director signature.

**Thesis Defense**

 An oral defense of the final thesis to the Thesis Committee is required for the ADP concentration. The defense is concerned with the problem, design, method, interpretation, and knowledge in the general area of the thesis. The defense is moderated by the thesis advisor. Successful completion of the defense is reflected by approval of the thesis committee.

The defense should be conducted no later than three weeks prior to the date specified in the calendar published by [University Dissertation and Thesis Services](https://library.gmu.edu/udts/process) for receipt of the final thesis in CHSS Dean’s office. Such scheduling will help assure adequate time for making revisions in the final draft. Scheduling of the date for the defense is the responsibility of both the student and thesis advisor.

**Evaluation of the Thesis**

The written document will be evaluated [using a rubric](https://d101vc9winf8ln.cloudfront.net/documents/26519/original/Rubric_for_Final_Evaluation.pdf?1507815164) on four dimensions: Writing, Content – Background, Content – plan. Each dimension is rated on a six-point scale with 0-1 = “Needs Work,” 2-3 = Competent, and 4-5 = Excellent. An average score of 9 is required by all committee members to receive a passing score.

The presentation will be evaluated [using a rubric](https://d101vc9winf8ln.cloudfront.net/documents/26521/original/Rubric_for_Oral_Presentation.pdf?1507815278) on four dimensions: Knowledge and understanding of topic/significance of research, Knowledge and understanding of methodology and results, Communication, and Use of visual aids. Each dimension is rated on a six-point scale with 0-1 = “Needs Work,” 2-3 = Competent, and 4-5 = Excellent. An average score of 12 is required by all committee members to receive a passing score.

All evaluation documents must be submitted to the Graduate Programs Coordinator.

**Thesis Submission**

University Dissertation and Thesis Services (UDTS) facilitates completion and submission of dissertations, theses, and graduate-level projects for students by helping students meet university requirements and deadlines for submission of their works. The program assists George Mason students in all stages of dissertation, thesis, or project production. The [UDTS website](http://thesis.gmu.edu/) provides students with useful tools, such as George Mason's Dissertation, Thesis, or Project Guide, downloadable templates of necessary dissertation/thesis/project elements, forms required for the submission process, and links to related Web sites. UDTS is located in Fenwick Library, Wing 2C (Special Collections and Archives).

One PDF copy of the master's thesis with one original signed cover sheet must be deposited with the college/school/institute dean or director for dean/director's signature prior to being transferred to the University Libraries. Please contact the Graduate Program Coordinator who will assist with this process. For degree conferral, one copy with a cover sheet signed by committee and dean/director of college/school/institute must be submitted to the library by the [University Dissertation and Thesis Services](https://library.gmu.edu/udts/process) deadline. Please visit UDTS for more information on thesis submission and contact the [Psychology Graduate Program Coordinator](https://psychology.gmu.edu/people/staff) for assistance with submitting your final thesis.

## Practicum Option

The purpose of the practicum **(PSYC 792)** is to provide learning experiences in the professional application of psychology and in conducting research in work settings (on-site practicum) or under direct supervision of a faculty member (in-house practicum). Forms and Requirements for practicum can be found in the preceding section .

# FULFILLING ADP PRACTICUM REQUIREMENTS

 Students are expected to work a minimum of 100 hours for each

 **practicum** credit hour for which they are enrolled. Students typically register for

 3 hours of practicum at a time and are allowed a maximum of six hours of **PSYC**

**792 or 897** per semester. A total of 6 hours of PSYC 792 is allowed.

## When to Enroll in a Practicum

The key consideration for determining the acceptability of a practicum placement is that it be a *learning experience* for the student within the field of Applied Developmental Psychology. To this extent, the following criteria will be used to assess potential placements:

1. For on-site practica.

**a**. The student must receive on-the-job guidance/instruction form a supervisor with specialized knowledge in an applied area (e.g., a training director, research director, testing coordinator, etc.). This person will generally possess an advanced degree in psychology or a related discipline.

**b**. The practicum experience must not involve only skills already learned. While this might be beneficial to the sponsoring organization, it would not facilitate the acquisition of new knowledge and skills by the student.

**c**. If a student is already employed, no practicum credit will be granted for performance of regular job duties (e.g., those listed in the job description). Employees are generally hired on the basis of current skills; in the performance of regularly assigned duties they typically perfect old skills but seldom acquire *new* professional skills to the extent desirable for a practicum. For this reason, students working full-time will usually not be able to apply these hours toward their practicum. If an employed student can demonstrate that a special project (above and beyond regularly assigned duties) would meet practicum criteria, hours spent on said project may be considered for practicum credit. Such appeals will be decided upon by the practicum director in conjunction with the program director.

1. For in-house practica.

**a.** The student participates extensively in a research project with a faculty member. The student is expected to take an active role in most aspects of the project (e.g., searching the literature, gathering and analyzing data, writing the results). The research project may be basic or applied and may be done in conjunction with a research grant or contract held by the faculty member. The practicum culminates with the student submitting a research-oriented manuscript, using APA format.

**b**. Doctoral students who have completed an empirical research master's thesis at another university can apply 3 of them toward the requirement.**Examples of On-Site Practica**

Faculty responsible for coordinating practica will have a non-exhaustive list of available practica sites. On-site practica generally fall into one of the following areas of professional training:

**1**. Developmental Testing

**2**. Program planning and evaluation

**3**. Applied research

1. Child welfare policy

## Courses Appropriate for Practicum Placements

Placement in a practicum is greatly facilitated when a student has completed courses relevant to a particular professional area. Since an appreciable amount of advanced and specialized courses are necessary for each placement, students must seek the advice and approval of the practicum faculty coordinator. At minimum, PSYC 611 is required.

## Procedures for Enrolling in a Practicum

Registration for practicum takes careful planning and must be approved by your advisor. To maximize the potential benefits of this valuable experience, students should follow these recommended procedures:

**1**. Talk to your advisor about your interest in taking practicum and brainstorm potential sites that are aligned with your interests.

**2**. Contact sites and identify potential on-site supervisors.

**3**. If contact with a site is promising, complete a Experiential Learning Agreement(<https://universitycounsel.gmu.edu/forms/>). This process may involve some back and forth around expectations, so be sure to leave sufficient time.

**4.** Send the completed paperwork to the graduate program coordinator no later than 1 week prior to the beginning of the semester. Once signed by all parties, the Graduate Program Coordinator will be able to set up the practicum class.

**5**. Thirty days prior to the last day of classes, provide the on-site supervisor with a "Practicum Certification" Form to be completed and returned to the faculty coordinator.

1. Complete "Practicum Summary" form for faculty coordinator.

## Relation to Doctoral Program

 For Doctoral students in the ADP Program who are pursuing a non-terminal MA degree, and who choose the practicum option, **8** hours of combined **research/practicum** credit are required. Incoming students, including those with MA's from other universities, are expected to enroll for at least 1 credit of 897 each semester during their first two years in the program and to continue doing research while they are enrolled in the program. It is expected that students will have a conference presentation or publication with a research team by the end of the second year and will be first author on a manuscript by the end of the third year.

## Grades

 Students receive either S ("satisfactory") or NC ("no credit") grades for the course. If the required number of hours has not been completed and all course requirements fulfilled by the end of the semester, a grade of IP ("In Progress") will be assigned. Upon completion of all requirements, the faculty practicum coordinator will file a change of grade.

Supervisor Practicum Certification Form

*This form should be completed by the practicum student’s on-site supervisor at the end of the practicum.*

Name of Student:

Did the student complete the 240 hours of practicum commitment? \_\_Y\_\_N

 If no, please describe the circumstances for this:

What were the student’s main accomplishments during the practicum?

How would you rate the student’s overall performance? \_\_\_\_\_\_\_\_\_(5=outstanding, 4=excellent, 3=good, 2=satisfactory and 1= unsatisfactory)

What professional strengths of the student were most noticeable or helpful to you?

What are the areas in which this student would benefit from further professional experience?

Would you be willing to supervise another GMU practicum student at some future date?

Supervisor’s Name:

Position and Title:

Organization:

Email Address:

*Thank you for supervising the student. We hope it was a positive experience for everyone. When complete, please email this document to the director of the Applied Developmental Psychology: tcurby@gmu.edu*

Practicum Summary Form

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Practicum Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Practicum Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Practicum Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you think this company is willing to supervise another practicum placement? Yes or No

Are there other practicum possibilities at this site than the work that you did? Yes or No

Please describe other possible practica.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Was this a paid practicum? Yes or No If yes, what was the salary? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please provide a description of your practicum duties at this site?

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# DOCTORAL PROGRAM IN APPLIED DEVELOPMENTAL PSYCHOLOGY

## Program Goals

The primary goal of the program is to train students to do research and teaching on basic processes of development (e.g., cognition, socialization) and on problems of development (e.g., attachment in infants born prematurely, information processing in learning disabled children). Students with this training are employable in a variety of settings including university departments of psychology, human development, and education as well as research firms that focusing on development and developmental contexts of children.

A secondary goal of the program is to train some students to do work that requires licensure in Applied Psychology (e.g., developmental assessment, development and evaluation of primary prevention programs in schools and health care settings, consultation to developers of day care and products for specific age groups). This kind of training prepares students for employment in applied settings such as Developmental Follow-up Clinics and Parent/Infant Education Programs and allows those employed in university settings to act as consultants to medical practitioners, private industry, government programs, and the media.

## Track Structure

The basic program requires 72 hours of graduate course work. All students receive a

thorough grounding in developmental processes, research methodology, and a psychology core. The developmental perspective is emphasized throughout.

**Note:** If a student earns the MA along the way, 30 hours of the ADP MA may count towards the PhD and you need a minimum of 42 hours applied to the PhD only (of which 12 are 998/999). Students with master’s degrees outside of the Applied Developmental field will be granted reduction of credits on a course-by-course approval

## **Time Limit** ([AP.6.10.1](https://catalog.gmu.edu/policies/academic/graduate-policies/%22%20%5Cl%20%22ap-6-10-1))

Doctoral students have nine years from the time of first enrollment as a degree-seeking student to complete their degrees. Please review University Requirement linked above, AP.6.10.1, for Time Limit Policies

 [Time Limit Extension](https://chss.gmu.edu/graduate/policies/gradtimeextensionreq)

 [Time Limit Termination Appeal](https://chss.gmu.edu/graduate/policies/gradterminationappeal)

## Coursework Requirements for Concentration in Applied Developmental Psychology

**• 3 credits of PSYC 704 Lifespan Development**

* **One Course from the following:**

###### PSYC 701 - Cognitive Bases of Behavior

 PSYC 702 - Biological Bases of Human Behavior

 PSYC 703 - Social Bases of Behavior

PSYC 707 – Emotional Bases of Behavior

* **16 credits of Quantitative Methods:**

###### Two required courses

* PSYC 611 - Advanced Statistics
* PSYC 754 – Multiple Regression

###### Two courses chosen from:

* PSYC 555 - Neuroimaging
* PSYC 557 - Psychometric Methods
* PSYC 646 - Longitudinal Data Analysis
* PSYC 651 - Doing Social Network Research in Psychological Science
* PSYC 652 - Quantitative Methods II: Analysis of Variance
* PSYC 756 - Quantitative Methods IV: Multivariate Techniques in Psychology
* PSYC 757 – Advanced Topics in Statistical Analysis (with approval)
* PSYC 794 – Developmental Assessment
* PSYC 889 – Structural Equation Modeling and Meta-Analysis
* PSYC 592/892 - Special Topics in Psychology (when the topic is Adolescent Development; Autism Spectrum Disorders; Child Development and Social Policy; Executive Functions Development; or developmental in content, with approval)

 *Additional course can be taken from the following:*

* EDRS 631 – Program Evaluation
* EDRS 812 – Qualitative Methods in Educational Research
* EDRS 824 – Mixed Methods Research: Integrating Qualitative and Quantitative Approaches
* EDRS 828 – Item Response Theory
* EDRS 830 – Hierarchical Linear Modeling
* PSYC 592 – Special Topics (when topic is Matlab for Psychologists)
* PSYC 734 – Seminar in Human Factors and Applied Cognition (when topic is Python for Psychology)
* STAT 515 – Applied Statistics and Visualization for Analytics
* **12 credits of Developmental Specialized Content**

*Choose from the following:*

* PSYC 669 - Social and Emotional Development
* PSYC 566 - Cognitive and Perceptual Development
* PSYC 615 - Language Development
* PSYC 648 – Developmental Psychopathology
* PSYC 780 – Applied Developmental Psychology
* EDEP 822 – Advanced Learning, Motivation, and Self-Regulation
* PSYC 592/892 - Special Topics (when the topic is Adolescent Development; Autism Spectrum Disorders; Child Development and Social Policy; Executive Functions Development; or developmental in content, with approval)
* **3 credits of Seminar in Professional Psychology**
	+ PSYC 890; 1 hour taken during each semester of the first year and 1 in a subsequent year
* **8 credits of Directed Readings and Research or Practicum**
	+ PSYC 792 – Psychology Practicum. Practicum can be taken for a maximum of 6 hours. (Forms found elsewhere in Handbook.)
	+ PSYC 897 – Directed Reading and Research. (Can be repeated for credit) arch
	+ PSYC 850 – Teaching Practicum in Psychology
* **12 credits of Dissertation Proposal and Doctoral Dissertation: PSYC 998 and 999**
	+ At least 3 of 998 and at least 3 of 999. Minimum 12 combined.
	+ The dissertation requirement is designed to demonstrate the student's ability to apply psychological principles to research problems. Once enrolled in [PSYC 999](https://catalog.gmu.edu/search/?P=PSYC%20999) Doctoral Dissertation, students must follow the university's continuous registration policy as specified in [AP.6.10.6 Dissertation Research](file:///C%3A%5CC%3A%5CC%3A%5CUsers%5Ctboeddek%5CDownloads%5C_blank). Students who defend in the summer must be registered for at least 1 credit of [PSYC 999](https://catalog.gmu.edu/search/?P=PSYC%20999) Doctoral Dissertation.
* **Electives – 15 credits**

Students complete the 72 credits required for the degree with elective courses, which may include additional credits of [PSYC 897](https://psychology.gmu.edu/courses/psyc897) – Directed Reading and Research over and above those used to fulfill the requirements above. Credits for MA thesis and proposal ([PSYC 798](https://psychology.gmu.edu/courses/psyc798), [799](https://psychology.gmu.edu/courses/psyc799)) may not be used as electives in the PhD program.

**TOTAL CREDITS**: **72**

Note. Students cannot use a single course to fulfill both the general Psychology core requirement and the Specialized Content requirements.

## Second Year Research Project

A second year no-credit research project is required as part of the student’s program. It must be completed before the student can take comprehensive exams. The expectation is that the research will be submitted for presentation at a national conference or to an appropriate journal or publication.

**Minimum Requirements:**

* Presentation at an ADP/Department colloquium.
* Students entering the ADP doctoral program with an M.A but no M.A Thesis will be required to complete this requirement before taking comprehensive exams.

## Guidelines for Dissertation Support Application

The department will provide up to $400 to cover the cost of dissertation research. These funds are to be used to assist in the collection of data, including payment to participants if the research requires a population not readily available at the University. All equipment, books, software, tests, etc. that are purchased with department funds becomes the property of the department. These funds are provided in the form of reimbursements for expenses, not cash grants or up-front money paid to vendors. Therefore, keep good records of your expenses, including all receipts. Only original receipts (not photocopies) will be accepted.

Requests should be submitted to the Associate Chair for Graduate Studies. To apply, you must provide:

1. A copy of the signature sheet of your approved dissertation proposal.
2. A budget that specifies how you plan to spend the money.

- The budget must be signed by your advisor.

- If the budget includes copying, office supplies, postage, and other such items that can be purchased by or through the department, the budget must be reviewed and initialed by Susan Ridley, Psychology Department Office Manager, prior to submission.

1. A statement from your advisor that s/he does not have funds to support this research (e.g., from a grant).

## Outside Work

Ph.D. students must inform their advisor of any employment outside Mason if they have Mason support of any kind. It is best to discuss with your advisor your Mason time commitments and rules before committing to outside employment. Generally, fully-funded Ph.D. students can work no more than five (5) hours per week outside Mason, with program director and provost approval.

## ADP policy on Satisfactory Academic Progress and Exceptions

Satisfactory progress denotes that a student has (1) satisfactorily completed at least 15 semester hours of graduate coursework during the academic year (prior to the dissertation phase), (2) satisfactorily met research and teaching obligations, (3) demonstrated professional behavior (e.g., interpersonal skills and adherence to ethical standards) satisfactory in the judgment of the faculty, and (4) satisfactorily met requirements for timely submission of program documents (such as program of study, plan for remediation, etc.) and major written work (such as dissertation).

Although graduate students’ performance evaluation from outside positions will not be solicited by the program, unsolicited reports of student performance from these settings may be considered in evaluation of the student by the program.

A student, who, in the judgment of the faculty, fails to make satisfactory progress for a given academic year, will be notified of that. In addition, where feasible, the student will be directed as to what steps are necessary to make satisfactory progress in the coming year; this may include development of a remediation plan with the student. A first finding of unsatisfactory progress normally does not result in dismissal from the program. In serious cases, such as clear violation of professional ethics or clear disregard of program obligations, a first finding of unsatisfactory progress may result in dismissal from the program.

A second finding of unsatisfactory progress normally results in dismissal from the program. An exception to this may be made if the student demonstrates, to the satisfaction of the faculty, that the unsatisfactory progress was caused by factors beyond the student's control, that those factors have changed and are highly unlikely to interfere with satisfactory progress again and that there is a clear plan for timely completion of the degree. An exception to these points regarding second finding of unsatisfactory progress cannot normally be granted without the recommendation of the student's advisor.

A student who anticipates being unable to make satisfactory progress may petition the Program, via the Program Director, for a reduction of the minimum hours, or an unofficial leave of absence from the program. Please note that leaves of absence do not extend the various time limits [time to complete MA program, advance to PhD candidacy, etc.] required by the university or college. Reasons which may be acceptable include (1) personal (financial, family, etc.) or (2) medical. In either case, the student must demonstrate that the reasons are temporary, that they are likely to be resolved by the end of the proposed leave/waiver period, and that they are unlikely to prevent satisfactory progress after the end of the proposed leave/waiver period. The student must demonstrate a clear commitment to return to the program after the end of any leave period. A waiver or leave of absence cannot normally be granted without the recommendation of the student's advisor.

Students may not receive more than one year of unofficial leave/waiver during their entire program, and the time left to graduate is not paused. Students who anticipate that personal or medical problems will prevent satisfactory progress for more than one year should resign from the program. If their circumstances change in the future, they will be considered without prejudice in future admissions decisions. However, they will be evaluated with respect to the applicant pool in the year they reapply. Students who are dismissed from the program are ineligible to apply for admission in the future.

## Applied Development Psychology Program of Study

The Program of Study (POS) should be developed, beginning during a student’s first year in the program, in consultation with the major advisor. The POS should be reviewed regularly with the advisor. The POS and a semester-by-semester listing of courses should be submitted to the Program Director for approval before the student takes comprehensive exams. Changes to this POS are, however, possible, but must be approved by your advisor and the ADP Director. You are strongly encouraged to save an electronic copy of this document for future updating. Additionally, prior to obtaining Faculty and ADP Director signatures, students should complete the online evaluation through PatriotWeb to make sure courses are being counted in the appropriate category. Any changes should be made with the [Graduate Programs Coordinator](https://psychology.gmu.edu/people/staff).

While you are planning Comprehensive Exams, any necessary changes should be made; this final version will be reviewed by the Graduate Programs Coordinator, approved and signed by your advisor and the ADP Director, and sent on to the College of Humanities and Social Sciences, as part of your request for advancement to candidacy. This Program of Study must be correct when submitted to CHSS Graduate Academic Affairs. Incorrect programs of study will be returned for correction.

*2022-2023 DOCTOR OF PHILOSOPHY PROGRAM OF STUDY*

**APPLIED DEVELOPMENTAL PSYCHOLOGY**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ G#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Admit Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed Date of Comprehensive Examination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Dissertation Type (circle one): Traditional Manuscript-Style

**CORE CONTENT COURSES (9 CREDITS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course #** | **Title as Shown on Your Transcript** | **Term/Year** | **Credits** |
| PSYC 704 | Life-Span Development |   | 3 |
| ***Choose 3 hours from the following*** |
| PSYC 701 | Cognitive Bases of Behavior |   | 3 |
| PSYC 702 | Biological Bases of Human Behavior |   | 3 |
| PSYC 703 | Social Bases of Behavior |   | 3 |
| PSYC 707 | Emotional Basis of Behavior |  | 3 |
|   |   | **Total Credits:**  |

**QUANTITATIVE METHODS (16 CREDITS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course #** | **Title as Shown on Your Transcript** | **Term/Year** | **Credits** |
| PSYC 611 | Advanced Statistics  |  | 4 |
| PSYC 754 | Psychological Applications of Regression Techniques |  | 3 |
| ***6 hours from the following*** |
| PSYC 555 | Neuroimaging |  | 3 |
| PSYC 557 | Psychometric Methods |  | 3 |
| PSYC 646 | Longitudinal Data Analysis |  | 3 |
| PSYC 651 | Doing Social Network Rsrch in Psyc Science |  | 3 |
| PSYC 652 | Analysis of Variance |  | 3 |
| PSYC 756 | Multivariate Techniques in Psychology |  | 3 |
| PSYC 757  | Adv.Topics in Stat. Analysis (w/ advisor approval) |  | 3 |
| PSYC 794 | Developmental Assessment |  | 3 |
| PSYC 889 | Structural Equation Modeling and Meta Analysis |  | 3 |
| PSYC 592/892 – consult with Adviser  | Special Topics in Psychology(when topic is Adolescent Dvlpmt; Autism Spec.Disordes; Child Dvlpmt and Social Policy; Exec. Functions Dvlpmt; or developmental in content with approval) |  | 3 |
| ***Additional 3 hours can be taken from the following*** |
| EDRS 631 | Program Evaluation |   | 3 |
| EDRS 812 | Qualitative Methods in Educational Research |  | 3 |
| EDRS 824 | Mixed Methods Research |  | 3 |
| EDRS 828 | Item Response Theory |  | 3 |
| EDRS 830 | Hierarchical Linear Modeling |  | 3 |
| PSYC 592 | Special Topics (when topic is Matlab for Psychologists) |  | 3 |
| PSYC 734 | Seminar in HFAC (when topic is Python for Psychology) |  | 3 |
| STAT 515 | Applied Statistics and Visualization for Analytics |  | 3 |
|  | **Total Credits:** |

**DEVELOPMENTAL SPECIALIZED CONTENT (12 CREDITS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course #** | **Title as Shown on Your Transcript** | **Term/Year** | **Credits** |
| ***Choose at least two courses from the following:*** |
| PSYC 669 | Social and Emotional Development |   | 3 |
| PSYC 566 | Cognitive and Perceptual Development |   | 3 |
| PSYC 615 | Language Development |   | 3 |
| PSYC 648 | Developmental Psychopathology |  | 3 |
| PSYC 780  | Applied Developmental Psychology |  | 3 |
| EDEP 822 | Advanced Learning, Motivation, and Self-Regulation |  | 3 |
| PSYC 592/892 | Special Topics in Psychology(when topic is Adolescent Dvlpmt; Autism Spec.Disordes; Child Dvlpmt and Social Policy; Exec. Functions Dvlpmt; or developmental in content with approval) |   | 3 |
|  | **Total Credits:** |

**PROFESSIONAL SEMINAR/ETHICS (3 CREDITS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course #** | **Title as Shown on Your Transcript** | **Term/Year** | **Credits** |
| PSYC 890 | Applied Developmental Prosem |  | 1 |
| PSYC 890 | Applied Developmental Prosem |  | 1 |
| PSYC 890 | Applied Developmental Prosem |  | 1 |
| Students should take 1 hour during each semester of the first year and the remaining 1 credit in subsequent years. | **Total Credits:** |

**DIRECTED READINGS & RESEARCH/PRACTICUM (8 CREDITS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course #** | **Title as Shown on Your Transcript** | **Term/Year** | **Credits** |
| PSYC 897 | Directed Readings and Research |  | 2-8 |
| PSYC 850 | Teaching Practicum |  | 2 |
| ***And/Or*** |
| PSYC 792 | Practicum | 0-6 |  |
| \* Students must take a total of 8 hours combined with no more than 6 hours of Practicum. | **Total Credits:**  |

**DISSSERTATION PROPOSAL/DISSERTATION (12 CREDITS MIN.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course #** | **Title as Shown on Your Transcript** | **Term/Year** | **Credits** |
| PSYC 998 | Dissertation Proposal |  |  |
|  |  |  |  |
| PSYC 999 | Dissertation |  |  |
|  |  |  |  |
| Min. 3 hours in each of PSYC 998/999 w/a minimum combined total of 12 hours.  | **Total Credits:** |

**ELECTIVES (15 credits to complete 72 total credits)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course #** | **Title as Shown on Your Transcript** | **Term/Year** | **Credits** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total Credits:** |

**TOTAL CREDITS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reduction from MA** | **Applied to PhD** | **Dissertation**  | **GRAND TOTAL** |
|  |  |  | 72 |

Note: It is expected that students will have a provisionally approved Program of Study by the end of the second year in the program. Students are also expected to be continuously engaged in research throughout the program.

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

 **Student Date**

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

 **Advisor Date**

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

 **Program Director Date**

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

 **Associate Chair for Graduate Studies Date**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Graduate Programs Coordinator Date**

## ADP Comprehensive Examination

**Goals -** The goals of comprehensive examinations in the ADP program are three-fold:

1. *Educational* – To provide doctoral students with an opportunity to learn, review, and synthesize the current knowledge base in the field of developmental psychology.
2. *Programmatic* – To assist students as they progress toward the process of writing their dissertation proposal, and
3. *Evaluative* – To assess whether students possess sufficient breadth and depth of knowledge and skill in their field to hold the degree they are pursuing.

 **Eligibility and Registration**

Students normally complete all coursework for the doctoral degree (except dissertation credits) before taking their comprehensive exam. Occasionally, a student who trails only one course from the general psychology core or the methods (not statistics) area may be approved to take comps. Such cases are reviewed on an individual basis by ADP faculty. Comprehensive exams are offered twice a year; once in January and once in July (see timeline below).

The composition of the comprehensive exam committee may be changed up to the date that the specialized reading list is finalized. No change to a committee will be permitted in the case that a retake of the exam is necessary because the student has failed the exam.

 Shortly after students are approved to take the comprehensive exam, they will receive more information about the examination, including a sample rating form used by faculty to evaluate student’s written performance. Students will also receive at this time the standard reading list for comprehensive exams which is developed and updated at least every other year by ADP faculty.

**Procedure**

Comprehensive examinations consist of

(a) a take-home exam and

(b) a required pre-proposal meeting with your Comprehensive Exam Committee (see below and section on Dissertation Proposal).

**Take-Home Comprehensive Exam**

1. For the take-home component, students will receive 3 questions according to the

following structure:

*General Research Methods/Statistics* (All students taking the exam at a given time will receive the same question). Readings are common across all students. Digital copies of most readings will be supplied by the program.

 *Specialized*

- One (1) Specialized question will be on the content area of the student’s

 area of specialization

 - One (1) Specialized question will be on methods in the student’s area of specialization.

1. In collaboration with their advisor/comps committee chair, students will create an additional, specialized reading list for distribution to their comps committee. This specialized reading list will be revised and finalized by the student and his/her comps committee members.
2. Students will prepare two (2) hypothetical comp questions (1 specialized content, and 1 specialized methods) for consideration by the comps committee members. The extent to which the student-submitted questions resemble the student’s final exam questions will vary and be determined by the committee.
3. At least 2 months before questions are given; a meeting of the student’s comps committee takes place in which the group discusses the topics represented on the student’s reading list(s), the student’s hypothetical questions, and the student’s strategies/progress on studying for comps. After the student leaves this meeting, committee members will work together to finalize questions.
4. Students are encouraged to study together for comps up until the time when they get the questions, at which point there will be no discussion on comps between students.
5. After questions are distributed, students can consult only with their comps committee chair (to get clarification/assistance with the comps questions), or the program director for logistical questions. They may not seek assistance from anyone else after questions are passed out, unless this is approved by the comps committee chair. All communication between the student and comps committee chair concerning clarification/assistance on the questions must be in written form (email is fine).
6. Students must submit a digital copy of each of the answers to the program director by the deadline. Late submission of answers will result in automatic failure of all questions turned in late.

 **Evaluation of Take-Home Answers**

1. Answers must be word-processed and written in APA style (current edition). Each answer is strictly limited to 15, double-spaced pages (not including references), with one-inch margins on all sides and 12-point font. Readers will stop reading after 15 pages and evaluate answers only on the basis of material in the first 15 pages.
2. Students can use any written source (i.e., journal articles, textbooks, course notes, books) to help them answer the questions. Students are expected to rely heavily on their reading lists and the current, relevant research literature to answer the questions. Additional sources outside of the student’s reading lists can be used (and may be needed) depending on the question. Students are required to give appropriate references to the sources they use and to include a reference section in their papers. Plagiarism on the exam will be considered academic misconduct, resulting in automatic failure of the entire examination and possible termination from the program. Students who are unclear on what constitutes plagiarism or the improper paraphrasing of others’ work are advised to ask for guidelines their comps committee chair.
3. Student answers to each take-home question should be free-standing. That is, for each question, the student should not refer to information included in his/her answers to other take-home questions.
4. Exam answers will be [independently evaluated](https://d101vc9winf8ln.cloudfront.net/documents/26522/original/Rubric_for_Written_Comprehensive_Exams.pdf?1507815344) by two faculty readers. The general methods question will be graded by the same set of faculty for all students taking the exam at a particular time, regardless of whether or not they serve on any given student’s committee. Answers to exam questions will be assessed along the following 5 dimensions:
* Writing Quality/Formatting
* Comprehensiveness/Breadth
* Integration/Synthesis/Scholarly Depth
* Accuracy/Timeliness
* Completeness

Each dimension will be rated on a 0-5 scale with 0-1 = “Needs Work,” 2-3 = “Competent,” and 4-5 = “Excellent.” A minimum of a 15 is required to receive a passing score. If both raters score a question as a Fail, then the student has failed that question. If only one rater scores the answer as a Fail, then a third rater will score the response, with the majority of ratings determining whether the response is a pass or fail.

1. Students receive feedback on the results of their written exam through written comments made by faculty grading the exam and, in some cases, through individual meetings with graders
2. There are three possible outcomes for the student’s first sitting for the ADP Comprehensive Exam:
	1. Complete Pass – Student passed all three questions.
		1. In the event of a complete pass, the student should set up the pre-proposal meeting. The student may apply to be advanced to candidacy.
	2. Partial Pass- The student fails one question.
		1. In the event of the partial pass, the student rewrites the same failed question within 30 days of receiving their scores. The question will be re-graded.
		2. If the rewritten response passes, the student has completely passed the comprehensive exam (see 6a).
		3. If the rewritten response fails, the student is considered to have failed the rewrite. At this point, the student re-sits for comprehensive exams at the next normal 2-week period for comprehensive exams. Only the type of question that was failed will need to be re-sat for. The type of question will be the same for the re-sitting, but the question may be changed.
			1. If the response from the re-sitting passes, the student has completely passed the comprehensive exam (see 6a).
			2. If the response from the re-sitting fails, the student has the opportunity to re-write the failed question within 30 days of receiving their score. The question will be re-graded.
				1. If the rewritten response from the re-sitting passes, the student has completely passed the comprehensive exam (see 6a).
				2. If the rewritten response from the re-sitting fails, the student has no more options for completing the ADP Comprehensive Exam and will be separated from the program.
	3. Fail - The student fails two or more questions.
		1. In the event of the student failing the first sitting of the comprehensive exam, the student sits for a second time for the comprehensive exam at the next normal 2-week comprehensive exam period with three new questions
			1. If the student passes all three questions, the student has completely passed the comprehensive exam (see 1a).
			2. If the student fails one question, the student has the opportunity to rewrite the failed question within 30 days of receiving their scores. The question will be re-graded.
				1. If the rewritten response passes, the student has completely passed the comprehensive exam.
				2. If the rewritten response fails, the student has no more options for completing the ADP Comprehensive Exam and will be separated from the program.
			3. In the event that the student fails two or more questions during their second sitting, the student has no more options for completing the ADP Comprehensive Exam and will be separated from the program.

|  |  |
| --- | --- |
| Comprehensive Exam Timeline |  |
| **Deadlines\*****(Winter comps)** | **Action(s)** | **Deadlines\*****(Summer comps)** |
| ***Prior Semester*** | * Student discusses taking comps with advisor. Student and advisor draft specialized reading list
* Preliminary POS is reviewed by graduate coordinator.
 | ***Prior Semester*** |
| ***By September 1*** | * Student submits Application for Approval to Take Comprehensive Exams form to program director
* Student submits Approval of PhD Comprehensive exam committee form to program director
* Specialized reading list preliminarily approved by advisor
* Student requests access to General Reading list and online repository of readings.
 | ***By March 1*** |
| ***By November 1*** | * Meeting of student’s comps committee
* Student submits (at meeting) hypothetical comp questions (with prior approval by advisor) to committee members
* Reading list is finalized by committee
 | ***By May 1*** |
| ***January 3\**** | * Comprehensive exam questions distributed
 | ***July 1\**** |
| ***January 17*** | * Comprehensive exam answers due
 | ***July 14*** |
| ***As soon as possible*** | * Results are communicated to the student (including re-write requirements) usually in 4-6 weeks.
 | ***As soon as possible*** |
| ***Within 30 days*** | * Re-write due to advisor, if student was asked to re-write
 | ***Within 30 days*** |

\*Note: A limited degree of flexibility in dates is available when the student, committee, and program director agree in a modification.

**Applied Developmental Program**

Application for Approval to Take Comprehensive Exams

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

**Expected date of comprehensive exam:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved tentative POS on file with Director (date)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you proposing to trail *any* courses\* by expected date of exam other than 998/999?\_\_\_\_**

**If so, which course?**

**\*** Occasionally, a student who trails only one course from the general psychology core or the methods (not statistics) area may be approved to take comps.

**Date of completion of MA thesis (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_

**Date of completion of 2nd year project**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved** \_\_\_\_\_\_\_\_\_\_ **Not Approved** \_\_\_\_\_\_\_\_\_\_

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

 Date

**Program Director** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

**Applied Developmental Program**

Approval of Ph.D. Comprehensive Exam Committee

|  |  |
| --- | --- |
| **Student Name****Proposed Comps Date:****Dissertation Chair:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **Signature:** |  |
|  |  |
|  |  |
| **Committee Member #1:** |  |
|  |  |
| **Signature:** |  |
|  |  |
|  |  |
| **Committee Member #2:** |  |
|  |  |
| **Signature:** |  |
|  |  |
|  |  |
|  |  |  |
| **Program Director** |  | **Date** |

Note: Form must be submitted by 9/1 for Winter comps and by 3/1 for Summer comps.

## Advancement To Candidacy

Before doctoral students may be advanced to candidacy by the Dean, they should have (a) completed ALL COURSEWORK except for proposal/dissertation hours, including electives; (b) passed comprehensive examination(s); (c) have an approved POS on file; and (d) been recommended by the doctoral program director for advancement. If the student has not completed any course other than dissertation proposal or dissertation, they are not allowed to advance.

When a student’s record is reviewed, if the student has completed all courses listed on the Program of Study, they will be permitted to advance. If the student has not completed all courses, they are not allowed to advance until the remaining course(s) has been completed.

Students wishing to advance to candidacy should ensure they meet all requirements, and then request that their adviser recommend them for advancement to their program director. Assuming the program director approves, he/she should notify the Graduate Programs Coordinator of their approval via email. Once received in the Graduate Programs Office, the request will be recorded and forwarded onto the Dean’s Office for approval.

**Time Limit**

[**Time Limit**](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-10-1)– it is crucial that all doctoral students adhere to University Time Limit Policy AP.6.10.1 This includes time limit to Advance to Candidacy and time limit to complete the degree.

**Pre-proposal Meeting**

After the student passes comprehensive exams, a meeting is scheduled with the student and their Doctoral Committee (just after its creation). During the meeting the student and committee will discuss the student’s planned theoretical constructs, research methods, and hypotheses for the dissertation (either “regular” or “manuscript style”), drawing liberally, it is hoped, from the specialized questions just written. This meeting should take place within six (6) weeks of notification of passing written comps questions.

## Doctoral Dissertation Procedure and Policies

 The following information provides the processes for defending and submitting your dissertation proposal and final dissertation.

### Doctoral Dissertation Committee

This committee is responsible for approving the doctoral dissertation proposal, supervising all aspects of the dissertation such as research design, data collection, data analysis and the writing of the dissertation. This committee reads the various drafts of the dissertation guiding the student in the direction that the dissertation should take and directing the student in the various changes that are necessary. Although the committee has the ultimate responsibility for the dissertation, the Doctoral Dissertation Committee advisor gives the primary guidance to the student.

[Dissertation Committee Policy – AP.6.10.5](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-10-5) All dissertation committees must consist of at least three members of the graduate faculty, with the dissertation chair being a member of the ADP faculty. Only a graduate faculty member with a full-time appointment at George Mason may serve as dissertation chair. Please see policy requirements linked above for other committee appointments.

Any students planning to have non-GMU faculty on their thesis or dissertation committees must complete and submit the [Thesis and Dissertation Committee Form](http://psychology.gmu.edu/graduate/formsgrad) to the Graduate Programs Coordinator before they defend their thesis proposal. The form can be found on the [Psychology website](http://psychology.gmu.edu/graduate/formsgrad).

### The Dissertation Proposal Process

#### Overview

A dissertation proposal is required for the doctor of philosophy degree in Applied Developmental Psychology. The proposal is a written piece of original thinking that demonstrates doctoral candidates’ mastery of subject matter, methodologies, and conceptual foundations in their chosen field of study. This is generally achieved through consideration of a problem on the boundaries of knowledge in the discipline.

ADP doctoral students may take 1 to 6 credits of dissertation proposal during the semester prior to sitting for comprehensive exams if they have met the following conditions: (a) the advisor has given approval, (b) the student’s request to take comprehensive exams the following semester has been approved by ADP faculty, and (c) the comprehensive exam committee has been approved by ADP faculty.

During the period that the Doctoral Dissertation Committee is reviewing a dissertation proposal (after comprehensive exams are passed), the student is required to enroll in a minimum of 1 hour of PSYC 998 - Dissertation Proposal. (If receiving funding during this time Normally the student will make an oral presentation of the dissertation proposal to the entire committee. After this committee approves the dissertation proposal, it is forwarded by the student to the Associate Chair for Graduate Studies for approval. After the Graduate Dean has approved the dissertation proposal and the student has Advanced to Candidacy, the student is ready to enroll in PSYC 999 - Dissertation. **An approved proposal must be submitted to the Dean’s office the semester before a student wishes to register for 999.**

The University does not require continuous registration in Dissertation Proposal (PSYC 998). However, after two consecutive terms of non-enrollment (excluding summer), students will fall out of active status and will be required to submit the Permission to Re-Enroll Form. You should consult your advisor to outline your Proposal and Dissertation plans.

It is important that all students are aware of university policy on part-time and full-time status. Please review this policy at [AP.6.2.](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-2) International students must follow registration rules set forth by the [Office of International Programs and Services](http://oips.gmu.edu/) (IOPS)

**Registering for Dissertation Proposal (PSYC 998)**

Students wishing to register for Dissertation Proposal (PSYC 998) should contact the Graduate Programs Coordinator for the CRN which corresponds with the adviser’s last name.

**Dissertation Proposal Processes**

Note. Applied Developmental Ph.D. students now have a choice of “traditional” dissertation or “manuscript style” dissertation. In what follows, discussion of a traditional dissertation precedes the discussion of the manuscript style dissertation.

For either traditional or manuscript style dissertation:

 **Formal Proposal Approval**

1. The student selects a dissertation advisor with assent of the faculty member.
2. Student and advisor select a general area for the dissertation and decide whether the student will opt for the “traditional” or “manuscript style” dissertation.
3. The student applies during the proposal meeting (using the Dissertation Proposal Application).
4. The student receives approval for the dissertation choice (“traditional” or “manuscript style”) his/her committee.
5. Student, in consultation with advisor, develops and revises rough drafts of proposal.
6. When advisor agrees that the rough draft proposal is far enough along, the draft is distributed to the committee.
7. There may or may not be (a) meeting(s) of the committee prior to the proposal defense.
8. The number of meetings of the committee will depend upon the progress of the student. Committee goodwill can be maximized by working individually with the advisor between meetings, and making substantial progress before calling another meeting.

 **Types of Dissertations**

There are two types of dissertations: traditional and manuscript style. For some students—particularly those interested in pursuing an academic career—a manuscript-style dissertation may be a better option than a traditional dissertation. In a manuscript-style dissertation, students prepare multiple, manuscript-length, publishable papers in lieu of one traditional dissertation document. These manuscripts are then presented *en masse* as the student’s dissertation. Many students find it helpful to present a line of research when applying for their first job.

The manuscript-style dissertation is at least as rigorous as completing a traditional dissertation in that a student must present a programmatic line of research. This requires that the student be organized, efficient, and thoughtful about pursing thematic research. As such, this is not a good option for all students and it is up to the student’s dissertation committee to approve it as an option for the student.

**A “traditional” proposal includes the following:**

The proposal contains a clear, focused literature review germane to the dissertation. The committee approves the design, choice of variables investigated, procedures, and the rationale behind the proposal. A 20-30 page document including a literature review, research questions, proposed methods, data analysis, and implications sections is a rough guideline.

**ADP Manuscript-Style Dissertation Guidelines**

The end product of the manuscript-style dissertation will consist of three publishable manuscripts. One of the manuscripts may be a literature review. In all cases, the final manuscript will be empirical. There are two acceptable forms that a manuscript-style dissertation may take: 1) Two first-authored empirical papers and a first- or second-authored empirical paper, or 2) A first-authored literature review/book chapter with two first-authored empirical papers. Although considerable overlap in theme is expected, each of the three manuscripts must be able to stand on its own. The final paper must be first-authored.

As with any researcher, a student’s research is likely to evolve over time. That being said, it is expected that the three manuscripts will demonstrate programmatic research. To demonstrate these themes, the student will write a brief document to be included as a preface of the dissertation that highlights the themes found across the three manuscripts.

We require that these manuscripts be *publishable* in a respected journal in the field. To the extent that any of the manuscripts are already published, the student’s assertion that the manuscripts are publishable is bolstered. However, it is the committee’s decision about what is considered ‘publishable’ and not the editors’. In some circumstances, a committee may even require revisions to a manuscript that has already been accepted for publication (or even published) for inclusion in the dissertation. Some material more suited for a traditional dissertation (e.g., analyses and accompanying discussion) may be required of the student for inclusion in an appendix—even if there is no expectation that it will be included in the journal submission.

As with normal (i.e., non-dissertation) writing, if the student works collaboratively, then it is expected that the collaborators will appear as authors on the manuscript. In other words, the student does not need to be the sole author on the manuscripts. For first-authored manuscripts, it is expected that the student was providing the majority of the intellectual capital and work for the manuscript. For a second-authored manuscript, the student needs to have made substantive contributions to the manuscript. Other authors may be required to submit a document stating that this was the case.

**Sequence of Events**

Arguably, one of the more difficult elements of the manuscript-style dissertation is the sequence of events that occur for its completion. First and foremost, we encourage students who are interested in pursuing this option to talk to their advisor early in their program. For students who wish to complete the manuscript-style dissertation in a timely manner, it is imperative that they begin writing manuscripts early in their program. As the student approaches the completion of their coursework, at least one manuscript should be published or at least submitted. Another manuscript will need to be nearing completion at the time of comprehensive exams.

The goal is to propose one final, empirical study that the student will complete for their final manuscript in their dissertation. This proposal occurs after comprehensive exams and after advancement to candidacy, at the dissertation proposal meeting with the dissertation committee. At this point, the dissertation proposal for the manuscript-style dissertation is the same as that of a traditional dissertation with one exception: As part of the manuscript-style dissertation proposal, the student will formally ask to include the two prior manuscripts as part of their dissertation (using the Dissertation Proposal Application). *If the committee does not agree, the student will be asked to complete a traditional dissertation.* After this meeting, the student submits the Dissertation Proposal Application form to the Program Director, and the standard Dissertation Proposal Signature Sheet to the Graduate Programs Coordinator.

In other words, the student proposes a final study. That final study will either be completed in long form (traditional dissertation) or short form (manuscript-style dissertation). For those who are pursuing a manuscript style dissertation, a note must be included in any submitted manuscript that the manuscript was completed in partial fulfillment of the author’s dissertation. If a paper is accepted for publication, the journal editor must be contacted and provide documentation that online indexing of the dissertation is acceptable.

**Possible Sources of Manuscripts**

PhD students complete a second year project. This second year project could be subsequently written up as a manuscript.

Some PhD students complete a master’s thesis *en route* to completing their PhD. This master’s thesis or a master’s thesis completed prior to enrolling in the PhD program may be used as a source of one of the manuscripts provided it is thematically aligned and substantively different from the thesis itself.

After completing comprehensive exams, the student may wish to re-write some of their responses into a literature review manuscript.

**Evaluation of the Dissertation Proposal**

The [written document](https://d101vc9winf8ln.cloudfront.net/documents/26520/original/Rubric_for_Evaluation_of_Proposals.pdf?1507815220) will be evaluated on three dimensions: Writing, Content –Background, Content – plan. Each dimension is rated on a six-point scale with 0-1 = “Needs Work,” 2-3 = Competent, and 4-5 = Excellent. An average score of 9 is required by all committee members to receive a passing score.

 The [oral presentation](https://d101vc9winf8ln.cloudfront.net/documents/26521/original/Rubric_for_Oral_Presentation.pdf?1507815278) will be evaluated on four dimensions: Knowledge and understanding of topic/significance of research, Knowledge and understanding of methodology and results, Communication, and Use of Visual Aids. Each dimension is rated on a six-point scale with 0-1 = “Needs Work,” 2-3 = Competent, and 4-5 = Excellent. An average score of 12 is required by all committee members to receive a passing score.

**Applied Developmental Psychology**

Dissertation Proposal Application

Please indicate below which option you would like to pursue for your dissertation. (Your advisor should be aware of your choice before you make your selection.) Include this completed sheet when you distribute your proposal. Once your Adviser and Program Director signs please provide both the Program Director and the Graduate Programs Coordinator copies of the signed form.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), intend to pursue a:

|  |
| --- |
| \_\_\_ Traditional DissertationTentative Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**OR a**

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| \_\_\_Manuscript-Style DissertationProgrammatic Title or Theme of the Manuscripts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Please provide complete references for published work as well as planned work proposed to be included as part of the manuscript-style dissertation following the APA Publication Manual 6th ed. Planned work should include complete list of authors (in the order in which they will appear when the manuscript will be submitted), the title, and the targeted outlet (journal title or the book for which a chapter is being prepared)*1. Reference for first paper:2. Reference for second paper:3. Tentative title of final paper:  |

The committee approves the student to pursue a

\_\_\_traditional dissertation.

\_\_\_manuscript style dissertation.

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

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

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

Member (optional):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_

 **After Proposal Approval**

After successfully defending the dissertation proposal, students should submit the signed Dissertation Proposal Signature Sheet signifying that the committee agrees that the design, hypotheses, statistical analysis, and literature review are appropriate for a dissertation, and the document is well written. Completed signature sheets along with a digital copy of the proposal should be submitted to the [Psychology Graduate Program Coordinator.](https://psychology.gmu.edu/people/staff) Signature sheets can be found on the [Psychology Department Website](http://psychology.gmu.edu/graduate/formsgrad). The Graduate Program C

After proposal approval, the committee may NOT require: additional dependent measures and a significant modification to the design. The committee MAY require: a *few* additional statistical analyses if outcomes of planned analyses, upon reflection, indicate this would be appropriate (please see your advisor for assistance when this comes up); updated literature review when the dissertation is final; and extended discussion based upon data and analysis.

### The Dissertation

The Doctoral Dissertation Committee guides the student in the preparation of the dissertation. Specific guidelines, especially for, but not limited to, the “traditional” dissertation, may be found at: <http://thesis.gmu.edu/index.html>. A minimum total of twelve (12) hours of PSYC 998 and 999 are required for the doctoral degree (at least 3 hours each of 998 and 999). For more information on registering for PSYC 999, please see the Graduate Programs Coordinator.

**Registering for PSYC 999**

Students may not begin enrolling in PSYC 999 until they have:

1. Successfully defended their dissertation proposal;
2. A copy of the [Dissertation Proposal Signature Sheet](http://psychology.gmu.edu/graduate/formsgrad) is on file with the Dean’s Office (this is done by submitting a signed copy of the form along with a hard copy of the proposal to the Graduate Programs Coordinator);
3. All IP grades for PSYC 998 have been changed to S and:
4. The student has Advanced to Candidacy by the end of the prior semester.

Once a student begins taking 999, he/she is required to maintain continuous enrollment until he/she has graduated with exception to the summer term – provided they are not graduating in the summer. Continuous enrollment is required– regardless of whether the students need the credits. Failure to maintain continuous enrollment will result in the student being required to enroll and pay for any missed credits before their degree will be conferred.

Students are *required by the university* to enroll in at least 3 credits of PSYC 999 their first semester in dissertation. Most students will take 6 credits of PSYC 999 their first semester. Doctoral students who are enrolled in dissertation credits (either 998 or 999) are considered full-time if they are enrolled in at least 6 credits per semester, regardless of whether they hold an assistantship. Doctoral students who have advanced to candidacy and have completed the minimum number of credits required by the university and their degree program, including the minimum number of credits of 998 and 999, are considered in status (either full-time or half-time) if they are registered for at least 1 credit of 999 and the student along with their advisor and department chair certify and communicate to the Office of the University Registrar each semester that they are working full-time or half-time on the dissertation. During this period, it is important that all students are aware of university policy on part-time and full-time status. Please review this policy at [AP.6.2.](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-2) International students must follow registration rules set forth by the [Office of International Programs and Services (IOPS).](http://oips.gmu.edu/)

You are strongly encouraged to discuss your proposal and dissertation credit plans with your advisor to avoid enrolling in unnecessary credits.

**During the Dissertation**

 Frequent consultation with the advisor is essential. Occasional brief progress reports to the committee are often appreciated. Committee consultation is usually necessary only when substantial changes must be made to the approved proposal.

**Writing up the Dissertation**

 Although committee members may have special expertise (e.g., statistics) requiring consultation during analysis, normally, the analysis, interpretation, and write-up are done by the student in close consultation with the advisor.

 The committee, however, is not bound to accept the draft presented. The committee can require some additional changes in writing to clarify the document, etc., or can require a reorganization of major portions of the dissertation before scheduling the oral defense. When the committee requires revision of the dissertation, the student should work closely with the advisor to address all of the issues before calling another committee meeting, or meeting individually with committee members.

 Dissertations cannot go to orals without the assent of all committee members, the Program Director, and the Associate Chair for Graduate Studies (see Approval to Defend Form). There may be situations where one member of a committee disagrees with the majority of the committee as to whether a draft is appropriate for defense. If the disagreement cannot be reconciled after extensive discussion, and the faculty member strongly disagrees over the quality of the dissertation, it is appropriate for the faculty member to resign from the committee. The dissertation cannot then proceed to orals unless and until the student secures agreement of another faculty member to join the committee. Appointing additional committee members follows the same procedures as original appointment of the committee.

**Scheduling the Dissertation Defense**

Advisors and committee members vary in terms of whether they prefer a finalized version of the dissertation to be ready prior to scheduling a defense – thus, students should work closely with their advisor and committee members to ensure an understanding of whether this is the case. When committee members allow for a defense to be scheduled before reading and approving the draft, students should be prepared for the possibility that the committee will require major additional revisions after the defense prior to the document being formally approved. Even when committee members choose to read and approve the draft for defense first, students should still be prepared to make additional revisions after the defense.

Do not move to schedule your oral defense until your advisor (and possibly committee members, pending the preferences of your advisor and committee) has seen and approved your last draft. It is very common for several drafts of the dissertation to be required prior to scheduling your defense and, if all goes well, at least one revision after orals. The dissertation represents the culmination of your program and an important contribution to the body of psychological knowledge. It is the faculty’s responsibility to the field and to you that the final product meets a high standard.

 The oral defense of the dissertation must be scheduled through the [Graduate Programs Coordinator](https://psychology.gmu.edu/people/staff) who informs the Graduate Dean of the defense ***no less than 21 days before the projected defense date*.** When scheduling the defense, contact the Graduate Programs Coordinator if you need to reserve a room. Students affiliated with programs who have existing lab space are encouraged to reserve those rooms. Once a room reservation has been secured, forward the following information onto the Graduate Programs Coordinator for scheduling:

* + 1. Your full name;
		2. Date of defense;
		3. Location – Building and room number (this is only necessary if you have scheduled a room on your own);
		4. Beginning and end time of defense;
		5. Dissertation committee members names – please indicate who is Chair;
		6. Dissertation title;
		7. ½ - ¾ page abstract approved by the dissertation chair
		8. Any A/V equipment needs.

 Please note that the Graduate Program Coordinator will not make any grammar or spelling edits to the information you provide. You and your advisor must ensure that edits have been made before submitting information for scheduling your defense.

**Format Review**

 The library conducts the review for formatting of all dissertations. Students will submit completed dissertations directly to the library and hand all the requisite paperwork (for University Microfilms International and the National Opinion Research Center). For additional information contact [University Dissertations and Thes](https://library.gmu.edu/udts)is Services.

**Evaluation of the Dissertation**

 The [written document](https://d101vc9winf8ln.cloudfront.net/documents/26519/original/Rubric_for_Final_Evaluation.pdf?1507815164) will be evaluated on four dimensions: Writing, Content – Background, Content – Methods and Data Analysis, and Content – Discussion. Each dimension is rated on a six-point scale with 0-1 = “Needs Work,” 2-3 = Competent, and 4-5 = Excellent. An average score of “12 is required by all committee members to receive a passing score.

 The [presentation](https://d101vc9winf8ln.cloudfront.net/documents/26521/original/Rubric_for_Oral_Presentation.pdf?1507815278) will be evaluated on four dimensions: Knowledge and understanding of topic/significance of research, Knowledge and understanding of methodology and results, Communication, and Use of visual aids. Each dimension is rated on a six-point scale with 0-1 = “Needs Work,” 2-3 = Competent, and 4-5 = Excellent. An average score of 12 is required by all committee members to receive a passing score.

**Dissertation Signature Sheets**

Students must have the [Dissertation Signature Sheet](https://library.gmu.edu/udts/SignatureSheets) signed by all committee members, their Program Director, Associate Chair for Graduate Studies, and Associate Dean for the College of Humanities and Social Sciences. It is the responsibility of the student to collect all signatures. Contact the [Psychology Graduate Programs Coordinator](https://psychology.gmu.edu/people/staff) to assist with this process.

**Dissertation Submission and Fees**

Dissertations are generally due to the library by 5pm on the last Friday of classes. For exact dates, please visit the [University Dissertation and Services website](https://library.gmu.edu/udts). Specific information on formatting, fees, ancillary forms, types of paper and number of copies required can also be found on the [UDTS web site](http://thesis.gmu.edu/index.html). Late submissions will not be accepted.

# GUIDELINES FOR GRADUATE STUDENT GRIEVANCES AGAINST FACULTY

The Department recognizes that differences in opinions, complaints, or grievances may occur in the relationships between faculty and students. We believe it is the responsibility of all department members to establish and maintain a climate within which a student problem or complaint can be promptly identified, presented, discussed, and given fair, timely consideration without fear or recrimination or retribution. The following steps are recommended for students who feel they have been unjustly or unfairly treated in the course of their education. (NOTE: Student concerns about faculty behavior that involves sexual harassment or racial/ethnic/gender discrimination should be handled according to the University guidelines description in the University Catalog.)

**Grievance Procedures**

 The Department recommends that a graduate student who has concerns about the professional behavior of a faculty member take the following steps in the following order. Following these procedures will better ensure that the grievance will be resolved expeditiously and fairly.

**1.** Discuss the problem with the faculty member in question. Many disagreements, disputes, and conflicts between faculty and students are the result of miscommunication or misinformation and can be resolved informally between the concerned parties. Consultation with the academic Advisor usually will be helpful in developing an effective strategy for presenting the concern to the faculty member in question. If a student cannot discuss the concern with his/her Advisor, the student should consult another faculty member.

 The faculty member with whom the student consults concerning the grievance incurs certain responsibilities by agreeing to serve in this capacity: (1) To review with the student the Departmental policy and procedures described here. (2) To assist the student in determining the legitimacy of his/her concern and in developing a plan for discussing the concern with the faculty in question. In addition, the advisor may also choose a more active role in the resolution of the grievance by serving as the student's advocate or as a mediator. If the advisor/advocate believes that the faculty member in question has committed an illegal act or ethical violation, he/she should consult the Ethical Guidelines of the American Psychological Association.

**2.** If the discussion with the faculty member with whom the student has a concern does not produce a fair resolution, the student should consult with his/her Advisor (or other advising faculty) about the feasibility of bringing the matter to the attention of the student's Program Coordinator.

**3.**  If consultation with the Program Coordinator does not produce a satisfactory resolution, the student should consult with his/her advisor (or other advising faculty) about the feasibility of bringing the matter to the attention of the Associate Chairperson for Graduate Studies. The Associate Chairperson may appoint an ad hoc committee charged with working with the student and faculty member in resolving the grievance. This committee may include a graduate student as a member.

**4.** If consultation with the Associate Chairperson for Graduate Studies does not produce a satisfactory resolution, the student has the option of bringing the matter to the attention of the Department Chairperson.

**5.** If consultation with the Department Chairperson does not produce a satisfactory resolution, the student should consult with his/her Advisor (or other advising faculty) about the feasibility of bringing the matter to the attention of the office of the Dean of the College of Humanities and Social Sciences.

# CAMPUS RESOURCES

**Mason ID Card**

After registering, each student is required to obtain a university photo identification card.  It must be presented to use the library and is required for admission to university events, when using university facilities and can be used as a debit-card at various food concessions and copy machines. Questions may be directed to the Photo ID Office at (703) 993-1004. You can obtain your G-Card at The HUB, Lower Level Room 1103.  For more information, visit the [University All Card Office.](https://masonid.gmu.edu/)

**GMU E-Mail**

Students are required to activate and use their GMU E-Mail account to obtain Psychology Department list-serve messages and to access the university mainframe computer and library.  Only GMU E-Mail accounts will be used for official university communication with students. For more information regarding access your E-Mail visit the [ITS Support Center](https://its.gmu.edu/service/its-support-center/).

**Parking**

Parking decals may be purchased in person in the Parking Services Office located in the Shenandoah Parking Deck, or via the [Parking Services](http://parking.gmu.edu/) website. You will need a G-Card to purchase parking passes in person.  Handicapped parking permits are available in the Parking Services Office.  Parking registration information is also mailed to students several weeks before the start of the fall semester.

**Health Insurance/Student Health Services**

George Mason provides a variety of health insurance options for graduate students. For students who meet specific qualifications, premiums for the Aetna Student Health Insurance Plan will be subsidized by the University. Students who do not qualify for the subsidy may elect to purchase the policy and should contact [Student Health Services](https://shs.gmu.edu/insurance/) regarding enrollment. [The Student Health Services Office](http://shs.gmu.edu/) is available to all students at no or reduced fees.

**Student Wage/Hourly Employees**

All student wage/hourly employees are required to use Direct Deposit and must submit a time sheet online in order to be paid. To set up Direct Deposit and record your hours, please visit [Patriot Web](https://patriotweb.gmu.edu/) and click on "Employee Services”,” Time sheets" (to enter your hours) and/or "Pay Information" (to enroll in direct deposit).

**Mailboxes**

Each student is assigned a mailbox.  Doctoral and MA student mailboxes are located in the hallway next to the Psychology Graduate Office in David King Hall.  Faculty and Staff boxes are located in the copy room (DK 2001).  Be sure to check the mailboxes periodically for any messages that might be left for you by faculty, staff, or students.  Please be aware that student mailboxes are not secured, so use caution in what you place in them.

**Additional Resources for Graduate Students**

The following websites may be helpful to new and returning students:

**General resources for students** - <http://www.gmu.edu/resources/students/>

**Graduate Student Life** - <https://graduate.gmu.edu/graduate-student-life>

**The Writing Center** - [http://writingcenter.gmu.edu](http://writingcenter.gmu.edu/)

**Office of Research Integrity and Assurance (Human Subjects Review Board)** - [https://rdia.gmu.edu](https://rdia.gmu.edu/)

**College of Humanities and Social Sciences Graduate Student Assistance** - <http://chss.gmu.edu/graduate/for-graduate>

**Counseling and Psychological Services** - <http://caps.gmu.edu/>

**Learning Services** - <https://learningservices.gmu.edu/>

**Multicultural Services** - <https://odime.gmu.edu/>

**Office of Disability Services** - <http://ods.gmu.edu/>

**Student Support and Advocacy Center** - <http://osscm.gmu.edu/>

**University Registrar** - <https://registrar.gmu.edu/>

**Financial Aid** - <http://financialaid.gmu.edu/>

**Student Accounts** - <http://studentaccounts.gmu.edu/>