

*University of Minnesota*

*Department of Psychology*

***Graduate Student Handbook***

*2009-2010*

## **Department of Psychology Graduate Student Handbook**

This Handbook originated during the 1992-1993 academic year, when the Graduate Student Liaison Committee (GSLC) created it as their first major contribution to the Department. Since then, the Director of Graduate Studies, department staff, and the GSLC have annually revised this Handbook, which, although not a “legally binding” departmental document, has reflected updates of and changes to the Departmental Regulations. For new graduate students, we hope that this Handbook will answer some of your most important questions (along with some of your less crucial conundrums as well) and will ease your transition as you become a welcomed member of this department. For returning graduate students, we hope that the updated and changed information will ease your return to school this academic year and will make your next steps towards graduating smooth ones.

We are committed to producing an accurate and useful document for Psychology graduate students. We welcome your comments on this Handbook in reference to any errors of content or to any additional information not contained in this revision which you feel is important. Also, if you find this Handbook to be a positive addition to the information you receive related to your tenure in this department, please let us know that as well!

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# THE DEPARTMENT OF PSYCHOLOGY

The Department of Psychology was established in 1919 and has been rated among the top ten graduate programs in the nation since 1957, when the first comparative quality survey was conducted.

The Department has nine graduate degree-granting specializations or areas. As you have been accepted into the program based on your qualifications and your interest in one particular area, you will be working primarily with the faculty and students in that area. It is also important to understand how the Department as a whole is structured as you plan your coursework, develop intellectual community with faculty and other graduate students, and prepare for a career in teaching and research.

## Faculty

The Department is comprised of 44 faculty members who have their primary appointment in Psychology and over 100 affiliated faculty who hold their primary appointments elsewhere. A complete listing of the faculty and their interest areas can be found on the internet at <http://www.psych.umn.edu/>. A list of faculty with affiliated graduate faculty status is in Appendix I of this Handbook and at [http://www.grad.umn.edu/Faculty\\_Rosters/](http://www.grad.umn.edu/Faculty_Rosters/).

## Committees

Departmental committees are comprised of appointed faculty, administrative staff, and, for certain committees, a graduate student representative. Current committee appointments can be found at <http://online.psych.umn.edu/faculty/committees.pdf>.

## Areas of Specialization

The Department of Psychology at the University of Minnesota offers specializations in the areas listed below. Each area has a director and many of the areas also have an administrative assistant.

- Biological Psychopathology
- Clinical Science and Psychopathology Research
- Cognitive and Biological Psychology
- Counseling Psychology
- Industrial/Organizational Psychology
- Personality, Individual Differences, and Behavior Genetics
- Quantitative/Psychometric Methods
- School Psychology
- Social Psychology

The names of the Area Directors, administrative assistants, their phone numbers and e-mail addresses can be found at <http://online.psych.umn.edu/grads/index.html>.

## Director of Graduate Studies

The DGS oversees programs and issues concerning graduate students and graduate level studies in the Department. The current DGS is Professor John Campbell. An assistant to the DGS, Lynn Burchett ([burch019@umn.edu](mailto:burch019@umn.edu)), is available in N468 Elliott Hall.

## **Advising**

Depending on your area, you may or may not have an advisor when you begin graduate school. Your advisor is one of the most important, if not the most important, individual in your graduate school career. Be assured that if you have an advisor assigned to you and you discover through the course of your work another faculty member who would be a better fit, you may select your own advisor. To change advisors, you need to get the new advisor's permission and you should let your previous advisor know of the change. Also, send a memo to the Director of Graduate Studies in the Psychology Department.

## **Psychology Department Home Page & *OnLine.Psych***

The Psychology Department has a home page on the Web at <http://www.psych.umn.edu/> and an intranet at <http://online.psych.umn.edu/>. These sites contain information such as the department regulations, the department rosters, and the department calendar.

### **Communication**

Dissemination of departmental information is primarily done through electronic means. This is accomplished through e-mails and through postings on *Online.Psych*. It is your responsibility to regularly check your e-mail and *Online.Psych*.

# DEGREE REQUIREMENTS

As a graduate student in psychology at the University of Minnesota, three different organizational units will require things of you:

1. **The Graduate School:** [www.grad.umn.edu](http://www.grad.umn.edu), or 316 Johnston Hall.
2. **The Department of Psychology:** [www.psych.umn.edu](http://www.psych.umn.edu) and <http://online.psych.umn.edu>.  
Every department has a Director of Graduate Studies (DGS); in Psychology it is Professor John Campbell. The DGS assistants are Susan Prael, who handles admissions, awards, fellowships, and funding and Lynn Burchett who handles academic progress and Graduate School issues.
3. Your individual **Program Area** within the Psychology Department. The nine program areas are:
  - Biological Psychopathology (BP)
  - Clinical Science and Psychopathology Research (CSPR)
  - Cognitive and Biological (CAB)
  - Counseling Psychology
  - Industrial/Organizational Psychology (I/O)
  - Personality/Individual Differences/Behavior Genetics (PIB)
  - Quantitative/Psychometric Methods
  - Social PsychologySchool Psychology (students may be admitted to the School Psychology Ph.D. program through Psychology, Child Development, or Educational Psychology)

Obviously, there is a lot more to becoming an expert scholar/researcher/practitioner than is captured by the formal requirements, but a summary of the formal steps is given below. There are people to assist you and answer questions but it is your responsibility to turn in the small amount of required documentation (paperwork) in a timely fashion.

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## The Psychology Department and Graduate School Requirements for the Ph.D. in Psychology

### 1. Coursework and Research.

Each of the nine program areas in Psychology (listed above) have specific academic and research requirements. Consult with your adviser, program staff, or Area Director for specific program area requirements.

Your program of coursework must include 12 semester credits of a **supporting program or formal minor**. Most PhD students choose the supporting program option, but a formal minor can be declared. A supporting program is more “flexible” than a formal minor and can include several disciplines/fields. In a traditional minor, all work is in a single field and your minor program must be approved by the DGS in that department.

### 2. General Area Distribution Requirement. Due by the end of year 3.

This Department requirement is met through course taking. Thirteen general Psychology areas are defined on the General Area Distribution Requirement form (see Appendix II). Five 3-4 credit classes need to be completed across 4 areas. That is, there must be at least one course in each of four areas and two courses in one area. To meet the requirement the grades received must be an A or a B.

### 3. PhD Degree Program Form. Due by the end of year 3.

The Ph.D. Degree Program form lists your suggestions for preliminary exam committee members on the first page, and the courses you have taken and plan to take to complete the degree on the second page.

For the preliminary oral exam, your adviser is the committee chair. In addition, you will need a minimum of two other "inside" members and one "outside" member. Inside members are Psychology Department faculty and outside members are faculty members from other University departments. A very critical point here is that you must have obtained the prior approval of the people you are suggesting for your committee.

The second page of this form is a listing of graduate level courses (5000-8000 level) you have taken and plan to take to complete your Ph.D. coursework. It is not necessarily a listing of every course you have taken as a graduate student, just those graduate level courses that are pertinent to your Psychology Ph.D. degree. The courses listed are to be designated as either "major field" or "other." The "major field" column means all courses in psychology, except those which you might want to designate as part of your supporting program. Psy 8814 and Psy 8815 are generally used for the supporting program. The "other" column is for supporting program or formal minor courses. Twelve or more credits of a supporting program or minor are needed.

The terms "supporting program" or "minor" refer to two different options for satisfying the Graduate School requirement that you show competence in an area that is different from your major area of concentration (e.g., different from Clinical, Social, Counseling, CAB, etc.). The supporting program (at least 12 credits) can be composed of courses from several different departments and is defined as an interrelated set of courses distinct from your major area. If you choose the formal minor option you must contact the minor program's DGS to determine that program's requirements for the minor.

The Degree Program Form must be signed by your adviser and then submitted to the Psychology DGS for approval. The DGS Office forwards the Degree Program to the Graduate School. This form is reviewed carefully by the Graduate School so allow enough time for processing (they state 4-6 weeks). All of the above steps, and the preliminary written exam, need to be completed before the preliminary oral exam.

#### **4. Preliminary Written Exam. Due by the end of year 4.**

The preliminary written exam requirement varies by program area. It will be one of the following:

- A comprehensive examination (sometimes called a specials exam, or comps) created by the faculty in your area and intended to test Ph.D. level mastery, or
- A paper (sometimes called a specials paper) on a topic mutually agreed upon by you and your adviser. The in-depth review papers in *Psychological Bulletin* are the model to follow.

Whether your area requires an exam or a paper, the product must be evaluated and approved by your adviser, plus two other faculty members, usually the "inside" members of your preliminary oral committee.

Once the area's preliminary written exam requirement is successfully completed, the student prepares a Preliminary Written Exam Report form for their adviser to sign. This is the document that your adviser uses to stipulate that you have satisfied the requirements for the Preliminary Written Exam. After being signed by your adviser, who indicates the date you met the "specials" requirement (either by passing an exam or having your paper approved), it must be signed by the DGS and then submitted to the Graduate School. The form needs to be at the Graduate School before the preliminary oral exam defense can be scheduled with the Graduate School (at least a week before is recommended).

#### **5. The Preliminary Oral Exam. To be completed successfully by the end of year 4.**

The preliminary Ph.D. oral exam is scheduled by the student with the Graduate School using the Doctoral Preliminary Oral Examination Scheduling form. Before scheduling the exam with the Graduate School, the student must contact all committee members and find a mutually agreeable time, date, and location. This may be the hardest part of getting a Ph.D. The student should begin the scheduling

process as far in advance as possible. From the scheduling form, the Graduate School prepares the examination report that is sent directly to your committee chair. (Your adviser is the chair of the preliminary oral committee.) After the preliminary oral exam is successfully completed, the examination report with all the committee signatures is returned by the student to the Graduate School (316 Johnston Hall). You are now a Ph.D. candidate.

**6. Take 24 Dissertation/Thesis Credits. To be completed by the end of year 4-5.**

The preliminary oral exam must be passed before a student can begin taking thesis credits. Twenty-four (24) thesis or dissertation credits (PSY 8888) are required and should be taken in increments based on time needed to complete the dissertation and the need to be a full-time graduate student (6 credits) for loan and TA/RA employment purposes. Other classes can be taken along with dissertation credits and you can schedule your Final Oral Exam the same semester you are finishing dissertation credits.

**7. File the PhD Thesis Proposal Form. To be complete by the end of year 4-5.**

Check with your adviser for program area thesis proposal procedures. Once approved by your adviser, file a Thesis Proposal form. This form is due the semester after passing the preliminary oral exam.

The first page of the Thesis Proposal Form lists your suggested final oral exam committee members with the chair of the committee and three thesis reviewers designated. Again the final oral exam committee must have at least 4 members; three "inside" and one "outside". The "outside" member can't be the chair of the final oral committee, but does serve as a reviewer. Although your adviser was the chair of your preliminary exam committee, your adviser cannot chair the final exam committee. You must suggest another Psychology faculty member to serve as chair of the final exam committee.

Except for your adviser, your final oral and preliminary oral committee members can be different. However, faculty must hold the proper Graduate School Faculty status to serve on final exam committees. Graduate School Faculty status is different than being a member of the University's faculty. It is a special designation meaning a professor can serve on graduate student committees. See Appendix I for the Graduate Faculty roster for Psychology.

If you have any questions on your suggested committee member's Grad Faculty status, just ask. The first page also has a box to check to "Request a Graduation Packet." Check this box and save the materials that will be sent U.S. mail.

The second page of this form lists your thesis title. The third page is a short description or abstract of your thesis proposal, which can be an attached document. All information on this form, from committee members to thesis titles can be changed, if necessary, after the form has been filed. The Graduation Packet (more on this below) contains information on acceptable thesis formatting.

- (7.5) Clinical and Counseling program area graduate students must complete a 1 year pre-doctoral internship. Regardless of when a student on a pre-doctoral internship takes the final oral examination, the student cannot be formally awarded the Ph.D. until after the pre-doctoral internship is completed, or there will be trouble with the state licensing boards. (The degree is awarded using the Application for Degree Form.) Please consult with your adviser or area staff person about how to schedule things.

**8. Schedule your Final Oral Exam and File the Thesis Reviewer's Report. Year 5-6.**

Like the preliminary exam, the final is scheduled internally with your committee and then externally with the Graduate School. Again, begin the internal scheduling process as far in advance as possible.

The Examining Scheduling, Doctoral Final Oral form (in the Graduation Packet or outside N468 Elliott) lists all the requirements that need to be completed before the Graduate School will allow the exam to be scheduled. One is that all coursework listed on the Ph.D. Degree Program form (#3 above) has no incompletes or non-entered grades. Another is that the Reviewer's Report form is on file with the Graduate School (this form is also in the Graduation Packet). Although all committee members receive

the final thesis, just three are formal reviewers and sign the Reviewer's Report form stating the thesis is acceptable for defense.

This Reviewer's Report and the Final Oral Scheduling form can go to the Graduate School at the same time. These forms should be at the Graduate School two weeks before the final oral exam. From the scheduling form, the Graduate School sends the final exam paperwork to your committee chair.

**9. Defend your Thesis in the Final Oral Exam. Completed in year 5-6.**

This is the traditional oral defense of your Ph.D. dissertation, in front of your final oral committee. After a successful defense during the final oral your committee signs the Final Oral Examination Report, Doctoral Degree. Immediately after the exam, the student returns this form to the Graduate School, 316 Johnston Hall. Except for Clinical and Counseling students, you can also turn in your Application for Degree form (see #10 below) to the Registrar's office (across the street at Fraser Hall) at the same time.

*Clinical and Counseling Area Students only:*

Clinical and Counseling students must take the time to make sure the Application for Degree form has a date that is after their pre-doctoral internship is officially over. For example, if an internship ends 7/31/08, the Clinical or Counseling student would graduate/have the degree awarded 8/31/08. There is a strict APA rule that a doctorate cannot be awarded before or during a pre-doctoral internship. Consult with your adviser or area staff person.

**10. Degree Award. Completed in year 5-6.**

The degree is officially awarded via the Application for Degree form and the completion of the final details listed in the Graduation Packet. Complete these details, including any changes to the dissertation, as quickly as possible after the final oral defense.

**(10.5) Commencement. Optional.**

Held twice a year, attendance is optional. You can participate in commencement before your degree is awarded with Director of Graduate Studies (DGS) approval. Commencement information is also in the Graduation Packet.

As you can see, there are chronological orders, lead times, and time limits associated with these requirements. For those students admitted after the 2006-2007 academic year, the Psychology Department's policy on the **maximum time for completion of the Ph.D. is 7 years of enrolled time**. In exceptional circumstances, registration for an eighth year will be permitted, but will require a written justification on the part of the student and adviser, and approval by the Area Director and DGS. Few students, if any, should need that much time. Currently, funding is guaranteed for 5 years, conditional on satisfactory degree progress. Completion of the Ph.D. is defined as a) successful completion of the Ph.D. Final Oral Exam, and b) completing the final degree award steps including a final approved copy of the dissertation filed with the Graduate School and filing the Application for Degree Form. The scheduling of the Final Oral must accommodate any time that is necessary to make any revisions to the thesis mandated by the Final Oral Committee. Failure to meet both of these completion requirements means termination from the Ph.D. program.

Also, by Department Regulations, the Ph.D. Preliminary Oral Examination must be completed successfully within 4 calendar years of the semester in which the student was admitted. Given the Graduate School requirement of registration for 24 thesis credits (Psy 8888) post Preliminary Oral, it will be in the student's own best interests to complete the Preliminary Oral even earlier, thus maximizing the opportunity for tuition benefits to pay for thesis credits. Note that before a student can take the Preliminary Oral exam, the General Area Distribution Requirements and the Preliminary Written requirement must also be completed, as well as any other requirements imposed by a student's specific program area.

Enrollment in Psy 8666, Psy 8444, and Grad 999 will no longer be allowed without permission from the Adviser and DGS.

# CLASSES AND REGISTRATION

## Registration

1. Registration information, tuition and fees, courses offered, exam schedules, and forms are available exclusively on the Web at <http://onestop.umn.edu/onestop/index.html>. You are responsible for the information in the **Class Schedule**, so be sure to review it before registering.
2. If you are a new graduate student consult with an advisor before registering. Current graduate students are also a useful source of registration information, but are not a substitute for talking with your advisor.
3. You can register for classes on-line via the Office of the Registrar's home page on the Web at <http://onestop.umn.edu/onestop/registration.html>. Registration queues, instructions, requirements, policies, and more are available at the Office of the Registrar Web site listed above.
4. The number of credits you register for determines whether you are a full or part-time student. Your student status affects eligibility for assistantships, your access to University-sponsored hospitalization insurance, your ability to defer student loans, etc. In determining credit options, consider degree requirements and the student status required for you to meet your financial obligations.
  - Students must register for **6 or more credits** to be considered a **full-time** student; you must be a full-time student in order to defer your student loans.
  - Students must be registered for a minimum of 6 credits each semester to hold an assistantship.
  - In 2009-10, **tuition waivers** will not exceed \$5,606 per semester.
  - You are required to earn a minimum of **24 thesis credits** for the Ph.D. You may only register for thesis credits after passing your prelim oral.
5. Some courses require a course permission number (formerly "magic numbers") to enable you to register for them. This number allows you to override registration restrictions for the courses. **Course permission numbers** can be obtained from the instructor for the course or the area administrative assistant.
6. Tuition waivers for students with assistantships and fellowships should appear on the FIRST BILLING you receive which comes out a month or so after you register. Most tuition benefits will not appear on the fee statement you receive at the time of registration. If the waiver does not appear on the first billing, contact the Graduate Assistant Employment Office at 624-7070.
7. You will be unable to register if you have any **holds** on your record. Notice of any hold, including the name of the department or office where it may be cleared, is available from One Stop Student Services (612-624-1111) or from <http://onestop.umn.edu/onestop/registration.html>. This system will also tell you how to get your hold(s) removed.
8. If you want to **audit** a course, you must still register and pay for it (grade option V). Tuition waivers will not cover audited courses unless you also register for something on an A-F or S-N basis. At the professor's discretion, you can arrange to sit in on the class without registering for an audit.

## Student Health Benefit Plans

University policy requires that all students registering for 6 or more credits to have health plan coverage. Students may satisfy University policy in one of three ways:

**Graduate Assistant Health Plan:** Students with assistantships, fellowships, or traineeships are eligible for the Graduate Assistant Health Plan. Questions regarding this University-subsidized medical coverage should be directed to the Graduate Assistant Insurance Office (N323 Boynton Health Service, 624-0627). Students enrolled in the Graduate Assistant Plan are billed 5% of the cost of coverage. In 2009-10, the student cost is \$14.75 per month (\$88.50 per semester). The \$88.50 is billed once at the beginning of the semester to your University student account.

**Private policy:** Students carrying their own insurance policy will not be required to purchase the University-sponsored Student Health Benefit Plan. To ensure that you will not be billed for the University-sponsored plan, provide the following when you register for classes in-person or complete a web registration: the name of the company providing your health plan; the company phone number; and your health plan member ID. You must enter this information each semester when you register.

**University-sponsored Student Health Benefit Plan.** Full-time students who are not covered through a private policy or the Graduate Assistant Health Plan must enroll in the University-sponsored Student Health Benefit Plan. Questions regarding this program should be directed to the Student Insurance Office (Boynton Health Service, 624-0627).

*You will automatically be billed for the University-sponsored hospitalization insurance if you do not provide the name of your insurer and policy number at the time of registration, or if your assistantship/fellowship fails to appear on your fee statement. If you think that you have been billed incorrectly, contact a One Stop counselor at 624-1111.*

## Transcripts

### UNOFFICIAL TRANSCRIPT

#### Online

View your grades or print your unofficial transcript at <http://onestop.umn.edu/onestop/grades.html>.

#### In Person

Unofficial copies of your transcript are available at the One Stop Services Center in 200 Fraser Hall. Present your student ID and the Registrar will print out a copy of your transcript while you wait. You may receive two unofficial copies per day free of charge.

### OFFICIAL TRANSCRIPT

There are three types of service for official transcripts: regular service, rush service and fax service. (Official transcripts are certified and signed by the University Registrar.) Regular service is available for \$5 a copy. Processing time for regular service is 2-3 business days. Rush service is available for \$10 a copy and guarantees your transcript will either be issued to you in person or put in the U.S. mail on the same day it is requested if received by 2:00 p.m. Central time. FAX service is also available for \$10.00 a copy. A transcript will be faxed to the fax number you choose, and an official copy will be mailed to the same destination on the day you make the request. Priority service is also available. You can now place a request for an official transcript online at <http://onestop.umn.edu/onestop/grades.html>.

# RESEARCH

## Questions to Ask a Faculty Sponsor

Before you agree to serve as a research assistant for a faculty member, you should sit down with that faculty member to discuss the expectations associated with your employment. Don't wait for the faculty member to approach these issues. Many students are afraid to discuss these topics with potential employers. You don't need to approach potential employers with the air of "I'm interviewing you to see if I want to work with you." Approach them from the standpoint of a student and a potential colleague who is eager to participate and wants a clearer understanding of expectations, in order to avoid misunderstandings.

The following are suggested questions to ask and issues to discuss with a faculty sponsor prior to committing to a research position. Many of these questions should also be asked of other graduate students working with that faculty member. Other students may be able to give you an accurate picture of what working with that professor will be like.

### Funding

1. How long is my funding on this project guaranteed? Is the position for one semester or the entire year? What are the chances of being funded on this project in later years?
2. Will I be expected to continue to work on this project if funding is no longer available?
3. What are the possibilities for receiving funding on this project over the summer? Will I be expected to work over the summer, even if I'm not receiving funding during that period?

### Time Commitments and Authorship

1. How many hours am I expected to work? To what extent will I be asked to work unpaid overtime? (This may be a question you should also ask of other research assistants working with this faculty member.)
2. Will I receive non-monetary compensation (such as authorship) for the work I will be doing?
3. If one of the goals of this research project is to present a paper/poster or publish a manuscript, will I receive authorship? What will be the order of authorship? Can the order of authorship change?

### Responsibilities

1. What is the history of this project? That is, what has happened on this project to date (e.g., goals met, etc.)?
2. What are the goals of this research project in terms of publications, presentations, data collection, etc.?
3. What am I being hired to do? Am I going to be asked to develop measures, plan experiments, copy materials, run subjects, analyze data, write the paper?
4. What tasks count toward my weekly time commitment? Does time spent reading background articles, drafting all or part of a manuscript, etc. count?

## Working Relationship

1. Will we have weekly meetings or only meet when I have completed specific tasks? How do you want me to keep you updated of my progress (weekly one-on-one meetings, weekly project meetings, written reports, just chat with you once a month -- whenever I need your advice)?
2. Are there set hours for working (i.e., 10 am to 12 noon every day), or am I free to choose my own times?
3. Will I be expected to record the hours I spend working on this project? (Even if not required, doing this is to your advantage.)

## Variation in Research Assistant Roles

The research projects directed by faculty members come in many different forms. The type, structure, and funding of faculty research can produce wide variation in the roles played by graduate research assistants. Here are some brief descriptions of some of the variants that you might encounter.

*The Big Group.* A relatively large number of graduate students work on the same project. Usually they are all funded by the same grant. Responsibilities are divided such that no one student works on all aspects of the project. The initial idea for the project was developed by the faculty member and students work to turn the idea into a reality.

*The Collective.* A relatively large number of graduate students work individually (or in pairs) on specific projects that they develop to examine different aspects of one basic phenomenon. Thus, RAs empirically examine related topics, but are still working on individual projects. These collectives vary as to how closely related the different research projects truly are, that is, they vary in terms of how broadly defined the basic phenomenon of interest is. These students are usually funded by the same grant.

*The Small Group.* Sometimes faculty members have smaller projects going on that involve only one or two RAs. Other small projects are actually ideas students have had that they work on under the guidance of a faculty sponsor. Faculty members vary in terms of how much time they have for helping students work on their own ideas, and the nature of these working relationships will vary depending on the particular faculty member.

Faculty members differ in other ways as well. Some oversee every activity their RAs complete, whereas others are much less detail minded. Some prescribe exactly what to do, leaving students with little latitude, whereas others allow students much more freedom to make decisions and set directions.

None of these variations can be deemed the “best.” Much will depend on the nature of the project, the student’s skill level, and the faculty member’s preferred “style”.

## Some Friendly Advice About Doing Research

One common mistake made by graduate students is not keeping in close enough contact with their faculty advisors. Each faculty member at the University of Minnesota tends to be involved in many different research projects. Some faculty members rely on the students to make sure a particular project gets done. Given how much work graduate students do, it can feel like a blessing to go for three weeks without the faculty member requesting to meet with you about a particular project. However, in the long run, you are better off scheduling the meeting yourself. It can be too easy to let that project slide to the back burner. The problem comes several months later when the faculty member is annoyed that something still isn’t finished.

It can also be difficult to keep in contact with a faculty member if he or she tends to work at home rather than in Elliott. Such professors generally tell their students to call them at home. However, for most students, calling a faculty member at home feels very scary at first. Don't let your fear stop you from calling. If a faculty member has asked you to keep in touch by phone, do so. You'll prevent a lot of future problems by making a few uncomfortable calls now.

Another common mistake is getting involved in too many projects. Research projects can be very easy to start. Someone has a good idea, everyone gets excited, and before you know it you have another commitment to add to your already crowded schedule. Getting involved in too many projects can easily lead you to feeling stressed out and frazzled. It can also make it harder to finish existing projects. Keep in mind that when you go on the job market, what matters is what you have finished (i.e., how many papers have been written or are at least under review), not how many projects you have started.

## Resources for Conducting Library Research

Wilson Library houses reference librarians who specialize in Psychology. Call them at 626-2227 if you have more specialized research questions.

<u>Library</u>	<u>Circulation</u>	<u>Reference</u>	<u>Reserve</u>
Bio-Med Library	626-4045	626-3260	626-4045
Law Library	625-4300	625-4309	
Magrath Library	624-2233	624-1212	624-2233
Walter Library	624-3366	624-0224	624-3366
Wilson Library	624-3321	626-2227	624-6576
Library Hours Recording	624-4552		

### Computerized Library Resources

**Libraries to U (formerly Lumina)** is the computer system containing various library resources. You can access Libraries to U through the Web at <http://www.lib.umn.edu/>. Through the Libraries to U system you can access MNCAT, computerized abstracts (e.g., PsycINFO, MedLine), and Twin Cities public library computerized card catalogues.

**MNCAT** is the University-wide computerized "card catalog". Instructions for its use can be found in any library.

If you are unable to find a needed journal or book at the University of Minnesota, the U can search for the materials you need at other libraries across the country. Any reference librarian at any U of MN library can help you to request materials.

**PsycINFO** is the on-line version of Psychological Abstracts (PA). You can access PsycINFO through Libraries to U. It allows you to search for journal citations much more quickly than the traditional bound volumes of PA. There is NO cost for using PsycINFO.

### Journal Seminar Room

Located in N219 Elliott, the JSR contains many commonly used psychological journals and classic volumes. Journals may not be removed from the JSR other than for duplicating in N206. Department graduate students have open access on a first come, first serve basis to the four computers -- 2 PCs and 2 Macs, 1 b/w laser jet printer, and 1 color laser jet printer in the JSR. In order to log into these machines, grad students must use their CLA Novell accounts. The printer may be used freely for school-related work including printing articles from the U Library, as well as e-mail attachments and other documents.

## Undergraduate Research Assistants

Research projects involving graduate students frequently involve undergraduates as well. Undergraduate RAs help to copy articles from the library, call and run research participants, serve as confederates in studies, enter data, and much more. Whenever you enter into an agreement to work with an undergraduate RA, it is helpful to clearly communicate your expectations regarding the amount, type, and quality of work the RA should perform. Exploring the undergraduate's hopes and expectations for the project is helpful as well. Taking these steps at the beginning of your working relationship will make it more likely that the relationship is a productive and positive one for both of you.

You can recruit undergraduate research assistants in a variety of ways:

- posting notices near the REP bulletin board or on the Undergraduate Advising bulletin boards on the first floor of Elliott;
- recruiting in 3000 or 5000 level psychology courses;
- posting a message to the psychology undergraduate listserv (contact Amy Kallenberg, Psychology Advising, in S102 Elliott or at [psyadvis@umn.edu](mailto:psyadvis@umn.edu));
- contacting Psi Chi (President: Stephen Gray, S104 Elliott, 625-2329, [psichi@umn.edu](mailto:psichi@umn.edu))

If you would like to have an undergraduate RA assist you on a project (and your faculty sponsor approves), there are three forms of compensation that can be offered:

**Paid Research Assistants** - Some undergraduate RAs are paid by the faculty member's grant. Students can be hired for work study or through student employment. Work study costs your faculty advisor less money, because these positions are subsidized by the government. To hire a work study student, the student needs to be eligible for work study.

To hire an undergraduate RA, you should consult with Kamran Motevaze (626-8146), [motev001@umn.edu](mailto:motev001@umn.edu), S252 Elliott) from the Accounting area. Information you should have prepared for your discussion includes: student employee's name (and ID number or social security number, if possible), the rate at which the student will be paid, the position title you will be using (e.g., Research Assistant I, II or III), the budget number from which the student will be paid, and the start and end dates of employment. Kamran will check the students' eligibility for work study and inform the student if work study funds are available and will be utilized. Kamran will then implement the hiring process through the Human Resources department.

**Research Assistants Receiving Academic Credit** - Some undergraduate RAs receive academic credit for their work. These students may sign up for Psy 4994V, 4902V or 5993. Psy 5993, Research Laboratory in Psychology, involves the student doing empirical research and writing a paper or completing an equivalent academic project. Psy 4994V is the Honors Research Practicum course led by Prof. Randy Fletcher for junior Honors majors. Students attend a weekly seminar in addition to their work in the research lab. Psy 4902V, Honors Project, is available to senior honors majors in psychology. These students are expected to either write a critical literature review or complete an empirical study and must work under the direction of a faculty mentor.

These courses may be used to grant credit to students who are assisting with faculty-sponsored projects (which is more common) or for students who have their own ideas for papers or empirical projects.

Note: There is a limit to how many 5993 credits an undergraduate can complete and the number of times the course may be counted toward fulfilling major requirements. Refer students with questions to [www.psych.umn.edu/undergrad/index.html](http://www.psych.umn.edu/undergrad/index.html) or S105 Elliott (612-625-8520, [psyadvis@umn.edu](mailto:psyadvis@umn.edu)).

All undergraduate students receiving academic credit for Psy 4902V or 5993 must complete a written contract with the faculty member. These forms can be obtained from any staff member in Psychology Advising, S105 Elliott. (These contracts are mandatory for undergraduate RAs; no forms or contracts are

required for graduate RAs who are working for credit rather than money.) Students receiving credit for Psy 4994V register for the seminar and do not need a separate contract form.

Course credit for 5993 may only be given if the student writes a scholarly paper (minimum of 5 pages) or completes an alternate academic project. Routine research assistant duties (copying, getting materials from the library, running subjects, data entry, etc.) by themselves do not warrant the granting of course credit. When granting course credit, you need to ensure that you provide a rich learning experience for the undergraduate. Limiting tasks to data entry, for example, would not be appropriate.

Students may receive course credit at a rate of 3 hours/week per credit (e.g., 3 credits = 9 hours of work each week) for a 15 week academic term. Because there are fewer weeks in the term, Summer registration requires additional hours each week. This includes time the student spends in meetings with you as well as time spent doing other research related tasks. It also includes time spent researching and writing the requisite paper. Psy 5993 is offered at a fixed 3 credit load.

If you have contracted with an undergraduate to provide course credit for research assistance, your faculty sponsor must submit a grade for that student either online or to Margie Pickering in N307 Elliott Hall (625-5085; picke005@umn.edu) at the end of the academic term of enrollment.

**Volunteer Research Assistants** - Some undergraduates work only for the experience and the opportunity to get a good letter of recommendation. Sometimes these students approach faculty members, other times you need to actively look for them. You can post flyers indicating that you are looking for assistance on the “Non-REP” portion of the bulletin board across the hall from Elliott N119 or outside Elliott S106. With the appropriate faculty member’s permission, you can also address courses asking for student volunteers. There are various opinions about volunteers versus students working for credits. Some mentors feel volunteering is a good way to determine whether the research relationship will work. Others prefer to have some way to penalize the undergraduate if he or she doesn’t do the work (i.e., give a poor grade).

## Before Gathering Data: Ethical Approval

Before running a single subject, you must obtain ethical approval for your project. This is true no matter how innocuous your study may seem or whom you are using as your subjects. The only time you don’t have to get ethics approval is if the faculty member with whom you are working has already done so.

If you are using human participants, your research must be reviewed and approved before initiation by the **Institutional Review Board: Human Subjects Committee (IRB)**. Getting approval may take one to two months for an experiment. If you are only giving a simple questionnaire, you may be able to complete an Expedited Review form and have your study approved within two to four weeks.

Training is required to obtain IRB Approval (and IRB approval is required for REP approval). The information you need to fulfill this requirement is found via links at <http://www.research.umn.edu/irb/training/>.

### Human Subjects' Protection Training and Requirements

#### U of M Training Requirements

The University of Minnesota requires a basic level of Human Subjects' Protection Training for all investigators and research personnel regardless of the source of funding. Human Subject Protection training for all personnel involved with a study must be completed and its completion registered with Fostering Integrity in Research, Scholarship, and Teaching (FIRST) before you can receive IRB approval.

#### U of M Training Options

FIRST offers a variety of options to complete the basic requirement for Human Subject Protection training and instructions for registering the completion of this training (see <http://cflegacy.research.umn.edu/first/humansubjects.htm>).

The **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 may affect psychology students conducting research on human subjects. The most significant part of HIPAA is its stringent privacy provisions. To ensure compliance with the HIPAA regulations, the University has established a Privacy and Security Compliance Program to create standardized policies, procedures, and forms for implementation across the University. The University's privacy policy is at <http://www.ahc/privacy/hipaa/home.html>.

If you are using animals in your research, you also need to obtain ethical approval; however, this is usually completed by your advisor or faculty sponsor.

## Using the Pool of Research Participants

The **Research Experience Program (REP)** is a voluntary part of Psychology 1001. The instructors of other undergraduate Psychology courses may also offer students extra credit for research participation. In REP, students earn extra credit points for participating in research projects. The purpose of REP is twofold: 1) to provide students with hands-on experience in the topics, goals, methods and ethical procedures of contemporary research in psychology; and 2) to sustain the extensive and nationally-recognized programs of research being conducted in the University of Minnesota Psychology Department.

Access to the REP pool is restricted to voting members of the Department of Psychology, their graduate advisees and honor students, emeritus faculty, and to Department of Psychology adjunct faculty. Priority in awarding points is given to current voting members of the Psychology faculty and their students, with highest priority given to dissertation research. The number of points awarded varies by semester. Allocations depend on the number and size of requests and the size of the REP pool. In semesters when demand is high, emeritus and adjunct faculty may be given smaller allocations.

The REP pool is largest during Fall and Spring semesters. The summer session REP pool is tiny, typically 1/10 the size of the REP pool in Fall and Spring semester.

To participate, researchers submit an application by the first Friday of the term in which they wish to collect data. Each project must have a faculty sponsor. In addition, all studies must have IRB approval before students are recruited; However, it is best if researchers submit their application for REP points at the start of the semester, even if they are still waiting for IRB approval.

All researchers who have contact with human subjects (not just the Principal Investigator) must first complete training in the protection of human subjects. Please see the following website for options related to this training: <http://www.research.umn.edu/irb/training/>.

The REP program uses an on-line system; Researchers submit applications on-line and award student points on-line. Subject recruiting may be done on-line, in person, or by posting a study announcement in the "Research Board on Elliott Hall's main floor. In-person recruiting is accomplished either by "tabling" outside of Willey 175 to advertise a study and sign up potential participants, or by making a short announcement and passing out a sign-up sheet in a REP point-offering class. Please contact individual instructors if you would like to make an announcement in a class (see [http://www.psych.umn.edu/research/rep/psyrep\\_researchers\\_classes.htm](http://www.psych.umn.edu/research/rep/psyrep_researchers_classes.htm) for information on classes participating in REP).

To access the on-line system, the researcher's name and email address must be entered into the REP database. If a researcher is using the REP system for the first time, he or she will need to contact the REP administrator to be added to the database.

Additional information about the REP as well as contact information for the REP administrator can be found at [http://www.psych.umn.edu/research/rep/psyrep\\_researchers\\_page.htm](http://www.psych.umn.edu/research/rep/psyrep_researchers_page.htm).

## Computing Resources

### Research Resources

**Faculty Labs.** Many faculty members have statistical packages and other needed software installed on computers in their labs for their graduate students to use. You should talk to your advisor about the computing resources that may be available to you because of your work with them. Also, many areas assign graduate students to offices that may be equipped with computers. Again, check with your advisor.

Statistical Software support: The University provides a number of web sites and phone-in support lines for providing statistical support. Please see <http://www1.umn.edu/statsoft/> for more information. Also note that the Department of Psychology has available a year long course in Statistics. Please contact your advisor regarding the course.

**Elliott S160.** Department graduate students can use Elliott S160 for running studies that require subjects to use computers. Numerous studies developed and conducted by department graduate students have been run successfully in Elliott S160 since Spring 2000. For more information on what resources are available in Elliott S160 and the policies for accessing the lab, please refer to Elliott S160 web pages.

## Presenting and Publishing

There are two main forums for sharing research findings with the rest of the academic community (other than invited papers and addresses): Presenting at conferences and publishing in journals.

To have something published in a journal, mail the required number of copies (in the requested format) and a cover letter to the editor. Specific instructions for each journal can be found in any issue of that journal. These instructions will tell you the desired format (not all psychology journals use strict APA style), the number of copies to send, and to whom to send them.

To present a paper or a poster at a conference, you (or sometimes your faculty sponsor) usually need to be a member of the society giving the conference. Each society puts out a call for submissions prior to their conference. The due dates for applying to present are usually sometime during Fall Semester. The [APA Monitor](#) is a good source of lists of conferences, which often has calls for papers and announcements of upcoming conferences published toward the back of the paper.

**Joining Societies** - Graduate students can become student affiliates of a wide variety of different societies including the American Psychological Association (APA) and the Association for Psychological Science (APS). Membership in societies usually includes a subscription to that society's main journal (e.g., [American Psychologist](#), [Psychological Science](#)), newsletters (e.g., [APA Monitor](#), [APS Observer](#)), and reduced rates for subscriptions to other journals and reduced prices on some books. The newsletters for APA and APS contain job postings and are therefore invaluable when you go on the job market. Most societies have reduced dues for students.

You should also consider joining one or more of the Divisions of the APA (see Appendix V of this Handbook for the complete list of APA Divisions) and any specialized societies relevant to your interests (e.g., International Society for the Study of Personal Relationships, Association of Behavior Analysis). Your advisor can help you find out about these specialized societies. Another way to find out about societies is by looking at journals. Most journals are affiliated with a particular society (or APA Division); information about joining these societies is published in the journals.

For information about joining the American Psychological Association visit the APA web site at <http://www.apa.org/membership/>.

For information about joining the Association for Psychological Science visit the APS web site at <http://www.psychologicalscience.org/>.

**Travel Awards** - Travel awards are funded by a gift from Harrison and Kathryn Gough and the College of Liberal Arts. Funds are awarded to students for first author travel expenses related to presenting at psychology conferences or meetings. There is a limit of one award per graduate student per fiscal year (July 1 – June 30) and will be based on availability of funds. There is no application deadline. The application form is available on the Web at <http://online.psych.umn.edu/>

Many of the professional organizations (e.g., APA, APS, Divisions of APA) also offer travel grants to members of their organizations. You will be notified via the grad list-serv of any travel awards that require nomination by the Department of Psychology.

# TEACHING

## Graduate Teaching Assistantships

Graduate students may hold GTA appointments as teaching assistants, section leaders or instructors in Psychology courses. The positions vary in terms of their responsibilities, percentage, and pay rate.

**Teaching Assistants** assist either a professor or instructor with their day or evening course. The level of responsibilities can vary from course to course, depending on the requirements of the professor or instructor. Duties often include holding office hours, duplication of class materials, grading, class web updates, and perhaps preparing exam items. TAs will be expected to assist with the proctoring of up to two extra exams (in addition to those in their assigned course). TA appointments range from 12.5% to 50%.

**Section Leaders** are in charge of their own weekly discussion or laboratory section(s) in one of the large undergraduate classes. This usually involves some lecturing, assignment grading, and group facilitation. There is an overall course plan or structure within which you will operate. Section leader positions are 25% or 37.5%. Some advanced graduate students in the Clinical, Counseling, and Quantitative/Psychometrics areas are hired as section leaders for graduate level courses.

**Instructors** have full responsibility for their day or evening class, including book selection, lectures, preparation of course materials (syllabus, exams, handouts), grading, and course administration. Instructors assigned a teaching assistant for their class are also responsible for TA supervision. Course content and format are expected to be comparable to that presented by faculty during the regular academic year, and review of content and format by the supervising faculty member is desired. Instructors usually have considerable expertise relating to the course materials and have had prior teaching experience. Instructor appointments are 37.5% for 3-credit classes and 50% for 4-credit classes.

The teaching application is due in early March for academic year positions. The summer teaching application is due in late February (though there are far fewer positions available in summer). The contact regarding teaching and teaching assistantships is the Coordinator of Instructional Services, Judy Peterson (S257 Elliott, 612-626-1732, [erick005@umn.edu](mailto:erick005@umn.edu)).

# FUNDING & FINANCIAL ISSUES

## Funding Sources

*Graduate Assistantships and Fellowships provide a stipend plus tuition and subsidized health insurance benefits.*

**Teaching Assistantships.** Graduate students may hold appointments as teaching assistants, section leaders or instructors in Psychology courses. The positions vary in terms of their responsibilities, percentage, and pay rate. See the Graduate Assistant Employment website <http://www1.umn.edu/ohr/gae/index.html> for information regarding the requirements and benefits associated with these positions.

**Research Assistants** assist faculty members with their research. The first place to check for an RA appointment is with your advisor. RA appointments can be for 25% or 50% time and you can be hired for one term or for the entire year.

**Departmental Fellowship** recipients are selected by the faculty during the admissions process. A specific application is not required for this Fellowship.

**Dissertation Fellowships** are University-wide grants for which graduate students working (or starting to work) on their dissertations can apply. You must apply within the Psychology Department first. The deadline for these fellowships is in February; students are notified via the graduate student e-mail listserv.

**Graduate School Fellowships** are awarded by the Graduate School to incoming students. These Fellowships include guaranteed support for four additional years. Throughout each of these years the base funding level will be at least the equivalent of a 50% TA position.

**Other Grants and Fellowships** are periodically announced via the graduate student e-mail listserv. Information about additional grants, fellowships, and scholarships is available on the Department intranet at <http://online.psych.umn.edu/>.

**Student Financial Aid** loan packets are available in the Office of Scholarships and Financial Aid located in 210 Fraser Hall. These packets contain all the necessary information about application deadlines and all the forms that you need to complete. The packets contain information about all of the loans available through the University: Federal Ford Direct Loan, SELF, Perkins, and University Trust Fund Loan. If you have any questions or concerns about obtaining a loan, you can call the Office of Scholarships and Financial Aid at 624-1111.

Occasionally processing delays occur. Sometimes the Financial Aid Office has all the necessary forms and information from you, and they just need to be reminded to do something with your file. Other times there will be a form or two missing; the Financial Aid office does not notify you of all omissions. If it seems like the processing is taking an unusual amount of time, call the Financial Aid Office at 624-1111.

## Tuition Benefits

Each 25% TA or RA position you have will reduce your tuition by twice the amount of your appointment. Thus if you have a 25% position, you will have a 50% tuition waiver and if you have a 50% position (or two or more positions totaling 50%), you will have a 100% tuition waiver. The maximum benefit is 100 percent (\$5,606 per semester in 09/10) and applies to a maximum of 14 credits each academic term.

Graduate Assistants who work at least 12.5% time (5 hours per week) from the beginning to the end of the official semester appointment dates, and are properly registered are eligible to receive tuition benefits during that semester. However, a 12.5% appointment does not provide a non-resident waiver or health insurance benefits. The minimum eligibility for a non-resident waiver is 25%.

## Eligibility for Lower Tuition Fringe Assistantship

A 25% assistantship (195 hours per semester) provides you with a non-resident tuition waiver and a tuition waiver equal to twice the percentage of the appointment up to a maximum benefit of \$5,606.00 in 09/10 (for a 50% time appointment). Please note that the tuition benefit maximum changes when you become a Ph.D. candidate. The definition of a Ph.D. candidate is a student who has completed all coursework, passed the preliminary oral examination and completed the required 24 doctoral thesis credits. The maximum tuition benefit for a Ph.D. candidate graduate assistantship classification series is ONE credit (\$934.33 in 09/10). Visit the Graduate Assistant Employment web site at <http://www1.umn.edu/ohr/gae/benefits/index.html> for further information regarding this or graduate assistant employment.

## Resident Tuition Rate Reduction for Former Graduate Assistants

As a graduate assistant, you receive the resident rate for tuition if you are a non-resident. This benefit is extended to graduate assistants who are no longer employed as graduate assistants for a maximum of 4 semesters, depending upon how many qualifying appointments you have held in the past. Minimum eligibility for a former graduate assistant requires completion of 2 semesters of a graduate assistantship at 25% time (10 hours per week) or 195 semester hours worked each semester. Extended benefits must be used within 3 years of the date of the last qualifying semester.

## Health Insurance Benefits

You are required to carry health insurance. Graduate assistants holding hourly appointments of 195 hours or more per semester (65 hours in summer), as estimated by their departments, are eligible for the Graduate Assistant (GA) Health Plan. The University subsidizes the cost of the GA Plan, paying a contribution toward the premium of 1.9 times the appointment percentage. A student with a 50% appointment will receive a 95% subsidy of the premium, while a student with a 25% appointment will receive a 47.5% subsidy. All students enrolled in the GA Plan pay 5% of the monthly premium which in 2009/10 comes to \$14.75 per month billed once per semester (\$88.50 per semester) to your student account.

For information and questions related to the graduate assistant insurance plan, see their website at <http://www.bhs.umn.edu/insurance/graduate/index.htm> or call the Graduate Assistant Insurance Office, N-323 Boynton Health Service, 625-6936.

## Benefits Questions

If you have questions about your benefits that go with it, call the Graduate Assistant Employment Office, 200 Donhowe Bldg. at 624-7070.

## Payroll

All personnel are on a biweekly payroll system. Paychecks are distributed every other Wednesday. Pay statements can be found online at [www.hrss.umn.edu](http://www.hrss.umn.edu). If you do not have direct deposit, you can pick up your check in the Central Office after 1:00 PM on paydays. Please review your pay statement carefully. Report any discrepancies to the Payroll Office, S252 Elliott, 626-8146.

## **Scholarship Payment**

Scholarship awards are credited to your student account. A check is issued each semester and mailed to your local address.

## **Direct Deposit**

You can have your paychecks deposited directly into your checking or savings account. The direct deposit form is available on-line at [www.hrss.umn.edu](http://www.hrss.umn.edu).

# A P P E N D I C E S

## I. Graduate Faculty 2009-2010

### **Professor\***

Berscheid, Ellen (SM)  
Borgida, Eugene (SM)  
Bouchard, Thomas J. Jr. (SM)  
Burkhardt, Dwight A. (SM)  
Campbell, John P. (SM)  
Cuthbert, Bruce N. (SM)  
Engel, Stephen (SM)  
Frazier, Patricia A. (SM)  
Hansen, Jo-Ida C. (SM)  
He, Sheng (SM)  
Iacono, William G. (SM)  
Kersten, Daniel J. (SM)  
Legge, Gordon E. (SM)  
Marsolek, Chad J. (SM)  
McGue, Matthew K. (SM)  
Ones, Deniz S. (SM)  
Overmier, J. Bruce (SM)  
Rothman, Alexander J. (SM)  
Sackett, Paul R. (SM)  
Simpson, Jeffrey A. (SM)  
Snyder, Mark (SM)  
Viemeister, Neal F. (SM)  
Waller, Niels G. (SM)  
Weiss, David J. (SM)

### **Associate Professor\***

Federico, Christopher M. (SM)  
Fletcher, Charles R. (SM)  
Gewirtz, Jonathan C. (SM)  
Gonzales, Martha H. (SM)  
Grove, William M. (SM)  
Jiang, Yuhong (SM)  
Koutstaal, Wilma (SM)  
Kuncel, Nathan R. (SM)  
Lee, Richard M. (SM)  
Luciana, Monica (SM)  
MacDonald, Angus (SM)  
Mann, Traci (M2)  
Oxenham, Andrew J. (SM)  
Peterson, Gail B. (SM)  
Schrater, Paul R. (SM)

### **Assistant Professor\*\***

DeYoung, Colin (SM)  
Oلمان, Cheryl A. (SM)  
Schmidt, Aaron (SM)  
Syed, Moin (M2)  
Thomas, Mark J. (M2)

### **Adjunct Professor\***

Carroll, Marilyn E. (ASM)  
Christensen, Sandra L. (ASM)  
Crow, Scott J. (AM2)  
Davison, Mark L. (ASM)  
Egeland, Byron (ASM)  
Glomb, Theresa M. (AM2)  
Gunnar, Megan R. (ASM)  
Hatsukami, Dorothy K. (ASM)  
Johnson, Paul (ASM)  
Kiresuk, Thomas J. (AM2)  
Kushner, Matt G. (ASM)  
Levine, Allen S. (ASM)  
Masten, Ann S. (ASM)  
Pick, Herbert L. (ASM)  
Robiner, William N. (AM)  
Sroufe, L. Alan (ASM)  
Stoffregen, Thomas (ASM)  
Thompson, Travis (ASM)  
Wanberg, Connie R. (ASM)  
Weinberg, Richard A. (ASM)  
Ysseldyke, James E. (ASM)

### **Adjunct Associate Professor\*\***

Bono, Joyce (ASM)  
Gershenson, Celia W. (AM2)  
Hendel, Darwin D. (AM2)  
Miner, Michael H. (AM2)  
Sponheim, Scott R. (AM2)

### **Adjunct Assistant Professor\*\***

Christensen, Kathy J. (AM2)  
Cleary, James P. (AM2)  
Gewirtz, Abigail (AM)  
Gonsiorek, John C. (AM2)  
Haynes, Harriett L. (AM)  
Pardo, Patricia J. (AM2)  
Van Egeren, Linda K. (AM2)

### **Research Associate\*\***

Micheyl, Christophe D. (AM)  
Peterson, Carol B. (AM)

### **Professor Emeritus**

Loper, Rodney G. (ASM)  
Tellegen, Auke (ASM)

\*May serve as major advisers for graduate students.

\*\*May serve as co-advisers on Ph.D. committees  
and as advisers on M.A. committees.

SM Senior Member  
M2 Member/Advising  
ASM Affiliate Senior Member  
AM2 Affiliate Member/Advising  
AM Affiliate Member

## II. General Area Distribution Requirement (Semester System)

The following is an alphabetical list of 13 general psychology topic areas and the courses that will fulfill the General Area Distribution Requirements. A course with an asterisk (\*) is listed under more than one area but can be used to satisfy one requirement only. Please consult the class schedule on the University's One Stop site for information on when courses are offered and course credits. <http://onestop.umn.edu/>. If you have any questions e-mail Lynn at burch019@umn.edu.

<b>1. Biological Psychology:</b>	Psy 5061	Neurobiology of Behavior
	Psy 5064	Brain and Emotion
	Psy 5137*	Introduction to Behavior Genetics
	Psy 5606	Clinical Psychophysiology
<b>2. Cognition &amp; Neural Systems:</b>	Psy 5015	Cognition, Computation, and Brain
	Psy 5038W	Introduction to Neural Networks
	Psy 5054	Psychology of Language
	Psy 5062	Cognitive Neuropsychology
	Psy 5065	Functional Imaging
	NSC 5561	Systems Neuroscience
<b>3. Developmental:</b>	CPsy 8301	Developmental Psych: Cognitive Processes
	CPsy 8302	Developmental Psych: Social and Emotional Processes
<b>4. Differential/Behavior Genetics:</b>	Psy 5135	Psychology of Individual Differences
	Psy 5137*	Introduction to Behavior Genetics
<b>5. Industrial/Organizational:</b>	Psy 5701	Organizational Staffing and Decision Making
	Psy 5703	Psychology of Organizational Training and Development
	Psy 5707	Personnel Psychology
	Psy 5708	Organizational Psychology
<b>6. Learning &amp; Memory:</b>	Psy 5012	Learning and Cognition in Animals
	Psy 5014	Psychology of Human Learning and Memory
	Psy 5051W	Psychology of Human-Machine Interaction
<b>7. Measurement:</b>	Psy 5018H	Mathematical Models of Human Behavior
	Psy 5862	Psychological Measurement: Theory and Methods Psy 5862 is required to satisfy the Measurement area. These additional courses may be taken:
	Psy 5865	Advanced Psychological & Educational Measurement
	EPsy 8221	Psychological Scaling
	EPsy 8222	Advanced Measurement: Theory and Applications
<b>8. Personality:</b>	Psy 5101	Personality Psychology
	Psy 5207*	Personality and Social Behavior
	Psy 5960	Mechanisms of Emotional & Cognitive Influence on Cognitive Processing
	Psy 8107	Personality, Culture, and Society
<b>9. Psychopathology:</b>	Psy 5604H	Abnormal Psychology
	Psy 8111	Psychopathology I
	Psy 8112	Psychopathology II
	CPsy 8606	Advanced Developmental Psychopathology

-continued-

10. **Quantitative Methods & Research Methodology:** Completion of 3 credits in a 5000 or 8000 level course in advanced quantitative methods or research methodology offered throughout the University, with a grade of A or B. Courses must be approved by the student's advisor.

The following courses cannot be used to satisfy the Quantitative Methods & Research Methodology area:

Psy 5862 (used for Measurement only)  
 Stat 5021 (used for Statistics only)  
 EPsy 8261, 8262, 8263 (not used)

11. **Sensation & Perception:**  
 Psy 5031W Perception  
 Psy 5036W Computational Vision  
 Psy 5037 Psychology of Hearing

12. **Social:**  
 Psy 5202 Attitudes and Social Behavior  
 Psy 5204 Psychology of Interpersonal Relationships  
 Psy 5205 Applied Social Psychology  
 Psy 5206 Social Psychology and Health Behavior  
 Psy 5207\* Personality and Social Behavior  
 Psy 8201 Social Cognition  
 Psy 8202 Close Relationships  
 Psy 8203 Impression Management  
 Psy 8208 Social Psychology: The Self  
 Psy 8209 Research Methods in Social Psychology

13. **Statistics:** These two courses must be taken as a set:  
 Psy 8814 Analysis of Psychological Data  
 Psy 8815 Analysis of Psychological Data  
  
 Stat 5021 Statistical Analysis  
 Stat 5021 is to be taken with one of the following courses:  
 Stat 5302 Applied Regression Analysis  
 Stat 5303 Designing Experiments  
 Stat 5401 Applied Multivariate Methods  
 Stat 5421 Analysis of Categorical Data  
 Stat 5601 Nonparametric Methods  
 PubH 6450 Biostatistics I (previously PubH 5450)  
 PubH 6451 Biostatistics II (previously PubH 5452)

If you have questions about a course or don't see it listed, e-mail Lynn at [burch019@umn.edu](mailto:burch019@umn.edu).

Courses that can be used but are currently inactive, changed, or taught infrequently:

<i>Biological Psychology</i>	Psy 5034*	<i>Psychobiology of Vision</i>
<i>Differential/Behavior Genetics</i>	Psy 5136	<i>Human Abilities</i>
<i>Sensation and Perception</i>	Psy 5034*	<i>Psychobiology of Vision</i>
<i>Social</i>	Psy 8207	<i>Social Psychology History and Systems</i>

## PSYCHOLOGY Department General Area Distribution Requirement

As part of your coursework requirement, 5 courses from at least 4 general topic areas of psychology are to be taken. The course list and corresponding general psychology topic areas are attached. To fulfill the General Area Requirement, courses must be graduate-level courses of 3-4 credits with a grade received of A or B. This requirement is to assure that graduate students acquire a broad knowledge of psychology and it must be completed before the preliminary written exam requirement. The courses listed below will also be listed on your Degree Program Form.

Student Name \_\_\_\_\_ Student E-mail \_\_\_\_\_

Student ID # \_\_\_\_\_ Student Program Area \_\_\_\_\_

	General Psychology Topic Area	Course Taken	Semester/Year	Instructor Name	Grade	Credits
	<i>Example: Biological Psychology</i>	<i>Psy 5064</i>	<i>S'07</i>	<i>Bruce Cuthbert</i>	<i>A</i>	<i>3</i>
1.						
2.						
3.						
4.						
5.						

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Printed Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Printed Name

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

\_\_\_\_\_  
Date

To obtain DGS approval, submit this completed form to Lynn Burchett's mailbox on the second floor of Elliott Hall or drop off at N468 Elliott Hall. You will be notified by e-mail when the form is approved.

\_\_\_\_\_  
DGS Approval  
07/07

\_\_\_\_\_  
Date

### III. Graduate School Forms

Graduate School forms and requirements are available on the Graduate School's web site.

**Doctoral Degree:** [http://www.grad.umn.edu/current\\_students/degree\\_completion/doctoral/index.html](http://www.grad.umn.edu/current_students/degree_completion/doctoral/index.html)

**Master's Degree:** [http://www.grad.umn.edu/Current\\_Students/degree\\_completion/masters/index.html](http://www.grad.umn.edu/Current_Students/degree_completion/masters/index.html)

Computers and printers to download the forms are available in the Journal Seminar Room located in N219 Elliott. Forms are also available outside of Room N468 Elliott.

If you have any questions about the Graduate School forms, see Lynn Burchett in N468 Elliott or e-mail [burch019@umn.edu](mailto:burch019@umn.edu) .

## IV. General Computing Resources

The Department of Psychology's Office of Information Technology (OIT) area maintains numerous computing resources available to Department graduate students. These resources are offered in addition to those available to students through their advisors or through various research or teaching appointments. Please note that all University computing equipment is subject to use in accordance with the "Acceptable Use of Information Technology Resources" ([http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/acceptable\\_use.cfm](http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/acceptable_use.cfm)).

### Psych OIT Information and Resources

Please visit the Psych OIT web site (<http://online.psych.umn.edu/operations/index.html>) for all Psych OIT related questions, information and resources.

### Computing at the U: General Questions

**University E-Mail Account:** The Academic and Computing Services (ACS) division of the University of Minnesota's Office of Information Technology (OIT) is a fount of information regarding computing resources available to members of the University community. The ACS web site is at <http://www.oit.umn.edu/students/index.htm> for the following issues:

- Initiation of your University e-mail account
- Information regarding remote access to the University network
- Information regarding your personal web site and ftp space
- Find out about computer training opportunities available on campus
- Find out about open computer labs available to University students

**WebMail:** After initiating your account you may access your University e-mail through any web browser. Please see <http://www.mail.umn.edu>.

**Buying Computers:** (Quoted from the TechMart web site <http://www.techmart.umn.edu>) "TechMart's goal is to provide University of Minnesota students, faculty, and staff with an electronic Web site designed to change the way we as a community purchase products. TechMart provides you with up-to-date links to the latest technology information, products, support, and services." More often than not TechMart has the best prices available on computer hardware as their prices reflect the special discounts often enjoyed by the University community on such products.

**Laptops:** The Department has laptops available for graduate students for professional purposes: teaching, presentations, and research. Loan periods are limited. Reserve laptops online at <https://secure.cla.umn.edu/checkout/psych/>.

**Wireless Networking:** Please note that much of Elliott Hall is wireless. For information on the University's wireless network, follow directions posted on the U's wireless networking site at <http://www1.umn.edu/wireless/> or see someone in the Psych OIT Office, N219a Elliott Hall.

**Software:** There are many places to get software at the U. A good place to start is <http://www.umn.edu/software>. From there, you should be able to click on the links for non-University owned computers. The University offers Microsoft Windows and Office for free download, as well as Symantec Antivirus and some other software. For University owned computers, there are a number of links there that show the current prices and licensing for almost any program used at the University. This includes Adobe Photoshop, Dreamweaver, SPSS, SAS, and more.

In addition, the Department offers Matlab, SPSS, R and EPrime for installation on Department computers. This software is **NOT** available for privately owned computers.

**JSR Computers Available to Department Graduate Students:** Department graduate students have open access on a first come, first serve basis to the six computers -- 2 PCs and 2 Macs – 1 b/w laser jet printer, and 1 color laser jet printer in the Journal Seminar Room, N219 Elliott Hall. In order to log into these machines, grad students must use their X500 username and password. The printer may be used freely for school-related work including printing articles from the U Library, as well as e-mail attachments and other documents. A scanner is also available for use on the attached PC.

**Accessing the Department Network:** Psychology graduate students have Home (H) and Department Shared (S) folders on the network that will give them access to a variety of resources including network storage space that is backed up on a daily basis, access to space on a web server for setting up a psychology related web site, access to network printing including laser-jet color printing, the ability to share files with other students or faculty, access to the Multimedia Lab and JSR, and access to the Elliott S160 Instructional Computing Lab. Connecting to the Network is done through AD (Active Directory). To log into AD you will just use your X500 username and password. Connecting to AD off-campus can be done by following the steps on this page: <http://www.claoit.umn.edu/policies/connect.php>.

**Pilot Project Program (New Students Only):** Starting with the Fall 2008 class, the Department of Psychology is providing each new incoming graduate student with a laptop for use in their program. More information can be found at <http://online.psych.umn.edu/operations/oit/pilotproject/index.html>.

**Private Data and Your Legal Responsibility for Private Data:** At a place like the University, there is a large amount of legally protected private data used for daily business. Examples of this data include things that are not so obvious, like student grades and ID numbers. In a department like Psychology, it is also likely you may come across private health data, which is also legally protected. The best place for any of this data is on the college server which is secure and backed up. Putting private data on USB drives and laptops is in violation of the University's Securing Private Data Standard, <http://www1.umn.edu/oit/security/privatedata.html>. If you have questions about the server, please ask in the main Psych OIT office, N219a.

**Networking & Telecommunication Services (NTS):** Networking & Telecommunication Services (ordering new phones, Ethernet jacks, or changes in an existing system) are handled by Carla Bates (phone: 4-7076 or e-mail: bates014@umn.edu). All phone and Ethernet services must be ordered through her office. Please direct your requests either by phone or e-mail. ALL NEW PHONES OR ETHERNET JACKS OR CHANGE TO SERVICES COULD TAKE A MINIMUM OF 3-4 WEEKS TO PROCESS. Carla will also handle all service disruptions. Most disruptions are addressed within 24 hours.

Please consult with your advisor or area administrator prior to ordering new phone or Ethernet jack services. The area's representative will then contact Carla Bates who will submit your service request(s).

**Department E-Mail Policy:** According to Telecommunications, e-mail addresses are like telephone numbers. All e-mail addresses are listed in the University Student Staff Directory, so students may use them to contact faculty and staff. The department will also be using e-mail for meeting announcements and agendas. You should be checking your e-mail regularly for messages. If you need assistance with your e-mail connection, please contact Psych OIT, N219a Elliott, 626-7531.

## V. APA Information

### List of Divisions

1. Society for General Psychology
2. Society for the Teaching of Psychology
3. Experimental Psychology
5. Evaluation, Measurement and Statistics
6. Behavioral Neuroscience and Comparative Psychology
7. Developmental Psychology
8. Society for Personality and Social Psychology
9. Society for the Psychological Study of Social Issues-SPSSI
10. Society for the Psychology of Aesthetics, Creativity and the Arts
12. Society of Clinical Psychology
13. Society of Consulting Psychology
14. Society for Industrial and Organizational Psychology
15. Educational Psychology
16. School Psychology
17. Society of Counseling Psychology
18. Psychologists in Public Service
19. Society for Military Psychology
20. Adult Development and Aging
21. Applied Experimental and Engineering Psychology
22. Rehabilitation Psychology
23. Society for Consumer Psychology
24. Society for Theoretical and Philosophical Psychology
25. Behavior Analysis
26. Society for the History of Psychology
27. Society for Community Research and Action: Division of Community Psychology
28. Psychopharmacology and Substance Abuse
29. Psychotherapy
30. Society for Psychological Hypnosis
31. State, Provincial, and Territorial Psychological Association Affairs
32. Society for Humanistic Psychology
33. Intellectual and Developmental Disabilities
34. Population and Environmental Psychology
35. Society for the Psychology of Women
36. Psychology of Religion
37. Society for Child and Family Policy and Practice
38. Health Psychology
39. Psychoanalysis
40. Clinical Neuropsychology
41. American Psychology-Law Society
42. Psychologists in Independent Practice
43. Society for Family Psychology
44. Society for the Psychological Study of Lesbian, Gay, and Bisexual, and Transgender Issues
45. Society for the Psychological Study of Ethnic Minority Issues
46. Media Psychology
47. Exercise and Sport Psychology
48. Society for the Study of Peace, Conflict and Violence: Peace Psychology Division
49. Group Psychology and Group Psychotherapy
50. Addictions
51. Society for the Psychological Study of Men and Masculinity
52. International Psychology
53. Society of Clinical Child and Adolescent Psychology

- 54. Society of Pediatric Psychology
- 55. American Society for the Advancement of Pharmacotherapy
- 56. Trauma Psychology

[For descriptive information on the divisions, visit <http://www.apa.org/about/division.html>]

### **APA Student Affiliate Program**

Students may become affiliate members of the APA for a nominal fee. Some benefits of membership include receiving the *APA Monitor* (up-to-the-minute news in psychology and job listings) and *American Psychologist* (the journal of the APA).

Also, students receive significant discounts on other APA journal subscriptions, membership discounts for travel and other services, membership in the American Psychological Association of Graduate Students (APAGS), and the APAGS quarterly newsletter.

### **A Student's Guide to Divisions of the American Psychological Association**

The many specialized interests of psychologists are represented through APA's divisions. APA student affiliates are strongly encouraged to apply for affiliation in as many divisions as they wish. The APA Division Services Office provides information for and about divisions. You can reach the office by writing to Division Services, American Psychological Association, 750 First Street, NE., Washington, DC 20002, or contact them by e-mail at.

Division 42, Psychologists in Independent Practice, does not allow student affiliates. There are no divisions 4 and 11.

## **VI. Sexual Harassment**

Sexual harassment is a serious issue and one that graduate students need to consider from both sides. As students we may be sexually harassed by advisors or other faculty members. Sometimes it's difficult to tell whether a faculty member's behavior constitutes harassment or not. If you feel uncomfortable with a faculty member's behavior, say something either to the faculty member or to someone who can help you find answers. There is a list of resources you can contact at the end of this section.

As instructors and teaching assistants we are in a position to harass our students. As an instructor or TA you have control over the students' grades. This puts you in a position of power over your students. Students may not feel comfortable or capable of refusing your advances; so do not make any advances at all. Do not ask any of your students for a date. Do not make sexual comments (even if they are compliments) to your students. Following these pieces of advice will help protect you from charges of sexual harassment.

**What is Sexual Harassment?** (following text from the Board of Regents Policy)

### **Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature.

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement in any University activity or program;

Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual in any University activity or program; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program.

### **Sexual Violence**

Sexual Violence is any sexual behavior between two or more people to which one person does not or cannot consent. This includes all forms of sexual violence including sexual harassment.

### **Available Resources**

The following programs and resources are available to individuals who have been sexually harassed or exploited in any way.

You can call any of these resources if you feel uncomfortable with someone's behavior, even if you aren't sure whether it qualifies as harassment, even if you aren't sure that it wasn't just your own misinterpretation, or even if you believe you did something to justify the other person's behavior. These resources can help you understand what happened and help you find ways to respond to the situation.

If your advisor or another faculty member sexually harasses you or otherwise behaves inappropriately toward you, you can contact the Graduate Student Liaison Committee for confidential assistance in determining what your options for handling the situation may be. Even if you decide not to do anything at all, the Committee can help identify your options.

For your protection, we recommend using the free campus Escort Service. Call 624-WALK (624-9255) and the dispatcher will send a uniformed escort to walk you to your destination.

Celia Gershenson, EEO Officer, 452 Elliott Hall	612-626-1557
Guillermo DePaz, Department Administrator	612-625-7852
Campus Escort Service	612-624-WALK
24 hours a day, 7 days a week.	(612-624-9255)
This free service is available from anywhere on campus.	
Crisis Connection	612-379-6363
Urgent Mental Health Counseling at Boynton	612-625-8475
First Call for Help	651-291-0211
Law Clinics, 190 Mondale Hall	612-625-5515
Disability Services, McNamara Alumni Center, Suite 180	612-626-1333
Office of Equal Opportunity and Affirmative Action	612-624-9547
Located in 419 Morrill Hall, this is the place to file an informal or formal complaint. You can also ask questions about your options and choices. They will gladly answer your questions anonymously if you prefer not to give your name.	
AURORA Center for Advocacy & Education, 407 Boynton	
On-campus resource for survivors of sexual assault, relationship violence, and stalking.	
24-Hour Crisis Line:	612-626-9111
Business Line:	612-626-2929
Minneapolis Suicide Hotline (24 hours)	612-873-2222
University Counseling and Consulting Services (Eddy Hall)	612-624-3323
University Police	Non-Emergency: 612-624-2677
	Emergency: 911
University of Minnesota Medical Center	Information: 612-273-3000

## VII. Frequently Called Phone Numbers

Acad & Dist Computing Services (ACS) Information	625-1300
ACS Helpline	301-4357
Asian American Student Union	624-9824
Audio-Visual Equipment	626-1411
Bio-Med Library, Circulation	626-4045
Bio-Med Library, Reference	626-3260
Bio-Med Library, Reserve	626-4045
Bookstore, Coffman Union	625-6000
Boynton Health Service:	
Appointments	625-3222
General Information	625-8400
Medical Information	625-7900
Mental Health	624-1444
Women's Clinic	625-3222
Center for Teaching & Learning	625-3041
Central Office (Psychology), N218 Elliott	625-2818
College of Continuing Education Information	624-4000
Computer and Internet Helpline (on-campus, dial 4-0023)	301-4357
Disability Services	626-1333
E-mail Information	301-4357
Financial Aid Office	624-1111
Graduate Assistant Employment Office	624-7070
Graduate Assistant Insurance Office	625-6936
Graduate School:	
Fellowship Office	625-7579
Final Oral, Scheduling	625-0168
Graduate Student Services	625-3490
Graduation for Master's	625-4019
Graduation for Doctoral	625-0168
Preliminary Oral, Scheduling	625-2306
Programs, Petitions, and Theses	625-5833
Health Insurance Portability and Accountability Act (HIPAA)	301-4357
Institutional Review Board (IRB)	626-5654
International Student & Scholar Services	626-7100
Law Library, Circulation	625-4300
Law Library, Reference	625-4309
Libraries to U (formerly LUMINA to U)	626-2260
Library Hours Recording	624-4552
Magrath Library (formerly St. Paul Central Lib.), Circulation	624-2233

Magrath Library, Reference	624-1212
Magrath Library, Reserve	624-2233
Office of Equal Opportunity/Affirmative Action	
PsycLIT at Bio-Med	624-9547
Research Subjects' Protection Program	626-3260
Statistical Consulting Services	626-5654
Student Academic Success Services	625-3121
Student Accounts Receivable	624-7546
Undergraduate Advising (Psychology), S105 Elliott Hall	624-1111
Wilson Library, Circulation	625-8520
Wilson Library, Reference	624-3321
Wilson Library, Reserve	626-2227
Writing Lab, 15 Nicholson Hall	624-6576
	625-1893
PsycINFO (1887-present) available at <a href="http://www.biomed.lib.umn.edu">www.biomed.lib.umn.edu</a>	

## VIII. Emergency Phone Numbers

AURORA Center for Advocacy & Education	612-626-2929
24-hour Crisis Line	612-626-9111
Campus Escort Service (24 hours)	612-624-WALK (624-9255)
Crisis Connection (24 hours)	612-379-6363
Equal Opportunity/Affirmative Action	612-624-9547
First Call for Help	651-291-0211
Hennepin County Medical Center	612-873-3000
Law Clinics	612-625-5515
Suicide Hotline (24 hours)	612-873-2222
University Counseling & Consulting Services	612-624-3323
University of Minnesota Medical Center, Fairview	612-273-3000
University Police	Non-Emergency: 612-624-2677 Emergency: 911
Urgent Mental Health Counseling at Boynton	612-625-8475

### **TXT-U Emergency Notification**

TXT-U is the University of Minnesota's emergency notification text messaging system. Students, faculty, and staff can stay informed about critical campus safety information by registering to receive TXT-U messages. For more information please see: <http://www1.umn.edu/prepared/txtu/>.

## IX. Psychology Department Services Directory, 2009-2010

### *Directory Psychology Department Services 2009-2010*

<b>A</b> dmissions, Graduate Students	Susan Prah	S253 Elt, 4-4181
Advising, Undergraduate	Holly Hatch	S106 Elt, 6-0809
Associate Chairs	Monica Luciana	N419 Elt, 6-0757
	Alex Rothman	N321 Elt, 5-2573
Audio-visual Equipment	Carla Bates	N237 Elt, 4-7076
<b>B</b> A23 Form Approval	Service Team	209 Shevlin, 4-8021
	Guillermo DePaz	N210a Elt, 5-7852
Billings (for calls, postage, photocopying)	Kamran Motevaze	S252 Elt, 6-8146
	Michael Corcoran	S250 Elt, 4-4325
Biological Psychopathology Area Director	Angus MacDonald	N426 Elt, 4-3813
Biological Psychopathology Area Staff	Rachel Goeller	N218 Elt, 5-5875
Budget Accounts & Information	Kamran Motevaze	S252 Elt, 6-8146
Building Directory (Lobby)	Central Office	N218 Elt, 5-2818
Building Problems	Central Office	N218 Elt, 5-2818
<b>C</b> enter for Cognitive Sciences	Ellen Seagren	S205 Elt, 5-9367
Central Office, Psychology		N218 Elt, 5-2818
Chair	Gordon Legge	N210 Elt, 5-7873
Chargebacks (for postage and photocopying)	Kamran Motevaze	S252 Elt, 6-8146
	Michael Corcoran	S250 Elt, 4-4325
Classroom Change	Judy Peterson	S257 Elt, 6-1732
Clinical Area Director	William Iacono	N444 Elt, 5-6078
Clinical Area Staff	Rachel Goeller	N218 Elt, 5-5875
Cognitive & Biological Area Director (Fall 09)	Jonathan Gewirtz	S245 Elt, 56653
Cognitive & Biological Area Director (Spring 10)	TBA	
Cognitive & Biological Area Staff	Heidi Wolff	N218 Elt, 5-1537
Computer User Services	Psych OIT	N219a Elt, 6-7531
Copies/Photocopying	Central Office	N218 Elt, 5-2818
Counseling Psychology Area Director	Jo-Ida Hansen	N556 Elt, 5-2081
Counseling Psychology Area Staff	Amy Kranz	N555 Elt, 5-3873
Course Evaluation Forms	JSR Bookshelf	N219 Elt
Course Information	Judy Peterson	S257 Elt, 6-1732
Course Scheduling, CCE Classes	Judy Peterson	S257 Elt, 6-1732
Course Scheduling, Day & Summer Classes	Judy Peterson	S257 Elt, 6-1732
Custodial Services and Problems	Central Office	N218 Elt, 5-2818

<b>D</b> irector of Graduate Studies (DGS)	John Campbell	N210 Elt, 5-7873
Director of Graduate Studies Assistants	Susan Prah	S253 Elt, 4-4181
	Lynn Burchett	N468 Elt, 5-3450
<b>E</b> lliott Hall Building Complaints	Central Office	N218 Elt, 5-2818
Employee Benefits	<a href="http://www1.umn.edu/ohr/eb/">http://www1.umn.edu/ohr/eb/</a>	
<b>G</b> eneral Area Distribution Requirement	Lynn Burchett	N468 Elt, 5-3450
Grade Reports and Grade Changes	Margie Pickering	N307 Elt, 5-5085
Graduate Faculty Nominations	Lynn Burchett	N468 Elt, 5-3450
<i>Graduate School Catalog</i>	Susan Prah	S253 Elt, 4-4181
Graduate Student Admissions	Susan Prah	S253 Elt, 4-4181
Graduate Studies Director	John Campbell	N468 Elt, 5-3450
Graduate Studies Information	Susan Prah	S253 Elt, 4-4181
Grievances (Students)	Alex Rothman	N321 Elt, 5-2573
Grievances (Teaching)	Judy Peterson	S257 Elt, 6-1732
<b>H</b> arassment	Celia Gershenson, EEO Officer	S452 Elt, 6-1557
	Guillermo DePaz, Dept. Administrator	N210a Elt, 5-7852
Hazardous Waste Disposal	Central Office	N218 Elt, 5-2818
<b>I</b> ncompletes (coursework)	Margie Pickering	N307 Elt, 5-5085
Industrial/Organizational Area Director (Fall 09)	Nathan Kuncel	N486 Elt, 4-1651
Industrial/Organizational Area Director (Spring 10)	Paul Sackett	N475 Elt, 4-9842
Industrial/Organizational Psych Area Staff	Lynn Burchett	N468 Elt, 5-3450
Instructional Services Coordinator	Judy Peterson	S257 Elt, 6-1732
Invoice Payments	Kamran Motevaze	S252 Elt, 6-8146
	Michael Corcoran	S250 Elt, 4-4325
<b>J</b> anitorial Concerns	Central Office	N218 Elt, 5-2818
JSR (Journal Seminar Room)	Central Office	N218 Elt, 5-2818
<b>K</b> ey Requests	Central Office	N218 Elt, 5-2818
<b>L</b> ost & Found	Central Office	N218 Elt, 5-2818
<b>M</b> ailbox Assignments	Central Office	N218 Elt, 5-2818
Mail Distribution, Forwarding, and Posting	Central Office	N218 Elt, 5-2818
Maintenance Problems and Requests	Central Office	N218 Elt, 5-2818
<b>O</b> ffice Supply Orders	Central Office	N218 Elt, 5-2818
OnLine (dept. web)	Esther Steenlage	N219a Elt, 5-0644

<b>P</b> ayroll	Kamran Motevaze	S250 Elt, 4-4325
Personality, Individual Differences, and Behavior Genetics (PIB) Area Director	Matt McGue	N241 Elt, 5-8305
PIB Area Staff	Heidi Wolff	N218 Elt, 5-1537
Personnel	Rachel Goeller	N218 Elt, 5-5875
Photocopying	Guillermo DePaz	N210a Elt, 5-7852
	Central Office	N218 Elt, 5-2818
<b>Q</b> uantitative/Psychometric Methods Area Director	Niels Waller	N657 Elt, 6-8729
Quant/Psychometric Methods Area Staff	Heidi Wolff	N218 Elt, 5-1537
	Rachel Goeller	N218 Elt, 5-5875
<b>R</b> EP Studies		N105 Elt, 4-5002
Reservations for Elliott Hall Seminar Rooms	<a href="http://online.psych.umn.edu/">http://online.psych.umn.edu/</a>	
Room Reservations		
Rooms S50, S60, S150, S160, S225, N227, N391, N570, N595, N668	<a href="http://online.psych.umn.edu/">http://online.psych.umn.edu/</a>	
Rooms N211, N639	Orbe Stricherz	N210 Elt, 5-7873
Roster Updates	Esther Steenlage	N219a Elt, 5-0644
<b>S</b> chool Psychology Area Office	TBA	250 EdSciB, 4-4156
Sexual Harassment	Celia Gershenson, EEO Officer	S452 Elt, 6-1557
	Guillermo DePaz, Dept. Administrator	N210a Elt, 5-7852
Social Psychology Area Director	Traci Mann	S357 Elt, 5-5838
Social Psychology Area Staff	Margie Pickering	N307 Elt, 5-5085
Space Requests for Elliott Hall	Monica Luciana	N419 Elt, 6-0757
Summer Session Course Scheduling	Judy Peterson	S257 Elt, 6-1732
Syllabi, on File (1xxx-5xxx level)	Advising Office	S105 Elt, 5-8520
<b>T</b> A Assignments	Judy Peterson	S257 Elt, 6-1732
TA Office		N120 Elt, 5-0358
Teaching Resources	JSR	N219 Elt
Telephone Orders and Changes	Carla Bates	N237 Elt, 4-7076
Timecards	Kamran Motevaze	S252 Elt, 5-8146
Travel Payment	Kamran Motevaze	S252 Elt, 5-8146
	Michael Corcoran	S250 Elt, 4-4325
Travel/Research Award Form	<a href="http://online.psych.umn.edu/">http://online.psych.umn.edu/</a>	
<b>W</b> eb Page, Department of Psychology	Esther Steenlage	N219a Elt, 5-0644

**N218 Elliott Hall, 625-2818**  
**Office Hours: 8:00 a.m. to 4:30 p.m. (Monday-Friday)**  
**Contact: Heidi Wolff – hwolff@umn.edu or 5-1537**

## **Use of Copiers in Room N206**

1. **Research grants:** Each PI is required to have a copy code to use the copy machines in N206 Elliott Hall. Each PI will be assigned one copy code, if the grant allows this type of expense. The PI, then, can decide whether that code should be shared among the grant's Co-PIs, GRAs, and UGRAs. Refer those (Co-PIs, GRAs, and UGRAs) in need of new codes to the Central Office.
2. **Courses:** Please see the Teaching information on the Psych On-line website at <http://online.psych.umn.edu/>. As with research grants, each course is required to have a copy code. And, like the copy codes for research grants, only course instructors will be given a code initially.
3. The copy room (N206) is open during Central Office hours (8:00 a.m. to 4:30 p.m.). However, the room can still be accessed after hours with a "20.5" key. Please request the key using the Key Authorization form available at the Central Office, N218 Elliott Hall.

## **Mail/Packages Procedures**

### **USPS Mail, Campus Mail, and Delivered Packages**

The department has a postage meter machine located in the Central Office. Anyone within the department (TAs, RAs, student employees, staff, faculty, etc.) may request postage for mail, so long as the mail is department business only. To request postage for your mail, please come to the Central Office and leave your mail – with a postage sticker attached (stickers can be found in the Central Office) – in the labeled bin. The postage sticker must contain the following information: Name, Budget # (to charge for postage used), and Justification. The Central Office does not handle personal mail (received from or sent using USPS, FedEx, UPS, DHL, etc.), as per University Policy: *University interoffice mail services should not be used by employees for personal mail or solicitation of funds. Sending or requesting receipt of personal mail is an example of misuse of University interoffice mail services.* Since the Central Office cannot handle the sending or receiving of personal mail/packages, they will not be held responsible for them.

The U.S. Postal Service carrier picks up outgoing U.S. mail at the time the daily incoming mail is delivered - usually before Noon (which is then distributed to your second floor mailbox).

The location where you can leave intercampus mail (mail between buildings on campus that is free of charge) is in a basket located under the table in the 2<sup>nd</sup> floor mailroom. Campus Mail carriers pick-up mail at the time the daily campus mail is delivered (before noon).

Please check with the Central Office personnel regarding use of a commercial delivery service (FedEx). FedEx picks up outgoing deliveries between 3:00 and 3:30 p.m. weekdays from the Central Office and delivers incoming packages in the a.m.

### **INCOMING U.S. & CAMPUS MAIL**

All incoming mail -- U.S. and campus -- is delivered to the Central Office (N218 Elliott Hall). The Central Office staff then distributes incoming mail to your 2<sup>nd</sup> floor mailbox.

## Ordering Supplies

The Central Office carries general office supplies such as paper, pens, pencils, paper clips, binders, markers, Kleenex, tape, rubber bands, etc. If you are in need of general office supplies, please see the Central Office. If you require a larger amount of supplies (a box of folders versus one or two folders) or if the Central Office doesn't have the item you are in need of in stock, you will need to place a supply order (providing an account string to be charged and approval from the account string's PI). There is a supply catalog in the Central Office. If this is the case, please allow 2-3 days for delivery. However, if your items are on back order, the wait may be significantly longer. When your supplies are received, you will be notified via your mailbox.

## Facilities Management Problems

### During Business Hours

Any Facilities Management problem in Elliott Hall (i.e., plumbing leaks, falling ceiling tiles, vermin problems, too hot, too cold, etc.) should be reported to the Central Office, N218 Elliott, 5-2818. A Facilities Management Service Request will be submitted right away. It is important that your concerns be reported in a timely manner.

### After Business Hours and On Weekends

After business hours building problems or emergencies should be reported to Facilities Management, 5-0011.

## Faxing Services – Business Use Only

**Incoming Faxes:** There is no charge for incoming faxes. The information received will be delivered to your mailbox on the second floor.

**Outgoing Faxes:** There is no charge for sending faxes from the Central Office (N218).

**Instructions:** Complete the Fax Cover Sheet-available in N218. Place your fax in the outgoing fax tray on the counter. The completed fax with a confirmation sheet from the fax machine will be placed in your mailbox, if you prefer not to wait (confirmation usually takes a few minutes).

## Ordering Keys

1. To order keys (offices and rooms) in Elliott Hall, students and staff should fill out the "Key Authorization Form". These forms must always be signed (authorized) by your advisor or by the supervisor of staff requesting keys. Ask your area's representative for more information on ordering keys.
2. There will be a \$10 per key deposit (only checks in your name are accepted). This deposit will be refunded in cash once you have returned your keys to the Central Office. **There is a \$50.00 charge for keys that are lost.**
3. If keys are not in stock, they will be ordered from the Facilities Management Key Shop. It can take up to two weeks to receive the key orders from the key shop. You will be notified once the keys are made.

## Scheduling Rooms in Elliott Hall

There may be times when you will need to schedule a room in Elliott Hall. To accomplish this, go to <http://online.psych.umn.edu> -- Room Scheduling. Rooms available for reservation are: S50, S60, S150, S160, S225, N227, N391, N570, N595, and N668.

Reserve rooms N211 and N639 Elliott by contacting Liz Gates at 626-0871 ([gates008@umn.edu](mailto:gates008@umn.edu)).

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