

**PSYCHOLOGY MASTERS PROGRAM  
BEHAVIOR AND BRAIN SCIENCES  
GRADUATE STUDENT MANUAL**

**Department of Psychology  
University of South Alabama  
Mobile, Alabama 36688**

**Fall 2021**

## TABLE OF CONTENTS

<u>TOPIC</u>	<u>PAGE</u>
INTRODUCTION .....	3
ACADEMIC POLICIES AND PROCEDURES .....	4
MASTER'S THESIS .....	7
SUMMARY OF RESEARCH REQUIREMENTS AND TIME RECOMMENDATIONS .....	9
SUMMARY OF DEGREE REQUIREMENTS .....	11
APPENDICES	
Appendix A: Ethics Agreement .....	12
Appendix B: Admissions Agreement .....	13
Appendix C: Criteria for Master's Theses .....	14
Appendix D: Program of Study .....	16
Appendix E: Rubric for First-Year Project .....	17
Appendix F: Thesis Hours Request .....	18

## **Program Mission**

The MS program emphasizes training in the natural and social science specialties in psychology including: biopsychology, cognitive, developmental, comparative, the scholarship of teaching and learning, psycholinguistics, language, personality, social psychology and affiliated areas in the behavior and brain sciences. The program employs the individualized mentorship model to provide research experience for students seeking preparation for applying to Ph.D. programs, or pursuing college teaching, and other professional career paths. Though some alumni have been admitted into clinical/counseling Ph.D. programs, the BBS core faculty are not licensed clinicians, and the BBS program is not intended to prepare students to become clinicians. Students interested in clinical careers are advised to apply to the CCP program.

## **Introduction**

This manual has been compiled to answer questions concerning the master's program in psychology for new graduate students. The basic format of the program and requirements that need to be met to complete a Master of Science degree in psychology are detailed. It is hoped that this manual will help to eliminate confusion and that, in addition to the current *Graduate Bulletin*; it will be a valuable tool for you in planning your graduate course of studies.

This manual is subject to change as departmental and graduate school policies change and should not be considered a binding contract, but rather a helpful guide. Any changes or additions to this manual or to the policies discussed in it will be made with the best interests of the students and the program in mind. Changes will be communicated to you as soon as possible.

## **Ethical Principles**

The Psychology Department supports the adherence to ethical principles in the conduct of any professional activity, including research with human and animal participants and the provision of psychological services. As a student working toward a Master of Science degree in psychology, you will be asked to abide by these principles as well. Three booklets available from the American Psychological Association include statements concerning ethics. These are *Ethical Standards of Psychologists*, *Ethical Principles in the Conduct of Research with Human Participants*, and *Standards for Providers of Psychological Services*.

## **Advising**

Behavior and Brain Sciences students will be assigned a specific faculty mentor to guide you in choosing appropriate courses to meet your objectives, research activities, and in selection of a thesis topic or selection of the non-thesis option. Your mentor will also help with advising and career issues and concerns. As you meet the other faculty, you should feel free to discuss with them issues related to your progress in the program. It is important to maintain close contact with your mentor, consulting him or her frequently concerning your progress.

## **Psychology Graduate Committee**

Each year a committee of Psychology faculty members is selected to oversee and

administer the Graduate Program in Psychology. The Psychology Graduate Coordinator chairs this committee. Any problems, special requests, or other concerns that you have should be submitted to the Graduate Coordinator or the Graduate Student Representative for consideration by the Graduate Committee. Please submit your concerns or requests in writing.

### **Problems**

If there are any curriculum-related problems (i.e., availability of courses, course waivers, or approval of transfer credits) that arise during the course of your studies, you should first consult with your faculty mentor. If you cannot resolve the problem to your satisfaction at that level, you may then go through the following channels: (1) Graduate Coordinator, (2) Graduate Committee, (3) Department Chairperson, (4) Director of Graduate Studies for the College of Arts and Sciences, and (5) Dean of the Graduate School. If possible, problems should be dealt with at the departmental level. In no case should you go outside of the department with your concerns without first trying to resolve the problem within the department.

A graduate student who has an academic appeal (i.e., grade appeal) should consult with the faculty member concerned and the department chairperson to seek an acceptable solution to the problem. If no agreement can be reached, an administrative appeal procedure is available. Information concerning this procedure may be obtained from the Office of the Graduate Dean. Please be advised that, if you wish to appeal a grade, the formal appeal procedure must be initiated within the first four weeks of the semester following that in which the course was taken, except summer.

### **Academic Policies and Procedures**

#### **Course Hours Requirement**

Behavior and Brain Sciences students must complete a minimum of 36 semester hours with a *minimum grade of B* in each course (and a minimum GPA of 3.0) to obtain the Masters of Science degree in Psychology. There are 10 hours of required core courses for all Master's students in Psychology as shown below.

All degree requirements must be completed within seven years from the date of matriculation as a graduate student. If a student has not completed her or his degree requirements at the end of the seven years, the student will have to reapply for admission to the program. If the student is re-accepted, he or she will have to re-start their program upon re-admission.

#### **Core Courses (Research Methodology):**

PSY 500	Proseminar in Psychology	4 hours (1 per semester)
PSY 501	Research Design and Statistics I	3 hours
PSY 502	Research Design and Statistics II	3 hours

#### **Behavior and Brain Sciences Track Requirements**

In addition to the core courses, all Behavior and Brain Sciences track students must complete a four-course experimental sequence. Students in the Behavior and Brain Sciences track are expected to enroll in the Experimental course series for four semesters (taking at least one course each semester). The courses are Cognitive Neuroscience (PSY 586), Lifespan Development (PSY 524), Comparative Psychology (PSY 575), and an approved Special Topics

(PSY 590). Social/Personality (PSY 522) is ordinarily offered but will not be available for students entering the program in 2021-22. Several Behavior and Brain Sciences courses do not currently cycle through the curriculum. These courses include Learning (PSY 514), Sensation and Perception (PSY 528), and Intellectual Disabilities (PSY 570). These courses can be taught as a directed studies or dual listed course. Approach the course instructor for more information. Behavior and Brain Science students may choose to enroll in elective courses taught in other departments. Recent elective courses include: Aphasia and Neurogenic Language Disorders (SPL 566), Introduction to Qualitative and Mixed Methods Research (IDE 623), Qualitative Methods III (IDE 630), Advanced Human Performance Improvement (IDE 645), Program Research and Evaluation (IDE 660), and Needs Assessment (ISD 640). Other elective courses are possible based on the interests and concentration of the student.

The student enrolled in the Behavior and Brain Sciences Track will be assigned to a faculty mentor upon acceptance to the program. A plan for a course of study should be drafted and submitted in writing to the Psychology Graduate Coordinator for approval prior to the end of the student's first semester in the master's program. Courses will be selected in consultation with the faculty mentor and will usually include general courses in experimental psychology, special interest areas, and one or more directed studies courses (PSY 594) in addition to the core curriculum. The form for your plan of study is included in the Appendix.

The Behavior and Brain Sciences student is expected to be involved in research from his/her first semester in the program. The student is expected to complete a first-year research project by the end of the second semester (or summer term at the latest). If the student chooses the thesis option, then the culmination of their master's program is the completion and oral defense of a master's thesis. A minimum of 6 semester hours or equivalent of PSY 599 with a minimum grade of B is required to satisfy the thesis option track requirements. (Please submit the form in Appendix F to the graduate secretary prior to registering for PSY 599.) Students may complete a maximum of 9 hours credit in PSY 594 and a maximum of 9 hours credit in PSY 599. Students who choose the non-thesis option will need to determine with their faculty mentor how they will meet the credit hour requirements without PSY 599.

### Grades

You will not receive credit toward your degree for a course in which a grade of C (or below) is received. The grade will remain on your record, however, and will be included in calculations of total hours attempted and grade point average.

### Comprehensive Exam

The Graduate School policy is that all students must successfully complete a comprehensive written examination prior to graduation. For Behavior and Brain Science students, the comprehensive exam entails a write-up of a research project during your first year. A document containing the proposed topic, aims, and methodology of your project must be submitted to your research mentor before the end of the first semester. Additionally, you must orally present your proposal and associated research accomplishments during the first two semesters of proseminar. Your grade in proseminar is not dependent on the quality of the written comprehensive exam.

This comprehensive exam ('first-year project') must be submitted to your research mentor by the final week of the first spring semester. Your paper will be conveyed to the comprehensive exam committee and evaluated at the completion of your first year. This

evaluation will serve as your comprehensive exam. If you fail the exam, you will be required to retake it by the end of your second summer term. The criteria for evaluating your first-year project are listed in Appendix E.

The Graduate Committee will meet regarding individuals who have failed the comprehensive examination two times to determine if remediation and/or a third attempt will be recommended or if the student will be immediately dismissed from the program. Failure on the third attempt will result in automatic dismissal, in accordance with University of South Alabama Graduate School policy.

### Transfer Hours

A maximum of 9 semester hours or the equivalent of graduate credit obtained at another institution may be transferred with the approval of the Psychology Department and the Graduate Dean. Transfer credits will be evaluated and approved only after at least 9 semester hours or equivalent have been successfully completed at the University of South Alabama. Only courses in which a grade of A or B was received will be considered for transfer credit.

### Electives Outside of Psychology

Graduate courses in other departments or colleges may be used as elective credits toward a degree in psychology with the **prior approval of the Graduate Committee**. Such courses must be related to your plan of study and must be approved **before** you register for them. Submit any such requests to the Graduate Coordinator for evaluation by the Graduate Committee.

### Grade Requirements

According to the USA graduate bulletin, students will be placed on probation any term in which the student drops below a GPA of 3.0. According to the graduate school, each student will have two terms in which to attain a program GPA of 3.0 before they are dismissed from the graduate school. Also, within the Psychology graduate program, no courses completed with a grade below a B will be counted toward the degree.

Any student who earns 6 semester hours or equivalent of F will be immediately academically dismissed from the Graduate School and from the Psychology Department. In addition, any combination of 9 semester hours or equivalent with grades of C or less in all work attempted for graduate credit will result in immediate academic dismissal from the Psychology program.

### Time Commitment

The graduate program is designed for the full-time day student. It will not be possible for students to complete degree requirements by attending at night since graduate courses are rarely offered in the evening. Since most courses are offered only once a year, if you do not take a course when it is scheduled, or if you must retake a course, you may have to wait a year or more before that course is scheduled again. As a full-time graduate student, you should be able to complete the requirements for the Master of Science degree in Psychology at the end of two full years, which includes taking classes or thesis hours during two summer semesters.

All degree requirements must be completed within seven calendar years from the date on which you first matriculated as a graduate student. Course work completed more than seven years prior to the date of graduation will not be counted for degree credit.

### Review of Progress by Graduate Committee

Graduate students will be evaluated comprehensively each Fall and/or Spring. These evaluations provide a critical means with which a student can gain a more comprehensive understanding of their achievement within the graduate program on the areas necessary for success in Psychology. Reviews will be compiled by the Graduate Committee. It is expected that students will meet with the Graduate Coordinator each year to discuss these reviews.

The first time a student is found to have unsatisfactory reviews in any category, he or she will be required to devise a plan and have it approved by the Graduate Committee to improve performance in that area. If a student continues to receive unsatisfactory reviews for two or more evaluation periods, the Graduate Committee will conduct a review of that student and recommend an appropriate action, including but not limited to: censure, additional assignments, or dismissal from the graduate program.

### Master's Thesis

Behavior and Brain Sciences track students may choose to complete a thesis in order to graduate. Completion of a thesis is expected to enhance students' probability of being accepted into a Ph.D. program.

The most difficult task in completing a thesis is probably the task of selecting a research problem and determining the approach you wish to utilize in examining that problem. To give you an idea of what is expected in a thesis; the Psychology Department has prepared a list of criteria for a master's thesis. These are found in Appendix C.

Most theses require a minimum of two semesters for completion and it is quite typical for a longer period to be needed. Therefore, all students should begin thinking about possible research topics as soon as you enter the program. In addition, regular reading of psychology journals may lead to research ideas.

### Selection of Thesis Committee

You must work very closely with your research mentor in all stages of the research, from planning through the final oral defense. Your research mentor will help you to select a thesis committee consisting of at least three faculty members, at least one of whom must be from another department. This committee must then be submitted to the department chair and the graduate dean for approval. Your thesis committee must be approved before you register for thesis hours. The purpose of this committee is to advise you about your research. Forms to be used when requesting a thesis committee are available [on-line](#) through the Graduate School.

### Changing a Thesis Chair

Students may request a change in their committee members, including their thesis chair. To do so, the following procedures must occur. First, we strongly encourage you to talk directly with your current thesis chair or committee member prior to initiating this action. Second, you must then request this change in writing from the Graduate Coordinator. A copy of this request must be sent to the existing thesis chair or committee member simultaneously. The request should include the name of the proposed replacement. The request for a change should also be sent in writing to the replacement person. Third, the Graduate Coordinator will bring this request to the Graduate Committee for discussion and approval. Next, the student will be notified in

writing of the outcome of this meeting. Finally, depending on the length of time that the student worked with the original mentor, that faculty member may also be given a say in determining a portion of the student's final grade for the thesis.

### Thesis Proposal

The first step in completing a thesis, once a topic has been selected, is to write a research prospectus. You may register for PSY 594 (Directed Studies) under the supervision of your research mentor while working on your research prospectus. You may not register for PSY 599, Thesis Research, until you have submitted to the Graduate Coordinator the approved form indicating your thesis chair, committee members, and title of your thesis. An outline to be used in preparing the prospectus is contained in a *Guide for Preparing the Prospectus*. Further, a *Guide for Preparing Theses and Dissertations* as well as a *Thesis Template* will aid you in the preparation of both your thesis prospectus and the final copy of your thesis. These manuals are available on the Graduate School [webpage](#).

### Proposal Orals

An oral defense of your proposal is required for completion of your thesis. When your prospectus is complete, which is determined by you AND your thesis chair, you should schedule a meeting of your committee to consider and approve it. This meeting is open to all interested Psychology Department faculty members. Notice of the time and place of the meeting must be made to the faculty and a copy of your prospectus must be made available in the Psychology Department office at **least one week** in advance of the meeting. In addition, each member of your committee must be given a **HARD** copy of your prospectus at least two weeks prior to the meeting (unless the committee member specifies a preference for a digital copy). Approval of your research project by the IRB or the Animal Use and Care Committee is also required before you begin data collection.

While the Psychology Department may be able to furnish equipment and space necessary for thesis research, this must be approved by the department chair prior to final approval of your prospectus. Normally, any expenses incurred, including photocopying expenses and test materials, are the responsibility of the student.

Once your prospectus is approved by your committee and the IRB, you can proceed with your research as outlined in your prospectus. All members of your committee must approve any major changes from your prospectus. You should periodically inform your committee of the progress of your research, either individually, via email, or by having additional meetings of the entire committee.

### Thesis Grades

The chair of your thesis committee (usually your research mentor) will assign grades for PSY 599. Any grade of P (in progress) must be changed to a letter grade after your thesis and oral defense have been completed. Completion of a thesis is determined by the approval of your thesis advisor, a majority of your committee, the department chair, and the graduate dean. Typically, a student will be enrolled in PSY 599 continuously from the inception of the research to its completion. However, a student **MUST** be enrolled in at least one credit hour of thesis in the semester in which he or she graduates.



## Thesis Orals

An oral defense of your thesis is required and should occur during the last semester of residence. You must be registered for at least one hour of research in the semester in which your thesis is approved. The defense consists of an oral presentation and examination of your research, including, but not limited to, such things as the justification for the research, the methodology, the analysis, and interpretation of the results, and the significance of the research.

Concerning the thesis, the oral defense is open to all interested faculty members and graduate students. Notice of the time and place of your final defense must be sent to the chair of graduate studies for the College of Arts and Sciences at least two weeks prior to the actual defense. In addition, notice of the time and place of the exam must be made to the Psychology Department, a hard copy of the thesis must be provided to each committee member (unless the committee member specifies a preference for a digital copy), and an additional copy must be available in the Psychology Department office at least one week in advance of the defense.

Requirements for typing and format of the final copy of your thesis, as well as requirements for the type of paper to be used, can be found in *A Manual for the Preparation of Graduate Theses and Dissertations* available on the University Website. When that manual does not specify format, the *APA Publication Manual* should be followed. A hard copy of your approved thesis must be submitted to the graduate dean at least three weeks prior to the anticipated date of graduation (see college calendar for exact date).

All theses must be submitted by the student to Turnitin.com prior to their final acceptance. The results of this submission must be shared with your research chair for evaluation.

### **Summary of Research Requirements and Time Recommendations**

1. Selection of research mentor and topic by the end of the first fall semester.
2. Selection and approval of a thesis committee by the end of the first spring semester.
3. Thesis chair and committee approved by the graduate dean, by the end of the first spring semester.
4. Library research and writing of thesis prospectus, worked on during the first spring semester.
5. Meeting of thesis committee to consider prospectus should be scheduled and announced at least one week in advance of meeting, usually at the end of the first spring semester or during the first summer semester.
6. A copy of the prospectus is given to committee members and is available in the department main office one week in advance of meeting.
7. Prospectus approved by thesis committee and department chair by the beginning of the second fall semester. **You cannot register for Thesis hours unless you have submitted to the Graduate Coordinator the approved form indicating your thesis chair, committee members and title of your thesis.**
8. Data collection, analysis, and writing of thesis, during the second fall semester.
9. Oral defense of thesis scheduled and announced to chair of graduate studies for Arts and Sciences at least two weeks prior to actual defense, during the second spring semester.
10. Oral defense announced to Psychology Department at least one week prior to actual defense.
11. Copy of thesis to committee members and available in office at least one week prior to oral

defense.

12. Thesis approved by thesis advisor and a majority of thesis committee at oral defense.
13. Thesis approved by department chair.
14. Courtesy check of approved thesis format by Graduate Dean's office. Specific deadlines for this are announced each term.
15. Hard copy of thesis submitted to the graduate dean by specified deadline (approximately three weeks before the end of the term). Thesis approved by the graduate dean.
16. Satisfactory grade (B or better) submitted by thesis advisor for a minimum of 6 semester hours or equivalent of PSY 599. Note that you must be registered for at least one credit of PSY 599 in the term in which your thesis receives final approval by the graduate dean.

## **Summary of Degree Requirements**

Following is a brief summary of requirements you need to fulfill to receive a Master of Science degree in psychology. If you have any questions, see the appropriate section of this manual and the Graduate Bulletin, and consult with your mentor for clarification.

1. Acceptance to graduate program.
2. Completion of core curriculum.
3. Completion of Behavior and Brain Sciences requirements.
4. Minimum program GPA of 3.0 and completion of at least 36 approved credits (core curriculum, Behavior and Brain Sciences track courses, approved electives) with a minimum grade of B in each course.
5. Satisfactory completion of Comprehensive Examination in Psychology.
6. Application for Graduation (specific deadline appears in University calendar).

### **DUAL MASTERS DEGREES**

A student may enroll in and pursue two master's degrees simultaneously. The student must apply to and be accepted in each of the two programs individually. One program has to be designated as primary and the other as a secondary degree program. All requirements for each degree have to be met, including the requirement for time to degree. A maximum of nine (9) credit hours may be counted towards both degrees if approved by each of the two degree programs. Although the start date of the two programs does not have to be the same date, the two degrees will be awarded on the same date after completion of both degrees. All requirements for the two degrees must be completed within seven calendar years of admission to the first graduate program.

### **ACCELERATED BACHELORS TO MASTERS (ABM) PROGRAM**

The accelerated bachelor's to master's (ABM) program permits qualified students to graduate with a MS in psychology five years from entering as a freshman at South. Accepted undergraduate students will enroll in graduate courses during their Senior undergraduate year. Six credit-hours of graduate courses may double count toward the undergraduate and graduate degrees. An additional six credit-hours of graduate coursework will apply solely toward the graduate degree. Thus, students enrolled in this program may earn up to 12 graduate credits during their Senior year. Successful students will be officially admitted to the graduate program after graduating from the undergraduate program. Their fifth year will be used to complete the requirements for the Master's degree.

**APPENDIX A**

**ETHICS AGREEMENT**

I agree to conduct myself in an ethical manner as set forth in *Ethical Standards of Psychologists*, *Ethical Principles in the Conduct of Research with Human Participants* and *Standards for Providers of Psychological Services*. Specifically, I agree that I will not engage in:

1. Misrepresenting (or allowing the misrepresentation of) training, degree, program, or extent of supervision.
2. Engaging in behavior that violates ethical standards, as set forth in the most recent Ethical Principles of Psychologists and the Standards for Providers of Psychological Services.
3. Going beyond levels of training or experience without adequate supervision.
4. Additional paid work outside of an assistantship without the consent of the graduate coordinator or risk losing the assistantship.

I understand and acknowledge that I may be disciplined and possibly dismissed from the Graduate Program in Psychology if I engage in unethical behaviors. It is my understanding that my professional behavior will be reviewed and evaluated in such regard and that due process will be observed.

I concur by my signature to adhere to these standards

---

Signature

Date

---

Witness

Return this page to Graduate Coordinator  
Department of Psychology  
University of South Alabama  
Mobile, AL 36688

## APPENDIX B

### ADMISSIONS AGREEMENT

You have been offered admission to the Behavior and Brain Sciences Track in the Master's Program of the Department of Psychology at the University of South Alabama. You must meet the degree requirements of this track as outlined below.

#### Degree Requirements for All Students

1. Completion of at least 36 Semester hours of approved graduate courses with a minimum grade of B including completion of core courses.
2. Successful completion of a comprehensive examination in Psychology.

---

Name of Applicant

Behavior and Brain Sciences

- \_\_\_ My signature below indicates that I have read and understand this agreement. I do plan to enroll in the Behavior and Brain Sciences Track of the Psychology Master's Program at the University of South Alabama in the Fall Semester 2021 under the conditions outlined above.
- \_\_\_ I do not plan to enroll in the Psychology Master's Program at the University of South Alabama.

---

Signature

Date

## APPENDIX C

### CRITERIA FOR MASTER'S THESES

The Department of Psychology supports the general principle, established by SACS standards and the Council of Graduate Schools, and required by A.C.H.E., that a thesis or dissertation should use scholarly methods to achieve original results. In applying these standards to the discipline of psychology, the Department of Psychology at the University of South Alabama has established the following specific criteria.

1. **Quality:** Theses submitted as a requirement toward the Master of Science degree in psychology must meet the following standards of quality:

A. **Originality:** Theses should be original in at least one of the following:

1. Topic selection.
2. Approach/Methodology.
3. Analysis and Interpretation.
4. Subject Population.

Note: Normally, literal replications will not be accepted, however replication of research may be acceptable if clear justification can be offered.

B. **Methodological Soundness:** Theses should be methodologically sound, using research design and statistical analyses appropriate to the problem.

C. **Logical Soundness:** Theses should be logically sound. This is especially important in theoretical discussions, problem statements, and discussions of results, but should be apparent throughout the thesis.

D. **Literature Survey:** Theses should include an adequate survey of the relevant literature and a critical examination of that literature.

E. **Discussion of Results:** Theses should include an adequate discussion of the results of the research to include, where appropriate, possible applications of the results, theoretical inferences that can be drawn from the results, limitations of the study, and further appropriate research.

2. **Range/Scope of Acceptable Topics.** Any topic will be considered appropriate if it relates to the field of general psychology.

3. **Nature of the Research.** Any of the following research approaches will be considered appropriate:

- A. Empirical Analysis.
- B. Theoretical Analysis.
- C. Methodological/Procedural Studies - Development of new method or technique or of new application for an old method.

D. Historical/Archival Research.

E. Applied Research.

4. **Product:** Normally the product of thesis research will be a manuscript from which could be developed a paper suitable for publication in a refereed journal. The manuscript should be prepared according to guidelines found in the most recent editions of the following two publications:
  - A. Guide for Preparing Theses and Dissertations, the Graduate School, University of South Alabama.
  - B. Publication Manual of the American Psychological Association.
5. **Ethics:** All thesis research should be conducted according to ethical principles as established by the American Psychological Association.
6. **Procedures:** Students must follow established Psychology Department procedures concerning the approval of thesis proposals, conduct of research, and the final oral defense of the thesis.

**APPENDIX D**

**PROGRAM OF STUDY (to be submitted by the end of your first semester)**

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

Faculty Mentor: \_\_\_\_\_

**Core Courses**

PSY 500	Proseminar in Psychology	4 hours
PSY 501	Research Design and Statistics I	3 hours
PSY 502	Research Design and Statistics II	3 hours

**Behavior and Brain Sciences Track Courses**

PSY 586	Cognitive Neuroscience	3 hours
PSY 575	Comparative Psychology	3 hours
PSY 524	Lifespan Development	3 hours
PSY 590	Special Topic	3 hours
PSY 599 (optional)	Thesis	6-9 hours

**Proposed Electives**

<b>Course</b>	<b>Title</b>	<b>Hours</b>

**Approved:**

\_\_\_\_\_  
**Graduate Coordinator**

\_\_\_\_\_  
**Date**



## APPENDIX E

### **RUBRIC FOR FIRST-YEAR PROJECT (assessed by comprehensive exam committee)**

Strength of the literature review (**Score \_\_\_\_\_**)

- Relevant literature is covered.
- Literature covered motivates the hypotheses tested.

Organization of the paper (**Score \_\_\_\_\_**)

- Paper as a whole is organized with each section occurring as determined by APA style.
- Paragraphs are organized in a coherent fashion where one paragraph naturally flows into the next.
- Sentences within a paragraph are organized (intro sentence -> supporting sentences -> conclusion/transition sentence).

Quality of the writing mechanics (**Score \_\_\_\_\_**)

- APA style is followed.
- Proper syntax is used.
- The paper is free of typos and misspellings.
- Proper word choice is used.

Strength of the hypotheses (**Score \_\_\_\_\_**)

- The hypotheses follow from the literature review.
- The hypotheses are theoretically motivated.

Design and conduct of study (**Score \_\_\_\_\_**)

- The appropriate design is used to address the hypotheses.
- Statistical tests are implemented appropriately.
- Data/results are adequately reported.

Conclusions drawn from the results (**Score \_\_\_\_\_**)

- The conclusions drawn follow from the results are valid given the results.
- The conclusions consider alternative theoretical accounts of the data and acknowledge potential limitations.

## Appendix F

### Thesis or Dissertation Hours Request

(To be completed the first time you plan to register for PSY 599. Bring this to Wanda Milliner.)

SEMESTER \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ JAG # \_\_\_\_\_

COURSE AND SECTION # \_\_\_\_\_ CRN \_\_\_\_\_

CREDIT HOURS \_\_\_\_\_

Complete and submit the Thesis/Dissertation Committee form which is due *before starting or registering* for your Thesis/Dissertation hours. (See link below)

CCP  BBS

I am requesting to take credit hours for:  Thesis  Dissertation

<https://www.southalabama.edu/departments/eforms/graduateschool/thesisdissertationcommitteeappt.pdf>

DATE \_\_\_\_\_

MENTOR \_\_\_\_\_