

**Department of Psychology
Graduate Program Manual
2008-2009 Edition**

Revised June 20, 2008

TABLE OF CONTENTS

I. THE GRADUATE PROGRAM 1

 A. Program Description 1

 1. General Goals 1

 2. Period of Study 1

 3. Work Schedule 1

 4. Financial Support 1

 Academic Year Support. 1

 Summer Support..... 1

 Fellowships..... 1

 Sixth-Year Support..... 2

 B. Requirements for the Ph.D. Degree 2

 1. Course Requirements 2

 Core Requirement. 2

 Quantitative Skills. 2

 Course Load Requirement..... 2

 Area of Specialization. 3

 2. Research 3

 First-Year Research Project..... 3

 Evaluation and Continuation in the Program. 3

 Continuing Research. 3

 Presentation and Publication. 3

 3. Teaching 4

 4. Preliminary Examination..... 4

 Content of the Preliminary Examination..... 4

 Schedule for Prelims. 5

 Evaluation of the Prelim and Admission to Ph.D Candidacy.. 5

 5. Ph. D. Thesis 5

 Scheduling the Oral Examination..... 6

 Dissertation Format. 6

 C. Requirements for the Master's Degree..... 6

 D. Plan of Study 6

 1. First Year 6

 2. Second Year 7

 3. Third Year 8

 4. Fourth Year 8

 E. Evaluation and Feedback 8

 1. Schedule of Evaluations 8

 2. Grievance Procedure 8

F. Other Information	8
1. The Academic Code	8
2. Director of Graduate Studies (DGS)	9
3. Graduate Student Representative	9
4. Colloquium.....	9
5. Graduate Recruitment.....	9
5. Graduate Committees	10
6. Expenses.....	10
Travel	10
Telephone Calls.....	10
Supplies	10
Thesis Expenses	10
Preliminary Examination Expenses.....	10
Petty Cash.....	10
7. Seeking an Academic Position	10
8. Payment for Extra Work.....	11
9. Leave of Absence	11
10. Certificate of Completion	11
11. Graduation Photograph	12

II. NON-ACADEMIC RULES AND PROCEDURES 13

A. Building Security	13
B. Human Subject Rules	13
C. Animal Care Rules.....	13
D. Shops	13
E. Computer Policy	14
F. Departmental Equipment	14
G. Department Photocopier.....	14
H. Library Books.....	14
I. University Safety Policy	14
J. Insurance (<i>see Department Manager</i>)	15
K. Storage of Dangerous Drugs	15

III. GRADUATE STUDENT TRACKING FORM 16

THE GRADUATE PROGRAM

A. Program Description

1. General

The Graduate Program in Psychology is designed to educate and train scientists and scholars who will make contributions to society through research and teaching. From the first year, students conduct research under faculty direction, which culminates in the Ph.D. thesis. Students also complete a program of courses designed to provide a general background in Experimental Psychology, a thorough grounding in a field of specialization, and the necessary skills to conduct research. Finally, each student develops teaching skills through supervised teaching experience.

Graduate students are regarded by the faculty as junior colleagues, and, as such, they are expected to carry out their responsibilities independently and professionally. Every graduate student, however, will have an advisor at all times. Students should be proactive in seeking advice and assistance from their faculty advisor, the Director of Graduate Studies (DGS), the chair, other faculty, and peers. Students are encouraged to establish working relationships with faculty and students with shared interests.

The requirements, guidelines, and deadlines described in this manual were established in accordance with Graduate School policy and are designed to ensure that students make steady progress toward the Ph.D. It is the student's responsibility to meet requirements and deadlines. Exceptions can be granted only by action of the DGS and the Department Chair, or by the faculty as a whole.

2. Period of Study

The program is designed to be completed in four to five years of full-time residency, and students should plan accordingly. The Department expects every student to complete the program within five years. With the concurrence of the faculty advisor, however, students in good standing may request a sixth year of support from the Graduate School.

3. Work Schedule

The University Calendar (see Course Announcement) lists a number of breaks in classes, such as the winter break, spring, and the summer recesses. This schedule controls the meeting of courses attended by graduate students, but it does

not otherwise control work schedules. Graduate students are expected to put in essentially full-time work the year around, with a reasonable amount of vacation time. Thus, for example, except for two weeks off during the Christmas holidays (12/22-1/4), graduate students are normally on campus and at work on their research during the inter-semester break and during the spring break. At least ten weeks of full time summer work is expected of students supported during the summer. Because of the faculty-student interactions involved in research, student vacation times should be arranged in advance with faculty advisors.

4. Financial Support

Academic Year Support. The Department and Graduate School policies specify that every graduate student in good standing should receive tuition and stipend support for up to five academic years. Students who do not have fellowship support either from the University or an outside agency (see below) will generally be supported as teaching or research assistants.

Summer Support. All graduate students are expected to work on research during each summer they are enrolled. Students in the life sciences, including psychology, are typically supported in the summer on grant and department based-funding, but the Graduate School guarantees three years of summer support for students actively working toward the Ph.D. Support is not normally available during the summer prior to enrollment or following completion of degree requirements. Students should check with their research advisor early in the second semester after the fourth year to determine if summer support is available. Students supported in the summer by grant, university, or departmental funds are expected to devote a minimum of ten weeks full-time work to the summer activities agreed upon with the student's advisor.

Fellowships. Throughout one's academic career, the ability to obtain independent funding is recognized not only as an important skill, but as an indicator of achievement. All students in the program are required to seek external funding. In the fall semester of the first and/or second years, eligible students must apply for a predoctoral fellowship from the National Science Foundation. All eligible students must also apply for a Public Health Service (NRSA) Fellowship during the second or third year of study. Students who are not eligible for the NSF

and NRSA mechanisms must seek alternate funding mechanisms in consultation with the advisor and the DGS. It is the responsibility of each student to meet the deadlines of the agencies to which they are submitting applications. Students who are non-US citizens should seek alternative sources of funding or, at a minimum, help their research advisor prepare a regular grant application to NSF or PHS. Students should discuss with their research advisor and/or the DGS other sources of external support. The Office of Sponsored Projects (OSP) also has resources available to graduate students that may be helpful in identifying potential sources of funding.

Sixth-Year Support. The department may recommend a student in good standing for sixth year support. Unless a research assistantship is available via the faculty advisor, funding is at the discretion of the Graduate School. If awarded by the Graduate School, funding is usually in the form of a teaching assistantship. Students who have received external funding are more likely to be awarded 6th year funding by the Graduate School, if needed.

B. Requirements for the Ph. D. Degree

The graduate curriculum includes course, research, and teaching requirements for all students. In addition, specific educational plans relevant to the student's particular research area are tailored to the needs of each individual student. Initially, students may discuss educational plans with the DGS. Later, the student should make plans in consultation with his or her faculty advisor and research committee.

1. Course Requirements

The Graduate School requires twenty-four (24) tuition credits for the Ph.D. degree. One credit is given for every course, whether it is a core course, a substantive course, a lab- or non-lab course, or directed reading or research course. Even an undergraduate course will yield a tuition credit. Until the tuition credit requirement has been met, a student should enroll for three courses each term if he or she is supported as a Teaching or Research Assistant, four courses if supported by a fellowship.

The Departmental course requirements permit students to achieve depth within a particular area of specialization while developing breadth in psychology, broadly defined. The student should develop a program of study in consultation with his or her faculty advisor and research committee. Students are required to take three core courses and two quantitative courses as described below. The

remainder of the students' coursework may include additional graduate courses, seminars on advanced topics, or other courses at the "1000" level or above selected from the Course Announcement.

Core Requirement. Each student is required to take for credit at least one graduate "core" course in at least three of the following four broad areas: Cognitive Processes, Behavioral Neuroscience, Sensation and Perception, and Social.

Quantitative Requirement. Each student is required to take at least two courses in quantitative methods suitable for graduate credit. Two such courses currently offered within the department are Experimental Design (PSYC 2060) and Quantitative Methods in Psychology (PSYC 2020). All students must take PSYC 2060 as the basic quantitative course. The second course is typically PSYC 2020, but PHP 2511 or the two course sequence, PHP2501/PHP2502, are also acceptable. With the approval of the faculty advisor and the Director of Graduate Studies, the student may satisfy this requirement by taking appropriate courses in other departments, such as Applied Mathematics, Cognitive and Linguistic Sciences, Computer Science, Engineering, Public Health, or Mathematics. Students should submit a written request to the DGS that includes a description of the course, an explanation of how the requested course is more suitable for the student's educational needs, and assurance of the advisor's approval of the plan.

The core and quantitative courses must be passed at the A or B level. Courses taken outside the department should be taken with the ABC/NC grade option. If a course outside the department is taken with the S/NC option, the student is responsible for providing a Course Performance Report to the DGS. Courses taken outside the department should be taken with the ABC/NC grade option. If the student takes an outside course with the S/NC option, the student must obtain a Course Performance Report (CPR) and provide it to the DGS. All required courses should be completed in the first two years, if possible, but must be completed by the end of the third year. Normally, one graduate core course will be offered each semester, with all four available in every 2-year period. In addition, graduate seminars are offered each year in psychology and related

fields. The specific topic covered in most seminars varies over years and with instructors.

Area of Specialization. After the core courses and the tuition credits have been completed, each student should work with his or her advisor to devise a plan for developing competence in his or her area of specialization. To that end, students may participate in additional coursework, workshops, lab rotations, and directed readings. Courses may be taken in Psychology and/or related disciplines. The program for developing competence in an area of specialization is to be determined by the student and his or her research advisor.

2. Research

First-year Research Project. Students initiate research during the first year of graduate training and their research activity continues for the remainder of their stay in the program. The first-year project includes the design and conduct of an experiment, or series of experiments, and concludes with a written report on the research and an oral examination. Formally, the research project counts as a course sequence. A student should register for PSYC2000 in the first semester and PSYC2010 in the second semester, listing SAT/NC as the grade option.

The research advisor for the first-year project is determined by mutual agreement between the student and a faculty member. If the student does not already have an advisor upon entering the program, he or she should consult with potential advisors during the first few weeks of the first year. The advising relationship should be established by the end of October, at the latest. After consultation with the advisor, the student also asks two or more other faculty to serve on her/his Research Committee, with the advisor as Chair. The names of the committee members should be submitted to the DGS. In consultation with the research advisor and the committee, the student selects a research problem, examines the relevant literature, and designs an experiment. The Research Committee helps to guide the project and evaluates it when completed.

Preferably late in the first semester, but no later than the first day of classes of the second semester, the student must schedule a meeting with the Committee to discuss the research and set plans for the second semester. Before the meeting it is helpful for students to consult informally with individual Committee members and/or to provide them with a brief proposed outline of the research plan. Once

the project is under way, students may not switch their research labs until after the project's completion.

By the last day of final examinations in May the student submits a brief written progress report to his or her committee members and to the DGS. The progress report should summarize research activity over the past semester and outline a plan for the completion of the project. It is advisable for the student to meet with the committee at this time.

The student completes the first-year project during the summer and submits a written report to the members of the committee and to the DGS by the second Friday in August. The report is normally written in the form of a standard journal article. Answers to questions of format or style may be found in the publication manual of the American Psychological Association.

An oral examination on the student's project is scheduled during September of the second year. At the examination, the student presents the research project and answers questions from the faculty. The students should plan to talk for about 25 minutes and allow approximately 25 minutes for discussion.

Evaluation and Continuation in the Program.

After the student has completed and presented the first-year project, the faculty evaluates all phases of the student's work. The Department then provides a written report to the student on his or her progress in research, status in the program, and its decision on the student's continuation toward the Ph.D. degree. Graduate School rules provide that a student for whom a negative decision is reached may complete an additional semester, i.e. the second semester of their second year.

Continuing Research.

Student research continues after the first year project is finished. Many students choose to pursue research related to the first-year project, but others make significant changes in their research direction at this time. These changes may require a change in faculty advisor and research lab during the second year. Students considering such a change should discuss their plans with the DGS as early as possible in order to stay on schedule for the preliminary exam and completion of the Ph.D.

Presentation and Publication.

Students are encouraged to present research at professional conferences. Students who have papers or posters accepted at academic conferences can apply to the Graduate School for funds toward travel expenses

for one conference per year. Students should strive to submit research results for publication soon after completion. Publication of research in refereed journals provides for the dissemination of research contributions and is evidence that the research meets the quality standards of the research area. Though the expected rate of publication varies across areas, in all fields publications increase one's chances of being competitive in the job market. Each year, students should submit to the DGS, a report of accomplishments that includes references to talks, posters, and publications. This will usually be in the form of the tracking sheet provided by the DGS.

3. Teaching

The department requires each student to participate in some form of teaching activity for four semesters. Students may assist in undergraduate lecture courses, where duties include grading as well as the responsibility for arranging and leading discussion sections. Students may also assist in courses that include laboratory work and may take responsibility for a laboratory section. Efforts are made to give each student a variety of teaching experiences.

In some cases students may have teaching experience gained in other venues. If the student desires to have such experiences count toward the teaching requirement, he or she should write a letter to the DGS describing the experience and requesting that it count toward the TA requirement. Supporting materials should be provided including a description of the institution, a complete syllabus, a description of the student's role in developing and teaching the course, the estimated number and level of students taught, the arrangements for supervision or training in pedagogy, and anything else that may assist the faculty in evaluating the training opportunity. After the faculty have made the evaluation, the student will receive a letter from the DGS indicating the contribution toward the teaching requirement.

Teaching assignments are intended to prepare students for later employment as educators. First and second year graduate students are not expected to take on lecturing assignments, but more advanced students should request lecture assignments when they begin a semester as a teaching assistant. Written feedback on teaching performance is included in the regularly scheduled evaluations of progress.

Teaching plans should be discussed with one's advisor. Ideally, every student will be a TA for Introductory Psychology, Statistics, and at least one advanced laboratory course. In practice, however,

this is not always possible to achieve this balance. Students should complete the TA preference form that is distributed towards the end of each semester. Generally, students spend 15-20 hours per week on TA duties. Students are also encouraged to take advantage of teacher training programs offered through the University's Harriet W. Sheridan Center for Teaching and Learning.

PSYC 2050 (Practicum in Teaching) should be taken by students who are teaching as part of their degree requirements, but are supported on Fellowships or Research Assistantships. Psychology 2050 is not open to students being supported by Teaching Assistantships.

4. Preliminary Examination

Content of the Preliminary Examination. The preliminary examination consists of a scholarly review paper and a dissertation proposal that serves as a detailed plan for the dissertation research. The prelim is divided into two parts:

(1) Critical review of research. This section consists of a critical review and a scholarly discussion of the area of the proposed research. The goal of the student should be to write a paper equal to the quality of articles that appear in major review journals in the field. The student should write the paper to the high standards appropriate for such a publication, and the preliminary examination committee will evaluate the paper using the same standards and review procedures. Students who are able to meet or exceed these standards in the preparation of their papers will be encouraged to submit them for publication. The length should be about 40-50 pages (double spaced). This section will be judged on the basis of the originality of ideas, depth of integration and analysis, clarity of expression, and thoroughness. At a minimum, the document should demonstrate to the committee that the student has sufficient knowledge of the area to proceed with preliminary research and the development of a research proposal.

(2) Research proposal. This section consists of the preparation of a written proposal that will serve as a guide for the dissertation research. The completed proposal should include the

rationale and significance of the proposed research, preliminary studies (if available), research design and methods, analysis plan, and references. There is no minimum length, but the proposal should be no longer than 50 pages (double spaced). Submission of the written document will be followed by a proposal defense before the student's preliminary exam committee. Typically, the student will prepare a presentation summarizing the background, preliminary data, and proposed experiments. Following the presentation, the committee will examine the student on the theoretical background and methodology. The research proposal will be judged on the basis of scientific significance, innovation, and feasibility. In the final evaluation, the committee will determine whether the proposed research, if accomplished, merits a doctorate in experimental psychology.

Schedule of the Preliminary Examination. After consultation with her/his research advisor and the Director of Graduate Studies, the student asks two members of the faculty in addition to the research advisor to serve on her/his Preliminary Examination Committee, with the research advisor as Chair. (Additional committee members may be included if additional expertise is warranted by the proposed research topic.) The committee should be identified by January of the second year. The first part of the prelim (the review paper) will normally be written in a two month period during the spring semester of the second year; the second part (the research proposal) will normally be written in a two month period during the Fall semester of the third year. Before beginning either part, the student should prepare an outline and meet with the committee for discussion of the outline. Normally, the student will spend the summer between the second and third years of study generating preliminary data for the research proposal. Under extenuating circumstances, the preliminary examination may extend into the spring semester of the third year; however, all aspects of the exam must be completed by the end of classes in the third year or the student will be dismissed from the graduate program.

Evaluation of the Prelim and Admission to Candidacy for the Ph.D. Advancement to candidacy for the Ph.D. is contingent upon a positive evaluation of the student's ongoing research performance, performance on the preliminary examination, and satisfactory completion of all other requirements of the graduate program, save the

dissertation. The prelim committee will then make a recommendation to the faculty. The faculty then evaluates the student's potential to complete the research component of her/his graduate studies. If performance is judged satisfactory in all areas, and the student has completed all other requirements save the dissertation, the student advances to candidacy. Students who do not advance to candidacy by the end of the third year will be dismissed.

5. Ph. D. Thesis

Every candidate for the degree of Doctor of Philosophy must present a dissertation on a topic related to his or her major subject which shall embody the results of original research and give evidence of high scholarship. The student's Ph.D. Thesis Committee is selected by the student and his or her advisor as soon as the student advances to candidacy. The committee will usually be the same as the preliminary examination committee, but not always. A change of direction to the proposed research sometimes indicates a change in the committee. The student proceeds with the proposed research, in consultation with his or her advisor and meeting with the full dissertation committee on an as needed basis.

The dissertation will be accepted by Brown University only when approved by the Professor under whose direction it was written, by the readers (committee), and by the Graduate Council.

If a student plans to receive the Ph.D. degree at the May commencement, the Thesis (i.e., the final copy) must be submitted to the Graduate School by the date specified in the University Course Announcement. Under exceptional circumstances, the Graduate School sometimes provides a brief extension on this deadline. Some students do not finish the thesis for May graduation of the fourth or fifth year but rather during the summer or early fall of the following year. In such cases students may submit initially a penultimate draft of the thesis. The penultimate draft should be a complete thesis requiring only minor editorial changes or the addition of final figures. When this draft is approved by all members of the Thesis Committee and signed by the student's faculty advisor, it is accepted by the Graduate School and the student can schedule the oral examination.

Scheduling the Oral Examination. Each student must successfully defend her/his dissertation in an oral examination. Students should allow a minimum of two weeks for the reading of thesis drafts by

committee members, and the thesis or penultimate draft should be deposited with the Department Manager at least 10 days prior to the oral examination so that faculty have a chance to read it. If possible, the oral examination should be scheduled at 4:00 p.m. on a Tuesday when no University Faculty meeting has been scheduled, or on a Wednesday when there is no departmental colloquium. No oral examinations may be scheduled between August 15 and September 15. Exceptions are made only by permission of the DGS. It is the student's responsibility to make sure that all of her/his committee members can attend at the selected date and time, and to contact the Department Manager to schedule the Seminar Room.

Dissertation Format. Guidelines and important dates for preparing the dissertation can be found on the Graduate School website. The APA Publication Manual has helpful stylistic guidelines. Depending on the area of research, other resources may be useful. The student should work with his or her advisor and dissertation committee to prepare the dissertation in a style appropriate for the research area. The final copy of the dissertation should be prepared according to the Graduate School guidelines.

<http://gradschool.brown.edu/go/dissertation>

C. Requirements for the Master's Degree

Submitting the first year project or other work for a master's degree is optional. Should a student decide to do so, the Departmental and Graduate School requirements for the Sc. M. degree are as follows:

- a) Satisfactory completion of at least eight courses, of which at least four must not be devoted primarily either to directed research or directed teaching.
- b) Completion of an acceptable thesis and a satisfactory oral defense of the thesis.

The first-year project and defense will be acceptable for a Master's thesis under most circumstances. The purpose of the first-year project is to gain research experience and demonstrate aptitude for research. The Master's thesis, on the other hand, is a completed study that in the opinion of the student's faculty advisor meets the scholarly requirements for a Master's thesis. If the first-year project (or an extension of it) meets these requirements, the first

year project defense will serve as an oral defense of the Master's thesis.

In the exceptional case when the thesis for a Master's degree has already been published, two printed copies, instead of the typewritten ones may be presented to the Graduate School. These must include initial page insertions that conform with the requirements for the typewritten copies, including the signature page indicating approval of the professor under whom the article was prepared.

Students need not take a Master's degree en route to the Ph.D., although it may be valuable to do so. Students should discuss this option with their advisor.

D. Plan of Study

Many deadlines are associated with the plan of study for students in our graduate program. It is the student's responsibility for organizing committees and scheduling committee meetings in a timely manner such that all deadlines are met. Should a student anticipate difficulty meeting a deadline, he or she should alert the advisor and the DGS as soon as possible.

First Year

Students focus on the required course work during the first year. Generally, students take a quantitative course, a core course, and a seminar in each semester of the first year. Students also select their Research Advisor and Research Committees, and begin work on their first-year research projects. Critical deadlines are as follows:

Week before Semester I begins:

Meet with Director of Graduate Studies (DGS) to discuss courses and choice of advisor. In most cases a student will have already chosen a research advisor.

Meet with advisor to discuss choice of courses, quantitative requirements, and research interests. (Students who do not have an advisor at this time discuss these issues with the DGS.)

Attend the Graduate Student Orientation hosted by the Graduate School (last Friday before Labor Day).

Late October:

Deadline for selecting research advisor.

First week of December:

Form Research Committee and submit names of committee members to DGS.

Middle of January:

Submit research proposal to Research Committee and to DGS.

End of January:

First year students receive written evaluation of progress.

Week before Semester 2 classes begin:

Meet with Research Committee to discuss research proposal and to set research goals for Semester 2.

End of May:

Submit summary of research, teaching and service activities over the past year to DGS and research advisor. This can be done with the tracking form provided by the DGS, but should include a narrative summary of research progress in the past year and plans for the next year.

End of June:

Students receive written evaluation of progress.

First Day of Classes of Semester 1 of Second Year:

Submit written first-year project report to Research Committee and DGS.

Third Week of Classes of Semester 1 of Second Year

Oral presentation of first year project.

First and/or Second Year

Fall: Eligible students apply for the NSF GRFP fellowship. Non-eligible students apply for funding from an alternative mechanism.

Second Year

At the beginning of the second year, students take an oral examination on their first-year research project. The bulk of the second year is devoted to completing the core and quantitative course requirements, making substantial progress in research, and completing the first component of the preliminary examination. Critical deadlines are as follows:

September:

Oral exam on first-year research project.

End of October:

Written evaluation from department faculty of first-year research project and decision on continuation for the Ph.D. degree.

January:

Choose preliminary exam committee members in consultation with advisor.

February:

Prepare an outline of the review paper for the prelim committee and meet with the committee for discussion.

March and April:

Write the first part of the prelim, the review paper.

Last Monday in April:

Submit Master's thesis if the student wishes to receive the degree in May. Submission of the thesis is optional and there is no set deadline.

End of May:

Submit summary of research, teaching and service activities over the past year to DGS and research advisor. This can be done with the tracking form provided by the DGS, but should include a narrative summary of research progress in the past year and plans for the next year.

End of June:

Written evaluation of progress and decision on the first part of the prelim.

Summer after the second year:

Conduct pilot experiments or collect preliminary data for dissertation work.

Second or Third Year

Eligible students submit an NRSA application. Deadlines are April 5, August 5, and December 5. Non-eligible students apply for funding from an alternative mechanism.

Third Year

In addition to taking courses, third-year graduate students complete their preliminary examinations during Semester I. The preliminary examination is normally completed in the first semester, but must be complete by the end of the third year. The second semester is normally devoted to Ph.D. thesis research. Critical deadlines are as follows:

September:

Prepare an outline of the second part of the prelim for the prelim committee and meet with the committee for discussion.

October and November:

Complete the second component of the prelim, the dissertation proposal.

End of May:

Submit summary of research, teaching and service activities over the past year to DGS and research advisor. This can be done with the tracking form provided by the DGS, but should include a narrative summary of research progress in the past year and plans for the next year.

End of June:

Written evaluation of progress.

Fourth Year

Fourth-year students devote most of their time to thesis research.

End of May:

Submit summary of research, teaching and service activities over the past year to DGS and research advisor. This can be done with the tracking form provided by the DGS, but should include a narrative summary of research progress in the past year and plans for the next year.

End of June:

Continuing students receive written evaluation of progress.

E. Evaluation and Feedback

In addition to evaluations on specific required projects (First-year project and Preliminary Examination) student receive regular comprehensive evaluations.

1. Schedule of Evaluations

According to the rules of the Graduate School, first year students are evaluated and receive written feedback at least once per semester. In subsequent years, students are evaluated at least once per year. In addition, each student should be notified in writing of any change in his or her status. Evaluations will indicate whether the student's status according to the graduate school terminology of "Good", "Satisfactory", or "Warning". Students in warning status may be evaluated more frequently.

These evaluations cover the student's overall progress in research, teaching, and course work, and assess a student's strengths and weaknesses. The student should discuss the contents of the evaluation and any other aspects of his or her performance with his or her advisor shortly after receiving the evaluation. If there are serious concerns about research, coursework, or teaching, the student will be put on warning. The concerns and the course of action for correcting problems will be clearly outlined in the evaluation. If problems continue and the faculty determines that the student will not be able to complete the program requirements, the student will be given notice of dismissal.

2. Grievance Procedure

Our hope is that you will have effective collegial relationships with your peers, your advisor, and other departmental faculty while conducting your graduate work in psychology. If difficulties arise, however, there are procedures that can guide you. Grievance procedures are posted on the graduate school website, outlined in the graduate school manual, and documented in Section 10 of the official Faculty Rules and Regulations. To summarize, university policy determines that every student must have a fair and prompt hearing of grievances, but that all other avenues of resolution should be exhausted before formal grievance procedures can begin. According to faculty regulations, the student must attempt to resolve the issue directly with the person or persons involved. The next step is to take the issue either to the DGS or to the Chair. If these steps do not produce a satisfactory outcome, the student should seek the assistance of the DGS, Chair or another faculty member for guidance in negotiating grievance procedures.

F. Other Information

1. The Academic Code

Graduate students are expected to abide by the policies and rules stated in the Brown University *Tenets of Community Behavior* and *Academic Code*. Students should familiarize themselves with these policies and rules. The Psychology Department is deeply committed to integrity in scholarship and research, and students should take great care in such matters as the accurate analysis and reporting of data and the citation of all sources used in written work. (Of course, unconventional analyses may be useful, and collaboration with others may be appropriate; students should consult with their advisors in case of doubt.)

2. Director of Graduate Studies

The Director of Graduate Studies (DGS) is a faculty member appointed by the Chair to coordinate matters of graduate education. The DGS:

- Oversees Departmental approval of each student's program of study, monitors the work of research committees, and oversees registration for all students.
- Makes recommendations to the Chair regarding the assignments of graduate Teaching Assistants.
- Monitors the schedule governing first-year projects, coordinates the first-year project examination schedule, and arranges the subsequent Departmental evaluation of first-year students.
- Organizes yearly faculty discussions of student performance and provides a summary of the outcome to the student and departmental files.
- Sets up the annual prelim schedule, receives copies of the prelim papers and revisions, and monitors the written feedback of committee members to students.
- Monitors arrangements for the doctoral examination (see "Ph.D. Thesis" above).
- Together with the Chair, represents the graduate students and the Department's program to the Dean of the Graduate School and to the Graduate Council.

3. Graduate Student Representative

The Graduate Student Representative is a student in his or her second year elected by the graduate students in May and works with the DGS on questions of graduate education.

An important responsibility of the Graduate Student Representative is to provide input to the faculty from the graduate students. Students with problems or proposals concerning graduate education and departmental functions should bring them to the graduate student representative. If appropriate, the representative will collect further information from graduate students and/or bring the issues to the attention of the DGS.

The Graduate Student Representative is also responsible for organizing student hosts for the

colloquium series and for assisting with the recruitment of new graduate students to the program. He or she may also be asked to organize graduate student evaluations of job candidates.

Finally, the Graduate Student Representative is responsible for coordinating graduate student involvement in yearly recruitment of the new class of graduate students.

4. Colloquium

The Colloquium is an important part of the department's intellectual life. Colloquia begin promptly at 4:00 on Wednesday afternoons in 206 Hunter (or occasionally Carmichael Auditorium). Attendance at the colloquium is expected. Graduate students are also expected to attend the noon lunch with the colloquium speaker. Following the Colloquium, the speaker is available for conversation in the Seminar Room over refreshments. A small group of faculty and graduate students, usually in the research area that nominated the speaker, customarily takes the speaker to dinner. These occasions provide an excellent opportunity for scholarly interchange. All department members are asked to share responsibility for hosting speakers and for attending colloquium dinners and gatherings.

Each year, the Colloquium series culminates with the Harold Schlosberg colloquium held in May. All graduate students are invited to attend the reception and dinner held after this talk. At the dinner, the research accomplishments of the undergraduate Honors students in psychology are celebrated.

Nominations for Colloquium speakers for a given academic year are solicited from faculty and graduate students and decisions are made by the faculty at a meeting held at the beginning of the summer.

5. Graduate Student Recruitment

The strength of a graduate program is in large part determined by the successes of the students who earn their doctoral degrees in the program. Therefore participation in graduate recruitment is one of the most effective avenues students have in strengthening the program. At the same time, the current graduate students are key to effective recruitment. It is expected that all graduate students will take part in planning and executing the activities of a weekend in February that is set aside for interviewing prospective applicants.

5. *Graduate Committees*

A student has three committees during his or her years of graduate study: (1) a Research Committee, (2) a Prelim Committee, and (3) a Dissertation Committee.

The Research Committee guides the student's research during the first three semesters and provides feedback on the first-year project. The Research Committee continues to provide advice on the student's research and academic program until such responsibilities are assumed by the Prelim Committee. The Prelim Committee may become the Dissertation Committee. Committee membership may change, however, if the direction of the student's research changes.

Normally the student's advisor chairs each of these committees. After consultation with his or her advisor, the student is responsible for inviting faculty members to serve on committees, for arranging committee meetings, and for providing the names of committee members to the DGS. Each committee should have at least two members from the regular, tenure-track departmental faculty. Additional committee members from other departments and institutions may be included if additional expertise is needed in guiding the dissertation research. In those instances, the faculty advisor is responsible for expenses related to travel for outside committee members.

6. *Expenses*

Travel. First year students may apply for travel funds to attend one psychological convention. The availability of such funds cannot be guaranteed, and awards are limited to \$200. Travel funds are also available to all students who are presenting research at a professional meeting. Research grants may be able to pay for this travel if the student presents a grant-related paper at the meeting. The student should consult with his or her advisor about travel plans and the availability of funds. The Allan Schrier Fund has been recently established to provide modest support for student travel. The Graduate School has also set aside travel funds for students who are presenting research at professional meetings. Students planning to request support for travel to a meeting should see the Department Manager no later than two weeks before the date of travel.

Telephone Calls. All outgoing long-distance calls must be charged to an appropriate source. If you

need to make a long-distance call, please see the Department Manager.

Supplies. Students are expected to pay for supplies used in their own studies (e.g., paper, pencils, graph paper, etc.). The department furnishes supplies for teaching assignments that are approved by the instructor of the course. Supplies that are necessary for grant-related research may be paid from research grant funds after approval by the Principal Investigator. The names of the staff who are currently in charge of departmental supplies, interdepartmental supplies, and purchasing materials from firms outside the University are indicated in the departmental listing of Staff Assignments.

Thesis Expenses. Preparation costs are the student's responsibility, although students who hold external fellowships may use fellowship funds (when available) for this purpose. The student ordinarily makes at least five copies of a thesis: two copies go to the Graduate School, one copy is retained by the student, one copy goes to the advisor, and one copy remains with the department. The department pays for photocopying the departmental copy of the thesis, while the student pays for all other copies.

Preliminary Examination Expenses. One copy of the preliminary examination is given to each of the committee members and to the DGS. The department will pay for all the copies of the prelims. Any additional preliminary examination preparation costs are paid by the student.

Petty Cash. It is possible to make authorized purchases from local suppliers without obtaining a purchase order but reimbursements cannot be made unless an original receipt is provided. It is advisable to consult with the Financial Assistant, Lorraine DeFusco, before making purchases.

7. *Seeking an Academic Position*

The role of advisors and other faculty members in the job placement process is important but sometimes misunderstood. Faculty advisors are glad to discuss such things as the nature of the job market, appropriate positions to apply for, the availability of postdoctoral work in their area of research, and strategies to be used in applications and interviews. Faculty members expect to write letters of recommendation for students whom they know well, and they can be very helpful in the preparation of vitae and job talks. Students should not hesitate to ask for guidance in any of these matters.

Virtually all academic job openings are nationally advertised, for legal reasons if for no other, and faculty will not be able to suggest “unadvertised” jobs. However, in some instances, informal contacts may identify a postdoctoral opportunity that is not widely known. Students should discuss with their advisors and other faculty members the kind of position to which they aspire. Well before they begin to apply for a job, they should examine listings such as those provided by the Psychonomic Society and American Psychological Association, which include almost all academic job openings in psychology in the United States. Many academic vacancies are also announced in letters to the Department. A file of positions available is kept by Terry Millette. At the beginning of the fourth (or fifth) year the students should update their vitae and give copies to faculty members when they request letters of recommendation. Although 3 or 4 letters of recommendation will suffice for most positions, it is sometimes advantageous to have additional letters of support.

8. Payment for Extra Work

University rules specify that "Students holding fellowships and (tuition) scholarships from Brown University are not free to accept other appointments or emoluments without the approval of the Dean and of their department. They are expected to devote full time to their studies." Graduate students are expected to move with dispatch toward the completion of their degree requirements, and any activities that interfere with completion of requirements (or supported summer research) should be minimized. In practice, some professionally-oriented outside activities (e.g., teaching an occasional course at a neighboring institution) are allowed, if the student can convince his or her advisor and the Chair that progress toward the degree will not be hampered. (The Chair is responsible for clearing questionable cases with the Dean). Less time-consuming activities (translating articles, serving as a professional subject, etc.) are almost always approved.

9. Leave of Absence

“Separation” is the general term for any absence from the Graduate School. A student considering taking a leave should consult with the DGS. The University provides for three types of separation, which are briefly summarized here. Further details may be found in the University Catalog.

1. *Leave of absence.* This status is granted by the Dean of the Graduate School upon

request of the student and approval of the Department. A student who is granted a leave of absence need not reapply for admission to the Graduate School.

2. *Withdrawal.* Upon request of a student in good standing, the Dean may grant this status. The Graduate School may also place a student in this status for flagrant failure to pay bills or meet other important requirements. Re-admission requires the approval of the Department and of the Dean of the Graduate School. Departmental approval is not automatic; it requires that the student reapply to the program in competition with other applicants.
3. *Dismissal.* This is permanent and involuntary separation, accomplished by the Dean after consultation with the Department. It may occur for academic or disciplinary reasons.

10. Certificate of Completion

If all academic requirements for the degree and all financial obligations have been met well in advance of the date on which the degree is to be awarded, the Office of the Registrar upon request will issue a certificate of completion.

If a student has completed a penultimate draft of the Ph.D. dissertation (i.e., one that is adequate to send for final typing and drafting) and has completed the final examination, the Department Chair is prepared to send the following letter:

Mr./Ms.-----has completed the penultimate draft of the Ph.D. dissertation, approved by the Department of Psychology, and has successfully completed the oral defense of the dissertation. Under the procedures of the Graduate School, an approved penultimate draft is the basis for the oral defense. Immediately upon submission of the dissertation, bound and typed in the required form, Mr./Ms.-----will be issued a Certificate of Completed Degree Requirements by the Office of the Registrar.

11. Graduation Photograph

Following successful completion of the dissertation requirements, a student should arrange with the Department Manager to have his or her picture taken for display in Hunter 265.

NON-ACADEMIC RULES AND PROCEDURES

A. Building Security

Hunter Laboratory contains much expensive equipment and many valuable personal effects. ***In the past, computers and other items of equipment have been stolen, pocketbooks and wallets have been rifled or stolen, and valuable tools have disappeared.*** To minimize such incidents, department members should follow these guidelines:

1. Keep rooms containing valuable equipment locked at all times when not in use, even when the building is locked.
2. Leave personal valuables out of sight (e.g. put your pocketbook in your desk drawer).
3. Do not admit unknown people to the building, when that is locked, or to a locked area of the building. If in doubt, ask about the person's business and accompany them to their destination.
4. If you see suspicious persons or activities, or if locked areas have been improperly made accessible. Call the Department Manager *immediately* (x3-2457) during regular working hours, or Security (x3-3322) otherwise.
5. Report lost keys, lost ID cards, broken locks and any other security problems to the Department Manager as soon as possible.

B. Human Subject Rules

Protocols describing all experiments that use human subjects must be approved in advance by the University's Internal Review Board. All experiments must be supervised by a faculty member, who also is responsible for getting the necessary University approval. The faculty member coordinating the human subject pool is responsible for getting pool policies approved.

All notices soliciting participation in psychology experiments must bear the IRB protocol number and either the designation established for human subject pool use (for example, a code name for the experiment) or, if the experiment is not run through the subject pool, the notice must include the name of the Psychology faculty member who is supervising the experiment. Sometimes a person unfamiliar with IRB regulations (often an undergraduate student)

posts unsigned notices and/or attempts to run an unapproved experiment. Please inform the Department Manager immediately if you see such a notice or other evidence of a possible unapproved experiment.

C. Animal Care Rules

Hunter Laboratory houses certain species and strains of animals, such as colonies of pathogen free rats, that have been specifically approved for research use. The numbers of animals to be used are also specified in approved research protocols. To order approved animals, consult the Department's Financial Assistant, Lorraine DeFusco.

In order to protect the health of these approved colonies, ***no other animals (including pets) may be brought into Hunter Laboratory for any reason without prior arrangement with the University Veterinarian.***

In case they are absent for any reason, those responsible for the care and feeding of animals must make appropriate arrangements with the Senior Veterinary Technician, Karen Chamberland. ***Be sure that your messages about care are clear and have been received;*** contact the Department Manager if necessary. The Technicians or the Department Manager will contact the University Veterinarian if his services are needed.

D. Shops

There are three basic shops (Electronic, Machine and Carpentry) and Bill Rice is the Supervisor of all of them. You may construct or modify equipment, under the following rules:

1. Don't remove tools from any of the shops
2. Clean up your debris
3. Don't use any power tool unless you have been given the approval of Bill Rice.
4. Do not use a shop for personal projects, such as furniture repair or construction.

If you want to learn the use of a piece of equipment, Bill Rice will be happy to teach you the safe and approved techniques. The Bridgeport mill and the tool room lathe are kept locked so that they will be available when they are needed. The table saw is not locked, because many of us have received instructions in its use; beware of this machine, which not only can remove fingers but can kick back pieces of wood with serious consequences. Do not use it until you have received instructions.

Other small shops have been set up around the building. Each of these is essential to someone's research, so ***don't borrow from such a shop without the permission of the person(s) who work there.*** Also, ***please don't take items used for undergraduate courses!*** Graduate students should ask advisors about needed tools or equipment, which may often be purchased with grant or departmental funds.

E. Computer Policy

A number of computers, printers, and related items are available for graduate student use. Their number, location and characteristics change from time to time - consult the departmental systems programmer if you have questions. This equipment is expensive and is a prime target for theft; please follow the security guidelines listed above.

If a computer or related equipment breaks down, or there appears to be a systems software malfunction, consult departmental systems programmer. Help is also available for equipment ordering and special needs; however, he is not generally available to answer programming questions.

F. Departmental Equipment

Undergraduate laboratories regularly use certain items of equipment, and hundreds of student-hours can be wasted if a needed item is not to be found. ***Don't take any item of equipment from the Psychology 1 storeroom (Room 104) except for regular class use; and don't take either of the two 16mm sound movie projectors out of the room without signing the take-out sheet by the door.*** Films and teaching equipment are to be used solely for instructional purposes and only by Psychology Department personnel.

Slide projectors, film projectors, video tape players, and computer display monitors are located in various places around the building. Before using this equipment, be sure you know how. Ask Bill Rice if in doubt. ***Do not move projection equipment from its usual location without approval of the Department Manager.***

Do not use a film projector unless you are sure you know how, and immediately report any malfunction to Bill Rice. Most Departmental films are old, brittle, very easily damaged, and irreplaceable. Damage may leave an instructor without one portion of a lesson plan if the film is put back in storage without being repaired. ***Under no circumstances may a film or a piece of projection equipment be loaned to anyone outside the Psychology Department.***

G. Department Photocopier

Know how to use the photocopy machine (get help if you don't) and don't try to fix or unjam it unless you know exactly what you are doing. Users must charge photocopying to an appropriate account or to themselves by filling out a line in the record book near the machine.

H. Library Books

If our Library does not have a book pertinent to your work, you may ask that it be ordered. Leave our Library Representative a note giving author(s) or editor(s), title of volume, and year of publication. Unfortunately, because of severe budgetary pressure, the library cannot guarantee to purchase all requested books.

I. University Safety Policy

Refer to the Brown University Safety Guide and the Brown University Radiation Safety Guide:

1. Each supervisor is responsible for accidents or health hazards in his or her area.
2. "Supervisor" means whoever is in charge of an area, with upward spread of responsibility. Thus, an accident in the laboratory of a faculty member would be the responsibility of the faculty member. If someone were hired to assist a

graduate student, that graduate student and his or her faculty advisor would be considered the supervisors, and, thus, would be responsible.

3. A ***Brown University Accident Report*** must be filed for ***every*** work-related injury. The Department Manager has the report forms, and will process the report and give it to The Brown University Safety Office. Work-related injuries of a non-emergency nature should be treated at the University Health Services.
4. "The reverse side of the ***Brown University Accident Report*** contains the ***Brown University Unsafe Conditions Report*** format. Submit an Unsafe Conditions Report to the Safety Office when a potentially dangerous situation is observed. A condition that requires immediate action should be reported directly to the Safety Office, extension 3-3353, or to Police and Security, extension 3-3322.
5. Our high-risk areas are those in which power tools, chemicals, and electrical devices are located. Please survey your own area, asking what could be done to reduce hazards. We may need to purchase guards for some tools, or new equipment; periodically, we must make such a survey and take care of such needs. Ensure that all chemicals are appropriately labeled with their contents and are stored appropriately when not in use.
6. Heed fire alarms and other emergency warnings.
7. Be sure that every repair order, and every report about correcting a hazardous condition ***IS IN WRITING***. That will be the only way you will have of proving that you made an attempt to correct a potentially hazardous condition. If a correction is not made or an explanation is not provided in a reasonable length of time, follow up!
8. Eye protection must be worn in shops and laboratories. This applies to staff, students and visitors. Prescription and non-prescription glasses chargeable to the department can be provided in high-hazard applications; moreover, heavy-duty plastic eye and face shields may be procured through the University Stockroom. If fire extinguishers are used, they must be refilled immediately. Call the Safety Offices, extensions 3-3353 or 3-3462 (University Fire Marshall), for assistance.
9. "The Safety Office has presentations available to any size group regarding safety matters. In cooperation with Police and Security, the Safety Office also schedules CPR training leading individuals to qualifications in cardio-pulmonary resuscitation."

J. Insurance (*see Department Manager*)

K. Storage of Dangerous Drugs

The federal Controlled Substances Act of 1970 includes many drugs in addition to narcotics. The Bureau of Narcotics and Dangerous Drugs (BNDD) which administers this stringent law requires the utmost control over drugs subject to abuse, and there are severe penalties for any infractions of the law. First violation fines can be up to \$25,000.

Investigators using barbiturate anesthetics in any form (tablets, capsules, liquids, etc.) such as Nembutal, Pentobarbital and various tranquilizers such as Thorazene in their research must keep these drugs stored in a locked drawer or cabinet, except when actually in use. If in doubt as to whether a drug is controlled, lock it up!

Any questions should be referred to the Controlled Substances Registrant for Brown University.

Revised 6/08

GRAD STUDENT TRACKING FORM

YourFirstName YourLastName

Updated (enter today's date)

Entering Year			Teaching Assistantships		
1st Year Project Advisor	Committee	Sem/Year Presented	Course	Sem/year	Advisor
		ScM (if awarded)			
Prelim Advisor	Committee	Part 1 Completed			
		Part 2 Completed			
			Applications for Fellowships/Grants		
Dissertation Advisor	Advanced to Candidacy Committee		Leaves (dates)		
Anticipated Completion (Sem/Year)					

Required Courses	Course (Include number and name)	Sem/Year (Taken or Planned)	Grade
Quant I			
Quant II			
Core I			
Core II			
Core III			
Other Courses			

Publications and Presentations (year)	Awards (year)

Other Information (e.g. other meetings attended, collaborations, etc)

Additional Information and Comments:

RESEARCH PROGRESS REPORT

Below, please include a narrative summary of your research progress in the past year and your research plans for the next year.

NOTE: A Word document file of this tracking sheet is available from the DGS.