Dear Graduate Student:

The faculty members of the MSU Psychology Department have prepared this handbook with the hope that it will help make your move to Mississippi State and your introduction to our graduate program as easy and painless as possible. We wrote the handbook to answer some frequently asked questions. In addition, important graduate policies are described to clarify issues about continuing in and graduating from our program. Some information about the university community and about Starkville also is provided.

No matter how comprehensive it is, a handbook cannot cover every situation that you will encounter. Feel free to talk to any of us if you need help or if you have any questions that are not answered in this handbook.

We are happy to have you with us and wish you good luck at MSU and in our graduate program.

Sincerely,

Mitchell Berman, Ph.D.
Professor and Department Head
Department of Psychology
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KEY PSYCHOLOGY DEPARTMENT PERSONNEL

Mitchell Berman, Department Head
   110 Magruder
   325-3202

Deborah Eakin, Graduate Coordinator
   214 Magruder
   325-7949

Carrick Williams, Director, Applied Cognitive Science Ph.D. Program
   202 Magruder
   325-1146

Deborah Eakin, Interim Director, Concentration in Experimental Psychology
   214 Magruder
   325-7949

Kevin Armstrong, Director, Concentration in Clinical Psychology
   311 Magruder
   325-1022

Danielle Nadorff, Psychology Research Program
   101 Magruder
   325-1765

Donna Barnes, Business Manager
   110 Magruder
   325-3202

Carol Wagnon, Administrative Assistant
   110 Magruder
   325-3202

Contact information for the full faculty is available in the lobby of Magruder Hall and on the Department of Psychology website.
GENERAL POLICIES

The following are Mississippi State University Psychology Department policies of relevance to graduate students. Any exceptions to the policies will be made only with the concurrence of a majority of the voting faculty (and only if the exception is consistent with University policy).

a. Near the end of each fall and spring semester, program faculty will evaluate the academic progress of each graduate student. Written feedback from the spring meeting will be given to each student and more frequent feedback may be provided to students needing it.

b. All graduate students should be familiar with various regulations and requirements listed in the Graduate Student Bulletin available on-line (http://www.grad.msstate.edu/pdf/bulletin.pdf).

c. A graduate degree is much more than courses and a thesis or dissertation. Developing research ideas, ethics, teaching ability, grants, and ‘professional style’ are all essential elements of being a professional psychologist. We encourage students to get involved, not just with an adviser, but also with other faculty inside and outside the Department, as well as with regional and national organizations such as the Southeastern Psychological Association (SEPA, www.sepaonline.com), the American Psychological Association (APA, www.apa.org), and the Association for Psychological Science (APS, www.psychologicalscience.org). If you’re in the clinical master’s program, you should consider joining the North American Association of Masters in Psychology (NAMP, http://enamp.org). For students in the applied cognitive doctoral program, we encourage you to consider joining the Psychonomic Society (www.psychonomic.org), the Cognitive Science Society (www.cognitivesciencesociety.org), and/or the Human Factors and Ergonomics Society (HFES, www.hfes.org).

d. The Guidelines for Preparing Dissertations and Theses for thesis/dissertation research credit will govern the development of the required thesis/dissertation project. This booklet is maintained by the Office of Graduate Studies and is available on-line (http://www.msstate.edu/dept/grad/Thesis_Dissertation_Guidelines.pdf). A copy of the Psychology Graduate Student Handbook (the document you are now reading), and other official statements of departmental policy will be given to all students enrolled in the graduate program but can also be found in the graduate section of the departmental webpage (www.psychology.msstate.edu). In addition, our Professor Emeritus Mike Thorne has prepared a list of “common thesis problems” that you should study carefully before starting to write your thesis/dissertation proposal and/or your thesis/dissertation. The Graduate Coordinator also helps provide access to helpful handouts and Internet resources.
MASTER’S PROGRAM

Admissions Requirements
Before you enter the program, you should have taken undergraduate courses in statistics and experimental psychology. Additionally, applicants to the clinical concentration are required to take Abnormal Psychology and (if available to applicants) biological/physiological psychology or some sort of behavioral neuroscience course.

If you have not taken these courses, you must take them in our program as soon as possible. (In general, it’s a good idea to get as much psychology background as you can before you enter any of our graduate programs.) We will consider your application without penalty if you have not completed the required undergraduate courses, with the understanding that you will have to make up any such courses while taking our regular program. It may be possible to petition out of prerequisite courses. Contact the program directors to discuss this possibility.

Requirements for the Concentration in Clinical Psychology:

- PSY 8214 Quantitative Methods in Psychology II
- PSY 8513 Psychological Research
- PSY 8323 Psychopathology
- PSY 8354 I.Q. Testing
- PSY 8533 Clinical Skills
- PSY 8364 Personality Appraisal
- PSY 8333 Systems of Psychotherapy
- PSY 8454 Practicum
- PSY 8464 Practicum
- PSY 8573 Psychopharmacology
- PSY 8000 Thesis Research and Thesis
- PSY 8383 Behavior Therapy
- Electives (3 credit hours)

Total Hours: 47

The Master’s Program—Clinical Emphasis has been accredited by the Masters in Psychology Accreditation Council (MPAC).

Requirements for the Concentration in Experimental Psychology:
Beyond the hours required of all master’s students—Quantitative Methods (PSY 8214), Advanced Quantitative Methods (PSY 8803), Psychological Research (PSY 8513), and Thesis/Thesis Research (6 hours of PSY 8000)—no established set of courses is required. Working with an advisor, students are expected to select a sensible set of courses to complete the 40 hours needed from options both inside and outside the Department. Because of the diverse nature of experimental psychology, this type of program enables each student to be as well-prepared as possible to pursue his or her chosen career goals beyond our program.
Grades

a. A student who receives two grades of C or lower in a single semester or who receives a total of three grades of C or lower in his or her graduate work will be terminated automatically from the program. A student who has been dismissed may formally petition the program faculty for readmission to the program. A clearly stated rationale in support of the student’s appeal for reinstatement must be included in the written request. Readmission requires a positive vote by the majority of the program faculty.

b. Grades of C or lower indicate incomplete mastery of knowledge and skills considered important in this program. Courses in which a student does not receive an A or a B will be remediated according to requirements set on an individual basis by the departmental faculty. The student will be placed on probation until the course has been remediated. Students are reminded that a cumulative GPA of 3.00 in the M.S. program is required for graduation.

c. All students are expected to be thoroughly familiar with the APA Ethical Principles (www.apa.org/ethics/code2002.html), the Mississippi State University Honor Code (www.honorcode.msstate.edu/), and University policies relating to students (www.msstate.edu/web/security/student_policies.html). Behavior inconsistent with principles/rules set forth in these documents may result in the dismissal of the student from the Psychology Graduate Program.

Student Evaluation
Students will be evaluated on an annual basis by the program faculty. The purpose of this review is more than simply to decide on the quality and work of each student; we also provide guidance to students as they work towards their degrees. At the program faculty meeting, each student’s advisor or the Program Director will summarize the student’s status in the program. Faculty and other supervisors report on the student’s performance, and a consensus is reached on written feedback to be given to the student.

Master’s Thesis Requirements and Deadlines
Master’s students must complete their thesis proposal by November 10th before the end of their 2nd Fall semester in order to maintain eligibility for graduate assistantships.

Master’s students who have not defended their thesis by the end of their 3rd Fall semester will be automatically placed on probation. Each student is required to submit a detailed plan for completion of the thesis and the plan will have to be approved by the advisor and program faculty within 30 days of the beginning of the semester following their 3rd Fall semester. Failure to develop an approved plan by that date will result in a recommendation for dismissal from the program.

Failure to complete the thesis by the end of the semester following their 3rd Fall semester will result in recommendation for dismissal from the program unless revisions to the thesis
completion plan are approved by the advisor and program faculty by the last day of classes in that semester.

Failure to complete the thesis in later semesters will be handled on a case-by-case basis.

Note: Completion includes successfully getting the thesis document approved by the Graduate Coordinator, signed by the Dean, and accepted by the OGS and the library. Completion includes fulfilling all degree requirements, including all requirements for graduation.

**Policies and Procedures for Theses in the Department of Psychology** (Approved 12/11/02)

**Policies**

I. *Roles and responsibilities.*

A. The responsibilities of the *student* include

a. working with the thesis chair and committee to develop an original and complete research project;

b. working with the chair and committee to determine what is expected of the student;

c. recognizing that it is ultimately the student’s responsibility to make changes requested to the satisfaction of the thesis chair and committee;

d. having thorough familiarity with all phases and components of the thesis project and the relevant literature;

e. copy editing their own thesis in accordance with departmental requirements, the Office of Graduate Studies (OGS) requirements, the departmental webpage, and other appropriate sources;

f. awareness of, and adherence to, timetables and deadlines;

g. adherence to reading time requirements; and

h. compliance with other requirements specified on the departmental webpage or required by the graduate coordinator.

B. The responsibilities of the *thesis chair* include

a. working with the student and thesis committee to develop an original and complete research project;

b. to determine that the thesis is of adequate quality for a proposal or defense;

c. providing reasonable guidance to the student in the development of proposal, IRB requirements, design of study, data collection procedures, data analysis, and preparation of defense draft of thesis;

d. providing guidance in selection of committee members;

e. ensuring that modifications suggested by the committee (considered by the chair to be reasonable suggestions) are made by the student;

f. monitoring post-defense revisions made by the student (e.g., in response to graduate coordinator or OGS);

g. providing reasonable assistance in copy editing (but not rewriting) the proposal and defense drafts; and
h. providing a thorough reading of the proposal and defense drafts for major and minor flaws.

C. The responsibilities of the thesis committee include
   a. working with the student and thesis chair to develop an original and complete research project;
   b. thorough reading of proposal and defense drafts for major and minor flaws as “cold” readers of what should be a nearly complete product; and
   c. indicating to the chair if the thesis is ready for proposal/defense meeting, and if not, providing general comments for improvement to the chair and student.

D. The responsibilities of the graduate coordinator include
   a. providing a “good read” to identify deviations from departmental and OGS standards; and
   b. if discrepancies with these standards are detected, provide general notes rather than detailed corrections and return thesis to the chair and student; and
   c. respect academic freedom of the chair and committee, particularly with respect to substantive issues related to the thesis.

II. External review of thesis. The student is ultimately responsible for proofing the thesis and ensuring that it complies with APA and OGS style requirements. Should the student or chair feel that assistance is needed in this process, an external review is strongly recommended, particularly prior to the pre-defense meeting. In such cases, the student should arrange for an external review reader as available through the library, OGS, or by appropriate individuals outside the university. Use of available software to achieve APA style compliance also should be considered.

III. Special circumstances perceived by student. Often, students may perceive themselves to be in “special circumstances” due to situations related to personal finance, employment, medical or health concerns, or other circumstances; and believe that policies and procedures should be modified to respond to their special circumstances. In general, it is the responsibility of the student to meet deadlines and quality standards, and to engage in appropriate planning and time management to avoid such circumstances.

IV. Committee composition and balance. Committee chairs should work to insure that the committee has a composition suitable to maintain content and technical quality of the thesis. Such efforts might include (but not be limited to) selecting committee members with strengths in methodology, statistics, or other appropriate specializations.

V. Committee membership. Although ordinarily the membership of a student’s thesis committee, once established, remains unchanged through the thesis defense, it is possible
for changes to occur. After consulting with the thesis chair, the student may decide to reconstitute his or her thesis committee (i.e., to drop and replace members). Also, the student may decide to seek a new thesis chair. Changes to the committee initiated by the student must be justified and approved by the department head. Faculty members are also free to resign as chairs or members of thesis committees. The Graduate School requires submission of a “Request for Change of Committee Members” form. This form is available on the www.grad.msstate.edu/forms website.

VI. Thesis as requirement. The thesis is a requirement for completion of the degree program. Enrollment in the program and completion of course work is not a guarantee of program completion/graduation. What a student might consider acceptable for a thesis may not be passing as judged by the chair and committee. Departmental degree program policy requires satisfactory completion of the thesis.

Procedures

I. Preproposal meeting. When the chair and student decide that the thesis is ready to propose, a preproposal meeting may be scheduled with the entire committee. The purposes of the preproposal meeting is to give the committee members an opportunity to review the thesis proposal and to help determine if the proposal is developed to the extent that it is appropriate to propose. The main difference between the preproposal and proposal meeting is in the adequacy of the preparation of the proposal. If the written proposal is adequate (as judged by the committee), the preproposal meeting may become a proposal meeting.

An appropriately developed proposal should have, at a minimum, well-written and appropriately formatted Introduction and Method chapters, as well as a properly formatted Reference section. Page numbers, section headings, tables, margins, and so forth should be formatted in a manner consistent with APA and OGS guidelines.

It is expected that the preproposal meeting will begin with a conference between the chair and the committee to determine if the thesis draft is suitable for proposal. If there is complete consensus that the thesis draft is suitable for proposal, the preproposal meeting may be upgraded to an official proposal meeting, and conducted accordingly.

If any member of the committee feels that the thesis draft is not ready for proposal, the preproposal meeting continues. During the preproposal meeting, at the discretion of the chair and committee, there may be informal discussion during which committee members provide appropriate feedback or comments regarding improvements or changes needed to make the thesis draft ready for formal proposal.

At the end of the meeting the committee may select any of the following decisions concerning the proposal: (a) accept the proposal as presented or with minor revisions, (b) accept the thesis topic as a legitimate area for study, but proposal needs major revisions,
(c) reject the proposal as an unacceptable area of study for the thesis, or (d) other decision as appropriate and approved by the chair and committee. In outcomes (b) or (c), another preproposal meeting must be scheduled.

Note: The expectation is that students will not begin to collect thesis data prior to successful completion of their thesis proposal meeting. Although components of ongoing research programs may serve as thesis projects, faculty are under no obligation to accept a proposal where data collection has already begun. This recommendation is not intended to exclude theses using archival database sources. Rather it is intended to allow committee members the opportunity to provide meaningful input early in the thesis process. Once the student and the thesis chair have determined that part of an ongoing research project might serve as a thesis, committee members should be notified and the preproposal meeting should be held as soon as possible.

II. Predefense meeting. When the chair and student decide that the thesis is ready for defense, a predefense meeting will be scheduled with the entire committee. The purpose of the predefense meeting is to give the committee members an opportunity to review the thesis and provide input as to whether the thesis is truly ready for defense. The main difference between the predefense and defense meeting is in the adequacy of the preparation of the thesis draft. If the thesis draft is adequately developed and appropriately formatted (as judged by the committee), the predefense meeting becomes the defense meeting. To be ready for defense, a thesis should contain all relevant sections (e.g., cover sheet, table of content, list of tables, abstract, the four chapters, references, appendices) presented in the appropriate format (i.e., consistent with APA and OGS guidelines).

It is expected that the predefense meeting will begin with a conference between the chair and the committee to determine if the thesis is truly ready to defend. If there is complete consensus that the thesis is ready, the defense may take place. If any member of the committee feels that the thesis is not ready, the defense may not continue. Rather, the meeting may continue as a predefense meeting or the chair may decide to receive written feedback from the committee regarding modifications needed for the thesis to be ready for defense. At the discretion of the chair and committee, the meeting may continue as a predefense meeting where committee members provide appropriate feedback or comments regarding improvements or changes needed to make the thesis ready to defend. When the recommended changes have been made and approved by the chair, another predefense meeting may be scheduled.

III. Notification from thesis chair to graduate coordinator. It is understood that the graduate coordinator will not review a thesis until the thesis chair indicates, in writing, that the chair believes the thesis is ready for the graduate coordinator’s review. If the graduate coordinator identifies problems with the document, the graduate coordinator will return the thesis to the thesis chair. Prior to each subsequent review conducted by the graduate coordinator, the graduate coordinator will require written notification from the thesis chair that the chair believes the thesis is ready for review.
IV. *Use of the Thesis Requirements Checklist.* The Thesis Requirements Checklist should be used to facilitate adherence to APA and OGS style and technical requirements for theses. The purpose of the checklist is to address problems with OGS and APA style, writing style, and other technical writing issues rather than substantive issues and methodology. This checklist is available on the Department of Psychology website. When students submit each draft of their thesis to the graduate coordinator, students will check off every item, procure their committee chair’s signature, and submit this form along with their document to the Graduate Coordinator. If the graduate coordinator finds lack of compliance, the thesis and marked checklist will be returned to the chair. (Policy updated 8/2012).
DOCTORAL PROGRAM

Before you enter the program, you should have taken undergraduate courses in Statistics, Experimental Psychology, and Cognitive Psychology. In addition, you should be familiar with one or more computer languages. If you have not taken these courses, you must take them in our program as soon as possible. (Generally, it is a good idea to have a solid background in psychology before you enter any psychology graduate program.) We will consider your application without penalty if you have not completed the required undergraduate courses, with the understanding that you will have to make up any such courses while taking our regular program.

Departmental Requirements for a Doctorate in Applied Cognitive Science

Curriculum Requirements (see course list below)

1. At least 72 hours of credit (51 hours curriculum requirements, 21 dissertation hours)
2. Continuous enrollment in the Applied Cognitive Science Research Seminar Series (ACCESS) ................................................................. 8 hrs
3. Research Methods and Quantitative Core ......................................... 10 hrs
4. Cognitive Science Core (CSC) ................................................................. 6 hrs
5. Cognitive Science Integration (CSI) .................................................... 3 hrs
6. Applied Cognitive Integration (ACI) .................................................... 3 hrs
7. Cognitive Psychology Integration (CPI) ............................................. 3 hrs
8. Advanced Graduate Seminars (minimum of 3) ............................... 9 hrs
9. Graduate electives (3) ........................................................................ 9 hrs
10. At least 2 courses must be taken from outside the Psychology department

Research/Dissertation Requirements

1. Select an advisor
2. Form first-year project committee
3. Complete first-year project
4. Complete second-year project
5. Complete Research Skills Requirement
6. Pass Qualifying exams: general and specialty
7. Form doctoral committee
8. Pass comprehensive doctoral oral examination (dissertation proposal)
9. Complete doctoral dissertation
10. Complete twenty-one hours of Research/Dissertation Hours
11. Pass final doctoral oral examination (dissertation defense)

A description of each of these requirements follows.

The Total Unit Requirement

The total unit requirement consists of at least 72 hours of academic credit. Of these, 48 must be earned while you are in residence on this campus.
Students Entering with a Master’s Degree

If you enter with a master’s degree, the program will consider how much credit to award you towards your Ph.D. on a case-by-case basis, but you will still have to complete all departmental requirements listed below (unless you successfully petition to have one or more of them waived). Petitions for waiving specific requirements require a majority vote by the program faculty. Students should write a letter petitioning to have courses applied to their program of study and should include any supporting documents, including course syllabi.

Students entering the doctoral program with a Master’s degree can also petition to waive the Second Year Project requirement. The petition should indicate the student’s prior research experience, whether the Master’s degree was thesis generating, and have attached a copy of any publications, including the thesis, if applicable.

Applied Cognitive Science Research Seminar

Each semester you will need to enroll in the PSY 8731 Applied Cognitive Science Research Seminar (ACCESS), for 1 credit. The research seminar meets once a week, with presentations from program faculty, external faculty members, and students. In your second semester, you will present the experiment(s) proposed for your first year project. In your third semester, you will present the results of your first-year research project. In your fourth semester, you will present your proposed second year project, and in your fifth semester you will present the results from the second year project. It is expected that you will attend every seminar and will make a presentation to the seminar at least once a year following the presentation of your second year project. Formal presentations, such as the first and second year project presentations and dissertation proposal presentations, will be evaluated by the audience. Students will meet with the ACCESS coordinator to discuss evaluations as soon after the talk as possible.

Graduate students are expected to participate in the seminar, not simply to attend. Participation includes asking questions of the presenter, participating in debates about issues, providing constructive feedback on evaluations, and making presentations. Participation is an important part of your professional training: Professional jobs often demand good speaking skills and the ability to think critically (both positively and negatively) about research. These skills will be honed through your participation at the research seminar.

Grades

Grades of C or lower indicate incomplete mastery of knowledge and skills considered important to the program. Courses in which a student does not receive an A or a B will be remediated according to requirements set on an individual basis by the program faculty. Students will be placed on probation until the C is remediated (see also section on Status in Program).

A student who receives two grades of C or lower in a single semester or who receives a total of three grades of C or lower in his or her graduate work will be terminated automatically from the program. A student who has been dismissed may formally petition the program faculty for readmission to the program. The petition should include a clearly stated rationale in support of the student’s appeal for reinstatement. Readmission requires a positive vote by the program faculty (see also section on Status in Program).
## Curriculum and Course List

### RESEARCH METHODS AND QUANTITATIVE CORE

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<th>Hours</th>
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<tr>
<td>PSY 8214</td>
<td>Quantitative Methods in Psychology II</td>
<td>4</td>
</tr>
<tr>
<td>PSY 8803</td>
<td>Advanced Quantitative Methods for Industrial/Organizational and General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 8513</td>
<td>Psychological Research Methods</td>
<td>3</td>
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</table>

**TOTAL RESEARCH/QUANTITATIVE** 10

### COGNITIVE SCIENCE CORE (CSC)

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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>PSY 6653</td>
<td>Cognitive Science</td>
<td>3</td>
</tr>
<tr>
<td>PSY 8713</td>
<td>Issues and Methods in Cognitive Psychology</td>
<td>3</td>
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</table>

**TOTAL CSC** 6

### COGNITIVE SCIENCE INTEGRATION (CSI)

You choose 1 course:
- CSE 6633 Artificial Intelligence
- PSY 8723 Cognitive Models of Skill
- CSE 8633 Natural Language Processing
- PHI 6143 Philosophy of Science
- EN 6403 Introduction to Linguistics

**TOTAL CSI** 3

### APPLIED COGNITIVE INTEGRATION (ACI)

You choose 1 course:
- PSY 6753 Applied Cognitive Psychology
- IE 8153 Cognitive Engineering
- PSY 6123 Psychology of Human Computer Interaction
- PSY 6353 Psychology and Law
- IE 6113 Human Factors Engineering
- MKT 8413 Seminar in Consumer Behavior

**TOTAL ACI** 3

### COGNITIVE PSYCHOLOGY INTEGRATION (CPI)

You choose 1 course:
- PSY 6423 Sensation and Perception
- PSY 6733 Memory
- PSY 6713 Language and Thought

**TOTAL CPI** 3

### ADVANCED GRADUATE SEMINARS: Must take a minimum of 3 seminars

- Faculty members will offer a seminar on a topic of current interest in cognitive science at least once a year. Students must take a minimum of three (3) seminars. These seminars will be on a variety of topics (decided by the instructor):
  - Cognitive Science Reading Seminars (offered each Spring):
    - PSY 8403 - 8413

**TOTAL SEMINARS** 9
GRADUATE ELECTIVES: You choose 3 Topics Courses: 9
Intended to provide additional depth of knowledge in own area of interest. May be in the department or not. Approved by student’s committee.

TOTAL GRAD ELECTIVES 9

MISCELLANEOUS

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<tr>
<td>PSY 8731</td>
<td>Applied Cognitive Science Research Seminars (ACCESS)</td>
<td>8</td>
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TOTAL MISC 8

DISSERTATION HOURS

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<td>TOTAL DISSERTATION HOURS</td>
<td>21</td>
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TOTAL HOURS 72

RULES AND RESTRICTIONS

At least 6 credit hours overall must be taken from outside the Psychology department, whether from the CSI, ACI, or Graduate Electives categories.

Advisors and First-Year Project Committee

Incoming students will select an advisor within the first two weeks of their first semester. Their advisor, along with the Program Director, will provide guidance through the program of study. It is also expected that the student’s advisor will direct the student’s first-year project.

Your advisor has the general responsibility of discussing with you all matters involving the Department and the Office of Graduate Studies. Your advisor is in a sense your primary representative to the Psychology Department, although of course you are free to consult at any time with other members of the Department, your program faculty, the Program Director, and with the Graduate Coordinator and/or Department Head. If your advisor is NOT a member of the Psychology Department, he or she will likely need to discuss program requirements with the Program Director.

Doctoral students will also form a First-Year Project Committee (FYP) consisting of at least three faculty members. The FYP committee should be formed within 6 weeks of the start of the student’s first semester. Your advisor can help to identify potential faculty to serve as FYP committee members. A FYP form, available on the Program website, should be completed and turned into the Program Director. The FYP is responsible for approval and evaluation of the first-year project.
After the first year, you and your research advisor may continue to work together, or you may select a new advisor who you feel better matches your developing interests. Again, feel free to consult with the Program Director or the Graduate Coordinator about your situation. Once you decide to change your advisor, you must notify the Program Director about this change.

**Annual Review Reports**

Students will be evaluated on an annual basis by the program faculty. The purpose of this review is more than simply to decide on the quality and work of each student; we also provide guidance to students as they work towards their doctoral degrees. At the faculty meeting, each student’s advisor or the Program Director will summarize the student’s status in the program. Faculty and other supervisors report on the student’s performance, and a consensus is reached on feedback to be given to the student.

In order to facilitate the evaluation, students are required to provide the program faculty with an Annual Review Report to include information concerning progress through the program. In addition, future goals and plans will be included in the letter. An Annual Review Report template and sample report are located on the Program web page. The completed Annual Review Report is due to the Program Director by the last day of classes each spring semester. A formal guidance letter is written by the Program Director in consultation with your advisor, and will be mailed to you. You are encouraged to meet with your advisor and/or the Program Director to discuss the feedback.

**Status in Program**

Students who meet all deadlines, maintain A/B grades in classes, and are making satisfactory progress in research will be in good standing. In addition to the penalties for missing deadlines for specific projects and exams indicated next, students can be placed on probation or dismissed for several reasons. Some of these include:

a. Grades of C or lower in a single class will result in the student being placed on probation until the grade has been remediated.

b. Two grades of C or lower in a single semester or a total of three grades of C or lower in graduate work will result in automatic dismissal from the program.

c. All students are expected to be thoroughly familiar with the APA Ethical Principles (www.apa.org/ethics/code2002.html), the Mississippi State University Honor Code (www.honorcode.msstate.edu/), and University policies relating to students (www.msstate.edu/web/security/student_policies.html). Behavior inconsistent with principles/rules set forth in these documents may result in the dismissal of the student from the Program.

d. All students are expected to maintain adequate progress in their research. Students judged to be delayed in research productivity may be placed on probation.

Students placed on probation are required to submit a detailed plan for completing the requirements to remove probationary status; the plan will have to be approved by the advisor and...
program faculty within 30 days of the beginning of the first semester after being placed on probation. Failure to develop an approved plan by that date will result in a recommendation for dismissal from the program. Students on probation may be a lower priority in consideration for funding.

Students dismissed from the program may formally petition the program faculty for readmission/change of dismissed status. A clearly stated rationale in support of the student’s appeal for reinstatement must be included in the written request. Readmission requires a positive vote by the majority of the program faculty.

The First-Year Project
During the first year, each student must complete a research project as a demonstration of research proficiency. Often this project will consist of one or more experiments conducted and analyzed by the student, but other research projects (such as the development of a cognitive model) will be permissible as well, as long as they are consistent with the goals and themes of the applied cognitive science program. The purpose of this requirement is to ensure that students master research skills early in the program, which will allow them to develop as researchers as they continue in their graduate program. In many cases, the first-year project will be assigned to students by their advisors, although students may propose a project to their advisors. Please note that any research involving human subjects must be approved by the Mississippi State University Institutional Review Board. Details on this process are included later in this handbook.

Students work with their advisor to create a project proposal. This proposal is due to the student’s First-Year Project Committee (FYPC) and the Program director by 5 p.m. on the last day of instruction in the first semester. The student’s FYPC will review the proposal to determine that it is of sufficient quality to proceed. A good strategy is to reach agreement with your advisor on a first-year project, write up a short (two-page) research proposal, and then show the proposal to your FYPC. The committee may have some suggestions for how to improve the research project. Students will present their first-year project proposals at the applied cognitive science research seminar during their second semester in the program.

After completing the research, a project report must be prepared. This report is due by 5 p.m. on the first day of the fall semester of the student’s second year and will be evaluated by the FYPC. A copy of the first-year project will also need to be sent to the Program director. Students who fail the first-year project will be placed on probation and will be dropped from the program at the end of their third semester. Students will present their first-year project at the applied cognitive science research seminar in their 3rd semester.

The Second-Year Project
Ideally, the second-year project will continue the line of research initiated by the first-year project, which would facilitate having a publishable product at the beginning of the student’s third year. However, this is not a requirement. The second-year project should be of sufficient quality to be submitted to a journal for publication, and follows the same format and deadlines as the first-year project. Students will form a Second-Year Project Committee (SYPC) consisting of at least three faculty members within 6 weeks of the start of the student’s third semester (it may
or may not be the same as the FYPC). A SYPC form, available on the Program website, should be completed and turned into the Program Director.

Students work with their advisor to develop a second year project and submit a formal proposal to the Program Director and the SYPC by 5 p.m. on the last day of instruction of their third semester. This will be reviewed by the SYPC to determine that it is of sufficient quality to proceed. Students will present their second-year project proposals at the applied cognitive science research seminar during their fourth semester in the program.

Students must submit their second-year project report by 5 p.m. on the first day of class of their fifth semester. The report will be evaluated by the SYPC. Students who fail the second-year project will be placed on probation and will be dropped from the program at the end of their fifth semester. Students also will present their second-year project at the Applied Cognitive Science Research Seminar in their fifth semester. (Note: On rare occasions students are admitted during the Spring semester rather than the Fall semester. For all program deadlines, these students will be considered as having been admitted in the following Fall semester.)

_The Research Skills Requirement_
All students will be required to demonstrate proficiency in a particular research skill. Competency in a significant research skill is required to fulfill this requirement. For instance, proficiency in using and analyzing eye-tracking data, designing and analyzing functional magnetic resonance imaging data, and taking advanced quantitative statistical courses could all satisfy the requirement. Programming an experiment in EPrime or another basic presentation software package would not. Proficiency will be demonstrated by writing a one-page paper describing the techniques acquired and how proficiency was demonstrated (e.g., conducted an experiment, etc.). The paper should be approved and signed by your advisor and submitted to the Cognitive Science Program Director prior to the oral comprehensive examination.

_The Qualifying Exams: General and Specialty_
By the end of the fifth semester, students will take a general exam, and they must take a specialty exam the semester after passing the general exam. The general exam will consist of questions that are synthetic in nature and not rigidly tied to specific courses. Students will be expected in their answers to demonstrate a certain mastery of basic facts and to show that they can connect and apply that information in creative and constructive ways. Students must notify the director of the Applied Cognitive Science program at the beginning of the semester they wish to take the exam. At that time the faculty will meet and determine the form of the exam and then notify students what kind of exam to expect. All parts of the exam will be graded by all core program faculty. If a student fails part or all of the examination, the faculty will inform him or her of what is needed to pass the examination on a second administration the following semester. Students who do not pass the examination after the second administration will be recommended for dismissal from the program.

The specialty exam consists of a written review paper in the style of a _Psychological Bulletin_ review article: Research must be integrated around a central theme, must provide a critical review, and suggest avenues for future research. Students will develop their topic with the advice and consent of the doctoral committee. A list of articles to be reviewed should be
developed in cooperation with the student’s advisor and must be submitted by the middle of the semester following the completion of the general exam. The exam is due by 5 p.m. on the first day of instruction in the following semester. (Thus, if a student takes the exam in their sixth semester, the exam must be submitted by the end of the first day in their seventh semester.) If students fail their specialty exam, they may retake it by the end of the following semester. Failing to pass the specialty exam after the second attempt will result in a recommendation for dismissal from the program.

**Forming the Doctoral Committee**

The doctoral committee is comprised of at least four members of the graduate faculty. It is chosen by you in consultation with your doctoral thesis advisor. Most members are likely to be members of the Applied Cognitive Science Program. At least one member of your committee must be a member of the Psychology Department, and at least one member must be from outside the Department. The committee should be constructed so that experts in all aspects of your study will serve as members. The composition of the doctoral committee must be approved by the Graduate Coordinator and by the Department Head. If changes in the approved committee become necessary, written concurrence from any member being replaced, along with the revised committee list, must be presented to the Department Head for approval.

In order to meet the Office of Graduate Studies guidelines, the committee must meet the following requirements:

The Graduate Committee will be composed of the major professor as chairman who must be a full member of the Graduate Faculty … and at least three other members, two of whom are to be drawn from the student’s major field of interest. All committee members must be members of the Graduate Faculty.

**The Doctoral Dissertation**

Supervision of Ph.D. research is carried out by your dissertation advisor and your doctoral committee. The usual procedures involved in preparing to carry out the research are as follows:

a. Prepare a written statement of your dissertation proposal in consultation with your doctoral committee advisor. The length of the statement will vary with the nature of the problem, the hypotheses under investigation, the design of the study, and the proposed methods of analysis.

b. At least 2 weeks before your comprehensive oral exam, you should distribute copies of the proposal to your doctoral committee. A request to take this examination must be filed with the Graduate School at least two weeks prior to the exam date. If your final program of study form has not already been approved, this request must be accompanied by your finalized Program of Study form.

c. Set up a meeting with your doctoral committee to review the proposal and decide on any changes. As a general rule, this meeting will constitute the Comprehensive Examination (see next section).
The doctoral committee serves in an advisory capacity throughout the course of your research on the problem. It is convened whenever departures from the approved design are contemplated or if other special circumstances make a meeting desirable. Of course, the committee members are available for consultation and discussion, as your project progresses.

**The Oral Comprehensive Examination**

This examination is administered by your doctoral committee after (a) you have passed the general and specialty exams, (b) your final program of study form has been approved, and (c) you get within six hours of completing all non-dissertation course work on your program of study. The form and content of this examination are determined by your doctoral committee. Notify the Office of Graduate Studies of your intention to take the comprehensive examination at least 2 weeks before the anticipated date of the examination. You will be responsible for contacting committee members and setting up a meeting time.

You may begin data collection for your doctoral dissertation research only after passing the comprehensive examination. A certificate of the results (Pass/Fail/Deferred) of the preliminary examination must be completed by the committee and returned to the Office of Graduate Studies.

**The Dissertation Defense**

The Dissertation Defense is held upon completion of your dissertation research and your dissertation. You should submit a complete draft of your dissertation to each committee member at least 2 weeks before the examination. The examination is administered by your doctoral committee. The request to take this examination must be filed by the student with the Office of Graduate Studies at least 2 weeks before the anticipated date of the examination. A certificate of the results (Pass/Fail/Deferred) of the final examination must be completed by the committee and returned to the Office of Graduate Studies. Remember to review Office of Graduate Studies regulations, in addition to the ones given in this Handbook, regarding the dissertation and its submission. Following the defense, students must complete any requested revisions for their committee.

Once approved by the committee, the document is provided to the Graduate Coordinator for a review of formatting. This can take several business days. After these revisions, the document is provided to the dean’s office for their review. Finally, the document is provided to the library for the last edits. The post committee editing often adds 2 weeks to the timeline. Each student should consult with the committee about providing electronic or printed copies of the completed dissertation. Students must email the final PDF file to the graduate coordinator once the library has accepted the completed manuscript. A document describing the regulations governing dissertation preparation is available from the Office of Graduate Studies’ web page (http://library.msstate.edu/content/templates/level2-dept-otd/docs/standards_6th_ed.pdf). Candidates will find it useful to contact the Graduate Coordinator a month or so before their formal defense for help in satisfying University requirements. Although this manual provides the definitive guidelines for the preparation of a dissertation, our Graduate Coordinator will provide additional information about the dissertation process. It is the student’s responsibility, in conjunction with the committee chair, to submit a thesis that conforms to APA guidelines, and the Coordinator reserves the right to reject any thesis/dissertation in which it is obvious that the student has made little attempt to follow these guidelines. The library is responsible for
monitoring OGS guidelines. Failure to do so will slow your progress toward graduation considerably. After the Graduate Coordinator approves your document, the document goes to the Dean for signature, and then to the library, which monitors OGS requirements and oversees any final editorial revisions.

Other Requirements
During the course of the year, the Department will sponsor a few seminars. All graduate students, regardless of status in the program, are expected to attend these presentations. All students are expected to be thoroughly familiar with the APA Ethical Principles (www.apa.org/ethics/code2002.html), the Mississippi State University Honor Code (www.honorcode.msstate.edu/), and University policies relating to students (www.msstate.edu/web/security/student_policies.html). Behavior inconsistent with the rules and principles set forth in these documents may result in the immediate dismissal of the student from the Psychology Graduate Program.
FINANCIAL SUPPORT FOR GRADUATE STUDENTS

Types of Assistantships:

**Research Assistantships**- Research assistantships are usually paid from funds obtained by faculty members in support of their research. Therefore, appointments are arranged through discussions between faculty members and graduate students. See your advisor or Program Coordinator for procedures used. Students are expected to participate actively in the research program in which they are appointed and to perform the duties assigned by their supervisor.

**Teaching Assistantships**- Teaching assistantships are coordinated by the Department Head in consultation with the Graduate Coordinator, Program Coordinators, teaching faculty, and graduate students. If you wish to have a teaching assistantship in any given academic year, you should discuss your plans with your advisor and/or Program Coordinator. Employment as a Teaching Assistant carries an obligation to perform such duties as are assigned by the supervisor.

All first-time graduate Teaching Assistants are required to attend and pass the Teaching Assistant Workshop, which is held about a week before the beginning of each semester. The workshop focuses on the role of the classroom instructor and presents such topics as the role of the TA, syllabus construction, ethics in the classroom, assessing academic achievement, and academic support services. Failure to complete and pass a required teaching workshop will render a student ineligible for a teaching assistantship. If you are awarded a teaching assistantship, the Graduate Coordinator will register you and provide additional information about required training.

International students with TAs must attend and pass an additional workshop designed for students whose primary native language is not English (i.e., many international students). This week-long session focuses on communication skills, cultural adjustment to the United States, and an orientation to the University.

Students who are not successful in a required workshop are not permitted to hold a teaching assistantship. These students are strongly encouraged to attend a special semester-long class (at no cost to them). This class further assists the students with their language deficiencies as diagnosed in the fall workshop. At the end of the semester, the students are again tested on their language skills. International students must be considered successful in both components of the workshop to be eligible for classroom instruction.

Stipends for assistantships normally increase from year to year and are competitive with stipends available at other large universities. See your advisor or the Program Coordinator for current amounts.

**Master’s Students**
First priority will be given to continuing students who already hold assistantships. A student who has been awarded an assistantship will continue to hold that position as long as funding is available, and (a) the student successfully completes 9 credit hours (not including courses taken
for audit) each semester with no grades of C or lower; (b) Master's students must complete their thesis proposal by November 10th before the end of their 2nd Fall semester in order to maintain eligibility for graduate assistantships; and (c) the student receives satisfactory evaluations for the conduct of job responsibilities. (An “unsatisfactory” evaluation will require documentation by the faculty member supervising the student’s work.)

Clinical students may be offered a paid practicum position instead of a research or teaching assistantship. Students who refuse these positions may also lose their eligibility for departmental assistantships.

New and continuing full-time students who do not have assistantships will be ranked by the Graduate Committee, and the polled rankings will determine the order in which the assistantships will be offered. Although each rater may use slightly different criteria for determining individual rankings, students should be aware that GRE scores, GPA, and past work experience are among the factors influencing the decision.

Assistants work 20 hours per week for the Department, with specific assignment determined by the Department Head. An effort will be made to accommodate requests for particular kinds of work experiences, but the primary function of the assistantship is to provide limited financial support to the student while at the same time accomplishing necessary research, teaching, and other tasks for the Department.

Research Assistantships are also available outside of the Department. A single paper application for any open positions can be obtained at Student Affairs. Download the application at http://www.saffairs.msstate.edu/pdfs/gradapp.pdf and deliver to the Student Affairs Office. Additional information about assistantships outside the Department can be obtained by contacting your advisor and/or the Graduate Coordinator.

**Doctoral Students**

The doctoral program intends to provide at least half-time academic-year support to all doctoral students in good standing through their fifth year. The exact form of support is determined by the Department. Students remaining enrolled beyond the fifth year are placed on “limited status” and have no support guarantee, though support is sometimes available on a case-by-case basis. A wide variety of assistantships, traineeships, and fellowships are available for students in the doctoral program. In addition to departmental teaching assistantships and research assistantships, other types of aid include American Psychological Association Fellowships for minority students, external research assistantships, and tuition and fee waivers.

**Tuition and Fee Waivers**

Students who hold a 50% teaching and/or research assistantship through the Psychology Department during the academic year will receive a tuition and partial fee waiver. All students are required to pay a modest sum each semester for specific student fees.
REGISTRATION INFORMATION

The materials needed for consulting with your advisor include this handbook, information on each program’s web page, any materials distributed through e-mail, seminar announcements, etc., and the Graduate School Bulletin (http://www.grad.msstate.edu/pdf/bulletin.pdf).

STEPS IN REGISTRATION

1. Read this handbook before you see your advisor.
2. Work out a program with your advisor. If you are a Teaching or Research Assistant, your program should take into account the demands of your job. In all cases, be sure that your own classes and those in which you are a Teaching Assistant do not conflict! Work with the Graduate Coordinator to resolve any conflicts.
3. Obtain your registration access code (RAC) from your Program Director. You’ll need this number to register on-line through the BANNER system linked from http://my.msstate.edu.
4. Complete registration through BANNER.

PETITIONS, APPEALS, LEAVES OF ABSENCE, and GRIEVANCES

Department Petitions
If you wish to be exempted from rules, regulations, or procedures of the MSU Department of Psychology, you may submit a petition. This merely consists of a written statement that justifies the request. Give the letter to your advisor, who will transmit it with his or her recommendation to the Program Director and the Graduate Coordinator.

Appeals of Division and Departmental Decisions
If a student has a grade-related grievance, the procedure for appeal is outlined in policies available on-line (www.msstate.edu/web/security/student_policies.html). If the grievance concerns other issues, the standard procedure is as follows:

a. If you disagree with any faculty decision concerning you or your status in the Department, it is usually desirable to discuss the matter informally with the faculty involved, with the Program Coordinator, and/or the Graduate Coordinator.
b. You may appeal any decision by writing a letter containing pertinent information to the Department Head.
c. If resolution is still not achieved, take the grievance to the Departmental Grievance Committee to which all voting departmental faculty members are assigned; or
d. If the matter is still unresolved, the Department Head will explain further steps.

The Office of the Graduate School has a Graduate Student Grievance Policy which is available at http://www.grad.msstate.edu/faculty/gradcouncil/approved_2010_2011.php

Student Access to Academic File
Students may examine their own academic files simply by completing a request in the main departmental office (110 Magruder). Please submit your request 2 days in advance. The
Graduate Coordinator will remove from the folder any material—such as letters of recommendation—that was provided on a confidential basis. Students may make copies of any documents contained in their folders.

Leaves of Absence

Students may request a leave of absence by submitting a written letter to the Director of the program from which they are requesting leave. Leaves are normally granted for up to a 1-year period. Extensions may be requested and will be considered by the program faculty to determine if circumstances warrant an extension. Graduate students are required to give the Department and their division advanced notification concerning their RETURN from a leave of absence. If a student expects to return in the fall semester, he or she should provide the Graduate Coordinator with a formal letter indicating their intention to return from their leave. The letter is due to the Graduate Coordinator no later than the fifth day of the previous Spring semester; for the spring semester no later than the fifth day of the previous Fall semester. The Department needs sufficient notification to complete student support plans and office assignments for each semester. Students who return from leave are not guaranteed resumption of support from the program. Although written notification that the student is not planning to return is requested, failure to provide a letter providing notification of return from leave by the stated deadlines will be taken as indication that the student does not plan to return from leave.

Grievances

Information on the Graduate Student Grievance Policy is available in the Graduate Bulletin available at the Office of the Graduate School and at www.grad.msstate.edu/pdf/bulletin.pdf

ACADEMIC DISHONESTY

Definition of Academic Dishonesty:

Academic dishonesty is the unauthorized giving, taking, or presenting of any information or material by a student with the intent of aiding himself/herself or another on any academic work that is to be considered in the determination of the course grade or completion of other academic requirements. Academic dishonesty includes, but is not limited to, deceptive acts such as the following:

1. Using unauthorized notes or materials (crib notes, books, etc.) as an aid during an examination;
2. Substituting the examination answers of another for the student’s own; that is, copying another’s examination paper;
3. Acquiring, receiving, and/or possessing an examination or assignment or any part thereof, at any time or in any manner, not prescribed by the instructor;
4. Submission by a student of any course materials or activities, not his/her own, to be evaluated by the instructor in determining the student’s course
grade, allowing such a submission to be made for the student, or making such a submission for another;

5. Using the ideas, organization, or words of others, whether it be from a book, article, paper, or file, in any assignment to be evaluated by the instructor without giving proper credit following accepted rules of citation (plagiarism).

Procedures for Dealing with Academic Dishonesty:

See the Mississippi State University Honor code – details are available at http://www.honorcode.msstate.edu/policy/

DEPARTMENT FACILITIES

Mail Boxes
Graduate student mail boxes are located on the first floor of the psychology building. These boxes provide a convenient means of getting in touch with you. Important messages will sometimes be left in your mail box, so please be sure to check its contents regularly.

Communication
At the beginning of each semester and from time to time during the year, you will receive notices and/or forms requesting information needed in the main office, 110 Magruder Hall. Please provide the requested information and submit the forms as soon as possible. Among the items we will need from every graduate student are a current address, telephone number, and campus e-mail address. If you move or get a new phone during the semester, please inform one of the departmental secretaries right away. If you do not routinely use your campus e-mail for incoming messages, you must create a “.forward” file that routes your e-mail to the mail host you prefer. You are also responsible for monitoring the size of your campus e-mail box so that it doesn’t become full. If your e-mail box becomes full, important e-mail will be missed.

Photocopies
Photocopies may be made using the departmental machine, currently at a cost of 5 cents per page. The library also has copiers available. The departmental staff will make copies of instructional material used in classes. See one of the departmental secretaries for information on submitting an instructional request. (Normally this will be done at the behest of one of the faculty, as you assist him or her in preparing course materials.)

RESEARCH WITH HUMAN SUBJECTS

Research with human subjects is governed by federal requirements. All research must receive prior approval by an Institutional Review Board (IRB) and all researchers (even your research assistants) must receive IRB approved training in conducting human subject research. The local review board has set up a series of procedures needed for approval to conduct research with human subjects. Failure to follow these procedures is serious. Not only will it jeopardize your own access to human subjects and your standing as a graduate student, it can potentially impact
all human subject research at the entire University. For these reasons, you should work closely with your advisor to make sure you have followed all necessary steps before running human subjects.

ALL GRADUATE STUDENTS IN THE PROGRAM MUST COMPLETE training through the IRB to conduct human subjects research. Additionally, you must be recertified every 3 years at MSU. You can sign up for the training at http://www.orc.msstate.edu/irb/ - do it soon!

Second, you must follow a submission process to obtain permission from the Institutional Review Board to run your study.

Third, if you wish to use the Psychology Research Program to recruit participants, you should work with your advisor to request the appropriate number of credit hours through the PRP and to set up your study’s PRP page. See below for more details. This involves planning ahead!

The IRB submission and Psychology Research Program steps will be detailed next.

Please note that it may take several weeks for the Institutional Review Board to consider your request, so you will need to submit the necessary paperwork well in advance of the date you intend to start your project.

Institutional Review Board

Before you begin the approval process by the Institutional Review Board (IRB), you must have a well-defined project. Make sure that your research design has been reviewed and approved by your faculty sponsor. Although we strongly encourage both independent efforts and initiative, some departmental faculty member must be aware of any research that involves human subjects. At that point, you will be ready to seek IRB approval (assuming you have completed the mandatory IRB Human Subjects Training mentioned above).

Step 1: Obtain and complete an IRB (Human Subjects) application form, including an “informed consent” form, from the IRB web site (http://orc.msstate.edu/humansubjects/). Applications must be submitted digitally. If you have any questions about the IRB form, you should discuss them with your faculty sponsor. There are a variety of extant pamphlets and web pages that explain everything you need to know about MSU IRB policies and procedures. In addition, the University IRB Administrator can provide that information.

Step 2: Have your IRB form reviewed by your faculty sponsor, who will sign it to indicate his/her approval.

Step 3: Submit your IRB form to the University IRB Administrator in the Office of Sponsored Programs.

Step 4: Submit your proposal, along with a Scientific or Scholarly Validity Review Form to the Department Head.

At this point, the IRB will begin consideration of your proposed project. Depending on the type of research, full consideration can take several weeks. You cannot begin to use human subjects until you have received final approval from the University IRB Administrator in writing. If your research involves minimal risks, approval may take only a few days. If your research involves more than minimal risks, uses children, or otherwise requires a full review, the process
could take from 2 to 3 weeks. The IRB Administrator may require some additional information from you or may suggest that you attend a meeting of the full IRB board to discuss your research. It is possible that your request will be returned unapproved until changes in your proposed procedures are implemented. **In any event, you cannot begin your research until you have received written approval from the University IRB Administrator.**
Faculty
Dr. Mitchell Berman, Dept Head, 110 Magruder, mberman@psychology.msstate.edu ... 325-3202
Dr. Carolyn Adams-Price, 215 Magruder, ceal@psychology.msstate.edu .................. 325-7658
Dr. Kevin Armstrong, 311 Magruder, kja3@psychology.msstate.edu ...................... 325-7657
Ms. Rebecca Armstrong, 120 A McCool, rpa8@msstate.edu ............................. 325-3202
Dr. Gary Bradshaw, 201 Magruder, glb2@psychology.msstate.edu ...................... 325-0550
Dr. Tom Carskadon, 210 Magruder, tomcar@ra.msstate.edu ............................ 325-7655
Dr. Stephanie Doane, 301 Magruder, sdoane@inst.msstate.edu ......................... 325-5142
Dr. Philip Drumheller, 101 Lee, pmd3@msstate.edu ...................................... 325-3202
Dr. Deborah Eakin, 214 Magruder Hall, deakin@psychology.msstate.edu .......... 325-7949
Dr. Teena Garrison, teenag@cavs.msstate.edu ........................................ 325-1454
Dr. Marty Giesen, 123 Magruder, mgiesen@psychology.msstate.edu ................. 325-7654
Ms. Angel Golson, angel_golson@yahoo.com ........................................... 325-3202
Ms. Marlena Hubbard, mmm325@msstate.edu ........................................... 325-3202
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Dr. Stephen B. Klein, 204 Magruder, sbk1@psychology.msstate.edu ............. 325-8096
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Dr. Jarrod Moss, 305 Magruder, jarrod.moss@psychology.msstate.edu ........ 325-8250
Dr. Danielle Nadorff, 101 Magruder, dnadorff@psychology.msstate.edu .... 325-1765
Dr. Michael Nadorff, 140 Magruder, mnadorff@psychology.msstate.edu .... 325-1222
Dr. Colleen Sinclair, 304 Magruder Hall, csinclair@psychology.msstate.edu ... 325-5108
Mr. Michael Valentine, 212 Magruder, mjv1@psychology.msstate.edu .......... 325-3202
Dr. Carrick Williams, 202 Magruder Hall, cwilliams@psychology.msstate.edu ... 325-1146
Dr. E. Samuel Winer, 140 Magruder, sw1388@msstate.edu .......................... 325-1249

SUPPORT STAFF
Ms. Donna Barnes, 110 Magruder, dbarnes@psychology.msstate.edu ............... 325-3698
Ms. Carol Wagnon, 101 Magruder, cwagnon@psychology.msstate.edu ............ 325-7653

Fax: 662-325-7212

Faculty schedules and office hours are posted in the departmental office at the beginning of each semester.
Campus
Fire ................................................ Starkville Fire Department ............... 323-1212, also 911
Medical .............................................. Student Health Center ...................... 325-2431
Police ............................................... Williams Building ............................... 325-2121
Utilities ............................................. Cooley Building ................................. 325-2052
(after 5 p.m., holidays, weekends) .............................................................. 325-3469
VA Education Benefits .......................... 126 Magruder Street ......................... 325-2024

City/County
Ambulance ........................................ 323-4344, also 911
Hospital ............................................. 323-4320
Police ................................................. 323-4134, also 911
Fire Department ................................... 323-1212, also 911
Mississippi Highway Patrol ........................ 323-5314
Oktibbeha County Sheriff’s Department .................. 323-2421
Utilities: Telephone, off-campus
   Toll free .......................................... 1-557-6111
   Starkville Electric and Water .................. 323-3272 or 323-3133
   4-County Electric ................................ 323-4502
   Toll free ........................................ 1-800-431-1544
   Mississippi Valley Gas ......................... 323-2741
Civil Defense ..................................... 323-8012
Housing Authority ................................ 323-5536
Community Counseling Center ..................... 323-9261
CONTACT HELPLINE ............................ 323-4357
Regional Narcotic Unit ............................ Ask Operator for WX-5500
(No charge to calling party)

SOME AREA HEALTH FACILITIES

Mississippi State University

Longest Student Health Center ................................................................. 325-2431

The Longest Student Health Center is designed to provide efficient medical care to the university community. The center has a clinic, a pharmacy, and a laboratory. Medical attention is available when the university is in session to all regularly enrolled students who have paid activity fees. The facilities also are available to the student’s spouse and dependents, as private patients.

Referrals for specialist consultations will be made freely when indicated or requested. A student may make an unlimited number of visits to the clinic during office hours. Doctors and nurses are on duty in the clinic from 8 a.m. until 5 p.m., Monday through Friday. For inpatient care, students are referred to Oktibbeha County Hospital.
Oktibbeha County Hospital (OCH)

Located on Hospital Road, which is off North Jackson Street, the OCH is classified as a general medical and surgical facility, acute short-term hospital with an emergency room, operating rooms, intensive care-coronary unit, postoperative recovery room, laboratory, x-ray department, pharmacy, physical therapy, inhalation therapy, and social services. The hospital also maintains the Wellness Connection, discussed later in this handbook. OCH is an excellent facility for the size of the community.

Mississippi State Board of Health, District 4 (MSBH-4)

MSBH-4 .......................................................................................................................... 323-7313
Whitfield Street, Family Planning Clinic

Oktibbeha County Health Department

General Nursing Clinic: Monday, Wednesday, and Friday from 8:00 a.m.-4:30 p.m.
Doctor on Duty: Tuesday and Thursday from 8:00 a.m.-Noon
Immunizations available: diphtheria, typhoid, tetanus, mumps, measles, and rubella.
Maternity and Child Care Clinic
Family Planning, Sexually Transmitted Disease Control, TB Control
Chronic Illness Screening
Crippled Children’s Clinic
Vital Statistics

Community Counseling Services

Located on North Jackson Street, the complex is staffed with professionals who offer a wide array of services, including marriage counseling, assertiveness training, divorce counseling, family counseling, counseling for any kind of behavioral and/or emotional problem (e.g., depression, insomnia, etc.), and alcohol and drug dependency counseling. In case of emergency, call CONTACT HELPLINE at 323-4357.
SELECTED SPECIAL SERVICES ON CAMPUS

Learning Skills Center ............................................................................................................. 325-2957
Allen Hall Annex, Rooms 266-267

Assistance is provided to all Mississippi State University students in reading, study skills, vocabulary, grammar, composition, and spelling. Of special interest to graduate students, training sessions for the GRE are conducted.

Counseling Center .................................................................................................................... 325-2091
103 Lee Hall

The center is open to the university community. Services include psychological counseling, career counseling, marital counseling, and group counseling.

Recreation and Intramural Sports ............................................................................................ 325-3171

There are racquetball courts and tennis courts on campus open to the public. The University Golf Course is a few miles out of town on Old Highway 82. Also, there are many intramural sporting activities available to students.

SELECTED WORK AND TRAINING PROGRAMS

Office of Veterans Affairs ........................................................................................................ 325-2024
P.O. Box 6283
Mississippi State, MS 39762-6283

Any VA beneficiary, veteran, or dependent is eligible through the VA for educational programs, part-time jobs, a veterans club, and services to the elderly.

Mississippi Employment Service ............................................................................................. 323-2272
Felix Long Building
Lampkin Street
Starkville, MS 39759

The state employment service provides aptitude and vocational testing, counseling, job placement, and processes claims for unemployment compensation.

Student Financial Aid ............................................................................................................ 325-2450
Garner Hall, Campus

Student Financial Aid offers loans, grants, and part-time work to qualified students. Students should apply for financial aid through the Department of Student Financial Aid, Monday through Friday, 9 a.m. to 4 p.m.
Career Services provides a two-fold service: (1) Career Planning-assistance in choosing a career and career testing, and (2) Career Placement-tips on how to look for a job, how to interview, resume writing, job referrals, and assistance in actual job placement.

JUDICARE ................................................................. 662-327-3981
902 2nd Avenue North
Columbus, MS 39701

JUDICARE also serves the Starkville/Mississippi State area.

North Mississippi Rural Legal Services .................................................. 662-494-6122
221 Commerce Street
West Point, MS 39773

LIBRARY FACILITIES

Mitchell Memorial Library ................................................................. 325-3060
Campus

The main library on campus contains more than 800,000 volumes, more than 2 million microforms, and is adequate for many research purposes. Patrons need an ID to check out books, but anyone can use materials inside the library. There are good microfilm and interlibrary loan services.

Starkville Public Library ................................................................. 323-2766
P.O. Box 729
326 University Drive
Starkville, MS 39759-0729

The Starkville library has a good selection of books and periodicals as well as VHS tapes and DVD’s.
RECREATIONAL FACILITIES

Starkville Parks and Recreation Department ......................................................... 323-2294
Sportsplex
Lynn Lane

The services of Starkville Parks and Recreation Department (SPRD) include maintaining the city’s parks and providing recreational facilities for activities such as softball, T-ball, swimming, volleyball, tennis, soccer, and arts and crafts.

SPRD’s recreational facilities include:

- **Gillespie Center** ................................................................. 608 Gillespie Street
  The Gillespie Center has meeting rooms, a playground and basketball court, and kitchen facilities.

- **Moncrief Park** ................................................................. North Jackson Street
  Moncrief Park has a swimming pool, an athletic field, a playground, tennis courts, picnic areas, fenced dog park where dogs can play off leash, and a pavilion.

- **McKee Park** ........................................................................... Lynn Lane
  McKee Park has athletic fields, two pavilions, tennis courts, playground and picnic areas, and a basketball court. The park is the practice site and playing area for soccer, softball, and baseball.

- **J.L. King Memorial Park** ......................................................... Long Street
  J.L. King Memorial Park, formerly called Westside Park, has an athletic field, tennis courts, a basketball court, and a swimming pool.

Other recreational facilities include:

- **Oktibbeha County Lake** offers 100 acres of fishing, boating, trailer hook-ups, picnicking, and primitive sites. The lake is 15 miles west of Starkville, off Highway 82.

- **Noxubee National Wildlife Refuge** covers 46,000 acres. Nature studies, photography, fishing, and picnicking areas are available. Fishing is allowed between March 1 and October 31. Call 323-5548 for more information.

- **The Sanderson Center**, a $19 million state-of-the-art facility on the MSU campus, houses swimming, basketball, racquetball, weight lifting, jogging, and other fitness areas for students, faculty and staff. Call 325-7529 for further information.

- **Mississippi State University Golf Course** is an 18-hole golf course on old Highway 82 that is maintained by Mississippi State University and is open to the public. Call 325-3028.

- **Starkville Country Club** is a private facility located on South Montgomery Street. Call 323-1733 for more information.

- **Starkville Athletic Club** is a health club located on Eckford Drive (across from El Sombrero). Call 323-4455 for more information.
Wellness Connection is a membership fitness program at the Oktibbeha County Hospital that is open to Mississippi State University faculty and students, as well as to the community. Call 323-9355 for more information.

Hollywood Premier Cinemas is the local movie theater. It has 9 screens and is located on Stark Road, which is behind the old Wal-Mart, and near the new one. Call 320-9000 for movies and times.

There are a variety of video rental places. At least three are on Highway12—Blockbuster, Movie Gallery, and Video USA.

Lounges, Entertainment
There are several restaurants and/or nightclubs in Starkville, including Rick’s Café Americain, Dave’s Dark Horse Tavern, The Grill, Harvey’s, and Rosey Baby. There also are clubs and dining facilities in Columbus, which is about a 25-minute drive from Starkville. Check with faculty and other students about prices, dress, and other points of interest.

Mississippi State University Continuing Education
Noncredit courses are offered at Memorial Hall. Call 325-2649 for more information.

Bulldog Lanes
On Highway 12, it also includes McCleskey’s Deli.

Mississippi State University Lyceum and Lecture Series
The Lyceum Committee brings in guest speakers and musicians. For example, the Vienna Chamber Orchestra and the Mexican Folk Ballet have performed on campus. Most Lyceum-sponsored events are free to students, and the cost is nominal for nonstudents.

Campus Activities Board (CAB) Movies
During the school year, the Campus Activities Board shows relatively recent movies for a nominal fee. A list of movies and the dates they will be shown is printed and distributed at the beginning of the fall semester.

Many drama offerings are provided during the year by the Department of Communication (McComas Hall) and the Starkville Community Theater (Playhouse on Main).

The Starkville-Mississippi State University Symphony
Several free concerts are provided by the local symphony during the year. The symphony chorus also provides concerts free to the public.

Campus-Sponsored Concerts
For more information about concerts each semester, contact Music Maker Productions in the Colvard student union. In addition to the performances in the Humphrey Coliseum, the amphitheater at Five Points also is the site of periodic musical entertainment.
Campus Newspaper
The *Reflector* is distributed free to students and faculty at sites around campus and in Starkville.

Starkville Daily News
The *Starkville Daily News* is the local newspaper. Newspapers from Columbus, Jackson, and Memphis are also easily obtained.

RESTAURANTS (last updated 8/09)
There are many restaurants in Starkville, and more in Columbus, from fast-food and casual atmosphere to fine dining. The following list is not meant to be complete, but it should give you some idea of the variety of restaurants available in Starkville. Check with faculty and other students for information on prices, atmosphere, etc.. **Please note that restaurants and other establishments come and go in Starkville, so it is possible that some of these places are already out of business.**

On Campus:
- Burger King
- Subway
- Perry Cafeteria
- Einstein Brothers Bagel Shop (in the library)
- Great Wall (Lee Boulevard)
- Other restaurants in the Colvard Student Union

Off Campus:
- *Academy Road*
  - Oby’s

  *Eckford Drive*
  - La Terraza Mexican Restaurant
  - Cappe’s Steak House
  - Bopp’s

  *Highway 12 or Veterans Memorial Drive*
  - Captain D’s, Taco Bell, Sonic Drive-In (two locations), Subway (two locations), Wendy’s, Hardee’s, KFC, Mexico Brava, Pizza Hut (two locations), China Garden, Shipley’s Donuts, Mi Hacienda, Chilis, Piggly Wiggly Deli, Domino’s Pizza, McDonald’s (two locations), Arby’s, Harvey’s, Papa John’s Pizza, Ruby Tuesday, and others. (Several barbecue stands are also located along Highway 12.)

  *Starkville Crossing Shopping Center—Highway 12*
  - Applebee’s

  *Russell Street*
  - Lenny’s Sub Shop
  - McAllister’s Deli
University Drive
Bulldog Deli
Lil’ Dooey’s BBQ (just off University on Fellowship Drive)
City Bagel Café
Bin 612

Main Street (Downtown)
Starkville Café
Old Venice Pizza Co.
Restaurant Tyler
Zorba’s
Mugshots
Pita Pocket
929 Coffee Shop

South Jackson Street
Rosey Baby

South Montgomery (near Highway 12)
Abner’s Chicken Tenders

On 182 (MLK Drive)
Gordo’s
Thai Siam

Selected Columbus Restaurants
Ruben’s Fish House (Moore’s Creek Road)
Harvey’s (200 Main Street)
Woody’s (2420 Military Road)
Mexican Kitchen (Highway 182 East)
La Fiesta Brava (Highway 45 North)
Chinese restaurants (three on Highway 45)
Stovall’s (Highway 182)
Applebee’s (Highway 45)

Again, check with faculty and other students to find out all the information on these and other places.

APARTMENTS
Starkville has an abundance of rental housing. The student association maintains an on-line guide to off-campus housing available at http://www.thehousingguide.com/schools/msu/msu.html
UTILITIES

Telephone
AT&T, 1-888-757-6500, no charge; installation charges vary with type of service. There may be other options, too.

It’s very important for you to call the phone company as soon as you know where you will live, or you may have to wait as long as 2 weeks for a phone. This is understandable because the phone company will install thousands of telephones in about a 2-week period!

Gas
Atmos Energy, 1-800-863-7749

There is a nonrefundable turn-on charge on your first bill. Atmos Energy pays interest on your deposit. Deposits are refundable after 24-months of good credit or on termination of services.

Electricity and Water (inside city limits)
Starkville Electric and Water Department, 323-3272 or 323-3133

Deposits differ if there also is gas in the apartment or in your home. Ask about rate differences. If you live outside the city limits, there will be different water systems with deposits required.

Electricity (outside city limits)
4-County Electric Power Association, 323-4502

Check with 4-County about an electricity deposit if you stay in a trailer. They will need your state registration number, which should be available from the Oktibbeha County Court House or your trailer owner. All 4-County deposits are refundable. Interest is paid on $50 of the deposit amount after 3 months.

MISCELLANEOUS

Grocery Stores
Food prices are comparable, on the whole, to other parts of the country. The large stores in town are Kroger, Piggly Wiggly, and Wal-Mart Supercenter. There also are many small convenience stores. The Starkville Community Market sells fresh produce, breads, and arts/crafts on Saturday mornings from 7-11am from June through September. It is located downtown at Lafayette Street between Main Street and Lampkin Street. There is also a mid-week market on University next to City Bagel on Wednesdays from 5:00-6:30pm.

Department Stores
J.C. Penney, Lowes, and Goody’s are located in Starkville Crossing, which is on Highway 12. Wal-Mart is farther down Highway 12, and there is a Sears store (catalog facility) on Highway 12. There are some specialty shops downtown and in the two shopping areas on Russell Street (LaGalerie and College Park). Leigh mall is located on Highway 45 in Columbus. Leigh Mall has Sears and J.C. Penney, and Bath & Body Works. Belk is also located in Columbus.
Pharmacies
There are several pharmacies in scattered locations around town. The major ones are CVS, Fred’s, Walgreens, Wal-Mart, Kroger, Starkville Discount Drugs (on Jackson Street), and Southern Family Markets. The University has a pharmacy at the Longest Student Health Center as well.

Quick Copy Services
Copy Cow (Russell Street)
The UPS Store (Highway 12)

Banks
Regions (University Drive & Highway 12)
Cadence Bank (East Main & Highway 12)
BancorpSouth (Highway 12)
Statewide Credit Union (Highway 12)
Branch locations also are available.

Shop around and you can definitely save money. The services (and fees for them) differ from bank to bank.

Bookstores (Starkville)
Barnes & Noble (campus)
The Book Mart (downtown)
Campus Book Mart (Lee Boulevard)
Bully’s Textbook Exchange (Southdale Shopping Center)

Bookstores (Columbus)
Books-a-Million (Leigh Mall)

Cable/Satellite TV
Metrocast cable 323-1615
DirecTV satellite 1-800-347-3288

Voting
If you want to vote in your hometown, the Mississippi State Student Association, located in the Colvard Union, will provide you with the necessary papers to obtain an absentee ballot. If you prefer to vote in Starkville, there is a 30-day residency requirement. Register at the Oktibbeha County Court House on Main Street in Starkville.

Churches
A variety of churches can be found in the area. Check the telephone directory, the Starkville Daily News, or ask around for information.

The information above on the local community and Golden Triangle region is by no means complete. Our communities are changing rapidly, but we hope this information will help you get established in this area as quickly as possible.