VADE MECUM

A GUIDE FOR GRADUATE STUDENTS

Department of Psychology
The George Washington University
Fall 2011

Department Chair:
   Paul Poppen, Office 418, 994-6324, pjp@gwu.edu

GRADUATE PROGRAMS AND DIRECTORS

Clinical Psychology:
   George Howe, 314, 4-8023 ghowe@gwu.edu

Cognitive Neuroscience:
   John Philbeck, 310, 4-6313 philbeck@gwu.edu

Applied Social Psychology:
   Paul Poppen, 418, 4-6324 pjp@gwu.edu

SPECIAL FACULTY RESPONSIBILITIES

Graduate Studies Committee (GSC):

The graduate program directors comprise the Graduate Studies Committee (GSC). The GSC oversees graduate admissions, approves decisions about financial aid for graduate students, approves dissertation proposal and final oral exam committees, and has other important responsibilities administering requirements for graduate students.

Director of Undergraduate Studies:
   Stephen Dopkins dopkins@gwu.edu

Undergraduate Studies Committee:

   Jody Ganiban ganiban@gwu.edu
   Dennis Schell dscnell@gwu.edu
   Phillip Moore pjmoore@gwu.edu

Student Evaluations: Paul Poppen pjp@gwu.edu
Grade Appeals: Sherry Molock smolock@gwu.edu
Study Abroad Coordinator: Myeong-Ho Sohn mhssohn@gwu.edu
TA Coordinator and Assignments: Cynthia Rohrbeck rohrbeck@gwu.edu
TA Training and Evaluation: Michelle Stock mstock@gwu.edu
Executive Committee:

Huynh-Nhu (Mimi) Le   hnle@gwu.edu
John Philbeck    philbeck@gwu.edu
Alyssa Zucker    azucker@gwu.edu

The executive committee meets with and advises the chair on a variety of matters including personnel, utilization of space, technology, and strategic planning.

Resource Contacts for Students:

Consultant for Computers: Chris Hydock          chydock@gwmail.gwu.edu
Statistical Consultant: Michelle Duplinsky    mduplins@gwmail.gwu.edu
Psychology Graduate Student Forum: Cynthia Rohrbeck    rohrbeck@gwu.edu
First Year Brownbag Lunch Coordinator: Sarah Shomstein   shom@gwu.edu
Subject Pool: Stephen Dopkins    dopkins@gwu.edu

The Subject Pool Coordinator organizes the subject pool from lower level Psychology courses and allocates subjects to faculty and graduate student research projects.

Supervisor of Experimental Laboratories and Animal Colony: Lawrence Rothblat    lar@gwu.edu
Meltzer Psychological Services Center: Director: Risa Broudly    rbroudy@gwu.edu
Listservs: Cynthia Rohrbeck    rohrbeck@gwu.edu
Web Page: Sharon Lambert    slambert@gwu.edu
Library Liaison: Myeong-Ho Sohn    mhsohn@gwu.edu

Institutional Review Board, Office of Human Research: Health Research, Compliance, and Technology Transfer, Ross Hall Room 613, 4-2715 see: www.gwumc.edu/research (click on Human Research). Psychology faculty members Jody Ganiban & Phil Moore serve as regular or alternate members of the university IRB. The IRB Committee reviews ALL research proposals involving human subjects

GRADUATE STUDENT SERVICES:

Columbian College of Arts & Sciences (CCAS) includes all graduate programs. In the CCAS, Katherine Conaty (994-8118) is the Program Coordinator for M.A. and Ph.D (pre-candidacy) students in Psychology. Iva Beatty (994-8567) is Program Coordinator for students who are in the dissertation phase (candidacy), and handles all GTA and fellowship issues. The CCAS office is located in the Academic Center, Phillips Hall 107.

DEPARTMENTAL ASSISTANCE:

Office Manager: Cecilia Grant, 101A, 4-2578    cegrant@gwu.edu
Executive Assistant: Natalie Carter, 101G, 4-8242    nlcarter@gwu.edu
Senior Secretary: Cristina Luna, 101, 4-6320    cmluna@gwu.edu
Post Award Grants Coordinator: Marilyn Villanueva, 101F, 4-3052    marilynv@gwu.edu
I. DEGREE REQUIREMENTS

The graduate program offered by the George Washington University Department of Psychology is a doctoral program. It is possible to get an M. Phil. (Master of Philosophy) degree en route to the Ph.D. degree. The department has three graduate fields: Clinical Psychology, Cognitive Neuroscience, and Applied Social Psychology. The course requirements depend on a student's program, but the general requirements for the degrees are listed below.

A. Ph.D. Degree
- a minimum of 72 credit hours.
  - At least 48 hours of coursework, including specifically Psychology 202. Some of the graduate programs require more course hours than 48.
  - From 12 to 24 dissertation credits (Psych 399) during which a dissertation is completed.
  - Two research proficiencies
  - Second Year Research Project
  - Comprehensive Exam
  - Dissertation

B. Master of Philosophy Degree (M. Phil.)

The requirements for receiving a M. Phil. degree include all the requirements for completing a Ph.D. degree except the dissertation requirement. Upon completion of all these requirements, a student may request that the department recommend to the graduate school that this degree be conferred. An application for graduation must be submitted to Graduate Student Services by the deadline indicated in the University Bulletin and Graduate Student Handbook.

II. CURRICULUM REQUIREMENTS

Each graduate program has its own requirements. However, all share a core curriculum that is required of all students in the department. These courses are typically taken in the first year of graduate study. These courses are:

- Psychology 8202: Psychology Research Methods
- A minimum of two courses (6 credit hours, graduate level) outside of the student's field, approved by the Program Director
- Two research proficiencies (see below)

The special curriculum requirements of each graduate program will be explained by the program directors. During the first year, each doctoral student should prepare a program of studies indicating courses to be taken over the next few years. When preparing your program, you should consult extensively with your program director.
RESEARCH PROFICIENCIES (Special Program Requirements of the Psychology Department).

As part of the Ph.D. program, a student must meet two research proficiencies. For psychology, the research proficiencies are in Statistics and in Computer Statistical packages. Statistical proficiency is met by completing two of the following Statistics courses (Stat 2118, Regression; Stat 3119, Analysis of Variance; DNSC 6275, Advanced Statistical Modeling; DNSC 6276, Multivariate Data Analysis). Each program may specify which of these courses are required by the program. The other proficiency is met by taking a course in Statistical Packages (Stat 2183 or DNSC 6274) or other courses approved by the Graduate Studies Committee. A student who has needs for developing highly specialized research skills may petition to the Graduate Studies Committee of the Psychology Department to substitute other methodological coursework for one of the proficiencies.

III. EVALUATION OF STUDENT PROGRESS

Students will be given a review of performance after the first year and throughout their graduate program. This review will include courses taken, research work, and other activities that aid in their progress towards the degree. Students are expected to maintain a B or better average in all academic coursework. If a student receives one C (in any course) then the program (field) will review the student's work and advise about actions that should be taken. If a student receives two Cs, the student will be reviewed for departmental probation (i.e., work must be up to satisfactory level by the next semester). If the student receives three Cs, the student will be reviewed for departmental probation or termination from the program. An F in a course taken for graduate credit is ordinarily grounds for termination from graduate study.

The Comprehensive Examination:

A student takes a Comprehensive Exam in Clinical, Cognitive-Neuroscience, or Applied Social Psychology. This exam focuses on the student's area of specialization and is administered by the student's program. This is taken after the student has completed all required coursework and the Second Year Research Project (usually after two or three years). The Clinical Program exam is a Comprehensive Competency Exam. Required competencies are defined for each year, with exams when appropriate. All competencies are to be completed by the end of the summer of the third year. It must be taken no later than one semester after course work is finished. It must be passed before the dissertation is begun and is usually taken in late fall or spring. Please speak with your advisor for additional information on the Comprehensive Exam in your doctoral program.
IV. RESEARCH

Graduate Students are expected to become involved with research as early as possible. There are required research projects (e.g., second year project, dissertation) and other opportunities to collaborate with faculty (courses, independent study, or the mentorship program) or with other students.

RESEARCH RESOURCES

A. Special Research Facilities

There are a number of rooms in Bldg GG (Psychology) that may be used for research. The first floor provides a number of research rooms of various sizes, some with one-way mirrors, and a central, two-room video recording set-up. The Johnson Labs are available for use on the first floor. In addition, a number of rooms on the fourth floor – including GG-401 and GG-402 – are available for scheduled assignment. The department uses a sign-up procedure for reserving space in common-use areas; to make a reservation, contact Cristina Luna (cmluna@gwu.edu). You should expect that research space will most often be shared with other researchers; this is to insure that all departmental investigators have the space necessary to carry out their research.

If you are part of a research team, you probably will be using some of the other space currently connected to a particular project. Such labs are currently being used by many professors. Other research is done at the psychology annex in Old Main.

B. Computer Equipment

In addition to computer equipment in the department, there are clusters of computers and computer classrooms on campus. These are available for use by graduate and undergraduate students. There are computers available in all graduate research offices. In addition, there are four computers in the Johnson Labs on the first floor available for research. Chris Hydock (chydock@gwmail.gwu.edu), an upper-level graduate student, is available to assist with problems with computers, printers, and related matters.

C. Assistance with Data Analysis

Throughout the year, short seminars (no charge) are offered in various software packages through the university's computer center in the academic center. (Call 994-0100 for details). Michelle Duplinsky, an upper-level graduate student (mduplins@gwmail.gwu.edu), is available to assist students with data analyses and the use of statistical computer packages.

D. Student Offices

Students are often housed in the laboratory of their research advisor. In the event the research advisor cannot house the student, there are a number of offices throughout the building that are allocated to graduate students. Please contact your research advisor and/or program director regarding office space.
E. Student Research Expenses

Students should contact their advisor to discuss financial support for research expenses. The Psychology Department generally does not cover student research expenses.

F. Professional Travel Reimbursement

The Columbian College & the Department provide funds to defray the cost of professional travel for grad students presenting research results at psychology conferences (such as APA, APS, EPA, SBM, APHA, Society for Neuroscience, Psychonomic Society). Currently, a total of $500 per year is available for students presenting papers/posters at conferences. See Appendix C for details, or see Natalie Carter, Executive Assistant, for help with departmental reimbursements.

RESEARCH REQUIREMENTS

SECOND YEAR PROJECT

The student must select a research advisor to supervise this project. The research advisor must be a tenure track member of the Psychology Department faculty. The research advisor is not necessarily the same as the academic advisor but is generally the same as the mentor. Once the project has been completed and written up to the research advisor’s satisfaction, it must also be approved by another member of the faculty, who serves as the reader. Guidelines for carrying out this project can be obtained from the director of the student’s graduate program. When the project is approved by the research advisor and the reader, a letter of approval and a copy of the student’s description of the project are submitted to the Graduate Studies Committee via the director of the student’s graduate program.

DISSERTATION

General information concerning dissertations and theses can be found online at the CCAS website (http://www.gwu.edu/~ccas/grad/thesisanddissertations.htm) Information Concerning Theses and Dissertations, and Graduate Student Handbook. Please note the due date for M.A. theses and Ph.D. dissertations in the university catalog calendar. Theses and dissertations in Psychology employ the rules of source citation followed by the American Psychological Association in its publications, rather than rules which may be followed in other disciplines (see the Publication Manual of The American Psychological Association, Fifth Ed.).

Ph.D. Dissertation: After completion of the pre-candidacy requirements (i.e., coursework, all research proficiency requirements, comprehensive exam, see above), the student enrolls for Dissertation Research credits. For procedural details and chronology, the student should carefully read the attached handout, Procedures for the Doctoral Dissertation (see Appendix B) and the appropriate sections in the CCAS Handbook.
The steps involved in completing a dissertation are much more formal than for completing a second year project. The student must:

- choose a Director for the dissertation research
- choose a Research Committee composed of two members in addition to the director that will advise, review, and evaluate the research
- write a formal Research Plan with guidance from the Dissertation Director and by consulting the Research Committee
- have the Director and Research Committee approved by the Graduate Studies Committee of the department
- defend the Research Plan at Proposal Orals meeting
- have the research approved by the University IRB, if the research involves human subjects
- conduct the research
- write the dissertation, with guidance of the Dissertation Director and by consulting the Research Committee
- have dissertation approved as being ready to be defended by the Director and all Committee members
- select two additional examiners for the final defense, with approval of the Doctoral Program Committee
- defend the research and dissertation document at a final orals examination
- complete final revisions on the dissertation document

ETHICS OF RESEARCH ON HUMAN SUBJECTS

The University IRB must approve all proposals and all approved procedures must be carefully followed. The student is warned that there are serious legal and governmental sanctions in cases of violations of subjects’ rights. Some of the issues are subtle; therefore, check before you act.

MENTORSHIP

The Psychology Department continues a Mentorship Program for its entering graduate students; each student is expected to select a faculty member as a mentor in the fall semester. Most students have already been assigned a mentor at admission.

While the Mentor may serve many functions for the student, the principal function is to socialize and guide the entering student into conducting research. The student is expected to be involved in a variety of aspects of a research project, including conceptualization, planning, implementation, and analysis. Early in the fall semester, students will be given an opportunity to learn about faculty members’ research activities through brief lunchtime presentations, usually Tuesdays at noon.

This mentor relationship is expected to last the first year, and, at mutual agreement, may continue. It is hoped this relationship will lead to a project for the second year Research requirement. For students who find their relationship with their mentor is not satisfactory, the head of the Graduate Studies Committee (Howe) should be consulted. The mentor should provide a meaningful experience; a student may change mentors, should an irresolvable problem develop. The mentor is not the same as the academic advisor who is consulted for program requirements, advice regarding exams, and so on. The academic advisor is usually the Program Director.
V. CODES AND POLICIES

EQUAL EDUCATIONAL OPPORTUNITY

This University and the Department of Psychology are firmly committed to equal educational opportunity. In particular, we are determined to avoid preferential or discriminatory treatment based on any factor such as age, ethnic or national origin, gender, race, or religion. Any person who feels they have been unfairly treated because of these or other factors irrelevant to their educational activities should consult their adviser, the Chair, or the General Counsel for further information.

The University has a policy on sexual harassment, which this department endorses:

The George Washington University affirms its commitment to maintaining a positive climate for study and work in which individuals are judged solely by relevant factors such as ability and performance and are free to pursue their academic and work activities in an atmosphere that is free from coercion and intimidation. Sexual harassment of students by faculty or administrators ... is inimical to such an atmosphere and will not be condoned.

See the Graduate Student Handbook for the complete statement. Any person who feels they have been the victim of sexual harassment should consult their advisor, or the Chair.

Disabled students who may need special information or assistance may call the Office of Disabled Student Services (994-8250, TTD/voice).

ACADEMIC HONESTY CODE (see Appendix A)

All students are responsible for acquainting themselves with the University's Policy on Academic Honesty and the Psychology Department's Guidelines on Academic Honesty (copy attached as Appendix A). Ignorance in such matters is not considered an excuse or mitigating circumstance. If in doubt, consult your Program Director.
VI GRADUATE STUDENT LIFE IN BUILDING GG

Many of the graduate seminars are held in GG, the Psychology Department building. Seminar rooms are 401 & 402, and there are also a few other important rooms for student use. (See the “Community Manual” for more details.)

A. The Hunt Lounge (GG 201)

In February 1989, the Hunt Lounge was dedicated in honor of Thelma Hunt, Ph.D., GWU, 1927, long time chair of psychology at the George Washington University. The Hunt Lounge is the center of many graduate student activities. It contains mailboxes for all students, a place for lunch or coffee, bulletin boards for information for students, or just a place to hang out before or after class.

B. The Moss Lounge (GG 401)

The Moss Lounge is named for this Department's first Ph.D. and its first Chair. The Moss Lounge may be used if no classes or meetings are scheduled.

C. Rooms 102 B/101H

Room 102B is the first floor conference room. This room can be reserved for meetings or research. It is also used for dissertation proposals orals and defenses. 101H is a classroom and can also be used for research.

E. Department Listservs

To facilitate communication in the department, there are several listservs for e-mail communication. Each student is a member of PSYCDEPT <contains all members of the department, including faculty, students, and staff>, PSYCGRAD <graduate students only>, and one doctoral program listserv <either ASPSYCH, CLINPSYC, or COGNEURO>. Each doctoral program listserv contains faculty and students in that program.

To post a message to a listserv, the address is listname@hermes.gwu.edu (e.g., CLINPSYC@hermes.gwu.edu). If you post to PSYCDEPT, the entire department will receive the message, if you post to your program listserv, only faculty and students in your program will receive the message. MAKE SURE YOU POST TO THE APPROPRIATE LISTSERV.

NOTE: Members of a listserv can post or receive e-mail from the listserv. The exception is PSYCGRAD. Grad students can post or receive e-mail from this listserv. Faculty ALSO can post to this listserv, however, faculty do not receive messages from this listserv.
APPENDIX A

PSYCHOLOGY DEPARTMENT GUIDELINES ON ACADEMIC DISHONESTY

The departmental guidelines below provide further elaboration of the University's Policy on Academic Dishonesty. A copy of the University Policy is available at the Departmental Office and all Dean's Offices. All Psychology majors, graduate students, and faculty members are responsible for acquainting themselves with the University Policy, the Department guidelines, the possible sanctions, and the procedures for dealing with apparent academic dishonesty. Students and faculty should also consult the section on academic dishonesty in the University Catalog. Faculty and students should also familiarize themselves with the University Code of Academic Integrity which can be found at http://www.gwu.edu/~integrity/code.html.

1. The faculty member detecting an alleged act of non-compliance with the University Policy must decide whether the act is one of academic dishonesty or academic incompetence. In view of the wide publicity given to both the University Policy and these guidelines, any act of non-compliance would, initially at least, be presumed to be an act of academic dishonesty rather than academic incompetence. The faculty member's decision may be made in consultation with the departmental chairperson.

2. Academic dishonesty refers to the following (the specific details are not intended to be comprehensive, but illustrative):

(a) Plagiarism The student shall not copy verbatim material from another source and attribute it to him/herself. Direct copying of material is to be placed in quotation marks and the source cited. Material not directly copied shall have the source cited. Unreferenced close paraphrasing is the same as plagiarism.

(b) Using another's work. A student shall not submit another person's work and represent it as his/her own. He/she shall not, for instance, turn in another student's term paper or a purchased paper from an agency and represent these as his/her own. If he/she uses another person's research data (as in laboratory experiment), he/she must get the permission of the instructor.

(c) Cheating on examinations it is cheating to use answers from another student's examination in order to answer questions from one's own examination. Consultation of notes and text materials is likewise cheating, unless explicitly allowed by the instructor (as in an open-book question). Cheating also includes unauthorized access to an examination, and cases where one student takes an examination in lieu of another student. In all cheating, both giving and receiving assistance on an examination represents cheating. It is cheating to submit or use written work that was prepared in advance for an in-class examination (except where explicitly allowed by the instructor, as with take-home questions).

(d) Fabrication and falsification of research data. This includes the creation of non-existent data as well as the falsification of existent data.

(e) Submission of the same paper in two courses is academic dishonesty.
APPENDIX B

PROCEDURES FOR THE DOCTORAL DISSERTATION

ORAL PROPOSAL:

A. Graduate Studies Committee
   1. The Graduate Studies Committee will meet regularly to approve dissertation topics and committee composition. It is important that dissertation directors take into account the additional time required for this review process.

   2. The main criterion to be used by the Graduate Studies Committee in determining the appropriateness of the dissertation committee is whether the proposed committee (or readers) represents expertise in relevant areas so as to ensure that the student has adequate support to successfully complete the project. In this regard, the Graduate Studies Committee requests that for the proposal orals an abstract (1 page) be submitted along with the title of the research and list of committee members.

B. Committee Composition

A Ph.D. candidate at the stage of initiating his/her dissertation must prepare a Research Plan of the proposed dissertation which is submitted to the candidate's Proposal Oral Committee for review at a scheduled meeting of this Committee. The Proposal Oral Meeting is to be chaired by a member of the departmental faculty, and will be designated by the Graduate Studies Committee. The duty of the Chairperson is to insure that both Departmental and CCAS procedures are followed.

Dissertation Director

The Dissertation Director must be a tenure-track faculty member of the Psychology Department. The Dissertation Director may also choose to include a Co-Director from within or outside the department. A non-tenure-track faculty member or a qualified person from outside the Department may act as Co-Director, once approved by the Graduate Studies Committee.

Dissertation Readers

Two Dissertation Readers are also required. At least one of the Readers must be a tenure-track faculty member in the Psychology Department. However, if there is a Co-Director who is not a tenure-track faculty member in the Psychology Department, then both Readers must be tenure-track faculty members in the Psychology Department.

If one of the Readers is from outside the department, that person may be from other University departments or from outside the University. Tenure-track faculty from other departments within the George Washington University do not require approval by the Graduate Studies Committee in order to be Readers. Non-tenure-track faculty members or persons from outside the University do require such approval: A CV of the proposed member must be provided to the GSC for approval.

Dissertation Proposal Committee
The Director, Co-Director if present, and the Dissertation Readers together make up the Dissertation Proposal Committee. This committee has the authority to conduct the Dissertation Proposal Orals examination, and to determine whether the proposal is approved. This committee also has the authority to review and determine when a dissertation draft is ready for the Final Examination.

Dissertation Examiners

Two Dissertation Examiners are required for the Final Examination. One of these Examiners must be a tenure-track faculty member in the Psychology Department, and one must be from outside the Psychology Department. Tenured or tenure-track faculty from other departments within the George Washington University do not require approval by the Graduate Studies Committee in order to be Examiners. Non-tenure-track faculty members or persons from outside the university do require such approval: A CV must be obtained from the proposed examiner.

Final Examination Committee

The Final Examination Committee is made up of the Dissertation Director, the Co-Director if present, the Dissertation Readers, and the Dissertation Examiners. This committee has the authority to conduct the Final Dissertation Examination, and to determine whether the dissertation is approved.

Program Requirements

All programs must follow these departmental requirements. In addition, programs may set additional requirements concerning the minimum number of program faculty required for each of these three roles.

C. Distribution of the Research Plan and Setting the Date

1. The candidate must write a Research Plan for the proposed dissertation research. This Research Plan is written with guidance by the Dissertation Director and by consulting with members of the Research Committee. This Research Plan is a formally written document resembling the first few chapters of the intended dissertation, and includes a statement of the hypothesis to be tested and the methods proposed for data collection and analysis.

2. A date for the Proposal Oral Meeting will be arranged by the dissertation Director only after all Committee members have read the Research Plan and indicated that the Candidate is ready for the Proposal Oral. The Graduate Studies Committee will inform the faculty of proposal orals and committees. Exams should not be scheduled during the two weeks following the day after the last day of classes of the spring and fall semesters.)

3. A copy of the Research Plan should be placed on file in the Psychology Department office 1 week prior to the proposal orals. Faculty members are encouraged to read dissertation proposals and are invited to attend proposal oral examinations when possible.

4. After the Research Plan has been distributed and read by Committee Members, the
Candidate should communicate with each member. Committee members should feel free to make suggestions and recommendations to the Candidate at this time, and these may lead to modifications of the Research Plan. Familiarizing the Candidate with major difficulties, or matters that appear to have gone unnoticed in the Research Plan, might be especially valuable for the Candidate to consider at this time.

5. Where modifications or revisions are made in the Research Plan, a revised Research Plan should be circulated to the Committee members at least three weeks prior to the date for the Oral Proposal meeting.

D. Proposal Oral Meeting

1. The first part of this meeting shall be devoted to an examination of the Candidate on the theoretical merits of the research proposal, his/her knowledge of prior research, and general command of the subject. As this is an examination, the Candidate may/may not pass it.

2. The second part of the meeting will be used for further review of the Research Plan; i.e., details of method, examination of pilot study results, data analysis, etc. At this stage, Committee members may still make additional recommendations to the Candidate. Therefore, it would be unwise for the Candidate to collect anything but pilot study data prior to this meeting and receipt of the Committee's endorsement.

3. The collection and presentation of pilot data are recommended where practical and advisable.

4. The third part of the meeting is devoted to discussion of the Candidate's performance on the examination, and to the quality of the Research Plan. The Candidate is asked to leave the room for this review.

5. By the end of the Committee's deliberations, there should be a decision as to:

   a. the Candidate's knowledge of the research area, its theoretical significance, and of the methods to be used in his/her research as orally communicated. (Having written this on paper would not be sufficient; a candidate must be able to orally communicate this as well.)

   b. the acceptability of the Research Plan.

6. The Candidate is then informed immediately of the Committee's decisions. The Director is advised to forward the decisions to the Graduate Studies Committee and to the CSAS.

7. Where changes in the Research Plan are recommended, the Candidate would be expected to make the changes in writing, and to present these to the Committee members as revisions, addenda, etc.

8. In cases where the Candidate's knowledge as orally communicated was found to be lacking, re-examination by the total Committee would be required.

9. It should be within the Committee's power to recommend a time limit for re-examination
where necessary. Also, even where a student passes the examination, deficiencies might be pointed out, and the student advised to do further study.

MONITORING THE CONDUCT OF RESEARCH

During the period of data collection and analysis, the Dissertation Director would continue to be the Candidate's principal advisor. This would also be true when it comes to dissertation writing time. But, the additional members of the Research Committee may also serve an important consultative function.

FINAL ORAL EXAMINATION (The defense is scheduled through the department)

A. Composition

1. The three individuals present at the Proposal Oral Meeting plus two new Examiners will constitute the Final Oral Examination Committee. One of the new Examiners must be non-departmental, i.e., from outside the Department or the University.

2. An effort should be made by the Dissertation Director to select an "impartial" outside Examiner. As stated in the CCAS guidelines, "The outside Examiner should not be a candidate's employer, supervisor, or co-worker." Selection should be cleared, once again, with the Graduate Studies Committee.

B. Procedure

The oral defense is scheduled to be held in the department, usually room 102B. The committee members ask questions about the candidate's research area and the specific research that was done. The candidate is evaluated on the dissertation document as well as on the performance in the final oral defense examination.

A student can pass or fail in this defense. If the student passes, the committee needs to decide whether the dissertation document is satisfactory as is, or whether there need to be changes. If changes are necessary, the committee will decide whether all committee members or a subset will review the changes for final signoff. If the student fails, the committee needs to determine what changes need to be made in the dissertation, whether another oral exam needs to be scheduled or what other procedures need to be followed.
I. PRELIMINARIES

___ Get a Director to agree to work with candidate after reviewing topic. Topic should be in an area of interest/competence of the Director.

___ Candidate and Director, in conjunction with GSC, select remainder of the Committee. (See Procedures above for requirements of the Committee).

___ Director reviews and approves proposal with candidate. Copies are distributed to other members. It is recommended that there be a preliminary meeting with the committee.

___ Schedule proposal oral examination two weeks in advance with GSC. (Note that exams should not be scheduled during the two weeks following the day after the last day of classes of the spring and fall semesters).

II. PROPOSAL ORAL PHASE

___ All members of the Committee take part in the Oral Examination. The Candidate is examined on the rationale and the proposed methodology.

___ After the exam, the proposal is revised, if necessary.

III. APPROVAL OF RESEARCH BY UNIVERSITY INSTITUTIONAL REVIEW BOARD (IRB)

___ Research approved by IRB (if human subjects)

IV. CONDUCT THE RESEARCH and WRITE THE DISSERTATION.

___ Write a draft of the final dissertation; get draft to dissertation director; revise draft until director is satisfied.

___ Distribute revised draft to dissertation committee; make revisions if necessary.

V. FINAL ORAL EXAMINATION PHASE

___ Final Examination Committee is approved by Director and GSC on the Final Oral Examination Approval form with the addition of two examiners.

___ Final Oral Examination is scheduled for at least five weeks after the Final Examination Committee has been approved.

___ Following the Examination, the amendments to the Dissertation are made, and the final approval is given by the Director and whoever else is mandated to examine the document. This is signed on the Final Dissertation Approval form.
APPENDIX C

PSYCHOLOGY DEPARTMENT SCHOLARLY TRAVEL PROCEDURES

1. Review the CCAS Scholarly Travel Instructions and Guidelines at http://www.gwu.edu/~ccas/faculty/index.html. Requests for scholarly travel must be made in ADVANCE (at least one week) of the conference to Natalie Carter (nlcarter@gwmail.gwu.edu). Late requests will not be approved.

2. To be eligible for Scholarly Travel, you must be a participant in a conference and must be presenting your research, in a poster, paper, or symposium.

3. Current limits are $500 each fiscal year (July 1 - June 30).

4. Fill out the “E-Travel Form” located at http://www.gwu.edu/~ccas/faculty/index.html and submit to Dr. Poppen for approval (pjp@gwu.edu). Form must be submitted electronically.

5. Print a copy for your own records.

6. You should receive authorization from CCAS within two days.

7. Upon your return, WITHIN TWO WEEKS, submit the following to Natalie Carter:
   
   - All ORIGINAL paid receipts taped out on an 8.5 x 11 sheet of white paper.
   - A copy of the approval letter.
   - A memo with your name, address, phone number, e-mail address, and SSN.
   - An itemized list of expenses organized by travel day.

   ➢ Please remember: Meals need a receipt. Meals over $50 need a receipt and a list of attendees.

8. Once your expense report has been complied it will be returned to your mailbox for signature. After signing, return to Natalie Carter and she will process it. You should receive reimbursement within 30 days.