

**GUIDE TO THE REQUIREMENTS
FOR THE DOCTOR OF PHILOSOPHY DEGREE
IN APPLIED EXPERIMENTAL PSYCHOLOGY**

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NOTICE TO STUDENTS:

Students are responsible to know and follow all requirements in the University Catalog. This Guide summarizes those overall guidelines and gives details about departmental procedures. Any questions should be raised with Academic Mentors or the Graduate Program Director.

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Introduction

The Doctor of Philosophy (Ph.D.) is the highest degree offered by Old Dominion University. Programs leading to the Ph.D. degree are designed to help superior students become creative leaders in their chosen fields. The Ph.D. degree is awarded upon mastery of relevant subject areas, development of appropriate research skills, and a concentration of knowledge in the field of study.

It is important to recognize that, unlike achievement of the undergraduate degree, attainment of the Ph.D. degree is not merely a matter of accumulating course credits and satisfying residency and language requirements, even though such minimum requirements are set forth by the university. **The final basis for granting the Ph.D. degree shall be the candidate's knowledge of the field of study and the demonstrated ability of the candidate to do independent, original, scholarly research.**

The purpose of this Guide is to describe the requirements and procedures necessary to obtain the Ph.D. in applied experimental (AE) psychology at Old Dominion University. The requirements cited here are consistent with the general university policy regarding graduate education. Use of this Guide differs somewhat for students who enter the program with a bachelor's degree or a master's degree in psychology or a related field. Students entering with a bachelor's degree are referred to the University Catalog. The Catalog describes the requirements for completion of the Master of Science degree, all of which must be satisfied by those entering the program at the pre-master's level. Students entering with a Master's degree should also note the course requirements for the Master of Science degree. Because these courses must be completed successfully by all Ph.D. students, those entering the graduate program with graduate work completed at another university must demonstrate competency in each of the subjects covered by these courses. Moreover, students entering the graduate program with graduate work completed at another university may be asked to take a diagnostic examination (use University Form #10 - DIAGNOSTIC EXAMINATION) to measure readiness for graduate study in the AE psychology program; transfer of graduate credits previously received is decided on a case-by-case basis.

General Philosophy

The Ph.D. program is designed to provide (a) broad doctoral training firmly based on psychological theory and basic behavioral science, (b) greater depth of knowledge broadly spread over the fundamental areas of experimental psychology, and (c) concentration in an area of experimental psychology for applied settings. The general philosophy and plan of the AE psychology program at Old Dominion University is to provide graduate training consisting of four phases: (1) a core of basic psychology acquired primarily at the master's level, (2) in depth training in statistics, methodology, and grant and manuscript writing, (3) research experience in a field of AE psychology, and (4) completion of a dissertation representing a significant contribution to AE psychology.

Completion of these four phases of graduate training requires approximately four to five years of study, resulting in 84 semester hours of credit in the following areas (36 pre-masters; 48

post-masters): basic experimental psychology (15 hours), statistics and research design (15 hours), grant and manuscript writing (3 hours), specialty courses and research (39 hours), and thesis and dissertation (12 hours). The major objective of the AE psychology program is to train individuals to be effective in a variety of academic, governmental, educational, and community settings. The program is designed to allow individual students, with guidance from a faculty mentor, to choose courses and research opportunities in the areas of their specific interest.

Committees Providing Student Guidance

It is the goal of the faculty in the AE psychology program to provide personalized guidance to each student. This guidance is provided to all students by the Graduate Program Director (GPD, who serves all three psychology Ph.D. programs), their AE academic mentor (AM), and the Guidance Committee (GC). The AM is the individual faculty member who personally invited the student into the program at recruitment time and who continues to work with the student through the entire course of study. Often the AM serves as the chairperson for the student's Masters Thesis Committee, GC, and Dissertation Committee. It is important to note, however, that the student, in consultation with the AM and other faculty members, may request to change the chairperson of any of these committees if his or her professional interests change and he or she would be better served by another faculty member. Approval of the request is made by the GPD in consultation with AE psychology faculty members.

After admission to the program, students should consult with the GPD and their AM about initial course work. The AM is the chief source of academic guidance during the first year of graduate study. However, the GPD also serves an important function in providing general administrative guidance for the student.

Master's Thesis Committee. The chair of a student's thesis committee is typically the student's AM. The thesis committee also includes a second faculty member selected by the student and a third member assigned by the Psychology Department. The GPD, the Dean, and the Vice President of Research and Graduate Studies must approve in writing any member of thesis or dissertation committees who is not part of the ODU faculty. This is necessary even if the proposed committee member is an adjunct faculty member.

Guidance Committee. After completion of the master's thesis, and before completion of nine hours of post-master's coursework, an AE psychology student must form the Guidance Committee (GC). The GC provides guidance and evaluation for the post-master's Plan of Study, research experiences, and Ph.D. candidacy examination. The initial step in forming the GC is to propose a faculty member for appointment as chairperson of the student's GC. The student should consult with his or her AM and other AE psychology faculty members. Typically, the AM is the chairperson of the GC and represents the student's major area of interest. In the event the AM is not the proposed chairperson of the GC, the proposed chairperson must be a member of the AE psychology program. The chairperson, in consultation with the student, must select other faculty members to complete the GC. The remainder of the committee consists of AE faculty members or one AE and one non-AE faculty member from an area of emphasis supporting the student's specialty (e.g., a Health Sciences professor with expertise needed by a student focusing in health psychology issues). In some cases, the experience of professionals outside the university may be sought for the GC. Such specialists holding adjunct faculty rank may be appointed to the GC. However, all members of the GC must be certified for graduate

instruction. The GC functions as a university committee in order to bring university-wide standards to bear upon the Ph.D. degree.

The proposed composition of the GC must be approved by the GPD as well as the Dean of the College of Sciences. The Dean serves as an ex-officio member of all GCs. The Guidance Committee Form (use University Form #13 - APPOINTMENT OF GUIDANCE COMMITTEE) is used to request approval of the GC. Once approved, the chairperson of the GC notifies other committee members.

The GC is responsible for approving a Plan of Study and for administering the Ph.D. candidacy examination (i.e., a written exam or major area paper—see below). The GC continues to serve until the Ph.D. candidacy examination has been passed, the dissertation proposal has been approved, and the student has been admitted formally to Ph.D. candidacy. (The student's Dissertation Committee rather than the GC actually approves the dissertation proposal.) The GC is also responsible for guiding and directing the academic program of the student during this period and for initiating all academic actions concerning the student. In the case of academic deficiency, the GC initiates recommendations to the GPD and Dean of the College. The GC may insist on more than the minimum scholastic requirements and may take other factors into account in deciding whether or not the student should continue in the degree program. The GC periodically informs the GPD and Dean of the College of the student's progress. Student progress is formally assessed annually by the chairperson of the GC, relaying the information to the Graduate Program Director for inclusion in an official evaluation letter.

Changes in the membership of the GC may be made only in advance of the Ph.D. candidacy examination. Informal substitutions for either the written or oral parts of the candidacy examination are not permitted. Changes in the GC are permitted only with the approval of the GPD and Dean of the College (use University Form #14 - CHANGE IN GUIDANCE COMMITTEE).

Dissertation Committee. After the candidacy examination has been passed, the Dissertation Committee has been formed, and a dissertation topic has been approved by the Dissertation Committee, the GC responsibilities are completed. It is the responsibility of the Dissertation Committee to supervise the dissertation research. Approval of the Dissertation Committee is requested by University Form #16 - APPOINTMENT OF DISSERTATION COMMITTEE.

The Dissertation Committee must contain at least three members from the Department of Psychology and one member from outside the Department. The chairperson of the GC may become the chairperson of the Dissertation Committee, although this is not necessary. The chairperson of the Dissertation Committee must be certified for Graduate Level 1 instruction and be an authority in the subject area of the proposed dissertation. ODU and the College of Sciences allow an outside person to serve as a co-chair but not sole chairperson of a dissertation committee. Thus, a dissertation committee must have as chairperson someone who is a member of the ODU faculty. This chair should be a member of the psychology department, and in most cases a member of the AE program. Membership on the Dissertation Committee may be extended to a non-university person with special knowledge of the dissertation subject area. Voting privileges can be provided to such specialists upon the recommendation of the chairperson and approval by the GPD and College Dean. The GPD, the Dean, and the Vice President of Research and Graduate Studies must approve in writing members of thesis or

dissertation committees who are not members of the ODU faculty. This is necessary even if the committee member is an adjunct faculty member. The Associate Vice President for Research and Graduate Studies and the College Dean are ex-officio members of all dissertation committees. University Form #17 - CHANGE IN PH.D. DISSERTATION COMMITTEE is required for any changes in committee membership.

Requirements

The Ph.D. degree requires at least 48 semester hours of post-master's training. Students entering the program with a bachelor's degree must complete the first phase of the program by meeting the requirements for the master's degree in general psychology (i.e., 36 semester hours with appropriate course work). All students are required to complete successfully a core of master's level courses consisting of the following (summarized again in Appendix A; exceptions to these required courses must be provided in writing by the Graduate Program Director in agreement with GC and course professor recommendations; such recommendations may be contingent upon syllabus review, screening exam, or other means to verify competency that are conducted by the course professor):

- a) Psychology 834 (Proseminar in Applied Experimental Psychology)
- b) Psychology 827 and 828 (Statistics and Research Methods I and II)
- c) Psychology 813 and 814 (Research Project I and II)
- d) Psychology 823 (Quantitative III)
- e) Psychology 831 (Learning and Cognition) or Psychology 841 (Perception)
- f) Psychology 651 (Developmental Psychology) or 849 (Advanced Social Psychology).

Students must maintain a minimum Quality Point Average (QPA) of 3.0 in all course work in order to remain in good academic standing. If the QPA falls below 3.0 the student may be placed on probation or suspended from graduate study as specified in the Continuance Regulations given in the University Catalog.

Master's Thesis Completion

Students entering the doctoral program directly from the completion of an undergraduate degree and Master's level students who have not previously completed an empirically-based thesis are expected to complete a scholarly master's thesis within two years of admission. Good standing in the program and the availability of financial support are contingent upon the completion of the master's thesis prior to the fall semester of the third year.

Under exceptional circumstances, a student may be allowed an extension to complete the master's thesis. In order to receive an extension, the student, in collaboration with the chair of the master's thesis committee, must submit a letter requesting an extension to the AE graduate program committee. The letter must include a clear and concise statement of the reasons the student has not been able to complete the thesis on time and a detailed timeline for completion. With approval of the AE graduate program committee, the student may continue to take courses, but continued financial support will depend on the availability of departmental funds to support pre-master's students.

A thesis must conform in format to the Guidelines established by Old Dominion University. A thesis or dissertation is also expected to follow the format established by the

Publication Manual of the American Psychological Association. When the ODU Guidelines and the *Publication Manual* are in conflict, the ODU Guidelines take precedence.

Plan of Study

Following the appointment of the GC, the student must prepare a Plan of Study with the aid and approval of the GC. The Plan of Study must be approved prior to completion of nine hours of post-master's degree course work (typically third year for students entering with B.S.; by end of first semester for students entering with M.S.). Before drawing up and approving the plan, the GC chairperson verifies that there is on file a set of transcripts of all undergraduate and graduate work the student has taken. Failure to present the Plan of Study on time may prolong the period of study for the Ph.D. degree. After being approved by the GC, the Plan of Study should be submitted to the GPD and Graduate Program Secretary for filing. The approved plan is filed in the Department of Psychology. Students should use the AE Form #1 -- GUIDANCE COMMITTEE APPROVAL OF PLAN OF STUDY to collect approval signatures (see Appendix B).

A Plan of Study reflects the following areas:

(1) Completion of Remaining Required Course: Psychology 833 (Grant and Manuscript Writing). The course should be completed in the third year of study.

(2) Statistical and Research Methodology. AE students are encouraged to maintain a strong focus in research methods and statistics even after completing required courses. Therefore, all students are required to include how they plan to maintain their experimental expertise either through additional courses, research experiences, or practica.

(3) Courses to Supplement Chosen Specialty. From entry into the program, students are encouraged to work closely with their AMs to choose course and research experiences to strengthen their areas of expertise. AMs in AE have created menus of courses--both within and outside the department--for student supervisees that can provide content knowledge for specialties. The Plan of Study should include a selection of such courses after discussion with the AM. Further, if students desire to work in academic settings, they are strongly encouraged to pursue teaching opportunities and enroll in Teaching of Psychology (Psychology 815).

(4) Research Program for Specialty. The AE program is designed to be research intensive. Many if not most of the post-Master's hours will be in research activities or readings courses. The Plan of Study should outline how the hours will be deployed to establish a viable research program. Research in a "minor" area may also be pursued when it benefits the overall program of the student. Plans to obtain funding and publish results should be included where relevant.

The Plan of Study must contain at least 48 semester hours of graduate work beyond the minimum of 36 hours required for the master's degree. Course work beyond the master's level taken at other universities is accepted as part of the 48-hour requirement only rarely and may not exceed six (6) semester hours; course work taken at another university must be approved by the student's GC. Note, too, that students receiving tuition support from the department or from granting agencies have a certain number of hours that must be taken per semester (6 per academic semester, 3 per summer). Students are encouraged to take only the minimum hours

to be full-time when possible to reserve tuition fund resources, but there will be semesters during which students must register for more hours in order to complete degree requirements in a timely manner.

The successful completion of all work indicated in the approved Plan of Study is a fundamental prerequisite to the granting of the Ph.D. degree. Minimum requirements for the Ph.D. degree that must be considered in preparing the Plan of Study include:

- (a) satisfactory completion of all master's degree requirements in psychology. At a minimum, this consists of 36 semester hours for course work and master's thesis research;
- (b) satisfactory completion of at least 48 semester hours beyond the master's degree;
- (c) demonstrated competency in research skills;
- (d) passing of the Ph.D. candidacy examination at the end of the program of course work, leaving only dissertation work to be completed (a student may take an elective course or courses after the candidacy examination if such action is deemed appropriate to support the dissertation while not interfering with dissertation completion; however such intent should be listed and approved within the Plan of Study);
- (e) completion of a dissertation representing independent original research worthy of publication in a refereed, scholarly journal (results can be "significant" or "non significant" as long as the research is judged worthy); and
- (f) successful oral defense of the dissertation before the student's Dissertation Committee.

Changes to the Plan of Study after the GC has approved it require notification sent to the GC and GPD. Approvals from the GC can be provided by email, forwarded to the GPD, and attached to the revised Plan of Study for the GPD to file in the student's department records.

Residence Requirement

Students who enter the AE psychology program should be prepared to devote the equivalent of five years of full-time study (as many as three years beyond the master's level). An essential feature of the Ph.D. degree is total concentration on the field of study for significant periods of time.

The residency requirements for the program are those of the university. Any exceptions to these requirements must be approved by the GPD, College Dean, and Graduate Dean and Associate Vice President for Research. See the University Catalog for further explanation of the residency requirement.

Special waivers of the residency requirements may be obtained for dissertation research being performed at approved off-campus facilities. That is, upon recommendation of the

Dissertation Committee and approval of the GPD and College Dean, a student may be permitted to carry on work in connection with the dissertation in absentia.

University regulations require Ph.D. degree students to demonstrate competency in one or more significant research skills distinct from the dissertation but fundamental to doctoral and post-doctoral research (see the University Catalog). To meet the research skill requirement in the AE psychology program, students will learn computer programming syntax in various courses (e.g., SPSS, LISREL). A student may also meet this requirement by taking a course in a computer programming language (e.g., Visual Basic, C++, etc.; pending approval by the relevant department, AM, and GPD). In special instances, the research requirement may be satisfied by proficiency in a foreign language. Request for the foreign language option must be presented to the GC and the GPD.

Graduate Student Teaching

Teaching a course is an experience that is worthwhile regardless of the eventual career role(s) the student envisions, and the experience should be taken seriously for its professional value. Benefits associated with teaching a course include expanding and solidifying knowledge about general and AE psychology, polishing communication skills, and establishing professional identification. Although there are other ways to acquire these benefits (e.g., presentations at conferences, consulting experiences, organizing and conducting workshops), teaching a course systematically builds these experiences into a student's Plan of Study. Moreover, any student who plans an academic career should pursue an assignment to teach one or more courses in preparation for that career.

The student should also recognize that during the course of graduate training, financial support is often provided by the psychology department from graduate teaching assistant or adjunct teaching funds. This type of financial support almost always requires that the student be partially or fully responsible for teaching a course. The student should be prepared for an eventual obligation to teach a psychology course by enrolling in the Teaching of Psychology (Psychology 815) (note that this course is not required for the degree, however, it is required before students are permitted to teach in the Psychology Department unless waived by the Department Chair).

Research Experience

A major objective of the AE psychology program is to provide the student with substantial experience in planning, designing, conducting, and reporting results of independent research. Towards this end, a student is expected to engage in a variety of research activities. This expectation is reflected in the program's few course requirements beyond the Master's degree. The time should primarily be spent on research-related activities (e.g., Directed Reading, Individual Study [Research], and Dissertation). The student is expected to acquire research experiences that go well beyond formal course requirements. These research experiences may take a variety of forms and occur in a variety of settings. For example, the student is encouraged to engage in both laboratory and field research related to the AE specialty, to serve as a member of a larger research team when appropriate or available (perhaps serving as a graduate research assistant on an externally-sponsored contract), and to engage in independent non-sponsored research. The student is also encouraged to seek out opportunities to conduct research projects (including grants and contracts funded through the Old Dominion University

Research Foundation) on his or her own and in collaboration with faculty members. The accumulation of these research experiences is expected to be evidenced by the participation of the student in the presentation of papers at professional meetings, the publication of manuscripts in refereed journals, the publication of technical reports, the submission of contract proposals, and so on. Finally, it is expected that the results of these experiences are evident to the student's GC by an increase in the student's understanding of, appreciation for, and competency in conducting research. The GC must be satisfied with the student's research competency before it recommends the student for admission to Ph.D. candidacy.

Ph.D. Candidacy Examination

There are two options for completing the Candidacy Examination. The student must declare which option is intended on the Plan of Study. The student may change the option after the plan has been approved, but only with approval from the full Guidance Committee and GPD at least one semester before the expected completion of the examination (as with any change to the Plan of Study after initial approval, email confirmations of such changes may suffice and be placed in the student's file).

Written examination (Quals). This option for qualifying a student for candidacy for the Ph.D. degree is comprehensive in nature, with written and oral parts. The examination is designed to test the student's fitness to undertake independent research and professional practice. Through the Ph.D. candidacy examination, the student's GC should be satisfied that the student has demonstrated competency in (a) the subject matter of all areas of the student's selected program, and (b) designing, conducting, and reporting scholarly research.

Before taking the qualifying examination, the student must meet all departmental and school requirements and must have the recommendation of the GC. Research skills requirements should be met well in advance. The candidacy examination is usually taken during or immediately after the semester involving the last required courses listed in the Plan of Study (as stated previously, additional electives may be taken if these support the dissertation effort and are approved by the GC and GPD; typically these additional courses will be listed in advance within the Plan of Study).

In order to be eligible to take the candidacy examination, students must have achieved a QPA of at least 3.0 in all course work. This average must be based on all graduate courses taken at Old Dominion University as well as in all transferred credits.

When the student and GC have determined that the examination should be taken, the student must complete University Form #15 - REQUEST FOR PERMISSION TO TAKE THE PH.D. CANDIDACY EXAMINATION. The student should secure the signatures of GC members and submit the form to the GPD and College Dean who will verify that the student meets the prerequisites for the candidacy examination no later than one month before the date of the examination. The examination must be taken during the semester for which permission is granted. The written part of the examination is scheduled as necessary near the beginning of each semester (i.e., September, January, and May). The oral part of the examination must be completed within one month of the written part. Once permission has been granted, postponement of the candidacy examination must have the approval of the GPD. A student must be registered for at least one course during the semester in which the examination is taken.

Students are required to provide a reference list for the citations they made in their qualification exams. So as not to burden a student with developing the reference list while writing responses, the list should be developed and submitted to the Graduate Program Secretary within one week upon completion of the written exams.

The written part of the examination is prepared and read by the GC. The candidate is examined in the following areas:

(a) Core experimental psychology: These questions focus on statistics, methodology, experimental principles, and ethics. These questions are for the “half day” exam (4 hours).

(b) Specialty exam: These questions are derived from the student’s area of specialty. Some questions may also be written to address the student’s minor area of emphasis if applicable (the minor is not required). These questions are for the “full day” exam (8 hours).

Upon passing both portions of the written examination, the oral part of the examination is scheduled. The oral part covers the material contained in the written part and possibly additional materials.

A student must pass both the written and oral parts in order to pass the candidacy examination. The examination may not be reported as passed if there is more than one dissenting vote. A candidacy examination cannot be passed conditionally. A pass on the examination cannot be made contingent upon other factors such as the completion of additional course work, the preparation of extra research projects, and so on. If the candidacy examination is failed, the GC may permit the student to take it once more at a time mutually satisfactory but within a time span of 6 to 12 months from the date of the first examination. If part of the examination is failed, the student may be required by the GC to retake only that part.

The chairperson of the student's GC submits University Form #10 - RESULT OF PH.D. CANDIDACY EXAMINATION, which serves to report the results of the candidacy examination to the GPD and College Dean.

After the required written and oral parts of the candidacy examination for the Ph.D. degree have been passed, all remaining requirements for the degree must be completed within five calendar years; if not, the student is required to repeat the candidacy examination.

Major Area Paper (MAP). Students choosing this option must complete the same administrative paperwork as students completing the Quals. Further, they must pass both a written and oral component, and have the same time to complete all remaining requirements for the degree. However, the content of the candidacy examination is not an exam per se, but rather a review paper (quantitative or qualitative) or theoretical analysis of a research area designated by the student as an important area for contemporary applied experimental psychology. The resulting paper should define the student as an expert in that area, and be of publishable quality. In fact, a third requirement of this option is to submit the manuscript to a journal relevant to the student’s research specialty. While it is possible to submit the MAP for journal consideration prior to its defense, students and their AMs are strongly encouraged to consult with GC members to ensure this is acceptable and appropriate. Students should also be encouraged, as relevant, to consult with GC members prior to submitting to a journal to obtain

feedback that may strengthen the paper's chances for publication. Students are to be first authors on this manuscript submission, with faculty co-authors as appropriate given post-examination contributions.

The paper's quality should be modeled after *Psychological Bulletin* or *Psychological Review* articles. However, the actual format and length can be structured to meet guidelines of the targeted journal that is approved by the GC (an important goal is to publish the paper in a leading peer-reviewed journal relevant to the topic; hence it is critical that the student and GC choose this journal carefully for its reputation and audience, and then structure the MAP accordingly). The student should choose the topic, with the GC chair acting mainly as reviewer and guide. The GC chair should not, however, contribute to the actual writing of the paper pre-defense (as they would not for a Qualifying Exam). The chair can discuss ideas, theories, concepts, etc. that help construct the flow of the document. Heavier involvement with editing is allowed post-defense (if relevant).

Students choosing the MAP option must obtain an additional level of approval from the GC that students taking Quals may omit. Prior to beginning work on the paper, students must arrange a meeting with GC members at which time students will provide and defend a detailed outline of the topic and theoretical questions to be answered in the review. Students must defend the importance of the review. Only upon GC approval may the student complete the review (approval is provided by committee signatures on AE Form #2: APPROVAL OF MAJOR AREA PAPER PROPOSAL; see Appendix C). Students are *strongly* encouraged to complete this preliminary defense and begin working on the paper if not outright completing it *before* the last required class is completed. This will allow its defense to occur during or immediately following the final class or classes, hence not delaying progress toward beginning the dissertation. Once the proposed MAP is approved, students have 90 days to submit the paper to the GC (due date on Form 15; see below).

As with students taking Quals, those choosing to complete the MAP must file University Form #15 - REQUEST FOR PERMISSION TO TAKE THE PH.D. CANDIDACY EXAMINATION. The MAP date of examination is defined as "the date the written, final paper is to be given to the GC members." The student should secure the signatures of GC members and submit the form to the GPD and College Dean who will verify that the student meets the prerequisites for the candidacy examination no later than one month before the date of the examination. **The paper must be turned in during the semester for which permission is granted.** Once permission has been granted, postponement of the candidacy examination must have the approval of the GPD, with actual length of the extension negotiated. A student must be registered for at least one course during the semester in which the examination is taken.

If the committee passes the written paper, a meeting will be arranged for an oral defense within one month of the written paper's submission. Students must pass both the written and oral components. With the MAP, though, students must also submit their paper to a journal to complete the Ph.D. candidacy examination and officially begin dissertation work (the dissertation cannot be proposed before the candidacy examination is completed). Evidence that the MAP has been submitted for publication is required for final approval (committee signatures on University Form #10 cannot be obtained until the paper has been submitted and receipt letter provided from the journal). Students have one month after the oral defense to submit the paper to the approved journal. As with the written and oral defenses, postponement of the journal submission requirement must have the approval of the GPD with length of extension negotiated.

The following table summarizes the milestones for completing the MAP. Students should follow this timetable very carefully and consult their GC Chairperson or GPD with any questions.

Major Area Paper Task	Form	Deadline
1. GC meeting and approval of topic	AE #2	Goal: Before last required class is completed
2. Set due date for written paper	University #15	#15 to be filed at least one month prior to due date; due date is no more than 90 days after GC topic approval
3. Oral defense of written paper	n/a	Within one month of turning in written paper
4. Submission to journal (documented)	University #10	Within one month after oral defense

Note: Oral defense of paper occurs only if written is judged "passing" by the GC. All consequences for passing/failing quals apply to MAPs.

Admission to Candidacy

Admission to candidacy is a formal step that occurs after the student has (1) completed formal course work, (2) passed the Ph.D. candidacy examination, and (3) filed a dissertation proposal approved by the Dissertation Committee (the candidacy examination must be completed prior to defending the dissertation proposal). Admission to candidacy is formalized through the submission of AE Form #3 - ADMISSION TO CANDIDACY (see Appendix D).

Dissertation Preparation

The dissertation must represent an achievement in research and a significant contribution to scientific knowledge. General regulations and procedures governing the submission of a dissertation are given in the Old Dominion University Thesis and Dissertation Guidelines. Additional information, including detailed procedures and qualifications for undertaking a dissertation, are provided by the student's Dissertation Committee. The dissertation and the final oral defense of the dissertation must have the majority approval of the Dissertation Committee.

The dissertation proposal and final manuscripts must be provided to all committee members at least five working days prior to the scheduled defense meeting (10 working days is preferred). Committee members have the right to deny approval of a defense meeting if this time guideline is not met.

The final, defended dissertation must conform in format to the Guidelines established by Old Dominion University (Thesis/Dissertation information and templates may be found at http://sci.odu.edu/sci/about/information/thesis/thesis_submission.shtml). A dissertation is also expected to follow the format established by the *Publication Manual* of the American Psychological Association. When the ODU Guidelines and the *Publication Manual* are in conflict, the ODU Guidelines take precedence. The chair of the dissertation may also impose additional style requirements. Example styles include (1) a traditional style that involves an in-depth literature review and extensive appendixes, (2) a journal-ready manuscript, and (3) a traditional style that includes a journal-ready manuscript as an appendix.

Dissertation Load Registration

As described in the ODU catalog, a student must be signed up for at least 1 credit of dissertation research each semester (fall, spring, and summer) until graduation. A candidate who finds it necessary to be excused from registration for a semester must report formally, before the beginning of the semester, to the GPD and the College Dean. He or she must request by petition a leave of absence. During a leave of absence the candidate is not entitled to assistance from the Dissertation Committee or to the use of university facilities. The granting of a leave of absence does not change the candidate's responsibility for meeting the deadline for the completion of degree requirements (i.e., eight years) from the time of admission to the university. Leave will be granted only under exceptional circumstances.

Oral Dissertation Defense

An oral examination in defense of the dissertation must be held. Copies of the dissertation must be delivered to the Dissertation Committee at least five working days (10 preferred) prior to the oral examination.

The time and place of the oral dissertation defense is established by agreement with the Dissertation Committee. It is the responsibility of the student to submit a written memorandum to notify the GPD, College Dean, and Associate Vice-President for Research and Graduate Studies of the time and place of the oral defense at least two weeks prior to the scheduled time of defense. It is also the student's responsibility to ensure that this information is published in the appropriate university news media (e.g., *The Courier*, the *Mace and Crown*, and/or the on-line University Announcements). The oral dissertation defense is open to the entire university community; all interested members are encouraged to attend the defense.

The format of the defense is determined by the Dissertation Committee with the approval of the GPD. The defense is chaired by the chairperson of the Dissertation Committee. The chairperson acts as moderator, ruling on questions of procedures and protocol that may arise during the defense. The chairperson represents the College Dean, to whom he or she makes a complete and prompt report on the defense through the use of University Form #10 - RESULT OF ORAL DISSERTATION DEFENSE.

The aim of the defense is to explore with the candidate the methodological and substantive contributions of the completed dissertation. In this way, the candidate and the Dissertation Committee reach a more extensive understanding of the candidate's research area. Majority approval by the Dissertation Committee members constitutes successful completion of the dissertation and is so reported by the chairperson to the College Dean. In case of failure, the Dissertation Committee may recommend the candidate be dropped from the graduate program or be allowed to reschedule the defense.

Satisfactory performance on the oral defense and adherence to all regulations outlined above complete the requirements for the Ph.D. degree in AE psychology at Old Dominion University.

Dissertation Processing

Following the oral defense and approval of the dissertation by the Dissertation Committee, the candidate must submit the finished, original copy of the manuscript for final approval by the Dean of the College. Upon final approval, the candidate must arrange for the reproduction of four additional copies (for a total of five) for submission to the Office of Student Records for binding. Students are also required to copy and bind additional copies for the Dissertation Committee members. This courtesy recognizes their contribution to completion of the dissertation. Submission of copies to Student Records should be accompanied by a validated receipt, issued by the Office of Finance, where the student pays the binding fee. Simultaneously and in addition, University Form #6 - DISSERTATION ACCEPTANCE AND PROCESSING FORM and University Form #11 - DISSERTATION DELIVERY must also be submitted.

Program Documentation Requirements

Each student is responsible to see that the Graduate Program Secretary receives a copy of all documentation for filing in the student's personnel folder. The documentation includes all graduate forms and the Plan of Study. Faculty mentors will remind their students of this responsibility. A checklist of fulfilled requirements is maintained by the Graduate Program Secretary, and this checklist may be reviewed by the student to determine his or her current status.

Graduation Procedures

All requirements for the Ph.D. degree must be completed within eight calendar years from the date of initial entry into the AE psychology program. During the semester in which the student completes all degree requirements, he or she must file an Application for Graduation in the Office of Student Records. This application must be accompanied by a Graduation Fee and must be filed by dates specified in the Graduate Catalogue and on the Registration for Diploma. All applications are available in the Office of Student Records. The Diploma Option Form should also be submitted to the Office of Student Records during the student's final semester.

Appendix A

Overview of Course Requirements for the Doctoral Degree in Applied Experimental Psychology

Pre-Masters Courses (36 hours minimum)

- Proseminar in Applied Experimental Psychology (3 credits)
- Stat/Methods 1 (3 credits)
- Stat/Methods 2 (3 credits)
- Quant III (3 credits)
- 1st Year Project 1 (1 credit)
- 1st Year Project 2 (2 credits)
- Cognition OR Perception (3 credits)
- Developmental OR Social (3 credits)
- Research (3 credits) and Thesis (3 credits)
- Electives as needed/desired

Post-Master's Courses (48 hours minimum)

- Grant/Manuscript Writing (3 credits)
- At least one additional quantitative course (3 credits)
- Research and Dissertation Hours
- Electives
 - Such courses will be chosen in consultation with the faculty advisor
 - Specialties will be emphasized (e.g., courses available at ODU/EVMS have been identified for Health and Developmental – focused AE students)
 - Students will be encouraged/guided to take courses that provide substantive content to support their research programs and plans
 - However, coursework will not be overemphasized to the detriment of research hours

Ph.D. Candidacy Exam: Two Options

(1) *Quals*: The written part of the examination will involve these two areas:

- Core experimental psychology: These questions focus on statistics, methodology, experimental principles, and ethics. These questions are for the “half day” exam (4 hours).
- Specialty exam: These questions are derived from the student’s area of specialty. Some questions may also be written to address the student’s minor area of emphasis if applicable (the minor is not required). These questions are for the “full day” exam (8 hours).

OR

(2) *Major Area Paper*.

Dissertation

- See text; pursued after candidacy exam is passed.

Appendix B

Applied Experimental Psychology Ph.D. Program: Form #1 (Department Only)

Guidance Committee Approval of Plan of Study

Name of Student: _____

Entered AE Program in (year): _____

Guidance Committee Membership and Approval Signatures

Printed Name

Signature

Chair: _____

Member: _____

Member: _____

Date of Plan of Study Approval: _____

Filed in Student Folder on (date): _____

Graduate Program Director (printed name)

Signature

Appendix C

Applied Experimental Psychology Ph.D. Program: Form #2 (Department Only)

Approval of Major Area Paper Proposal

Name of Student: _____

Entered AE Program in (year): _____

Title of Major Area Paper: _____

Guidance Committee Membership and Approval Signatures

Printed Name

Signature

Chair: _____

Member: _____

Member: _____

Date of Approval: _____

Filed in Student Folder on (date): _____

Graduate Program Director (printed name)

Signature

Appendix D**Applied Experimental Psychology Ph.D. Program: Form #3 (Department Only)****Admission to Ph.D. Candidacy**

Name of Student: _____

Entered AE Program in (year): _____

Admission to Candidacy Approval Signatures
(certifying student has met candidacy requirements)_____
Dissertation Chair (printed name)_____
Signature_____
Graduate Program Director (printed name)_____
Signature

Date of Approval: _____

Filed in Student Folder on (date): _____