

**GUIDE TO THE REQUIREMENTS
FOR THE DOCTOR OF PHILOSOPHY DEGREE
IN INDUSTRIAL-ORGANIZATIONAL PSYCHOLOGY**

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Introduction

The university catalog states the following: “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 minimum requirements 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 industrial-organizational (I-O) psychology at Old Dominion University. The requirements cited here are consistent with general university policy regarding graduate education. Use of this Guide will be an essential practice for students who enter the program with either a bachelor's degree or a master's degree in psychology or a related field. In addition, students of both types are referred to the University Catalog, which describes the general requirements for completion of the Master of Science degree, which must be satisfied by those entering the program at the pre-master's level. Because certain courses must be completed successfully by all Ph.D. level 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 to measure readiness for graduate study in the I-O psychology program; transfer of graduate credits previously received is decided on a case-by-case basis. (Note: Appendix A contains a checklist of all requirements and forms for the program).

General Philosophy

The Ph.D. program is designed to adhere to the scientist-practitioner model as endorsed by the Society for Industrial and Organizational Psychology of the American Psychological Association (Division 14). This model requires educational experiences that 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 I-O psychology, and (c) concentration in further depth in one of the areas of I-O psychology. Consistent with the objectives of this model, the general philosophy and plan of the I-O psychology program at Old Dominion University is to provide graduate training consisting of four phases: (1) a core of basic psychology including quantitative and research methods, acquired primarily at the master's level, (2) broad training in the areas of I-O psychology with a greater degree of concentration in at least one area, (3) research and practical experience in I-O psychology, and (4) completion of a dissertation representing a significant contribution to I-O psychology.

Completion of these four phases of graduate training requires approximately five years of study, resulting in 84 or more semester hours of credit including 36 pre-Master's credits and 48 post-Master's credits. The course of study that each student develops with the help of his or her advisor is designed to train individuals to be effective in a variety of organizational, governmental, and educational settings. It is largely the student's choice to identify the course of study that best suits his or her interests and objectives.

Student Guidance

It is the goal of the faculty in the I-O psychology program to provide personalized guidance to each student. The Ph.D. Programs Director (PPD) and the student's academic mentor (AM) provide this guidance to each student. The AM is the individual faculty member who personally invited the student into the program at recruitment time and who usually continues to work with the student through the student's entire course of study. The AM works with the student to develop a Master's degree program of study prior to completion of the second semester of coursework. In addition, it is often the case that the AM serves as the chairperson for the student's Master's Thesis Committee (MTC), Guidance Committee (GC), and Dissertation Committee (DC). 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 PPD in consultation with I-O psychology faculty members. The PPD serves an important function in providing general administrative guidance for the student.

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

Guidance Committee (GC). Prior to completion of the master's thesis, an I-O psychology student must form the GC. The GC provides guidance and evaluation for the post-master's Plan of Study, research experiences, practical 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 I-O 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 student proposes another faculty member serve as GC chair, that individual must be a member of the I-O psychology program. The student, in consultation with the chairperson, must select a minimum of two other faculty members to complete the GC. 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 PPD must approve the proposed composition 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 written and oral parts of the Ph.D. candidacy examination. 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. At the point of approving this proposal, the student is admitted to Ph.D. candidacy.) 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 PPD 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 PPD of the student's progress. The chair of the GC formally assesses student progress annually.

Changes in the membership of the GC may be made up to six months prior to the Ph.D. candidacy examination. Changes in the GC are permitted only with the approval of the PPD (use Form #14 - CHANGE IN GUIDANCE COMMITTEE). The responsibilities of the GC are fulfilled following successful completion of the candidacy exam.

Dissertation Committee (DC). After the student passes the candidacy examination, he or she is responsible for forming a dissertation committee (DC) in consultation with the DC chairperson. It is the responsibility of the DC to supervise the dissertation research. The student requests approval of the DC by completing and submitting to the PPD Form #16 - APPOINTMENT OF DISSERTATION COMMITTEE.

The DC must contain at least three members; one member must be from outside the psychology department. The chairperson of the GC may become the chairperson of the DC, although this is not necessary. The chairperson of the DC 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-chairperson but not sole chairperson of a dissertation committee. Thus, a dissertation committee must have as chairperson a member of the ODU faculty. This chairperson need not be a member of the I-O program or psychology department. Membership on the DC may be extended to a non-university person with special knowledge of the dissertation subject area. The PPD and College Dean can provide voting privileges to such specialists upon the recommendation of the DC chairperson. No more than one-third of the committee's members may be individuals external to the university. Anyone serving on the committee must hold graduate faculty status, including adjunct faculty members. Students must complete Form #17 - CHANGE IN PH.D. DISSERTATION COMMITTEE to request changes in committee membership and must submit this prior to dissertation defense.

Requirements

A student entering the Ph.D. program with an undergraduate degree is expected to participate in the Master's Program upon arrival, which lasts two years. The Master's Degree requires 36 hours, including 30 hours of classwork, plus six hours toward the master's thesis completion. All students are required to complete successfully **PSYC 713 and 714 (Research Project I and II) and PSYC 827 and**

828 (Statistics and Research Methods I and II). In addition, students must take two classes from the following list: PSYC 850 (Organizational Psychology), PSYC 863 (Personnel Psychology), PSYC 651 (Developmental), PSYC 831 (Cognition), PSYC 841 (Sensation and Perception), and PSYC 849 (Advanced Social). Students must maintain a minimum Grade Point Average (GPA) of 3.0 in all course work to remain in good academic standing. If the GPA falls below 3.0 the student may be placed on probation or suspended from graduate study. Appendix B provides a representative overview of the courses available for students to take.

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 empirical-based thesis are expected to complete a 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. To receive the extension, the student, in collaboration with the director of the master's thesis committee, must submit a letter requesting an extension to the I-O 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 I-O 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 or dissertation 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. The director of the thesis or 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.

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 enrollment in post-master's degree course work. Before drawing up and approving the plan, the student should verify with the department 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 also be submitted to the PPD for his or her approval. The approved plan is filed in the Department of Psychology.

A Plan of Study is the roadmap that the student plans to follow to acquire the Ph.D. in I-O psychology. The student plans his or her roadmap to completion by identifying the courses in

Personnel and Organizational Psychology that will be taken, along with a long-range plan of the research and practical experience he or she will be completing during the doctoral experience.

The Plan of Study must designate all courses that the student is required to take. 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. A sample Plan of Study is included as Appendix C.

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 of course work and master's thesis research (note that this minimum is typically exceeded);
- (b) satisfactory completion of at least 48 semester hours beyond the master's degree;
- (c) demonstrated competency in research skills;
- (d) successful completion of the Ph.D. candidacy examination at the end of the program of coursework;
- (e) optional practical experience (internship) in the area of the student's interest;
- (f) completion of a dissertation representing independent original research worthy of publication in a refereed, scholarly journal; and
- (g) successful oral defense of the dissertation before the student's DC.

In general, four courses are required for a major concentration; two are required for a minor concentration. It must be noted that the student, guided by the GC chair and the GC members will advise the student regarding the importance of an internship based on the student's experience and goals.

A major objective of the I-O psychology program is to provide the student with substantial experience in planning, designing, conducting, and reporting results of independent research. Toward this end, a student is expected to engage in a variety of research activities. This expectation is formally reflected in the program's "rule of thumb" that roughly one-third of the required 84 semester hours should consist of research courses (e.g., Thesis, Individual Study [Research], and Dissertation). However, 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, to conduct research in multiple areas of I-O psychology, and to serve as a member of a larger research team (perhaps serving as a graduate research assistant on an externally-sponsored contract) as well as engaging in independent non-sponsored research. In addition, the student is 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.

Practical Experience

The student should consider engaging in practical experiences during the course of graduate training. Such experiences are necessary to adhere to the scientist-practitioner model. An internship is one way of acquiring this experience and is highly recommended for students without substantial field experience before or during the first four years in the graduate program. An internship provides on-the-job training and practice in an organizational setting under the direction of an experienced I-O psychologist. It must be noted that the student can also acquire practical experience by participating in several applied research projects or consulting activities under the direct supervision of Ph.D. psychologists. The student's GC establishes criteria for assessing the student's plan for gaining practical experiences and the adequacy of the planned experiences.

Students opting to complete a formal internship are encouraged to schedule it during a time that creates the least disruption in progress toward the completion of the doctoral degree. One effective way to accomplish this is to schedule it prior to completion of candidacy exams. There are some guidelines that should be seriously considered. First, for a student's experience to be considered an internship, it must be directed by a trained I-O psychologist. Second, it is expected that the student be paid for full-time professional employment by the employing organization for the full duration of the internship placement (at a rate that is consistent with the student's professional training and experience). Third, details of the internship assignment (e.g., salary, duration, and work requirements) should be negotiated between the student and the employing organization with guidance and assistance from the student's GC. Final arrangements for the assignment must be approved by the GC. The internship typically requires one full semester for completion. However, there is some degree of flexibility with respect to both of these points. That is, if there are compelling reasons for doing so, and if the student's GC approves it, the internship may be scheduled for a different time. In addition, the duration of the internship may vary to accommodate the needs of a particular assignment. However, the internship must be completed within a reasonable period of time.

During the period of the internship, the student must be enrolled in Psychology 891, which may be taken only one semester for 1-3 semester hours of credit. Upon completion of the internship assignment, the student must submit a written report to the GC describing and evaluating the work experience. This report is to be accompanied by copies of the student's work products (e.g., reports written during the internship) insofar as they are available. Acceptance and approval of the written report by the student's GC constitutes completion of the requirements for Psychology 891. The grade for Psychology 891 is provided by the GC chairperson once the committee has approved the student's report.

Students are also required to share their experiences with peers in the I-O psychology program by giving a presentation. It is the responsibility of the student and GC chairperson to see that such experiences are shared with others in the program.

Ph.D. Candidacy Examination

There are two methods that a student might use to pass the candidacy exam. In the first option, the student carries out and submits for publication three manuscripts to refereed journals (details concerning this option are included in Appendix D). On at least one of these articles, the student must take first authorship. For this option to serve as the candidacy exam, the GC must approve all three manuscripts and the journals must accept them for publication (acceptance with revision meets the criterion). After the articles have been accepted, the student must notify the GC at which time an oral exam is scheduled. During the oral exam, which must take place no later than the end of the following semester, the GC members may ask questions of the candidate on the material in the manuscripts and on other related matters. All other aspects of this exam coincide with the standard written exam.

The second option for the candidacy examination is a written exam, comprehensive in nature, with written and oral parts (details concerning this exam are included as Appendix E). 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. In other words, the candidate is examined in broad areas of the major and minor fields, not merely in a single aspect of concentration. Once again, the oral part of the exam should be taken no later than the end of the following semester.

Students are required to provide a reference list for the citations they used in their candidacy 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 I/O Program secretary within one week after the completion of the written exams.

The written part of the examination is prepared and read by members of the GC. Upon passing the major and minor portions of the written part of the examination, the oral part of the examination is scheduled. The oral part covers the material contained in the written part and possible additional materials.

A student must pass both the written and oral parts 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 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 Form #10 - RESULT OF PH.D. CANDIDACY EXAMINATION, which serves to report the results of the candidacy examination to the PPD and College Dean.

Ph.D. Candidacy Examination Prerequisites

Irrespective of the method of the exam, the following prerequisites must be met.

Before taking the candidacy 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 immediately after the semester in which the last formal courses listed in the Plan of Study have been completed.

To be eligible to take the candidacy examination, students must have achieved a GPA 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 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 PPD and College Dean who will verify that the student meets the prerequisites for the candidacy examination no later than two weeks 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 no later than the end of the next semester. Once permission has been granted, postponement of the candidacy examination must have the approval of the PPD. A student must be registered for at least one course during the semester in which the examination is taken.

Admission to Candidacy

Admission to candidacy is a formal step that occurs after the student has (1) completed formal course work, (2) passed both parts of the Ph.D. candidacy examination, and (3) filed a dissertation proposal approved by the Dissertation Committee. Admission to candidacy is requested through the submission of Form I-O #1 - ADMISSION TO CANDIDACY.

Dissertation Preparation

The dissertation must represent an achievement in research and a significant contribution to scientific knowledge. It cannot contribute more than 24 semester hours of credit to be counted as fulfillment for the Ph.D. degree, although more than 24 semester hours may be taken.

General regulations and procedures governing the submission of a dissertation are given in the Old Dominion University Thesis Guide. Additional information, including detailed procedures and qualifications for undertaking a dissertation, are provided by the student's DC. The dissertation and the final oral defense of the dissertation must have the majority approval of the DC.

A dissertation must conform in format to the Guidelines established by Old Dominion University. 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 chairperson 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. Further, a student must be signed up for 1 credit during the semester of 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 PPD and the College Dean and request by petition a leave of absence. The ODU Office of Graduate Studies will review the request and decide whether to approve it. During a leave of absence the candidate is not entitled to assistance from the DC or to the use of university facilities. The leave of absence may not exceed one year and may not be repeated. 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., within 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 DC at least two weeks prior to the oral examination.

The time and place of the oral dissertation defense is established by agreement with the DC. It is the responsibility of the student to submit a written memorandum to notify the PPD 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 (i.e., *The Courier* and the *Mace and Crown*). 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 DC with the approval of the PPD. The defense is chaired by the chairperson of the DC. 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 Form #10 - RESULT OF ORAL DISSERTATION DEFENSE. The chairperson also provides this report to the PPD.

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 DC reach a more extensive understanding of the candidate's research area. Majority approval by the DC members constitutes successful completion of the dissertation and is so reported by the chairperson to the College Dean. In case of failure, the DC 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 I-O psychology at Old Dominion University.

Dissertation Processing

Following the oral defense and approval of the dissertation by the DC, 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. It is also required to copy and bind additional copies for the DC 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, Form #6 - DISSERTATION ACCEPTANCE AND PROCESSING FORM and Form #11 - DISSERTATION DELIVERY must also be submitted.

Program Documentation Requirements

Each student is responsible to see that the I/O 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. A checklist of fulfilled requirements is maintained by the I/O 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 I-O 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 Catalog 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

CHECKLIST OF REQUIREMENTS FOR THE Ph.D. DEGREE IN I/O PSYCHOLOGY

Date	Checklist Item	Page	Form
	Diagnostic Exam: <input type="checkbox"/> Passed <input type="checkbox"/> Waived	1	10
	Guidance Committee: <input type="checkbox"/> 3 Members (2 I/O, 1 Outside Program)	2	13
	Change in Guidance Committee	3	14
	Plan of Study Approved: <input type="checkbox"/> 30 Gen Psych <input type="checkbox"/> 30 I/O <input type="checkbox"/> 18 Research	5	N/A
	Plan of Study Filed: <input type="checkbox"/> Psych Dept. <input type="checkbox"/> Office of Student Records	4	N/A
	Residence Requirement Met	7	N/A
	Research Skills	7	10
	Research Experience	8	N/A
	Practical Experience	8	N/A
	Prerequisites for Candidacy Exam: <input type="checkbox"/> Courses <input type="checkbox"/> 3.0 GPA <input type="checkbox"/> Internship	10	N/A
	Request for Permission to Take Ph.D.Candidacy Exam	10	15
	Result of Ph.D. Candidacy Exam: <input type="checkbox"/> Written <input type="checkbox"/> Oral	10	10
	Admission to Ph.D. Candidacy: <input type="checkbox"/> Dissertation Prospectus	11	10
	Appointment of Dissertation Committee: <input type="checkbox"/> 3 Members (2 I/O, 1 Outside) <input type="checkbox"/> Permission for Outside Member	3	16
	Change in Ph.D. Dissertation Committee	4	17
	Dissertation Preparation	11	N/A
	Dissertation Load Registration (Continuous from Candidacy to Grad)	11	N/A
	Oral Dissertation Defense: <input type="checkbox"/> 2 wk schedule lead time <input type="checkbox"/> 1 wk committee	N/A	N/A
	Result of Oral Dissertation Defense	12	10
	Dean Review of Dissertation	N/A	N/A
	Binding Fee	N/A	N/A
	Acceptance/Processing Form	N/A	6
	Dissertation Delivery	N/A	11
	Complimentary Copies for Committee Members	N/A	N/A

APPENDIX B – LISTS OF COURSES BY CLASSIFICATION AND COURSE AVAILABILITY

List of Courses by Classification

M.S. Requirements

- PSYC 713/813: Research Project I
- PSYC 714/814: Research Project II
- PSYC 727/827: Analysis of Variance and Research Design
- PSYC 728/828: Regression and Correlational Design
- PSYC 763/863: Personnel Psychology
- PSYC 750/850: Organizational Psychology
- *PSYC 651: Developmental Psychology*
- *PSYC 731/831: Human Cognition*
- *PSYC 741/841: Sensation and Perception*
- *PSYC 749/849: Advanced Social Psychology*

Note: Students may choose one course from the italicized options to substitute for either 850 or 863, upon consulting with their AM.

Industrial/Organizational Major Courses - Personnel

- PSYC 864: Human Resource Development
- PSYC 865: Advanced Personnel I (Required for majors and minors)
- PSYC 866: Advanced Personnel II
- PSYC 867: Human Performance Assessment
- PSYC 896: Topics (TBD)

Note: Personnel majors and minors must take either PSYC 864 or PSYC 867 in addition to PSYC 865.

Industrial/Organizational Major Courses - Organizational

- PSYC 851: Microorganizational Psychology (Required for majors and minors)
- PSYC 853: Macroorganizational Psychology (Required for majors and minors)
- PSYC XXX: Organizational Development
- PSYC XXX: Field Research
- PSYC XXX: Cross-Cultural Psychology
- PSYC 896: Topics (TBD; Careers, Teams, etc.)

Industrial/Organizational Advanced Statistics Courses

- PSYC 823: Quant. III (Advanced Measurement and Latent Variable Analysis)
- PSYC 826: Quant. IV (Structural Equation Modeling)
- PSYC 826: Quant. IV (Hierarchical Linear Modeling)

Industrial/Organizational Elective Courses

- PSYC 672: Advanced Physiological
- PSYC 749: Advanced Social
- PSYC 815: Teaching Psychology
- PSYC 878: Advanced Cognition and Information Processing

Note: Students may also take elective courses outside the department or major program, pending approval from their guidance committee. All students are directed to take any available quantitative courses beyond PSYC 728/828.

Abbreviated Schedule of Psychology Graduate Course Availability

Fall (EVEN Year Entry)

PSYC 823: Advanced Measurement and Latent Variable Analysis
PSYC 827: Analysis of Variance and Research Design
PSYC 853: Macro Organizational Psychology
PSYC 863: Personnel Psychology
PSYC 867: Human Performance Assessment

Fall (ODD Year Entry)

PSYC 823: Advanced Measurement and Latent Variable Analysis
PSYC 827: Analysis of Variance and Research Design
PSYC 853: Macro Organizational Psychology
PSYC 863: Personnel Psychology
PSYC 864: Human Resource Development

Spring (EVEN Year Entry)

PSYC 826: Quant. IV
PSYC 828: Regression and Correlational Design
PSYC 850: Organizational Psychology
PSYC 865: Advanced Personnel Psychology I

Spring (ODD Year Entry)

PSYC 826: Quant. IV
PSYC 828: Regression and Correlational Design
PSYC 850: Organizational Psychology
PSYC 851: Microorganizational Psychology
PSYC 866: Advanced Personnel Psychology II

APPENDIX C
SAMPLE PROGRAM OF STUDY

Joe Student
Ph.D. Program of Study

Major: Personnel Psychology
Minor: Organizational Psychology
Expected Graduation: May 20XX

Chronological Listing of Coursework

I. Courses Taken:

Semester	Course #	Course Title	Credit	Grade
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II. Courses Remaining:

Semester	Course #	Course Title	Credit
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Content Listing of Coursework

III. Masters Requirements

A. Required Core Masters Level Courses

Course #	Course Title	Credit	Semester	Grade
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Have Taken:

Total: XX.0

B. Additional Courses

Course #	Course Title	Credit	Semester	Grade
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Have Taken:

Total: XX.0

Note: Master's Degree [to be] Awarded Fall 20XX.

IV. Doctoral Requirements

A. Personnel Major Content Courses (XX hours)

Course #	Course Title	Credit	Semester	Grade
Have Taken:				

Total: XX.0

Remaining:

Total: XX.0

B. Organizational Minor Content Courses (XX hours)

Course #	Course Title	Credit	Semester	Grade
Have Taken:				

Total: XX.0

Remaining:

Total: XX.0

C. General Psychology Electives (XX hours)

Course #	Course Title	Credit	Semester	Grade
Have Taken:				

Total: XX.0

Remaining:

Total: XX.0

D. Research and Dissertation Courses (XX hours)

Course #	Course Title	Credit	Semester	Grade
Have Taken:				

Total: XX.0

Remaining:

Total: XX.0

Note: Qualls to be taken [insert date].

V. Professional Experience

- Teaching Assistant in [insert class, date]
- Research Assistant for [insert project name, date, funding agency]
- Etc.

VI. Membership in Professional Associations

- Society for Industrial and Organizational Psychology
- American Psychological Association
- Etc.

VII. Presentations

- Student, J. (date). My years as a fledgling graduate student. Paper presented at the 1st Annual Meeting of the ODU Graduate Student Association. January 15. Norfolk, VA.
- Etc.

VIII. Publications

- Student, J. (date). How to create programs of study. *Journal of academic paperwork*, 1, 1, 1-10.
- Etc.

IX. Short-Term Goals / Milestones

- This should include a narrative description of short-term (1-2 years hence) goals, plus a bulletized list of accomplishments relevant to your chosen career path.

X. Long Term Goals / Milestones

- A narrative description of your long-term (post 2-year) plans and goals, including your desired employment sector, job responsibilities, etc.

XI. Guidance Committee Members

- | | |
|-------------------|-----------------------|
| • Jane Professor | Assigned Mentor |
| • John Professor | Committee Member |
| • Chris Professor | Non-IO faculty member |

XII. Curriculum Vita

APPENDIX D

DETAILS CONCERNING PUBLICATION OPTION FOR CANDIDACY

Candidacy exams are administered to evaluate a student's achievement and understanding of concepts, theories, practices, and empirical facts about the major and minor areas of concentration. As an alternative to the traditional examination format (see Appendix E), students may elect to complete a publication option to satisfy the candidacy exam requirement.

For the publication option, the student prepares and submits for publication three manuscript articles to refereed journals. On at least one of these articles, the student must assume first authorship. All three articles must be conceptually interrelated, representing a program of research. For this option to serve as the candidacy exam, the GC must approve all three manuscripts and the journals must accept them for publication (acceptance with revision meets the criterion). After the articles have been accepted, the student must notify the GC at which time an oral exam will be scheduled. During the oral exam, which must take place no later than the end of the following semester, the GC members may ask questions of the candidate about the material in the manuscripts and about other related matters. All other aspects of this exam coincide with the standard written exam.

Sample List of Acceptable Journals for Publications:

Personnel Psychology
Journal of Applied Psychology
Journal of Experimental Psychology: Applied
Journal of Organizational Behavior
Human Resource Management
Journal of Business and Psychology
Academy of Management Journal (or Review)
Human Performance
Journal of Occupational Psychology
Organizational Behavior and Human Decision Processes
Public Personnel Management
Human Resources Development Quarterly
International Journal of Selection and Assessment
Computers in Human Behavior
Human Factors
Leadership Quarterly

APPENDIX E

DETAILS CONCERNING COMPREHENSIVE CANDIDACY EXAM

Candidacy exams are administered to evaluate a student's achievement and understanding of concepts, theories, practices, and empirical facts about the major and minor areas of concentration. These exams are eight and four hours in duration for the major and minor areas, respectively.

The sites for administration of the exams are located in the Mills Godwin Building and are selected to ensure that testing is done in a quiet and isolated environment that is free of walk-through traffic, telephone interruptions, and other distractions that would interfere with exam performance. Room assignments for exam administration are made by the test administrator. If a student prefers a particular room in the Mills Godwin Building, it is the student's responsibility to communicate preferences and make arrangements with the test administrator. Exceptions to the requirement of Mills Godwin as the administration site can be obtained by permission of the student's GC (e.g., due to a physical disability that requires the use of special equipment for exam administration). It is the responsibility of the student to gain exception to the site requirement.

Study and preparation for the exams are the student's responsibility. The nature of the exams depends on the areas of concentration. Consultation with faculty members on the student's GC about the exams is useful in setting expectations and guiding study efforts. Some previous exams are available in the Psychology Department Office for students to inspect or copy to aid in preparation. The responses of students who took previous exams may be reviewed, if those students are willing to share their responses; the GC and test administrator do not provide that information.

Exam responses must be typed or printed via word processor to ensure legibility for faculty scorers. If a student wants to generate hand-written responses, it is the student's responsibility to get those responses typed or printed; a copy of the hand-written responses is made and retained by the test administrator before the responses are typed or printed.

The student is responsible for becoming familiar with word processing software and the particular computer configuration to be used for testing. The student must submit to the test administrator (or a representative) at the end of the exam the exam responses on a suitable recording media. It is the student's responsibility to make a backup of his or her answers. The student is not required to print his or her responses to the exam questions.

A student may use his or her own computer. However, the student is responsible for transportation of the computer to the exam site as well as for the security of the computer. A student may consult books and articles as well as hand-written, typed, or printed notes during the exams. The student may also use any material that has been entered onto magnetic media (e.g., word processor files). The student may not consult any person (e.g., other students or faculty members); the honor code is in operation during the candidacy exams.