University of Alabama at Birmingham

Lifespan Developmental Psychology
Doctoral Program Student Handbook
Of
Policies, Procedures & Guidelines

....think transition....
## Lifespan Developmental Psychology Faculty and Staff

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DISCLAIMER

PLEASE NOTE THAT IT IS THE STUDENT’S RESPONSIBILITY TO DOUBLE CHECK THE UAB INSTITUTIONAL REVIEW BOARD, UAB GRADUATE SCHOOL AND THE DEPARTMENT OF PSYCHOLOGY WEBSITES TO ENSURE THE MOST CURRENT POLICIES AND PROCEDURES ARE BEING FOLLOWED, AND THAT THE MOST CURRENT FORMS ARE BEING USED.

ALL INFORMATION LISTED IN THIS BOOKLET WAS CURRENT AT THE TIME OF PRINTING.
UAB GENERAL ACADEMIC REQUIREMENTS

GRADUATE SCHOOL STUDENT HANDBOOK
Students should consult the UAB Graduate School Student Handbook for the most up-to-date policies and procedures. First year graduate students should download and/or print the handbook. Students will be governed by the policies and procedures in place at the time he/she enters the program. In the event of any discrepancies between the LDPP Student Handbook and the UAB Graduate School Student Handbook, the UAB Graduate School policies will override the LDPP. The UAB Graduate School Student Handbook may be found on the UAB Graduate School Website (http://main.ua.edu/sites/graduschool/programs/71925/)

TIME LIMITATIONS
(PULLED DIRECTLY FROM THE UAB GRADUATE STUDENT HANDBOOK 2010-2011, PAGE 6)
“Graduate students are generally expected to complete all degree requirements with 5 years of matriculation for master’s and 7 years of matriculation for doctoral students. … Courses taken more than 5 years (masters) or 7 years (doctoral) before graduation may not be applied toward a degree without the approval of the graduate program director and graduate dean.” (See the UAB Graduate Student Handbook for more information.)

LEAVE OF ACADEMIC ABSENCE
(PULLED DIRECTLY FROM THE UAB GRADUATE STUDENT HANDBOOK 2010-2011, PAGE 6)
“A graduate student may request a leave of academic absence. The request for a leave of academic absence may not exceed one (1) academic year. The Request for Leave of Academic Absence form can be found at the Graduate School Website (http://main.uab.edu/graduate/apply/acrobat/leaveofabsence.pdf). The request must be approved by the student’s graduate program director and graduate school dean. Before a student can return from an approved leave of academic absence, the graduate program director must submit to the Graduate School a request to allow the student to re-enroll in courses.”

Re-entry must be negotiated at the time a leave is requested. Per the Graduate School policy, a student who is absent for more than one year must complete an Application for Readmission to Graduate Degree Program form (http://main.uab.edu/Sites/gradschool/students/current/forms/). Students are eligible to use this form if they meet all the following criteria:
1. Student was admitted to a UAB Graduate Degree-Seeking Program within the last five (5) years
2. Student has not registered for courses for one academic year (3 semesters) or more BUT has registered for and successfully passed at least one graduate course at UAB after being admitted to a UAB Graduate Degree-Seeking Program
3. Student has not attended any other university or college in the interim
4. Student wishes to return to the graduate program to which he/she was earlier admitted
GRADING POLICY
The grading policy is as follows:

RECEIPT OF GRADES C OR BELOW
1. Receipt of a grade of C or below does not count as credit toward a degree. The receipt of a grade of C or below in a required course necessitates that the student re-take the course. Receipt of a second grade of C or below in a required course that is repeated results in termination from the program.
2. If a student receives a grade of C or below in a statistics lab, but passes the regular statistical course itself, it does not mean it will automatically not count. If the student takes a higher level statistics course and lab, and passes both with a B or higher, then the previous grade of C in the lower level lab will count.
3. Receipt of a grade of C or below in two or more required courses results in termination from the program.
4. Students receiving a C in an elective course are not required to re-take the course in which the grade was received.
5. Students receiving a C or below in a developmental course must re-register and re-take the course in which the grade was received.

COURSES GRADED ON A PASS-NON-PASS BASIS
It is a policy of the Graduate School that P-NP (Pass-Non-pass) graded courses must be approved in advance and listed as such in the class schedule. PY 798 (Pre-doctoral Research) and PY 799 (Doctoral Dissertation Research) are examples. Letter grades may not be assigned in P-NP courses. Receipt of an NP will place students on academic probation (unless the NP is offset by a P), but is not calculated in the student grade point average.

RECEIPT OF THE GRADE OF I
The computer in the Registrar’s Office automatically converts an I (incomplete) to F (Fail) if the I is not changed before the end of the next semester. In order for an I to be changed to a satisfactory grade, the course requirements must be met before the end of the following semester in which the course it taken.

GRADUATE SCHOOL DEADLINES
(PULLED DIRECTLY FROM THE UAB GRADUATE STUDENT HANDBOOK 2010-2011, PAGE 8)
“All Graduate school deadlines, as indicated on the calendar or in explanation of policies and procedures, unless otherwise stated, as final by 5:00 pm on the date specified, by which time all transactions must be completed and documents received in the Graduate School. Transactions and documents requiring the action or approval of graduate advisors, committee members, instructors, department chairs, academic deans, or others prior to receipt by the Graduate School should be initiated by the appropriate person (student, instructor, graduate advisor, or other) sufficiently in advance of the Graduate School deadline for the required actions to be taken and approvals made or declined before the deadline. Deadline dates are available online at http://main.uab.edu/Sites/gradschool/students/current/deadlines/ .
RESPONSIBILITIES OF THE GRADUATE ASSISTANT
(PULLED DIRECTLY FROM THE UAB GRADUATE STUDENT HANDBOOK 2010-2011, PAGE 8)
“A fundamental responsibility of the graduate assistant is to work closely with the faculty supervisor in carrying out research or teaching activities, while at the same time making good progress toward the completion of the degree program. It the student’s assistantship responsibilities and academic program are properly coordinated, these responsibilities will be compatible.” Please see the Graduate School Student Handbook for more information.

Please note graduate assistants are not allowed to work more than 20 hours per week for their graduate stipend. Any other jobs, in which the student will receive monetary compensation, must have prior approval from Dean Noe. Students, who wish to engage in work outside of their graduate school stipend, must complete the Graduate Student Additional Assignment Request Form, and a detailed explanation of who the student will be working for, detailed explanation of job responsibilities, start date, end date, funding source, and amount to Ms. Gore. Once all information has been received, it will be reviewed by the Program Director. If Program Director approves, the documentation will be forwarded to the Graduate School for review. Note: Student is not allowed to begin work until a decision has been made by the Graduate School.

STIPEND HOURS ~ RESEARCH HOURS ~ PY 796 TA/TEACHING HOURS ~ OVERLOAD TA/TEACHING
Please carefully read each definition below in order to ensure you receive proper credit.

Stipend Hours: Stipend hours are the 20 hours you are required to work each week for the monthly stipend you received. The work required during these 20 hours will be assigned by your mentor. Those students who have a position through the department to be a teaching assistant will receive their work requirements from Dr. Ball and their mentor. Hours related to the teaching assistant portion of the 20 hours will be assigned by Dr. Ball; any remaining hours each week will be assigned by your mentor.

Research Hours: Research hours are hours completed for PY 698, PY 699, PY 798, or PY 799 research credit. These hours are not included in the 20 stipend hours. Typically any work on thesis/doctoral research should be completed outside of your stipend hours. Work completed for these credits, should be discussed with your mentor.

PY 796 Teaching Assistant / Teaching Practicum: Six PY 796 hours are required and students are given credit. Therefore, the hours spent completing requirements for these courses are not to be counted as part of your 20 stipend hours.

Overload Teaching Assistants and/or Teaching: Some students have progressed far enough in the program to be allowed to be a teaching assistant or instructor. These students are paid by the Department of Psychology as an “overload” (monies in addition to the stipend). Therefore, the hours required to complete these assignments do not count towards your 20 stipend hours, or your PY 796 practicum, PY 798/799 research hours. Student should also review paragraph two above which details instructions about engaging in work outside of their graduate school stipend.

ACADEMIC ETHICS AND CONDUCT
(The Academic Ethics and Conduct Policy may be found in the UAB Graduate School Student Handbook on pages 15 – 19. A small section has been included here.)
“The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards.
Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

ABETTING: helping another student commit an act of academic dishonest. Allowing other to copy your quiz answers, or use your work as their own are examples of abetting.

CHEATING: use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer-related information.

PLAGIARISM: claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, and copying others’ ideas.

FABRICATION: present as genuine falsified data, citations, or quotations.

MISREPRESENTATION: falsification, alteration or misstatement of the contents of documents, academic work, or other materials related to academic matters, including representing work substantially done for one class as work done for another without receiving prior approval from the instructor. Misrepresentation also includes misrepresenting schedules, prerequisites, transcripts, or other academic records.

All students are encouraged to read and fully understand this policy, as written in the UAB graduate Student handbook.

**UAB Tuition Payment Policy – New Policy, Effective Fall 2011**

Changes in When to Pay UAB Tuition and Fees: In order to make sure you have the best possible access to the classes you need to complete your degree on a timely schedule, UAB is changing when student account payments are due. Students receiving need based financial aid, external funding (e.g. PACT, VA benefits, etc.), or scholarships will not be negatively impacted by these changes.

Effective with the fall 2011 semester, these payment timelines will be in place at UAB:

- 10 Days before start of term ~ 50 percent of account balance is due
- 30 Days after add/drop deadline ~ Remainder of balance is due

A student’s balance due will be 50 percent of charges plus any outstanding balance less financial aid, educational assistance, or third-party payments.

Students who do not make the initial payment of 50 percent of the account balance 10 days before the first class day of the fall term will be dropped from their courses for non-payment.

Note: For those students that notify Ms. Gore in order for their tuition to be paid, it is imperative that you register a soon as possible each semester and notify Ms. Gore immediately thereafter.
LIFESPAN DEVELOPMENTAL PSYCHOLOGY PROGRAM
This is a Lifespan Developmental Psychology Program (LDPP), meaning you learn about human behavior throughout life. However students, under the guidance of their faculty mentor(s), will focus on a particular area/topic as their primary area of expertise and research. In most respects, our program is individualized to meet your goals.

ADMINISTRATION
The Director of the Developmental Psychology Program has primary responsibility for administering the program. All core developmental faculty will be involved in the management of policies and procedures for the program, including recruitment, admission decisions, and overall governance.

ADMISSIONS
Admission policies and procedures are overseen by the Director. A Developmental Admissions Committee will be formed each year, and will be responsibility for recruiting the most qualified developmental psychology students and for balancing the interest of the developmental program with the financial resources available. This committee will meet in the fall each year to consider the applicants. The deadline for application for admission to the Developmental Psychology Program is December 6th. The application file at the graduate school should be complete no later than December 6th for admission to the program for the following fall semester. Notification of admission will be made as soon as possible, after all invited candidates are interviewed.

BENCHMARKS, PROBATION, AND/OR DISMISSAL POLICY
Failure to meet minimally adequate benchmarks is grounds for the Developmental Administration to place student on program probation. The Developmental Administration has established the benchmarks for student progress through the program listed in the chart at the end of this section.

PROBATION
A student may be placed on probation by the Developmental Administration for reasons related to academic performance, professional conduct, interpersonal conduct within the department and/or graduate college, or failure to meet the expected benchmark dates as outlined in Table 1 (see page 12). When a student is placed on probation, a letter from the Program Director and Department Chair is sent to the student and will become an official part of the student’s Developmental record. The Developmental Administration will follow the same procedure for removing the student from probation.

A student who is placed on probation must be informed as to the reasons for probation. He/She must be given a deadline by which time the situation, grade, condition, or behavior is to be remedied. He/she will also be given feedback pertaining to specific areas requiring change. If the deadline is not met, the decision to extend the deadline or dismiss the student from the program is at the discretion of the Developmental Faculty.

DISMISSAL
A student can be dismissed from the program after failing to successfully reconcile the grounds for probation. Students may also be dismissed from the program for unethical conduct or behaviors committed to the extent that their further participation in the program is detrimental to themselves, others, and/or the integrity of the Lifespan Developmental Psychology Program or profession of psychology. In this respect, students may be dismissed from the program without being first placed on probation.
### Table 1 and Notes

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<th>By end of Year …</th>
<th>Recommended Progress is:</th>
<th>Minimally Adequate Progress is:</th>
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<tr>
<td>1</td>
<td>Thesis area identified</td>
<td>Thesis area identified</td>
</tr>
<tr>
<td></td>
<td>Thesis proposal defended</td>
<td>Thesis proposal defended</td>
</tr>
<tr>
<td>2</td>
<td>Thesis data collected</td>
<td>Thesis data collected</td>
</tr>
<tr>
<td></td>
<td>Thesis defended</td>
<td>Thesis defended</td>
</tr>
<tr>
<td>3</td>
<td>Dissertation area identified</td>
<td>Dissertation proposal defended</td>
</tr>
<tr>
<td></td>
<td>Dissertation defended</td>
<td>Dissertation defended</td>
</tr>
<tr>
<td>4</td>
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<td>Dissertation defended</td>
</tr>
<tr>
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<td>Graduation</td>
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<tr>
<td>6</td>
<td></td>
<td>Graduation</td>
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**NOTE:** For students coming into the program with a Masters, it is recommended they graduate within three years. These are suggested guidelines, and individual circumstances are also considered when evaluating student progress.

### Financial Support

There are several possible sources of support including:

- The UAB Graduate School
- The UAB Department of Psychology
- Federal Research Grants
- Federal Training Grants
- University Fellowships
- Center for Aging
- Externally Funded Predoctoral Fellowships
- The Civitan International Research Center
- Center for Research on Applied Gerontology

One especially important source of student support is from assistantships on faculty research grants. The Developmental Psychology Program is based on a research mentor model, making assistantships on faculty research grants a natural and essential component of this program.

The LDPP annually has funding for three to four fellowships from the UAB Graduate School and the College of Arts and Sciences. Because the course load is necessarily heavy in the first-year curriculum, new students are supported by these fellowships. They are supported by other sources in their subsequent years when the course load is somewhat lighter and when they have more research experience.

Students entering the LDPP in Fall 2010 or later are required to write and submit at least one grant fellowship application for a funded predoctoral fellowship to provide themselves support during their dissertation year. National Institutes of Health (NIH), National Science Foundation (NSF), Department of Transportation (DOT), and private foundations provide such funds, and students are encouraged to consult with their mentor and Program Director for opportunities to pursue such funding.

The Graduate School will provide a monetary incentive for students who apply for individual fellowships funded by extramural agencies for foundation through the *Graduate School Individual Fellowship Incentive Program*. More information can be found on page 63 or at the following: [https://main.uab.edu/Sites/gradschool/students/current/funding/41831/](https://main.uab.edu/Sites/gradschool/students/current/funding/41831/).

More *Funding Information for Graduate Students* can be found through the UAB Graduate School at the following link: [https://main.uab.edu/Sites/gradschool/students/current/funding/](https://main.uab.edu/Sites/gradschool/students/current/funding/).
REQUESTING SIGNATURES AND/OR LETTERS OF SUPPORT
Program Director and/or Department Chair

Students are required to submit all paperwork requiring the Program Director’s, or the Department Chair’s signature to Ms. Gore, as well as any requests for letters of support or recommendations. Ms. Gore will be responsible for obtaining the requested signature. Documents should be placed in her CH415 mailbox or sent to the LDPP e-mail address at least 4-weeks in advance. Once signed, the document(s) will be forwarded or returned to the student. If forwarded, a scanned copy of the document will be sent to the student, if allowed. See below for what documentation is required.

LDPP Faculty

Students who need a signature and/or letter of support from a LDPP faculty member, should send the request directly to the faculty member, and copy the LDPP e-mail address on the request. See below for what documentation is required.

Documentation for signatures and/or letters of support:

Requests should be sent at least 4 weeks in advance of the due date. Students should send a draft of information to be included in the letter, and all back-up documentation about what and why the letter is needed (e.g. … main points to be emphasized in letter; highlights from CV – teaching, publications, research, program announcements or RFA for grant you are applying for, etc.) Make sure to include the information to whom and where the letter should be sent, and how the letter should be sent (e.g. … sealed and signed envelope, scanned copy and e-mail, etc.). In the Subject Line of the e-mail, enter the following: Letter of Support/Recommendation – Due Date _ _ / _ _ / 2 0 _ _. It is understood that you may not always have four weeks, and we will do our best to ensure you have what you need.

INSTRUCTIONS FOR GRADUATING DOCTORAL STUDENTS

In order for the Program to file accurate reports with the Graduate School, so that funding will continue for future years, please remember to send Ms. Gore the following information at the LDPP e-mail address.

1. Your final LDPP Evaluation Form updated CV and documents. The final evaluation form needs only your signature. Your updated CV should include all presentations and journal articles (under review, in press, and published);
2. Information regarding your first job after graduation
3. Continue to send your current contact information. Your information will be included for up to three years after your graduate.

ACADEMIC REQUIREMENTS

All LDPP Students are required to take a minimum of 99 hours for credit. These hours are broken down into five categories: (A) Developmental Psychology, (B) Research Design and Statistics, (C) General Psychology and Related Disciplines, (D) Teaching, and (E) Research. A chart of required classes can be found on page 20.

PROGRAM REQUIREMENTS

For students entering the LDPP in fall 2010 or later, the following additional items are required before graduation. However, these requirements are strongly suggested for all students.

1. Students must present at a national scientific conference by the end of their third year in the program, and must be first author for conference presentation.
2. Students must submit either a NSF or NIH Fellowship Grant Application before his/her dissertation proposal.

3. Students must be an author on at least two papers that are published or are in press prior to their dissertation defense. **SPECIAL NOTE:** STUDENTS USING DATA FROM ANY OF DR. KARLENE BALL’S GRANTS MUST SPEAK WITH MS. GORE REGARDING THE ACKNOWLEDGEMENT WHICH MUST BE ADDED TO THE MANUSCRIPT, BEFORE IT IS SUBMITTED TO A JOURNAL FOR CONSIDERATION. ALSO, STUDENTS USING DATA FROM NIH FUNDED GRANTS, MUST INCLUDE A NIH ACKNOWLEDGEMENT IN THE PAPER.

4. For Master’s Thesis or Dissertation Defense: (a) all defense meetings will be held in Campbell Hall 327, and (b) defense flyers must be submitted to Ms. Gore via the LDPP e-mail address for posting on departmental bulletin boards and notification to all departmental faculty members at least three (3) weeks in advance. Once a tentative date is set, students should contact Ms. Gore to confirm room availability – once a room is confirmed, the student should then confirm date/time with his/her Graduate Committee.

**AUTHORSHIP AND MANUSCRIPT PREPARATION**

The following information was pulled directly from the Sixth Edition of the *Publication Manual of the American Psychological Association*, Section 1.13 Publication Credit, and beginning on page 18. **Students and mentor must adhere to this definition in order for the student to obtain credit.**

**“1.13 Publication Credit**

Authorship is reserved for persons who make a substantial contribution to and who accept responsibility for a published work.

**Definition of authorship.** Individuals should only take authorship credit for work they have actually performed or to which they have substantially contributed (APA Ethics Code Standard 8.12a, Publication Credit). Authorship encompasses, therefore, not only those who do the actual writing but also those who have made substantial scientific contributions to a study. Substantial professional contributions may include formulating the problem or hypothesis, structuring the experimental design, organizing and conducting the statistical analysis, interpreting the results, or writing a major portion of the paper. Those who contribute are listed in the byline. Lesser contributions, which do not constitute authorship, may be acknowledged in a note (see section 2.03). These contributions may include such supportive functions as designing or building the apparatus, suggesting or advising about the statistical analysis, collecting or entering the data, modifying or structuring a computer program, and recruiting participants or obtaining animals. Conducting routine observations or diagnoses for use in studies does not constitute authorship. Combinations of these (and other) tasks, however, may justify authorship.

**Determining Authorship.** As early as practicable in a research project, the collaborators should decide on which tasks are necessary for the project’s completion, how the work will be divided, which tasks or combinations of tasks merits authorship credit, and on what level credit should be given (first author, second author, etc.). …..

**NIH Public Access Policy (a.k.a. PubMed Central)**

The recently enacted NIH Public Access Policy requires by law that: a) as of April 7, 2008, "all articles arising from NIH funds must be submitted to PubMed Central upon acceptance for publication"; and b) "as of May 25, 2008, NIH applications, proposals, and progress reports must include the PubMed Central reference number when citing an article that falls under the policy and is authored or co-authored by the investigator, or arose from the investigator's NIH award." Articles derived from NIH-funded research that are accepted for publication after April 7, 2008 will be subject to this policy. The NIH Public Access website (http://publicaccess.nih.gov/index.htm) states that compliance is soon to be
a condition of award. On the good side, it says that an application's review will not be held up if the PubMed Central reference number is not included on covered publications, but on the potentially bad side it says that omissions may delay or prevent awarding of funds. This website also provides background information and specifics on complying with the policy, and we encourage you to review the information found there. You may also find the "NIH Public Access Policy: Guide for Research Universities" helpful (http://www.arl.org/sc/implement/nih/guide).

1. **Submission of articles to PubMed Central (note that PubMed Central is distinct from PubMed):**
   A number of journals already deposit articles on behalf of the author. If your article is accepted for publication by one of these journals, you need do nothing else to comply with the policy until you get proofs to review from PubMed Central. At that time you must correct the proofs and return them in order to assure compliance. A current list of these journals can be found at http://publicaccess.nih.gov/submit_process_journals.htm. We expect this list of journals to grow, so check it when your article has been accepted or when you are preparing your article for submission.

   If you submit your article to a journal that is not on the list above, there are two options available for depositing articles into PubMed Central: you can do the deposit yourself, or the Lister Hill Library can do the deposit for you. In either case, it is very important that you verify that the copyright license agreement that you sign when you submit to the journal acknowledges that the article is subject to the NIH Policy, and that you will be arranging for deposit of the paper in PubMed Central. Several national organizations are currently working on draft language that can be used for this purpose, and we expect to have language that we can recommend shortly. In the meantime, the NIH suggests the following language: "Journal acknowledges that Author retains the right to provide a copy of the final manuscript to the NIH upon acceptance for Journal publication, for public archiving in PubMed Central as soon as possible but no later than 12 months after publication by Journal." The length of the "embargo" period will vary from journal to journal, so check with the journal publishing your article for specifics.

   If you choose to submit the accepted manuscript yourself, you can find details of the submission process at http://publicaccess.nih.gov/submit_process.htm. If you prefer to have LHL do the deposit, a relatively straightforward protocol will be provided in a subsequent email. No matter who submits, proofs will still be returned to you from PubMed Central. These are distinct from the proofs that the journal will send you. Your response to PubMed Central with corrections will be required before the manuscript is officially entered into the database and gets a PubMed Central ID (PMCID) number.

2. **Using the PubMed Central Identification Number:**
   The other requirement of the law is that "as of May 25, 2008, NIH applications, proposals, and progress reports must include the PubMed Central reference number when citing an article that falls under the policy and is authored or co-authored by the investigator, or arose from the investigator's NIH award." In NIH applications and progress reports, be sure to add the PubMed Central ID (PMCID) number to articles on your biosketch (and those of your collaborators) that fall under the NIH policy. Note that the PMCID is NOT the PMID number found on articles retrieved by searching the PubMed database. The PMCID will begin with the letters PMC. You can find the PMCID for papers by selecting the PMC database, rather than PubMed, when doing a PubMed author search at www.pubmed.gov.

3. **The following statement should be added to all authorship papers, before submitting to journal:**
"Journal acknowledges that Author retains the right to provide a copy of the final manuscript to the NIH upon acceptance for Journal publication, for public archiving in PubMed Central as soon as possible but no later than 12 months after publication by Journal."

4. Karlene’s Disclosure statement (IF she is an author on the publication.):
Karlene Ball owns stock in the Visual Awareness Research Group (formerly Visual Awareness, Inc.), and Posit Science, Inc., the companies that market the Useful Field of View Test and speed of processing training software. Posit Science acquired Visual Awareness, and Dr. Ball continues to collaborate on the design and testing of these assessment and training programs as a member of the Posit Science Scientific Advisory Board.

COURSE DESCRIPTIONS AND REQUIRED COURSEWORK
Note: Other courses may apply with written permission of the Developmental Program Director. However, a copy of the written permission must be sent to psych-lifedev@mail.ad.uab.edu.

SECTION A: DEVELOPMENTAL PSYCHOLOGY
PY 708: Developmental Psychology
Human development from prenatal period to old age. Genetic and environmental determinants of behavior; linguistic, cognitive, intellectual, personality, social and emotional development.

PY 710: Contemporary Issues (Sessions 1, 2, and 3)
Forum to discuss issues related to developmental research; ethical issues; professional issues.

PY 729: Seminar in Adolescent Development
Theoretical models and empirical findings related to biological, psychological, and sociohistorical changes in adolescent development. **Note: PY 719 Multivariate Statistics is a prerequisite for this course.**

PY 785: Psychology of Aging
Age differences in perception, memory, intelligence, personality, adjustment, and psychopathology.

ELECTIVE A ~ CHOOSE 3:

PY 711: Seminar in Cognitive Development
Seminar in the development of memory, perception, learning, and thinking throughout the lifespan.

PY 712: Seminar in Social Development
Theoretical models and empirical findings.

PY 764: Psychological Assessment: Cognitive Child & Adult
Cognitive assessment of children and adults focusing on Wechster scales, Standford-Binet, and additional cognitive, academic, memory and learning tests.

PY 783: Developmental Disabilities
Mental retardation, learning disabilities, and other developmental disorders. Research on nature of disabilities and major intervention techniques.

GER 540 / BY 280: Biology of Aging
GRD 600: Core Issues in Aging
A multidisciplinary approach will be used to consider dimensions of the aging process. This course explores individual and societal meanings of aging and old age through the study of the biological, psychological and sociological changes accompanying aging as well as current issues and controversies in the study of aging.

GRD 602: Health Care of Older Adults
GRD 604: Health Literacy and Aging
This course will define the concepts of health literacy and the relationship of health literacy to competent provision of health care. Individual and institutional barriers to health literacy will be discussed in addition to methods to screen and improve health literacy of older adults. Notice – The
online version of this course requires students to come to campus for the first and last class meetings.

GER 610 / HCO 610: Health and Economics of Aging
GER 655 / SOC 655: Minority Aging
GER 759 / SOC 759: Social Gerontology

SECTION B: RESEARCH DESIGN AND STATISTICS
PY 716: Introduction to Statistics and Lab
Probability, descriptive statistics, sampling distributions, null hypothesis testing, comparisons between means; tests on categorical data, bivariate and multiple regression.

PY 717: Applied Statistical Methods and Lab
Univariate analysis of variance and factorial designs; interpretation of data from multifactor experimental designs.

PY 719: Multivariate Statistical Methods and Lab
Multiple regression, multivariate analysis of variance and covariance, canonical correlation, principal components, and discriminate analysis. Note: PY 719 Multivariate Statistics is a prerequisite for PY 729 Seminar in Adolescent Development.

ELECTIVE B ~ CHOOSE 1:
PY 718: Research Design and Lab
Traditional and nontraditional approaches; includes univariate and multifactor experimental designs, quasi-experimental designs

PY 727: Longitudinal Data Analysis (Studies Laboratory)
Direct experience analyzing large multivariate, repeated-measures data sets from exiting longitudinal studies. Methods range from how to track subjects and adjust for missing and mistimed data to ways to model complex development processes and systems.

BST 655: Categorical Data Analysis
BST 661: Structural Equation Modeling
BST 665: Survival Analysis
BST 795: Advanced Special Topics in Biostatistics

SECTION C: GENERAL PSYCHOLOGY AND RELATED DISCIPLINES
PY 753: Overview Behavioral Neuroscience
Neural systems which control behavior will be studied, incorporating knowledge gained from neurobiological and psychological research. Topics will include synaptic communication, regulating behaviors, learning, memory, sensation and perception, movement, emotions, and psychopathology. Prerequisite: Permission of instructor. NOTE: Student must take this in year 2 of the program.

ELECTIVE C ~ CHOOSE 2:
PY 702: History and Systems of Psychology
Major schools of psychology; influence figures in psychology.

PY 703: Theories of Personality
Survey of theories of personality development and functioning

PY 704: Social Psychology
Interpersonal relationships and effects of social environment on social perception and human behavior

PY 706: Sensory and Perceptual Processes
Sensory physiology; diagnostic techniques for pathophysiology of sensory systems; human psychophysics and principles of perception.

PY 707: Cognition
Attention, memory, learning, and information processing; theoretical issues and evaluation of relevant research.

PY 720: Human Neuropsychology
- Structure and function of human brain; human behavior, cognitive functions and personality functions; brain behavior relationships following neurological impairment.

PY 730: Research Seminar in Cognitive Science
- Current research, theories, and controversies in cognitive science. Seminar topic changes each term. Prerequisite: Permission of Instructor.

PY 731: Health Psychology & Assessment
- Prevention, enhancement, and intervention: environmental factors, marketplace factors, and interpersonal factors.

PY 740: Psychopathology
- Theoretical and research issues in maladaptive behavior; description and classification schemes; theories and etiology and maintenance of psychopathology.

PY 742: Sports Psychology
- Psychological factors in athletic performance. Psychological characteristics of successful athletes; anxiety arousal, motivation, attention, concentration, attribution, cognition, and imagery.

PY 743: Methods in Neuroimaging
- The course will explore techniques, such as single and multi cell recordings, deep brain stimulation, electroencephalography, magnetoencephalography, functional magnetic resonance imaging, and diffusion tensor imaging.

PY 791: Special Topics in Psychology
- No description given ... varies per class taught.

HCO 611: Child Health Development: Womb to Young Adult

SECTION D: TEACHING

PY 796: Teaching Assistant Practicum
- Please see section on Teaching Practicum below in order to determine if you are eligible to register for this class.

PY 796: Teaching Practicum
- Prerequisite: PY 796 Teaching Assistant Practicum
- Students teaching for the first time are allowed to teach PY 212 or PY 312 to meet the teaching requirement without prior approval. Students who wish to teach other classes must have approval from the Developmental Program Director.

SECTION E: RESEARCH (48 HOURS ~ STUDENTS SHOULD DOUBLE CHECK THE GS HANDBOOK FOR REQUIREMENTS.)

PY 698: Premasters Research
PY 699: Master’s Research
- Prerequisite: Admission to Candidacy

PY 798: Pre-Doctoral Research (Suggested: Total of 15 hours in Year 03)
PY 799: Pre-Doctoral Research (Suggested: Total of 15 hours in Year 04)
- Prerequisite: Admission to Candidacy

TEACHING PRACTICUM

The LDPP Faculty believes that preparation and actual experience in undergraduate classroom teaching is an important aspect of preparing graduate students for a professional career in Developmental Psychology. Six credit hours of PY 796, Practicum in the Teaching of Psychology, is required in the Developmental Psychology Program. It is recommended that students complete this practicum in his or her third year; however, second year students may register with the Mentor and Program Director’s approvals. (Both approvals should be forwarded to Ms. Gore via the LDPP e-mail...
No first year students will be allowed to register for PY 796, unless he/she entered the program with a Masters’ Degree. All students are strongly encouraged to teach at least two classes during their third and fourth years in the program. Students may choose to take the Graduate School Professional Development Course, GRD 705, “Teaching at the College Level and Beyond”, which is usually offered in the spring semester.

Students teaching for the first time are allowed to teach PY 212 or PY 312 to meet the teaching requirement without prior approval. Students who wish to teach other classes must have approval from the Developmental Program Director. Written approval must be forwarded to Ms. Gore via the LDPP e-mail address.

Students are required to submit a copy of every class syllabus (for those classes they teach or where they are a TA) via the LDPP e-mail address to Ms. Gore at the beginning of each term. Ms. Gore will ensure the syllabi are given to the appropriate person within the Department of Psychology. (Students who have completed PY 796 in the past should forward any past syllabi to Ms. Gore, if they have not already done so.)

Steps Prior to Teaching Practicum:
As part of compiling the teaching schedule for the next year, Dr. Karlene Ball, Chair of the Department of Psychology, will ask Ms. Gore to send an e-mail to all graduate students concerning their interest in teaching the next year. During the fall or spring semester of the student's second year the student should consult with his or her mentor. Only after consulting with his or her mentor and obtaining approval, should the student respond to Ms. Gore, concerning which undergraduate course(s) may serve as the practicum course and the availability of this course in the upcoming term for observation. Once you have the list of courses and faculty member’s names, the student is responsible for speaking with that faculty member to obtain permission to be the TA for that class. After obtaining permission from the faculty member, the student should notify Ms. Gore via the LDPP e-mail address with the faculty name and class information. Ms. Gore will ensure the information is given to Dr. Ball.

Special Note: Some student are given teaching assistant assignments in order to receive their graduate student stipends. Please note that these teaching assignments do not count towards your requirement for the PY 796 Teach Practicum.

First Semester of Practicum Year (Take 3 Credit Hours of PY 796)
- In the first semester of the third year, each student should arrange to serve as a T.A. for a UAB faculty member. If the faculty member is not within the Department of Psychology, the student must obtain written permission from his/her mentor and the Program Director. (The written approval should be sent to Ms. Gore via the LDPP e-mail address.) In addition, early in this semester, students should schedule a 2-hour meeting with Dr. Carl McFarland, the PY 796 Course Master, to discuss undergraduate teaching. Other meetings may be scheduled as needed. Dr. McFarland prefers to be contact via e-mail at cmcfarla@uab.edu. The LDPP e-mail address should be copied on the e-mail to Dr. McFarland.
- First or second year graduate student(s) may take a TA position with another graduate student only when all of the following requirements are met:
  - The first or second year student(s) understands that he/she will not be given credit for the TA as part of the PY 796 requirements;
The first or second year student(s) will not register for PY 796 during the semester of the TA position with another graduate student; and
- The Graduate Student Instructor, must have already completed his/her PY 796 requirements
- The Graduate Student Instructor will send e-mail to the Program Director, at the LDPP e-mail address, notifying him that a graduate student (name should be listed in e-mail) will be his/her teaching assistant and that he/she has reviewed these requirements and made sure the fellow student understands he/she will not receive credit.

- The Graduate School also offers training courses in teaching that many students have found helpful. Additional information may be found on pages 56 – 60.
- The current class syllabi for the course, in which the student is the TA, should be forward to Ms. Gore via the LDPP e-mail address. The Department of Psychology is responsible for archiving all syllabi for Psychology classes. Focus time on writing lectures. If needed, students should schedule a meeting with Dr. McFarland for feedback and advice on preparation of lectures.
- **NEW REQUIREMENT:** Any student who has not completed his/her PY 796 Teaching Assistant Practicum must now check out and read/review *McKeachie’s Teaching Tips: Strategies, Research, and Theory for College and University Teachers*, which Ms. Gore will keep. However, please note that the department only has two copies. Each student will be allowed to keep the book for three weeks, and then must return the book to Ms. Gore.

**SECOND SEMESTER OF PRACTICUM YEAR (TAKE 3 CREDIT HOURS OF PY 796)**

- Students will have responsibility for teaching an undergraduate course.
- Dr. McFarland and one other faculty member to be identified by the student will observe one class, take notes, and provide the student with feedback. Written feedback from Dr. McFarland and the additional faculty member must be sent to Ms. Gore via the LDPP e-mail address for the Program Director’s and Chair’s review. Students teaching more than one class should speak with Dr. McFarland about observing a lecture in order to assess improvements and provide additional feedback.
- Prepare a syllabus and a plan for the course. The final syllabus must be submitted to Ms. Gore via the LDPP e-mail address. The Department of Psychology is responsible for archiving all syllabi for Psychology classes. Focus time on writing lectures. If needed, students should schedule a meeting with Dr. McFarland for feedback and advice on preparation of lectures.

**RETENTION OF PAPERWORK**

Student should review and adhere to Section IV., Part K of the department’s current Instructional Policies, Procedures, and Guidelines Manual.

**LDPP EVALUATION REVIEWS AND CURRICULUM VITAE**

All students are required to complete and submit *LDPP Evaluation Reviews and Curriculum Vitae*. There are several different reports which the LDPP administration is required to file each year. In order to have the information necessary to complete these report, students will be now required to complete and submit their updated LDPP Evaluation Form and updated Curriculum Vitae at the end of each semester (fall, spring and summer). Due to new UAB Graduate School Policies, students will be required to meet at the end of each semester with his/her respective mentor to completed Section III of the evaluation form. Mentors must sign off on the evaluation each semester. LDPP Evaluation Forms and updated CVs should be printed as a single-sided document and the original signed documents placed in Ms. Gore’s CH 415 mailbox, after the student has completed Section III of the evaluation.

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form with his/her mentor, and obtained the mentor’s signature on the form. All forms should also have the student’s original signature on the form – typed in names for a signature will not be accepted. Updated CVs should include all presentations and publications (i.e. … under review, in press, published) as separate categories. **Both documents are due by the 3rd Monday following the end of each semester.**

A copy of the current LDPP Evaluation Form may be found on pages 25 - 34. A Word version of the current year’s Evaluation Form will be e-mailed to all students before the end of the fall term. Students should save the document on their computer and update the form. **Only the current version of the form will be accepted.**

Notes:
1. Classes are being listed in incorrect categories on the form – be sure to double check the chart on page 20 and list classes in the correct categories.
2. If you chooses to take a class (for credit) which is not listed in the handbook, prior written approval must be obtained from the LDPP Program Director in order to receive LDPP credit once you have passed the course. Written approval must be forwarded to the LDPP e-mail address, before the start of the semester in which the class will be taken.
### Required Coursework (Minimum of 99 hrs)

<table>
<thead>
<tr>
<th>A. Developmental Psychology</th>
<th>B. Research Design and Statistics</th>
<th>C. General Psychology and Related Disciplines</th>
<th>D. Teaching</th>
<th>E. Research</th>
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<tbody>
<tr>
<td>21 hrs</td>
<td>15 hrs</td>
<td>9 hrs</td>
<td>6 hrs</td>
<td>At least 49 hrs</td>
</tr>
<tr>
<td>708 Developmental Psychology</td>
<td>716 Intro Stat</td>
<td>753 Overview Behavioral Neuroscience (Must take in Year 02 of program)</td>
<td>796 Practicum (Teaching Assistant)</td>
<td>NOTE: Please double check the Graduate School Student Handbook in order to make sure the correct research hours are taken. (Inserts can be found on pages 14 – 15).</td>
</tr>
<tr>
<td>729 Adolescent Development**</td>
<td>716 Intro Stat – LAB</td>
<td>Elective C choose 2 from:</td>
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<tr>
<td>785 Psychology of Aging</td>
<td>717 Applied Stat</td>
<td>702 History &amp; Systems</td>
<td></td>
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<tr>
<td>710 (x3) Contemporary Issues (Fall, SP, SU)</td>
<td>717 Applied Stat – LAB</td>
<td>703 Theories of Personality</td>
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</tr>
<tr>
<td><strong>Elective A</strong> Choose 3 from:</td>
<td>719 Multivariate Stat</td>
<td>704 Social Psychology</td>
<td>796 Practicum (Teacher)</td>
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<tr>
<td>711 Seminar in Cognitive Development</td>
<td>719 Multivariate Stat – LAB</td>
<td>706 Sensory &amp; Perceptual Processes</td>
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<tr>
<td>712 Seminar in Social Development</td>
<td><strong>Elective B choose 1 from:</strong></td>
<td>707 Cognition</td>
<td></td>
<td>698 Premasters</td>
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<tr>
<td>741 Developmental Bases of Personality &amp; Psychopathology</td>
<td>718 Research Design</td>
<td>720 Human Neuropsychology</td>
<td></td>
<td>699 Masters Must be admitted to candidacy before registering for hours</td>
</tr>
<tr>
<td>764 Cognitive Assessment: Child and Adult</td>
<td>727 Longitudinal Data Analysis &lt;OR&gt; BST 795</td>
<td>730 Seminar in Cognitive Science</td>
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<tr>
<td>783 Developmental Disabilities</td>
<td>731 Health Psychology I</td>
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<tr>
<td>GER 540/BY280 Biology of Aging</td>
<td>732 Health Psychology II</td>
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<td>798 Predoctoral</td>
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<tr>
<td>GER 610/HCO610 Health and Economics of Aging</td>
<td>740 Personalities and Psychopathology</td>
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<td>799 Doctoral Must be admitted to candidacy before registering for hours</td>
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<td>GER 655/SOC655 Minority Aging</td>
<td>742 Sports Psychology</td>
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<tr>
<td>GER 759/SOC759 Social Gerontology</td>
<td>743 Methods in Neuroimaging</td>
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<tr>
<td>GER 600 Core Issues in Aging</td>
<td>791 Special Topics in Psychology</td>
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<td>GRD 602 Health Care of Older Adults</td>
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<td>HCO 611 Child Health Development: Womb to Young Adult</td>
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<td>GRD 604 Health Literacy and Aging</td>
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**Note:** Other courses may apply with written permission of the DEVELOPMENTAL Program Director. However, a copy of the written permission must be sent to psych-lifedev@mail.ad.uab.edu.

**Prerequisite:** PY 719 is required to register for PY 729.
SEMESTER PLAN (FULL TIME STATUS IS MINIMUM OF 9 HRS/SEMESTER)

Year 1 (May need 27 hours in first year based on funding source)

Fall Semester (9 Hours)
- PY 716 Introduction to Statistics and Lab .......................................................... 4 hrs.
- PY 708 Developmental Psychology ................................................................. 3 hrs.
- PY 710 Cont. Issues in Devel. Psychology .................................................... 1 hr.
- PY 698, 699, 798, 799 and/or Electives A, B or C .................................. Total of 1-4 hrs

Spring Semester (9 Hours)
- PY 717 Applied Statistical Methods and Lab .................................................. 4 hrs.
- PY 710 Cont. Issues in Devel. Psychology .................................................... 1 hr.
- PY 698, 699, 798, 799 and/or Electives A, B or C .................................. Total of 1-4 hrs

Summer Semester (9 Hours)
- PY 710 Cont. Issues in Devel. Psychology .................................................... 1 hr.
- PY 698, 699, 798, 799 and/or Electives A, B or C .................................. Total of 1-8 hrs

Year 2 (27 hours minimum for full time status)

Fall Semester (9 Hours)
- PY 719 Multivariate Statistical Methods and Lab .......................................... 4 hrs.
- PY 753 Overview of Behavioral Neuroscience ................................................. 4 hrs.
- PY 698, 699, 798, 799 and/or Electives A or C ................................ Total of 1-4 hrs

Spring Semester (9 Hours)
- PY 729 Seminar on Adolescent Development .............................................. 3 hrs.
- PY 785 Psychology of Aging .......................................................................... 3 hrs.
- PY 698, 699, 798, 799 and/or Electives A, B or C ................................ Total of 1-6 hrs

Summer Semester (9 Hours)
- PY 698, 699, 798, 799 and/or Electives A, B or C ................................ Total of 9 hrs

Year 3 (27 hours minimum for full time status)

Fall Semester (9 Hours)
- PY 796 Practicum in Teaching of Psychology ............................................... 3 hrs.
- PY 798 Predoctoral Degree Research .............................................................. 3 hrs.
- PY 698, 699, 798, 799 and/or Electives A, B or C ................................ Total of 1-6 hrs

Spring Semester (9 Hours)
- PY 796 Practicum in Teaching of Psychology ............................................... 3 hrs.
- PY 798 Predoctoral Degree Research .............................................................. 3 hrs.
- PY 698, 699, 798, 799 and/or Electives A, B or C ................................ Total of 1-6 hrs

Summer Semester (9 Hours)
- PY 698, 699, 798, 799 and/or Electives A, B or C ................................ Total of 9 hrs

Year 4 (27 hours minimum for full time status)

Fall Semester (9 Hours)
- PY 799 Doctoral Dissertation Research .......................................................... 6 hrs.
- PY 698, 699, 798, 799 and/or Electives A, B or C ................................ Total of 1-6 hrs

Spring Semester (9 Hours)
- PY 799 Doctoral Dissertation Research .......................................................... 6 hrs.
- PY 698, 699, 798, 799 and/or Electives A, B or C ................................ Total of 1-6 hrs

Summer Semester (If needed)
- PY 698, 699, 798, 799 and/or Electives A, B or C ................................ Total of 9 hrs
COURSE REQUIREMENT DISTRIBUTION:
The course requirements can be completed in 4 years. However, the time it takes to earn the Ph.D. depends primarily on progress in research and completion of the thesis and dissertation. Below are planned course offerings:

**Fall Semester in Even Years, i.e., 2012, 2014, 2016, etc.**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 708</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>PY 710</td>
<td>Seminar in Contemporary Issues</td>
</tr>
<tr>
<td>PY 716</td>
<td>Introduction to Statistics and Lab</td>
</tr>
<tr>
<td>PY 719</td>
<td>Multivariate Statistical Methods and Lab</td>
</tr>
<tr>
<td>PY 727</td>
<td>Longitudinal Data Analysis</td>
</tr>
<tr>
<td>PY 753</td>
<td>Overview Behavioral Neuroscience</td>
</tr>
</tbody>
</table>

**Spring Semester in Even Years**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 710</td>
<td>Seminar in Contemporary Issues</td>
</tr>
<tr>
<td>PY 717</td>
<td>Applied Statistical Methods and Lab</td>
</tr>
<tr>
<td>PY 783</td>
<td>Developmental Disabilities</td>
</tr>
<tr>
<td>PY 785</td>
<td>Psychology of Aging</td>
</tr>
</tbody>
</table>

**Summer Semester in Even Years**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 710</td>
<td>Seminar in Contemporary Issues</td>
</tr>
</tbody>
</table>

**Fall Semester in Odd Years, i.e., 2011, 2013, 2015, etc.**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 708</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>PY 710</td>
<td>Seminar in Contemporary Issues</td>
</tr>
<tr>
<td>PY 716</td>
<td>Introduction to Statistics and Lab</td>
</tr>
<tr>
<td>PY 719</td>
<td>Multivariate Statistical Methods and Lab</td>
</tr>
<tr>
<td>PY 753</td>
<td>Overview Behavioral Neuroscience</td>
</tr>
</tbody>
</table>

**Spring Semester in Odd Years**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 704</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>PY 710</td>
<td>Seminar in Contemporary Issues</td>
</tr>
<tr>
<td>PY 712</td>
<td>Seminar in Social Development</td>
</tr>
<tr>
<td>PY 717</td>
<td>Applied Statistical Methods and Lab</td>
</tr>
<tr>
<td>PY 720</td>
<td>Human Neuropsychology</td>
</tr>
<tr>
<td>PY 729</td>
<td>Seminar in Adolescent Development</td>
</tr>
<tr>
<td>PY 785</td>
<td>Psychology of Aging</td>
</tr>
</tbody>
</table>

**Summer Semester Every Year**

---

When Offered
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 702</td>
<td>History &amp; Systems</td>
</tr>
<tr>
<td>PY 703</td>
<td>Theories of Personality</td>
</tr>
<tr>
<td>PY 706</td>
<td>Sensory &amp; Perceptual Processes</td>
</tr>
<tr>
<td>PY 707</td>
<td>Cognition</td>
</tr>
<tr>
<td>PY 711</td>
<td>Seminar in Cognitive Development</td>
</tr>
<tr>
<td>PY 718</td>
<td>Research Design</td>
</tr>
<tr>
<td>PY 731</td>
<td>Health Psychology I</td>
</tr>
<tr>
<td>GER540</td>
<td>Biology of Aging</td>
</tr>
<tr>
<td>GER610</td>
<td>Health and Economics of Aging</td>
</tr>
<tr>
<td>GER655</td>
<td>Minority Aging</td>
</tr>
<tr>
<td>GER759</td>
<td>Social Gerontology</td>
</tr>
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</table>

(Revised: Fall 2011)
Lifespan Developmental Psychology Program Annual Evaluation Form

STUDENT NAME:  

CURRENT SEMESTER & YEAR (FALL 2011):  

MENTOR:  

DATE ENTERED PROGRAM:  

Student Banner ID Number:  

LAST Undergraduate College/University:  

Month/Year Master’s Received:  

College/University – Master Received:  

List Date and Degrees Earned:  

_____ Updated CV, showing information through this reporting semester attached.

I. PROGRESS TOWARDS COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester/Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Developmental Psychology</td>
<td>21 required hours</td>
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<tr>
<td>PY 708</td>
<td>Developmental Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PY 729</td>
<td>Seminar on Adolescent Development</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PY 785</td>
<td>Psychology of Aging</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PY 710</td>
<td>Seminar in Contemporary Issues</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PY 710</td>
<td>Seminar in Contemporary Issues</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PY 710</td>
<td>Seminar in Contemporary Issues</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Electives A: List PY # and Name of Class below:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>3</td>
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<tr>
<td></td>
<td>3</td>
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<tr>
<td>B. Research Design and Statistics</td>
<td>15 required hours</td>
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<td>PY 716</td>
<td>Introduction to Statistics</td>
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<tr>
<td>PY 716</td>
<td>Introduction to Statistics Lab</td>
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<tr>
<td>PY 717</td>
<td>Applied Statistical Methods</td>
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<td>PY 717</td>
<td>Applied Statistical Methods Lab</td>
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<td>PY 719</td>
<td>Multivariate Statistical Methods</td>
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</tr>
<tr>
<td>PY 719</td>
<td>Multivariate Statistical Methods Lab</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Elective B: List PY # and Name of Class below:</td>
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</tr>
<tr>
<td></td>
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<tr>
<td>C. General Psychology and Related Disciplines</td>
<td>10 required hours</td>
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<tr>
<td>PY 753</td>
<td>Overview of Behavioral Neuroscience</td>
<td>4</td>
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</tr>
<tr>
<td>Electives C: List PY # and Name of Class below:</td>
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<tr>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course #</td>
<td>Course Title</td>
<td>Credits</td>
<td>Semester/ Year Completed</td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
<td>---------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>D. Teaching (Add More lines as needed)</td>
<td>6 required hours</td>
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<tr>
<td>PY 796</td>
<td>Teaching Assistant Practicum</td>
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<tr>
<td></td>
<td>Approvals forwarded, if necessary, to LDPP e-mail</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TA for Class # and Professor name:</td>
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</tr>
<tr>
<td></td>
<td>Syllabi forwarded to LDPP e-mail:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers</em> Checked out and Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PY 796</td>
<td>Teaching Practicum</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Class Taught: # and Name</td>
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<td></td>
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<tr>
<td></td>
<td>Syllabi forwarded to LDPP e-mail address</td>
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<tr>
<td></td>
<td>Written critique from Dr. McFarland sent LDPP e-mail</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Faculty Observer: Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Written critique from Faculty Observer sent LDPP e-mail</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please go to next page.
# II. PROGRESS TOWARDS DEGREE REQUIREMENTS

Please enter the month and year that the following events were achieved at UAB

## MASTER’S DEGREE

<table>
<thead>
<tr>
<th>Entered LDPP Program with a Master’s Degree (Y / N)</th>
<th>48 required hours (any combination 698, 699, 798, or 799) List hours, semester and year for each semester hours taken</th>
</tr>
</thead>
</table>

### E. Research

*Note: The graduate school requires admission to candidacy in order to register for PY 699. You must be admitted to candidacy at least one semester prior to obtaining your Master’s degree.*

Initial IRB Training Completed & Ms. Gore Notified:

1.5 CEU IRB Training Completed & Ms. Gore Notified:

<table>
<thead>
<tr>
<th>PY 698</th>
<th>Premasters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>Semester / Year</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Total Hours*

Are you collecting your own data for your Masters’ research *Yes _____  No _____*  
*If you are using someone else’s data, please explain whose data you are using and what type.*

<table>
<thead>
<tr>
<th>PY 699</th>
<th>Masters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>Semester / Year</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Total Hours*

### EVENT

**Formed an approved Master’s thesis graduate committee**

(*Chaired by the student’s mentor and includes 2 other graduate school faculty members, one from outside the Developmental specialization)*  
*Form given to Ms. Gore for submission.*
<table>
<thead>
<tr>
<th>List Masters Committee Members:</th>
<th>Chair (Mentor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Member</td>
<td></td>
</tr>
<tr>
<td>Faculty Member Outside of the Developmental Specialization</td>
<td></td>
</tr>
</tbody>
</table>

Master’s thesis proposal approved by committee

IRB and/or IACUC Approval Obtained

PDF copies of IRB/IACUC Application and Approval Letter sent to LDPP e-mail address

Admission to Candidacy *(must be requested no later than one semester before the term of expected graduation) ~ Signed forms given to Ms. Gore for submission*

Applied for Masters degree *(must be done within the first 3 weeks of the term of expected graduation) ~ Signed forms given to Ms. Gore for submission*

Request for Thesis Approval Forms *(no later than 10 business days prior to your public defense)*

**Reminder: Contact LDPP e-mail about reserving CH 327 before finalizing date for defense.**

Announcement of Public Defense *(must be announced at least 3 weeks in advance) ~ Announcement sent to LDPP e-mail address*

Master’s thesis defended and approved by graduate school *(Defense date must be at least 30 days before the expected date of graduation)*

PDF copy of final, approved Thesis sent to LDPP e-mail address
II. PROGRESS TOWARDS DEGREE REQUIREMENTS
Please enter the month and year that the following events were achieved at UAB

<table>
<thead>
<tr>
<th><strong>DOCTORAL DEGREE</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>E. Research</strong> (Note: The graduate school requires admission to candidacy in order to register for PY 799. You must be admitted to candidacy at least two semesters prior to your Doctoral degree)</td>
<td>48 required hours (any combination 698, 699, 798, or 799) List hours, semester and year for each semester hours taken</td>
</tr>
</tbody>
</table>

1.5 CEU IRB Training Completed & Ms. Gore Notified:

1.5 CEU IRB Training Completed & Ms. Gore Notified:

<table>
<thead>
<tr>
<th><strong>PY 798</strong></th>
<th><strong>Pre-doctoral</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>Semester / Year</td>
<td>Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Semester / Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Semester / Year</td>
</tr>
</tbody>
</table>

Are you collecting your own data for your Dissertation research  
Yes ______  No ______

If you are using someone else’s data, please explain whose data you are using and what type. Please note you must collect your own data for your dissertation, if you used someone else’s data for your Masters Degree.

<table>
<thead>
<tr>
<th><strong>PY 799</strong></th>
<th><strong>Doctoral</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>Semester / Year</td>
<td>Hours</td>
</tr>
<tr>
<td></td>
<td>Semester / Year</td>
<td>Semester / Year</td>
</tr>
</tbody>
</table>

**EVENT**

<table>
<thead>
<tr>
<th><strong>MONTH/YEAR</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Formed an approved dissertation committee (Chair by the student’s mentor and includes at least 4 other graduate faculty members, two of whom should be from outside the graduate specialization) ~Signed form given to Ms. Gore for submission</td>
</tr>
</tbody>
</table>

List Dissertation Committee Members:  
Chair
<table>
<thead>
<tr>
<th>(Mentor)</th>
<th>Faculty Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Member</td>
<td></td>
</tr>
<tr>
<td>Faculty Member outside of the Developmental specialization</td>
<td></td>
</tr>
<tr>
<td>Faculty Member outside of the Developmental specialization</td>
<td></td>
</tr>
</tbody>
</table>

Review paper (*Comprehensive Examination*) completed and approved by committee

**Dissertation proposal approved by committee** (It is recommended student have draft of IRB prior to proposal.)

**IRB and/or IACUC Approval Obtained**

PDF copies of IRB/IACUC Application and Approval Letter sent to LDPP e-mail address

**Admission of Candidacy for Doctoral Degree Granted** *must take place at least 2 regular terms before expected completion of the doctoral program* ~ Signed forms given to Ms. Gore for submission

**Fellowship Grant Application** (Students must submit either a NSF or NIH Fellowship Grant Application before his/her dissertation proposal. A full copy of the grant submission and name of funding agency should be forwarded to the LDPP e-mail address.)

Applied for Doctoral degree *Must be done within the first 3 weeks of the term of expected graduation* ~ Signed forms given to Ms. Gore for submission

**Request for Dissertation Approval Forms** *no later than 10 business days prior to your public defense*

**Reminder:** Contact LDPP e-mail about reserving CH 327 before finalizing date for defense. Announcement of Public Defense *must be announced at least 3 weeks in advance* ~ Announcement sent to LDPP e-mail address

**Dissertation defended and approved** by Graduate School

Has information about your first job after graduation been sent to the LDPP e-mail address? Please include who you are working for, an address, telephone number, and e-mail address.
III. Research Progress

Please add additional pages as needed.

THIS SECTION IS TO BE COMPLETED WITH YOUR MENTOR.

DATE / TIME OF MEETING WITH MENTOR: ____________________________

1. In a few sentences, describe your research progress during the academic semester just completed. Please include publications and presentations.

2. Describe your progress toward completing your Master’s thesis, Review Paper, or Dissertation in the past semester. Also, please give your anticipated semester of graduation for Master’s or Doctoral Degree, if known.

3. Briefly describe your specific goals and plans for progress in the upcoming academic semester.

4. Are there any special needs, circumstances, or conditions anticipated in the next year that may impede progress and should be shared among the mentor, student, and director (e.g., sabbatical leave by mentor, pregnancy leave, etc.)

5. Please list all citations for any publication(s) which are in preparation, submitted for review, in press, or published where you are listed as an author. Citations should be listed by category and published citations should be separated by year. Please break the citations into categories, according to the year in your program (i.e. … 1st Yr., 2nd Yr., 3rd Yr., etc.) Please e-mail a PDF copy of any published articles to Ms. Gore at psych-lifedev@mail.ad.uab.edu. Do not write in “see CV”.

31 (Revised: Fall 2011)
6. Please list all citations for any presentations you have made, or been listed as an author on. Make sure to include both the month and year of presentation. Citations should be separated by the following categories: Year, presenter, secondary author, and if international, national, regional or a local/community venue. Please break the citations into categories, according to the year in your program (i.e. ... 1st Yr., 2nd Yr., 3rd Yr., etc.)

7. Please list any scholarship and/or grant applications (internal and external) you have submitted ~ regardless if award was made or denied. Include the following: Funding Source, PI if other than yourself, Title, Beginning and End Dates, Total Funds. Please send PDF copy of all application documents to Ms. Gore – psych-lifedev@mail.ad.uab.edu for all submissions. In the e-mail, please indicate the year in your program (i.e. ... 1st Yr., 2nd Yr., 3rd Yr., etc.) the application was submitted. If awarded, the award notice should also be forwarded to Ms. Gore – psych-lifedev@mail.ad.uab.edu

8. Please list any dissertation fellowship applications (internal and external) you have submitted ~ regardless if award was made or denied. Include the following: Funding Source, PI if other than yourself, Title, Beginning and End Dates, Total Funds. Please send PDF copy of all application documents to Ms. Gore – psych-lifedev@mail.ad.uab.edu for all submissions. In the e-mail, please indicate the year in your program (i.e. ... 1st Yr., 2nd Yr., 3rd Yr., etc.) the application was submitted. If awarded, the award notice should also be forwarded to Ms. Gore – psych-lifedev@mail.ad.uab.edu
IV. MENTORSHIP
THIS SECTION TO BE COMPLETED BY MENTOR

1. IS STUDENT MAKING SATISFACTORY PROGRESS TOWARD DEGREE? (LIMITATIONS: 5-YEARS FOR MASTERS, AND 7-YEARS FOR DOCTORAL) IF UNSATISFACTORY, PLEASE CONTACT MS. GORE REGARDING UAB POLICY FOR CREATING A COMPLETION PLAN.

2. HAS STUDENT MET GOALS SET FOR THIS PAST TERM (___ FALL; ___ SPRING; ___ SUMMER)

3. WHAT GOALS AND TIMELINES HAVE BEEN SET FOR STUDENT FOR THE UPCOMING TERM? (___ FALL; ___ SPRING; ___ SUMMER)

______________________________
Signature of Mentor

______________________________
Date
V. PROFESSIONAL DEVELOPMENT PROGRESS
If you have chosen to take any of the Graduate School Professional Development Classes and/or Workshops, please list the year and semester.

<table>
<thead>
<tr>
<th>GRD #</th>
<th>Course / Workshop Title</th>
<th>Year</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>701</td>
<td>Presentations and Discussion Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>704</td>
<td>Specialized instruction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>705</td>
<td>Teaching at the College Level and Beyond</td>
<td></td>
<td></td>
</tr>
<tr>
<td>709</td>
<td>Fellowship Writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>712</td>
<td>Research Writing and Style</td>
<td></td>
<td></td>
</tr>
<tr>
<td>714</td>
<td>Individualized Pronunciation Instruction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>715</td>
<td>Preparing TAs to be Effective Teachers</td>
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</tr>
<tr>
<td>717</td>
<td>Principles of Scientific Integrity</td>
<td></td>
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</tr>
<tr>
<td>720</td>
<td>Oral Communication I</td>
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<tr>
<td>721</td>
<td>Oral Communication II</td>
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<tr>
<td>724</td>
<td>First-timer’s pronunciation Workshop</td>
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<td>725</td>
<td>Advanced Pronunciation and Accent Workshop</td>
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<td>Academic Writing I</td>
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<td>727</td>
<td>Academic Writing II</td>
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<td>Grants &amp; Fellowship 101 How to Obtain Funding</td>
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<td>Giving Professional Presentations</td>
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<td>708</td>
<td>Writing Successfully</td>
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<td>710</td>
<td>Career Workshop for Graduate Students</td>
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<td>Special Topics</td>
<td></td>
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Original Signature of Student ___________________________ Date ____________
COMPLETING A GRADUATE DEGREE
Completing a graduate degree requires completing all paperwork before the semester deadlines.

During your academic career, it is also important that you are aware of Graduate school policies and procedures that are detailed in the Graduate School Handbook. The Handbook also provides a detailed checklist for completing a graduate degree. More information may be found at: https://main.uab.edu/Sites/gradschool/students/current/7287/

SPECIAL NOTE: STUDENTS MUST PARTICIPATE IN THE DATA COLLECTION OF EITHER THEIR MA OR PHD RESEARCH.

MASTER’S THESIS: STEPS FOR COMPLETION FOR PLAN I (RESEARCH)
THE MAJORITY OF INFORMATION IN THIS SECTION WAS TAKEN DIRECTLY FROM THE UAB GRADUATE SCHOOL STUDENT HANDBOOK FOR 2010-2011. SEE THE UAB GRADUATE SCHOOL STUDENT HANDBOOK FOR MORE INFORMATION.

FACULTY ADVISOR
Immediately after a degree-seeking student enters the UAB Graduate School, a member of the faculty of the graduate program to which the student has been admitted should be assigned to serve as the student’s advisor/mentor. The assignment may be a temporary arrangement. The student and the advisor/mentor should confer about courses and any special work to be taken on the basis of the student’s previous experience and the requirements of the graduate program.

STEPS PRIOR TO MASTER’S PROPOSAL
During their first 1-2 years the student will complete a research project under the supervision of their faculty mentor(s). This project will fulfill the requirements for the Master’s thesis. The student will not bear responsibility for designing an original project (i.e. … in most cases this project will be a part of the mentor’s ongoing research program). Secondary data analysis is acceptable as long as it represents independent thoughts and contribution by the student. Ideally, the mentor and student will decide among several possible projects for the student.

As per the Department of Psychology policy regarding human and/or animal research, when a student agrees to work on an approved study and be involved in “the design, conduct, analysis, or reporting of research” or will obtain consent from human participants on a study, the student’s name should immediately be placed on the research protocol by the Principal Investigator prior to the student performing any research related activities. (See pages 54 - 55 for a copy of the Department of Psychology policy.)

GRADUATE STUDY COMMITTEE
As soon as possible, a specific plan of study should be developed. Traditionally, graduate study is highly flexible and individualized, and a Graduate Study Committee is appointed, chaired by the student's advisor, to guide the student toward the degree. The Committee should consist of at least three (3) Graduate School faculty members; the Chair plus two other members. One of whom should be from outside the student's graduate specialization and each of whom should be able to bring some relevant insight and expertise to guide the student. Recommendations for Graduate Study Committee
membership are submitted by the advisor and the student to the Graduate Program Director, who subsequently submits these recommendations to the Graduate School Dean. Committee members must have credentials equal to or exceeding that of the degree that the student is pursuing. Graduate study committee appointments are approved by the Graduate Dean. The Program Director must appoint the committee through the Graduate School before the student can register for Master’s thesis Research hours (PY 699), and this must occur at least one semester before the M.A. is to be received.

After approval of the Graduate Study Committee has been received from the Graduate School, the student should schedule meetings as necessary to develop the research question.

**Roles of Committee Members**

*Role of the Thesis Chairperson:* A thesis chairperson agrees to supervise the student’s thesis/ project research in a specific problem area that falls within his/her area of professional expertise. It is important for the student and advisor to agree upon a tentative timeline, taking into account future plans of both parties (sabbaticals, leaves of absence, changes in employment, etc.).

It is the responsibility of the chairperson to ensure that a thesis/project proposal of professional quality is presented to the thesis/project committee. The thesis/project proposal should contain:

A. **INTRODUCTION** ~ A complete up-to-date review of the literature, a statement of the research problem, and an explicit statement of the hypotheses to be tested.

B. **METHOD** ~ A description of the methodology to be used in the collection of the data.

C. **RESULTS** ~ Proposed statistical analyses

D. **DISCUSSION** ~ A statement of the theoretical and/or practical importance of the research.

The chairperson is responsible for supervising the collection of data. Supervision of research technique and advice concerning professional and ethical problems may be required.

The chairperson assumes the responsibility for the quality of the final written product with consultation from other committee members as appropriate. The thesis should meet the professional standards of the chairperson and the committee prior to being scheduled for defense and prior to submission to the Director of the Developmental Psychology Program and the Graduate School. The thesis should be in the format outlined by the UAB Graduate School, “Dissertation and Thesis Guide”.

*Role of the Other Committee Members:* Other committee members serve as consultants with expertise related to the thesis/project. While they may be called upon for advice and counsel, major responsibility for the quality of the thesis proposal and final write-up of the thesis/project resides with the student and the committee chairperson.

**Plan I**

All LDPP Students must complete Plan I for a Master’s Degree. Plan I requires the completion, in good academic standing, of at least 24 semester hours of appropriate graduate work and 6 semester hours of thesis research, with the presentation of an acceptable thesis embodying the results of original research work.

**Transfer of Credit**

Previously earned graduate credit that has not been applied toward another degree (either at UAB or elsewhere) is eligible for transfer into the student's current degree program. (Ordinarily no more than 12 semester hours of transfer credit can be applied to a degree program.) All transfers must be initiated
by the student and require the approval of the graduate program director and the Graduate School Dean. An application for transfer of credit will not be considered until the student has completed at least 9 semester hours of graduate credit in the current UAB program and is in good academic standing. Once transfer credit has been accepted, it will be included in the calculation of the grade point average in the student's current UAB program. Graduate credit earned with a grade of B or above while a graduate student is in another accredited graduate school may be considered for transfer. In programs offered jointly by UAB and other universities, all graduate credits earned in the program at a cooperating university are eligible for transfer to UAB. If a student earns credit in one UAB graduate program and is later admitted to another program, unused credits from the previous program are eligible for consideration for transfer into the current program.

**ADDITIONAL PROGRAM REQUIREMENTS**
In consultation with the faculty, the director of each graduate program will specify any additional requirements, such as a working knowledge of statistics, which are considered essential to mastery of the academic discipline. Such requirements become conditions for the completion of the degree. The program may also adopt a system of examinations that the student must pass at various points in the program.

**CANDIDACY FOR DEGREE (PLAN I ONLY)**
Admission to candidacy is a formal step recommended by the student’s graduate study committee and approved by the graduate Program Director and the Graduate School Dean, acknowledging that the student has been performing well and is likely to complete the degree. For Plan I students, admission should occur when the student has obtained an adequate background (although not all coursework need be complete) and has provided the committee with an acceptable proposal for thesis research. Students must be in good academic standing to be eligible for admission to candidacy, and admission must take place no later than one semester before the expected graduation. Before being admitted to candidacy, students must complete a Research Compliance Verification form and attach photocopies of the appropriate assurance letters and/or forms. Students must be admitted to candidacy before they can register for thesis research hours (i.e., 699). Forms are available online at [http://main.uab.edu/Sites/gradschool/students/current/forms/](http://main.uab.edu/Sites/gradschool/students/current/forms/).

**IRB AND IACUC APPROVAL**
If the research involves human or animal subjects, approval from IRB or IACUC must be documented before admission to candidacy can be approved and must be kept current until the research is completed (please refer to Tip Sheet for Students Involved in Research Involving Human or Animal Subjects located at the end of the Graduate Student Handbook). The student’s name must appear on the IRB approval form. The IACUC form must display the appropriate protocol number. Students are strongly encouraged to have a draft of the IRB application completed by the time of their proposal.

**NOTES:** All Psychology students, undergraduate and graduate, conducting human subject participants research under the auspices of the UAB Department of Psychology are required to obtain appropriate research approvals, including IRB training, from the UAB Institutional Review Board.

Students are responsible for ensuring their name is immediately added to the research protocol prior to performing any work on the study. (See pages 54 - 55 for a complete copy of the Department of Psychology policy regarding Human Research.) A copy of the IRB application and/or amendment and
approval should be forwarded to Ms. Gore (psych-lifedev@mail.ad.uab.edu) as a pdf document for the student’s file.

Students, who have questions or concerns regarding human subject research, should contact Mary Frances Thetford, the departmental liaison, and not the IRB. (mthetford@uab.edu or 934-8728)

**APPLICATION FOR DEGREE**

Each candidate for a master’s degree must signify the intention to complete the requirements by a particular graduation date by submitting a completed Application for Degree Form. Because this form is used to check completion of requirements, order the diploma, and enter the student in the commencement program, the form must be received in the Graduate School Records Office no later than 3 weeks into the semester of expected graduation. See deadline dates (http://main.uab.edu/sites/gradschool/students/current/deadlines/). Students must be registered for at least 3 semester hours of graduate work in the semester they plan to graduate. Forms are available online at www.uab.edu/graduate/forms.

**THESIS**

The thesis required under Plan I should present the results of the candidate’s original research and the interpretation of those results. The document should also demonstrate the candidate’s acquaintance with the literature of the field and with the proper selection and execution of research methodology. Signatures of committee members and program directors on the approval form indicate their assurance that they have examined the document and have found that it is of professional quality from all standpoints, including writing quality, technical correctness, and professional competency, and that the document conforms to acceptable standards of scholarly presentation. The Graduate School is responsible for ensuring that the final version of the thesis meets the physical standards required of a permanent, published document and for adherence to the requirements stated in the UAB Format Manual (available online at http://www.uab.edu/graduate/theses_dissertation/FormatManual.pdf). No later than 2 weeks (10 business days) following the public defense, the completed document, as a single PDF on a good quality CD, must be submitted to the Graduate School for final review. Master’s students submit the Approval Form, signed by each committee member and the program director. The UAB Publication Agreement form is submitted online. Additional information concerning completing the final steps of the publication process is available online at http://main.uab.edu/sites/gradschool/students/current/theses/. Additional assistance is available for students registered in GRD 704 (offered every semester by the Professional Development Program). If in the opinion of more than one member of the thesis committee, the student has failed the thesis defense, there is no consensus to pass. The chair of the committee shall advise the student that the thesis fails to meet the requirements of the program. The chair shall notify the student in writing about the reason(s) for failure. If the student resubmits or submits a new thesis for consideration by his/her graduate program at least two members of the new examining committee shall be drawn from the original committee. If the modified or new thesis fails to meet the requirements of the program, the student shall be dismissed from the graduate program. In the event that only one of the three committee members dissent, that individual must submit a letter in which he/she outlines the reasons for his/her dissent to the student’s advisor. The advisor and student may then prepare a rebuttal statement that is submitted, along with the letter of dissent, to the advisory or executive committee of the program for review. The advisory committee can then decide to accept or reject the rebuttal statement. If the rebuttal is accepted, the student is passed on his/her thesis defense. If the rebuttal is rejected, the advisory committee can recommend to the student or advisor potential steps necessary to remediate the
thesis and potentially also the work therein, or the committee can recommend that the student be dismissed from the program.

**Thesis Defense**

Under Plan I, the final examination should take the form of a presentation and public defense of the thesis, followed by an examination of the candidate’s comprehensive knowledge of the field. All LDPP examinations will be conducted in Campbell Hall 327. Defense flyers must be submitted to Ms. Gore via e-mail for posting on the departmental bulletin boards and notification to all departmental faculty members at least three (3) weeks in advance. The date, time, and location of this examination is reported to the Graduate School via the online Request for Thesis or Dissertation Approval forms (submitted at least 10 days before the public defense) and allows for the attendance of the Graduate School dean. The meeting must be appropriately announced on campus, must be open to all interested parties, and must take place before the posted semester deadline. Plan I candidates must be registered for at least 3 semester hours of graduate work in the semester during which degree requirements are completed.

**Note:** All thesis defense meetings will be held in Campbell Hall 327, and defense flyers must be submitted to Ms. Gore via the LDPP e-mail address for posting on the departmental bulletin boards and notification to all departmental faculty members at least three (3) weeks in advance. It is the student’s responsibility to notify the Graduate School.

**Recommendation for Degree**

The candidate will be recommended for the master’s degree to the Graduate School dean by the graduate study committee or by the student’s advisor and the graduate program director. This recommendation must be received no later than 20 days before the end of the semester in which the candidate is expected to complete all degree requirements. The recommendation will be based on evaluation of all work performed, the final examination, and the thesis. The recommendation will automatically be nullified if (1) the remaining courses needed for the degree are not passed, (2) the candidate fails to maintain good academic standing, (3) the candidate fails to remove all temporary grades from the transcript, or (4) the candidate fails to complete the thesis.

**Award of Degree**

Upon approval by the Graduate School Dean and payment of any outstanding financial obligations to the university, the student will receive the degree from the president of the university.

**Steps Toward the Master’s Degree**

- Admission to master’s degree program
- Selection of faculty advisor
- Maintenance of good standing
- Appointment of graduate study committee
- IRB and/or IACUC approvals obtained
- Admission to candidacy—at least one semester before graduation is expected
- Application for Degree—no later than 3 weeks into the semester in which graduation is expected
- Production of preliminary version of thesis
- Defense of thesis
• One PDF (on a CD) of the defended committee-approved thesis to Graduate School office – no later than 2 weeks (10 business days) after the public defense
• Recommendation for degree
• Conferring of degree
DOCTORAL DISSERTATION: STEPS FOR COMPLETION FOR PLAN I
(Research)
The majority of information in this section was taken directly from the UAB Graduate School Student Handbook for 2010-2011. See the UAB Graduate School Student Handbook for more information.

General Statement
The doctoral degree is granted in recognition of (1) scholarly proficiency and (2) distinctive achievement in a specific field of an academic discipline. The first component is demonstrated by successful completion of advanced coursework (of both a didactic and an unstructured nature) and by adequate performance on the comprehensive examination. Traditionally, the student demonstrates the second component by independently performing original research. In certain doctoral programs, a major project undertaking may be acceptable even though it may not be of a traditional research nature. However, in all programs, a dissertation is required, presenting the results of the student’s independent study.

Faculty Advisor
Immediately after a degree-seeking student enters the UAB Graduate School, a member of the faculty of the graduate program to which the student has been admitted should be assigned to serve as the student’s advisor. This assignment may be a temporary arrangement. The student and the advisor should confer about the initial courses and any special work to be taken on the basis of the student’s previous experience and the requirements of the graduate program.

Graduate Study Committee
As soon as possible, a graduate study committee should be formed to guide the student in a program of courses, seminars, and independent study designed to meet the student’s needs and to satisfy program and Graduate School requirements. This committee should consist of at least five (5) Graduate School Faculty Members (as defined by its web site); the chair plus four other members. At least three (3) members should be from the Developmental Psychology Program. Faculty members of the LDPP include primary and secondary faculty members who are involved with developmental psychology students with regard to teaching, active and ongoing research and funding, and thesis/dissertation committee work. Two (2) members should be from outside the student’s graduate specialization and each of whom should be able to bring some relevant insight and expertise to guide the student. It is preferred that these members be from outside the Psychology Department.

The Graduate Study Committee members are chosen by the student, with consultation and approval from the Committee Chair, Developmental Program Director and the Graduate School Dean. Committee members must have credentials equal to or exceeding that of the degree that the student is pursuing. The Program Director must appoint the committee through the Graduate School before the student can register for dissertation Research hours (PY 799), and this must occur at least two semesters before the Ph.D. is to be received. Once the student has completed the Graduate Study Committee Letter with their mentor, the form should be given to Ms. Gore in order to obtain the Program Director’s signature and forwarding to the Graduate School.

After approval has been received from the Graduate School, the student should schedule meetings as necessary to discuss his/her research.
Changes to this committee must also be submitted online on the appropriate form at http://main.uab.edu/Sites/gradschool/students/current/forms/.

Role of Committee Members:

Dissertation Chairperson: The chairperson agrees to supervise the student’s dissertation research in a specific problem area that falls within his/her professional expertise. It is important for the student and advisor to agree upon a tentative timeline, taking into account future plans of both parties (sabbaticals, leaves of absence, changes in employment, etc.)

It is the responsibility of the chairperson to ensure that a dissertation proposal of professional quality is developed in consultation with the Dissertation Committee.

The chairperson is responsible for supervising the collection of data. Supervision of research technique and advice concerning professional and ethical problems may be required.

The chairperson assumes responsibility for the quality of the final written product. The dissertation should meet the professional standards of the chairperson and department.

Other Committee Members: Committee members are viewed as consultants with expertise related to the dissertation problem. While they may be called upon for advice and counsel, major responsibility for the quality of the dissertation proposal and the final write-up of the dissertation problem resides with the student and the committee chairperson.

Transfer of Credit

Previously earned graduate credit that has not been applied toward another degree (either at UAB or elsewhere) is eligible for transfer into the student’s current degree program. Ordinarily, no more than 12 semester hours of transfer credit can be applied to a degree program. Acceptance of more than 12 hours will require approval by the program director, department chair, and Graduate School dean. All transfer requests must be initiated by the student and require the approval of the graduate program director and the Graduate School dean. Transfers of Credit forms are available online at http://main.uab.edu/Sites/gradschool/students/current/forms/. An application for transfer of credit will not be considered until the student has completed at least 9 semester hours of graduate credit in the current UAB program and is in good academic standing. Once transfer credit has been accepted, it will be included in the calculation of the GPA in the student’s current UAB program. Graduate credit earned with a grade of B or above by a graduate student in another accredited graduate school may be considered for transfer. In programs offered jointly by UAB and other universities, all graduate credits earned in the program at a cooperating university are eligible for transfer to UAB. If a student earns credit in one UAB graduate program and is later admitted to another program, unused credits from the previous program are eligible for consideration for transfer into the current program.

Minimum Course Credit Requirements

The Graduate School has minimum course credit requirements for students in doctoral programs. Program requirements for course work may exceed the Graduate School minimums. Graduate School minimum requirements are as follows:

1. If entering with a baccalaureate degree: (a) Completion of 48 credit hours of course work prior to candidacy; (b) Up to 16 credits of the 48 can be as non-dissertation research credits; (c) Up to 10 credits can be as lab rotation, seminar, or directed study credits; and (d) Doctoral students must
satisfy one of the following: (d1) Must complete at least two semesters as a full time student in candidacy and accumulate at least 24 semester credit hours in 799 dissertation research; OR (d2) Must complete at least two semesters as a student in candidacy and have accumulated at least 12 semester credit hours in other appropriate research-based coursework, which has been approved by the graduate student’s program. Courses which have been previously counted toward another degree are not eligible to satisfy the research credit requirement. The student’s graduate department/program should provide a course planning curriculum worksheet detailing the courses taken which are intended to be used toward meeting degree requirements along with the application for degree.

2. If entering with a previous Masters degree appropriate to the doctoral degree field (Also applies to previously earned M.S., D.V.M., D.M.D., D.D.S., etc.): (a) Completion of 27 credit hours of course work prior to candidacy; (b) Up to 6 credits of the 27 can be as nondissertation research credits; (c) Up to 6 credits can be as lab rotation, seminar, or directed study credits; and (d) Doctoral students must satisfy one of the following: (d1) Must complete at least two semesters in candidacy and accumulate at least 24 semester credit hours in 799 dissertation research; OR (d2) Must complete at least two semesters as a student in candidacy and have accumulated at least 12 semester credit hours in 799 dissertation research, AND, either during or before candidacy, 12 semester credit hours in other appropriate research-based coursework, which has been approved by the graduate student’s program. Courses which have been previously counted toward another degree are not eligible to satisfy the research credit requirement. The student’s graduate department/program should provide a course planning curriculum worksheet detailing the courses taken which are intended to be used toward meeting degree requirements along with the application for degree. Up to 12 credits of course work that have not been applied toward meeting the requirements for an earned degree taken at UAB or other institutions may be used to satisfy these course credit requirements upon approval of the graduate program director and the Graduate School Dean.

RESIDENCE REQUIREMENT
The usual minimal period in which the doctoral degree can be earned is three academic years of fulltime study, or longer if the student has periods of part-time enrollment. The nature of doctoral study requires the closest contact between the student and the faculty of the graduate program, and the individual investigation or other special work leading to the dissertation must be done directly under the guidance and supervision of a full member of the UAB graduate faculty. Therefore, doctoral students should be in residence (enrolled) for three full semesters each year including summers during a three year period or collectively a minimum of nine semesters if the student has to take a leave of absence during the course of their doctoral education.

COMPREHENSIVE EXAMINATION
The comprehensive exam requirement of the graduate school is intended to broaden the student’s expertise beyond their identified research area. The "comprehensive exam" will consist of a review paper. This paper is meant to, and should represent a substantial effort from the student. The paper should be a hybrid of the traditional Psychological Bulletin and Psychological Review formats (i.e., presenting a new conceptual framework and reviewing existing literature). The paper should ideally result in a conceptual model that can guide future research. It is not sufficient to descriptively review existing studies in a given domain; the paper should critically review the literature and integrate issues in the elaboration or development of a conceptual model. It is essential that the student integrate related areas into the work in which he or she is engaged. The dissertation committee and any ad hoc committee members invited by the Committee Chair to provide required expertise will read the paper.
The student and committee will meet in a closed session to discuss the paper, if this is deemed appropriate by the committee. The committee will have the option of requesting that the student revise the paper if, in their judgment, the requirement has not been fulfilled adequately. The review paper may form the basis for the student's dissertation proposal. If so, it may be reviewed as a part of the proposal meeting rather than in a separate session.

The student's dissertation committee and the Program Director will have the responsibility for approving the student's proposal for completing the qualifying process.

Students must be registered for at least three (3) semester hours of graduate work during the term in which the comprehensive examination is taken.

**ADMISSION TO CANDIDACY**
When the student has passed the comprehensive examination, satisfied any program requirements for foreign language proficiency or special tools of research, and presented to the graduate study committee an acceptable proposal for dissertation research or special study, the committee will recommend to the Graduate School dean that the student be admitted to candidacy. A student must be in good academic standing to be admitted to candidacy. Admission to candidacy must take place at least two semesters before the expected completion of the doctoral program. Students must be admitted to candidacy before they can register for dissertation research hours (PY 799). Admission to candidacy is an important step forward in the student’s pursuit of the doctorate. By approving admission to candidacy, the graduate committee indicates its confidence that the student is capable of completing the proposed research project and the doctoral program.

**IRB AND IACUC APPROVAL**
If the research involves human or animal subjects, approval from IRB or IACUC must be documented before admission to candidacy can be approved and must be kept current until the research is completed (please refer to Tip Sheet for Students Involved in Research Involving Human or Animal Subjects located at the end of the Graduate School Handbook). The student’s name must appear on the IRB approval form. The IACUC form must display the appropriate protocol number. Students are strongly encouraged to have a draft of the IRB application completed by the time of their proposal.

**NOTE:** All Psychology students, undergraduate and graduate, conducting human subject participants research under the auspices of the UAB Department of Psychology are required to obtain appropriate research approvals, including IRB training, from the UAB Institutional Review Board. Students are responsible for ensuring their name is immediately added to the research protocol prior to performing any work on the study. (See page 54 - 55 for a complete copy of the Department of Psychology policy regarding Human Research.) A copy of the IRB application and/or amendment and approval should be forwarded to Ms. Gore (psych-lifedev@mail.ad.uab.edu) as a pdf document for the student’s file.

Students, who have questions or concerns regarding human subject research, should contact Mary Frances Thetford, the departmental liaison, and not the IRB. (mthetford@uab.edu or 934-8728)
APPLICATION FOR DEGREE
Each candidate for a doctoral degree must signify the intention to complete the degree requirements by a particular graduation date by submitting a completed Application for Degree Form. Because this form is used to check requirements, order the diploma, and enter the student on the commencement program, it must be received in the Graduate School Records Office no later than 3 weeks into the expected semester of graduation. See deadline dates located on the Graduate School website. Students must be registered for at least 3 semester hours in the semester they plan to graduate. Forms are available online at http://main.uab.edu/Sites/gradschool/students/current/forms/.

DISSERTATION
Committee meetings should be scheduled as necessary to develop the research problem for a dissertation. Prior to the dissertation proposal, students must complete and submit a NIH, NSF, or other fellowship grant application. The application should include a thorough review of the literature and should clearly delineate the specific aims of the project as well as the hypotheses to be tested. The Graduate School offers a professional development seminar (usually in the fall) to help with this regard, “GRD 706: Grant and Fellowship Writing 1010: how to Obtain Funding”. Additional information may be found on pages 56 - 60.

The student should complete their review paper according to the instructions under Comprehensive Exam on pages 43 - 44. The review paper may be used as the introduction to the dissertation. Secondary data analysis for the dissertation will only be acceptable in instances where the proposed analysis represents the independent ideas of and substantial contributions by the student.

The plan for the research project should be presented to the Graduate Study Committee (at least two semesters before desired graduation). The Program Director and Ms. Gore should be informed of the proposal meeting date at least three (3) weeks in advance.

Signatures of committee members and program directors on approval forms indicate their assurance that they have examined the document and have found that it is of professional quality from all standpoints, including writing quality, technical correctness, and professional competency, and that the document conforms to acceptable standards of scholarly presentation. The Graduate School is responsible for ensuring that the final version of the dissertation meets the physical standards required of a permanent, published document and for adherence to the requirements stated in the UAB Format Manual (available online at http://www.uab.edu/graduate/theses_dissertation/FormatManual.pdf).

Dissertation Defense
The dissertation defense should take the form of a presentation and defense of the dissertation, followed by an examination of the candidate’s comprehensive knowledge of the field. All LDPP examinations will be conducted in Campbell Hall 327. Defense flyers must be submitted to Ms. Gore via e-mail for posting on the departmental bulletin boards and notification to all departmental faculty members at least three (3) weeks in advance. The date, time, and location of this examination is reported to the Graduate School via the online Request for Thesis or Dissertation Approval forms (submitted at least 10 days before the public defense) and allows for the attendance of the Graduate School dean. The meeting must be open to all interested parties, publicized on the UAB campus, and must take place before the posted semester deadline. Candidates must be registered for at least 3 semester hours of graduate work during the semester in which the final examination is taken. If in the opinion of one or two of the five members of the dissertation committee, the student has failed the dissertation defense, there is no consensus to pass. The chair of the committee shall advise the student...
that the dissertation fails to meet the requirements of the program. The chair shall notify the student in writing about the reason(s) for failure. If the student resubmits or submits a new dissertation for consideration by his/her graduate program at least two members of the new examining committee shall be drawn from the original committee. If the modified or new dissertation fails to meet the requirements of the program, the student shall be dismissed from the graduate program. In the event that only one of the five committee members dissent, that individual must submit a letter in which he/she outlines the reasons for their dissent to the student’s advisor. The advisor and student may then prepare a rebuttal statement that is submitted, along with the letter of dissent, to the advisory or executive committee of the program for review. The advisory committee can then decide to accept or reject the rebuttal statement. If the rebuttal is accepted, the student is passed on his/her dissertation defense. If the rebuttal is rejected, the advisory committee can recommend to the student or advisor potential steps necessary to remediate the dissertation and potentially also the work therein, or the committee can recommend that the student be dismissed from the program.

**NOTE:** All doctoral defense meetings will be held in Campbell Hall 327, and defense flyers must be submitted to Ms. Gore via the LDPP e-mail address for posting on the departmental bulletin boards and notification to all departmental faculty members at least three (3) weeks in advance. It is the student’s responsibility to notify the Graduate School.

**SUBMISSION OF THE DISSERTATION**
No later than 2 weeks (10 business days) following the public defense, the completed, final version of the committee-approved dissertation, as a single PDF, must be submitted for final review. There is a $65 charge, paid online at the time of submission. This fee covers perpetual archiving and maintenance of the dissertation in the ProQuest/UMI database. Also submitted online are the UAB Publication Agreement and the Survey of Earned Doctorates. One copy of the signed approval form is submitted to the Graduate School office. Additional information concerning completing graduation requirements and the dissertation submission and publication process is available online at http://main.uab.edu/Sites/gradschool/students/current/theses/.

**RECOMMENDATION FOR DEGREE**
The candidate will be recommended for the doctoral degree to the Graduate School dean by the graduate study committee and the graduate program director. This recommendation must be received no later than 20 days before the end of the semester in which the candidate is expected to complete all degree requirements. Candidates must be in good academic standing to graduate, with no temporary grades for courses required for the degree on their transcripts.

**AWARD OF DEGREE**
Upon approval by the Graduate School dean and payment of any outstanding financial obligations to the university, the student will be awarded the degree. Doctoral students are generally expected to complete all degree requirements within 7 years of matriculation.

**STEPS TOWARD THE DOCTORAL DEGREE**
• Admission to doctoral degree program
• Selection of faculty advisor
• Maintenance of good standing
• Appointment of graduate study committee
• Passing of comprehensive examination
• IRB and/or IACUC approvals obtained
• Admission to candidacy—no later than two semesters before expected graduation
• Application for degree—no later than 3 weeks into the expected semester of graduation
• Production of preliminary version of dissertation
• Final examination—no later than 30 days before expected graduation
• A PDF of the defended committee-approved dissertation to UAB/ProQuest submission web site --no later than 2 weeks (10 business days) following the public defense
• Recommendation for degree
• Conferring of degree
The Department of Psychology provides you with copies of new department requirements and procedures, downloadable forms for your continued use, and various links that will assist you in answering your day to day questions about operations within the department, such as “who do I contact?” (http://www.uab.edu/psychology)

One set of those resources are regarding the Institutional Review Board for Human Subject Protection. These updated policies may be found at http://www.uab.edu/psychology/resources/student-resources listed under the heading: Research & Evaluation Forms. A copy of the following documents may be found on the pages 49 - 55.

- Instructions ~ Department Scientific Review Policy for IRB Research Approval
- Psychology ~ Department Scientific Review Forms
- Psychology ~ Conduct of Human Research by Students NEW October 29, 2009

**NOTE: IT IS YOUR RESPONSIBILITY TO DOUBLE CHECK THE APPROPRIATE WEBSITES (IRB, GRADUATE SCHOOL, AND DEPARTMENT) TO ENSURE YOU HAVE THE LATEST INSTRUCTIONS AND FORMS.**
UAB DEPARTMENT OF PSYCHOLOGY
DEPARTMENTAL POLICY: SCIENTIFIC REVIEW FOR IRB SUBMISSIONS

SPECIAL NOTE: THIS POLICY WILL CHANGE AS UAB’S DEPARTMENT FOR SCIENTIFIC REVIEW POLICIES AND PROCEDURES ARE CHANGED. STUDENTS WILL BE REQUIRED TO ADHERE TO THE CURRENT UAB IRB POLICIES AT THE TIME OF SUBMISSION.

Effective: July 7, 2003
Revised: February 1, 2009

POLICY
In accordance with UAB Institutional Review Board (IRB) Policies and Procedures, scientific review of all new investigator-initiated research is required at the department level to replace the use of the Institutional Project Review Panel (PRP) process. This policy applies to all levels of IRB review - full, expedited, and exempt. Note that the UAB Gene Therapy Project Review Panel will continue to review all gene therapy protocols.

This departmental review process will be handled according to the following guidelines:

1. The Principal Investigator (PI) shall identify at least one expert reviewer, who is not an investigator or supervisor on the project, to review the research protocol and to provide comments and any recommendations for revision prior to IRB submission. The reviewers may be selected from within the department faculty or external to the department. The reviewers should have the appropriate expertise to review the protocol in relevant areas such as the scientific merit and design of the proposed research, use of human participants in psychological research, and health care or safety-related issues. The PY 101 Subject Pool Coordinator should be included among the Reviewers of the project if the project will recruit from PY 101. The Subject Pool Coordinator is Dr. Rex Wright (rwright@uab.edu). The PI is responsible for making all appropriate contacts with potential reviewers in a timely fashion, and to provide them a copy of all necessary materials in order to have the review completed in time for submission to the department and to the IRB by the designated due date.

2. Forms. The Reviewer(s) should be provided with a complete copy of the protocol for review, consent form as needed, and all materials that will be submitted to the IRB. Please provide the reviewer(s) with the Reviewer Comment Form for the reviewer to complete and sign. This form is included in the Psychology Scientific Review Policy and Forms document that is available on the Departmental Resources page of the department's website http://www.psy.uab.edu/departmentsources.htm. The Reviewer(s) should provide written feedback to the PI on the Reviewer Comment Form. This process does NOT require that the Reviewer(s) and the PI meet individually or in a panel format. The PI shall complete the bottom of the Reviewer Comment Form by indicating that all reviewer comments and recommendations have been addressed, and then sign the form as well.

3. When the review and any revisions are completed, submit the entire packet (original) that includes the IRB Protocol Application and the Scientific Review Forms to the Psychology Program Director, Mary Frances Thetford, (mthetford@uab.edu) in 415 Campbell Hall. Note that the Department of Psychology Scientific Review Form replaces the IRB’s Protocol
Oversight Review Form (PORF). The Program Director will review the materials for completeness and compliance verification and forward to the Chair of Psychology for final review and signature. Please allow at least 24-48 hours for this process to be completed. It is advised that you contact the Program Director by email at least two days in advance to notify of a forthcoming protocol for review.

4. The Department Chair will acknowledge by signature that the protocol has received the necessary reviews for IRB submission. You will be contacted by the Program Director that the paperwork is signed and ready for pick up, or delivery to the IRB Office.

Scientific review of IRB renewals and amendments of protocols will not be necessary unless there are significant changes to the protocol, such as the addition of a new subject population or substantial modification to the protocol such as changing or adding an aim or analysis to an already approved study.

Note however that the addition or removal/replacement of key personnel on the protocol, including graduate students, does not require additional scientific review but does require a written notification to the IRB and these individuals should complete a Conflict of Interest form as needed.

Information regarding the conduct of human research by students

All Psychology students conducting research under the auspices of the Department of Psychology are required to obtain research approvals, including Scientific Review, from the Department of Psychology. This applies to the situation where a student is conducting their research under the supervision of a non-psychology faculty member, or a secondary psychology faculty member in another department or physical location.

When a faculty investigator accepts/hires a student (undergraduate, high school, graduate student, or even volunteer students) to an approved research study who will be involved in “the design, conduct, analysis or reporting of research” or will obtain consent from the participants on the study, or receive payment from the grant account, this student(s) name should immediately be 1) placed on the research protocol by the Principal Investigator. The PI should complete the Project Revision/Amendment form and attach supporting documentation sent or received from the sponsor including the individual’s name, role, title of study, IRB approval no., etc.) and (2) provide IRB training prior to this student performing any work on the study.

Publication and Presentation of Data

The study data is the responsibility of the approved Principal Investigator. Students should not publish, present or report confidential data publicly without approval by the approved Principal Investigator. Students preparing poster presentations for conferences or talks (in-house or outside the department) related to these data must obtain permission from their PI/faculty advisor prior to submitting to an outside forum. The student may serve as first author on these posters or presentations if they are listed on the IRB approved protocol, and also have received IRB training. The PI should be listed as a coauthor. The sponsor should also be acknowledged on these presentations. Again, the student’s presentation may not be the result of any change to the data that is not IRB approved.
If an **undergraduate student** plans to use a subset of data for a secondary analysis on an already approved protocol with their mentor/ faculty advisor, for their own research, i.e. undergraduate honor’s thesis, etc., they should submit their research as a separate IRB application from that of their mentor’s/faculty advisor; however the faculty advisor/mentor would be listed on the application. The

PI would need to approve use of the existing data for this purpose.

Important! If a **graduate student** plans to use a subset of the existing data for their own research, or to conduct a secondary analysis for their own research that is not IRB approved, such as for their master’s thesis, or graduate dissertation, the student will need to submit their research as a **separate IRB application** from that of their mentor’s/faculty advisor; however, the faculty advisory/mentor would be listed on the application as faculty advisor. The PI will need to approve use of the existing data, or as an ancillary study to their protocol, for this purpose. Even if the student is named on the mentor’s IRB application (as a co-investigator or in any other role), a separate protocol is required for their thesis or dissertation research (which should be their own idea). Any other approach should be approved by the IRB Office.

**Applying for Candidacy**

If the graduate student is applying for candidacy and the student is conducting a variation on a faculty member’s/mentor’s study, i.e. asking a secondary question from a faculty member’s already approved IRB study or grant, then the student will need to apply for their own separate IRB protocol application. The thesis or dissertation proposal should not be the same approved IRB application, or the same study title, as their faculty advisor/mentor. **If you are currently engaged in data collection for your thesis or dissertation and have NOT submitted the IRB application as a separate protocol, please get in touch with your program director or Mary Frances Thetford at 934-8728 as soon as possible**
In 2003, the scientific review of investigator-initiated research protocols replaced the use of the institutional Project Review Panel (PRP) process. The Principal Investigator should identify at least one scientist, who is not considered an investigator or supervisor on the project, to review the research protocol and provide comments/suggestions prior to IRB submission. Results of the review should be attached to this form upon IRB submission. The Department Chair will provide their signature acknowledging that all appropriate reviews have occurred.

(Based on UAB Notice of IRB Submission Policy Change Dated June 3, 2003)

Date Received: __________ Date Due to IRB: __________ Date Returned to PI: __________

Title: _____________________________________________________________________________

Principal Investigator: (please print or type) _____________________________________________

School: _____________________ Department: __________________

Exempt  Expedited  Full-Board  New Submission ☐  Renewal ☐  With significant changes

This protocol has been reviewed at the ☐ Departmental Level
☐ External Reviewer(s) [outside the department]

Reviewing Scientist(s): This project has been reviewed and comments/suggestions provided to the Principal Investigator by the following Reviewers.

________________________________________  __________________________  __________________
Name (Print or Type)  Title/Affiliation  Date

________________________________________  __________________________  __________________
Name (Print or Type)  Title/Affiliation  Date

I have received all comments and recommendations for revision and have addressed as needed.

________________________________________  __________________________
Principal Investigator Signature  Date

This project is recommended by the Department of Psychology for submission to the UAB-Institutional Review Board for formal institutional review.

________________________________________  __________________________
Karlene Ball, Ph.D.  Date
Chair, Department of Psychology
UAB DEPARTMENT OF PSYCHOLOGY

Reviewer Comment Form (please print or type)
(Must be included with all protocol submissions to the UAB IRB)

Title of Protocol: ____________________________________________

Reviewer: ______________Signature____________Date____________

Comments/Recommendations: (print or type)

Investigator Response:

____________________________________________________________________

Investigator Signature Date

53 (Revised: Fall 2011)
Information regarding the Conduct of Human Research by Students
Approved: October 29, 2009

All Psychology students, undergraduate and graduate, conducting human participants research under the auspices of the UAB Department of Psychology are required to obtain appropriate research approvals and IRB training according to the UAB Institutional Review Board. The UAB Department of Psychology promotes the following guidelines for the conduct of human research.

When a faculty investigator accepts/hires a student (high school, undergraduate, graduate student, or other students on a volunteer, class credit, or paid basis) who will be involved in “the design, conduct, analysis or reporting of research” or who will obtain consent from potential participants of the study, this student(s) name should immediately be placed on the research protocol by the Principal Investigator prior to the student performing any research related activity. The PI should complete the IRB Project Revision/Amendment form and provide evidence that the student’s IRB training is up to date, prior to this student performing any work on the study. The PI must wait for the approved amendment before allowing the student to perform any research related activity on that project. A copy of the IRB certification should be provided to the PI and a copy should be submitted with amendments to the research protocol to avoid any added delays in processing.

Publication and Presentation of Data

The study data are the responsibility of the approved Principal Investigator. Students should not publish, present or report confidential data publicly without approval by the Principal Investigator. Students preparing poster presentations for conferences or talks (in-house or outside the department) related to the data must obtain permission from the PI/faculty advisor prior to submitting to an outside forum. The student may serve as first author on these posters or presentations if he/she is listed on the IRB approved protocol. In this case, the PI should be listed as a co-author. The sponsor should also be acknowledged on these presentations.

Undergraduate Research Using Existing Data

If undergraduate students plan to use a subset of data generated from an already approved protocol for a secondary analysis with their mentor/faculty advisor, for their own research, i.e. undergraduate honor’s thesis, etc., they should submit their research as a separate IRB application independent of the mentor/faculty advisor that is currently using the data. However the faculty advisor/mentor should be listed on the application. The PI overseeing the collection, storage, and protection of the data would need to approve use of the existing data for this purpose, and should be consulted as to the terms of use and confirm that. The student PI should not use the same title or originally approved protocol of his or her mentor/faculty advisor for his/her research. A brief letter should be provided to the student by the PI granting use of the data. This letter should be included in the student’s IRB protocol packet.
Graduate Research Using Existing Data

If graduate students plan to use a subset of an existing dataset to ask a new research question for their own research, or to conduct a secondary analysis for their own master’s thesis or graduate dissertation, the students will need to submit their research as a separate IRB application from that of their mentor/faculty advisor. However, the faculty advisor/mentor would be listed on the application as Faculty Advisor. The faculty PI will need to approve use of the existing data for this purpose. The student PI should not be using the same title, or originally approved protocol of his or her mentor/faculty advisor for his or her proposed thesis or dissertation. A thesis or dissertation should represent a new question or specific aim and thus will require a new protocol.

Even if the student is named on the mentor’s IRB application (as a co-investigator or in any other role), a separate protocol is preferred by the IRB for the thesis or dissertation research (which should be his/her own idea). Any other approach should be approved by the IRB Office.

If you are currently engaged in data collection for your thesis or dissertation and have NOT submitted an IRB application as the P.I. under a separate protocol, please get in touch with Mary Frances Thetford at 205-934-8728 as soon as possible.

Applying for Candidacy for the Doctoral Degree

Graduate Student Candidacy Checklist:

- Set up a Graduate Study Committee [according to Graduate School and your Program Guidelines]
  - Note: Committee requirements vary by Master’s and PhD degrees and program areas

- Go the UAB Graduate School website and view your appropriate degree deadlines, including when to apply to candidacy [http://main.uab.edu/Sites/gradschool/students/current/deadlines/]

- Propose your research idea to your committee and develop your plan

- Obtain IRB approval by submitting your protocol application that outlines your committee approved research

- Apply for Admission to Candidacy no later than 2 semesters before your expected graduation [http://main.uab.edu/Sites/gradschool/students/current/7287/]

- Admission for Candidacy requires your Program Director’s signature of approval. Your Program Office will confirm that you have met the requirements and that you are the designated PI on your research protocol prior to obtaining the program director’s signature of approval.
UAB GRADUATE SCHOOL DEVELOPMENTAL PROGRAM

NOTE: Students may not use these courses and/or workshops as electives. Course and/or workshops are for professional development only.

ABOUT THE PROGRAM
Since its inception in 1991, the Professional Development Program’s mission has been to nurture skills that transcend disciplinary boundaries, to prepare graduate students and postdoctoral fellows to participate successfully in professional and academic arenas, and to provide additional English language support for graduate students and postdoctoral fellows who are not native speakers of English.

Participants have an opportunity to augment their traditional graduate studies through professional development courses, workshops, and seminars covering topics ranging from communication, presentation, and writing skills to courses in grant and fellowship writing, principles of scientific integrity, and teaching at the college level. Many of these courses are designed specifically for, or offer separate sections for, non-native speakers of English.

TYPICAL SCHEDULE  *Designed for non-native speakers of English

FALL
C: Research Writing for Internationals* Improvement Workshop*
C: Writing & Reviewing Research C: Individualized Pronunciation &
C: Advanced Writing & Publishing Accent Improvement*
C: Advanced Oral Communication* C: Principles of Scientific Integrity
C: Oral Communication I* W: Grants & Fellowships 101
C: Oral Communication II* W: Dissertation Strategies
C: Presentation & Discussion Skills W: Presenting Effectively
C: Pronunciation & Accent

SPRING
C: Research Writing for Internationals* C: Individualized Pronunciation &
C: Writing & Reviewing Research Accent Improvement*
C: Advanced Writing & Publishing C: Principles of Scientific Integrity
C: Advanced Oral Communication* C: Teaching at the College Level
C: Oral Communication I* & Beyond
C: Oral Communication II* C: Writing Fellowships
C: Presentation & Discussion Skills W: Career Development
C: Advanced Pronunciation & W: Writing Successfully
Accent Improvement Workshop* W: Successful Dissertation Writing

SUMMER
C: Research Writing for Internationals* C: Individualized Pronunciation
C: Writing & Reviewing Research & Accent Improvement*
C: Advanced Writing & Publishing C: Pronunciation & Accent
C: Advanced Oral Communication* Improvement Workshop*
C: Oral Communication I* C: Research Writing & Style
C: Oral Communication II* W: Dissertation Strategies
REGISTRATION: GENERAL INFORMATION
The Professional Development Program offers courses and workshops designed to improve the academic and professional communication skills of graduate students and postdoctoral fellows and to help prepare them for independent careers.

The Professional Development courses are open to all UAB graduate students. Postdoctoral fellows should contact the Office of Postdoctoral Education. Other interested persons should contact the program director for information on registration procedure and course availability. These courses are listed each semester in the UAB Class Schedule under Graduate School. All Professional Development courses are Pass/No Pass credit-bearing graduate courses.

GRADUATE STUDENTS
To register for any GRD courses or workshops, follow normal registration procedures as listed in the UAB Class Schedule. If you need additional information, contact Dr. Julia Austin at jaustin@uab.edu or 975-6539 or Ms. Lori Naramore at naramor3@uab.edu or 996-4061.

Before registering for Academic English courses, nonnative English speakers must complete the oral and written language assessments. The purpose of these assessments is to recommend students to the appropriate level courses (GRD 720/721 or GRD 730/731; GRD 714, 724 or 725; GRD 726, 727, or 728). The oral assessment consists of a 20-minute one-on-one structured interview, and the writing assessment is a 1-hour written essay. These assessments are scheduled at the beginning of each semester. To schedule assessments, nonnative English speakers should contact Lori Naramore at naramor3@uab.edu.

ADDITIONAL INFORMATION
For detailed information, contact Dr. Julia s. Austin, Program Director. (HUS 511, jaustin@uab.edu, or 205.975.6539.

COURSE DESCRIPTIONS: CLASSES
701. PRESENTATION & DISCUSSION SKILLS.
This course is designed to develop professional communication skills through individual presentations and group evaluations. Topics include the basics of oral presentation, content, organization, and delivery of formal presentations; use of voice and nonverbal communication; and speaking to different audiences. Students’ presentations are videotaped and critiqued by their classmates and the instructor. Fall and spring. 3 credit hours. Pass/Fail.

704. SPECIALIZED INSTRUCTION;
Addresses particular writing needs of students actively writing theses, dissertations, articles for publication, grant proposals or pronunciation concerns of second language students. Individual instruction. Prerequisite: Permission of program director. Spring, summer, and fall. 1 to 5 hours. Pass/Fail.

705. TEACHING AT THE COLLEGE LEVEL AND BEYOND.
This course provides an overview of many important aspects of teaching at the college level and beyond. Topics include designing a course and writing an effective syllabus, writing learning
objectives, enhancing lectures, testing and grading, dealing with challenging students and difficult situations, learning and the brain, and accessing appropriate active learning strategies. Spring. 2 or 3 credit hours. Pass/Fail.

709. FELLOWSHIP WRITING.
This hand-on workshop takes students through the fellowship or grant writing process from finding funding sources to writing a successful narrative. Topics also include finding the right funding source to match your research topic, the fellowship or grant writing process, the writing and editing process, and effective revisions. Students will prepare a fellowship or grant proposal during the semester. Spring. 3 credit hours. Pass/Fail.

712. RESEARCH WRITING AND STYLE.
Designed for graduate students and professionals whose first language is English, and who are currently working on a writing project (e.g., paper for class, journal article for publication, or dissertation), this course teaches effective strategies of successful writers. Topics include the different types of writing that students and professionals do (such as abstracts, proposals, journal articles, progress reports, and correspondence), publishing, and ethical issues related to writing and publication. Summer. 3 credit hours. Pass/Fail.

714. INDIVIDUALIZED PRONUNCIATION INSTRUCTION.
Students in Individualized Instruction have acquired basic speaking skills in group instruction and are now ready for fine-tuning their language abilities with an experienced instructor, who tailors lessons to their particular pronunciation needs. The course includes a thorough diagnostic and goal-setting session, followed by one-to-one instruction in the sounds and rhythms of English, including computer-assisted language mapping and techniques used by professional actors. Spring, summer, and fall. 3 to 5 credit hours. Pass/Fail.

715. PREPARING TAS TO BE EFFECTIVE TEACHERS.
Prepares teaching assistants to meet the educational needs of undergraduate students by developing effective teaching practices. Topics include preparing to teach, presenting material effectively, handling questions, handling difficult students and situations, leading laboratory sections, and ethical issues related to teaching. Recommendation of department required. Fall. 2 or 3 credit hours. Pass/Fail.

717. PRINCIPLES OF SCIENTIFIC INTEGRITY
This course surveys ethical issues and principles in the practice of science. Among the topics discussed are the nature, extent, and causes of fraud in the sciences; UAB policies on fraud; ideals of good science; the responsibilities of authorship and peer review; potential problems raised by the commercialization of research; scientists as public policy advisors; and ethical issues involved in animal experimentation and in clinical trials. Fall and Spring. 3 credit hours. Pass/Fail.

720. ORAL COMMUNICATION I.
Prerequisite: OPI Level 2-Low or Mid on UAB-adapted OPI Assessment. Learn strategies for clearly and accurately expressing your ideas while building your confidence. On-line lectures allow students to practice listening to presentations and interviews on current topics. In-class discussions build fluency, grammar, and pronunciation.

This interactive speaking and listening course prepares students to participate actively in discussions with Americans in both academic and social settings. (First class in a 2-part sequence.) Spring,
summer, and fall. 3 credit hours. Pass/Fail.

721. **ORAL COMMUNICATION II.**
Prerequisite: OPI Level 2 High or GRD 720. Build academic vocabulary and knowledge of American culture. Improve listening and speaking accuracy, and practice effective language learning strategies. Students in this dynamic, web-enhanced course discuss ethical and global issues while learning to speak and listen effectively in small groups. Class size is limited to ensure maximum participation. Spring, summer, and fall. 3 credit hours. Pass/Fail.

724. **FIRST-TIMERS’ PRONUNCIATION WORKSHOP.**
Permission of instructor required. Conversation groups in which second language students practice conversation skills with peers and with native English speakers. Students also attend lectures given by invited speakers and participate in a variety of cultural events. Fall and summer. 3 to 5 credit hours. Pass/Fail.

725. **ADVANCED PRONUNCIATION AND ACCENT WORKSHOP.**
Prerequisite: GRD 724, GRD 714, or permission of the instructor. This course is for those students who have completed the individualized instruction or who have the equivalent proficiency of those who have completed. By applying the voice and speech works of actor training, the students will practice speaking in longer stretches of the speech without losing the clarity of the message. This course helps students prepare for thesis and dissertation defenses, lecturing, and talks given at professional conferences. Spring. 3 credit hours. Pass/Fail.

726. **ACADEMIC WRITING I.**
Prerequisite: Writing Assessment Level 2. This hands-on course introduces students to the writing process, the elements of effective writing, common academic texts, ethics, peer review, and techniques for efficient editing. Based on guided activities, independent practice, and small-group work with instructor feedback, it is the first of two courses on writing academic journal-style articles. Instruction also addresses key grammatical issues for second language writers. (First class in a 2-part sequence.) Spring, summer, and fall. 3 credit hours. Pass/Fail.

727. **ACADEMIC WRITING II.**
Prerequisite: GRD 726 or permission of instructor. In the second of a 2-part series, academic writers build upon their knowledge of the writing process and peer review while learning to paraphrase, summarize, write literature reviews, and construct research articles. Activities include text analysis, writing practice, review, and revision as student’s model professional strategies. Instruction addresses key grammar issues for second language writers. Spring, summer, and fall. 3 credit hours. Pass/Fail.

728 **ADVANCED ACADEMIC WRITING.**
Prerequisite: 2nd language writers: Writing Assessment Level 3 or GRD 727; Native English writers: permission of the instructor. Created for advanced writers, GRD 728 reviews U.S. academic writing genres, standards, and conventions. Fast-paced with text analysis and guided practice, this course covers the writing of conference abstracts, posters, literature reviews, and research papers as student’s model professional strategies. Embedded language instruction addresses key grammar issues for second language writers. Spring, summer, and fall. 3 credit hours. Pass/Fail.

730. **ADVANCED ORAL COMMUNICATION.**
Prerequisite: OPI Level 2 High or GRD 721. Build communication skills and learning strategies while exploring cultural values. Through small-group interaction, students learn to effectively discuss their
opinions, organize effective talks, and analyze complex problems. This Level 3 course prepares students for the kinds of communication expected in graduate school—participating in academic discussions; debating scholarly projects with colleagues; and delivering formal talks at professional meetings. Spring, summer, and fall. 3 credit hours. Pass/Fail.

**COURSE DESCRIPTIONS: WORKSHOPS**

706. **GRANTS AND FELLOWSHIPS 101: HOW TO OBTAIN FUNDING.**
This workshop provides an introduction to writing grant proposals and fellowship applications. Topics include funding sources, electronic databases, organization and format of proposals and applications, submission and review processes, use of secondary sources, and guidelines for effective proposal writing. Fall. One-day workshop. 1 credit hour. Pass/Fail.

707. **GIVING PROFESSIONAL PRESENTATIONS.**
This workshop examines elements necessary for giving effective professional presentations. Topics include analyzing audience and purpose, assessing environment, language choices, differences between speaking and writing, nonverbal communication, characteristics of effective delivery, controlling nervousness, poster presentations, visual aids, and handling questions. Fall. One-day workshop. 1 credit hour. Pass/Fail.

708. **WRITING SUCCESSFULLY.**
This workshop provides an introduction to various aspects of writing in a variety of professional settings. Topics include strategies for efficient composing, overcoming writer’s block, avoiding plagiarism, adjusting for audience, writing for PowerPoint, and editing your own writing. Spring. One-day workshop. 1 credit hour. Pass/Fail.

710. **CAREER WORKSHOP FOR GRADUATE STUDENTS.**
This workshop provides participants with insights into a variety of career fields, inside and outside of academia. Discussion panels are made up of invited speakers from business, government, industry, and academia from across the United States. Spring. One-day workshop. 1 credit hour. Pass/Fail.

711. **SPECIAL TOPICS.**
This workshop addressed topics of current interest to graduate students. See UAB Class Schedule for offerings. 1 credit hour. Pass/Fail.
TRAVEL AWARD OPPORTUNITIES
Department of Psychology

Psychology Department travel funds are limited and encumbered on a first come, first serve basis. In fairness to all students, funds may only be requested one time each school year. Travel funds, up to $400, will be awarded in accordance with available funds, and the policies and guidelines for requesting travel funds. Should special circumstances arise, students may submit more than one application per year, but must also include a justification of the special circumstances request.

Following are the Psychology Department Graduate Student Travel Funds Policies and Guidelines.
1. All applications must be received by Pam Gore at least 30 days in advance of the conference dates. Please place application in an envelope with Pam’s name on it and place it in Dr. Karlene Ball’s box in CH 415.
2. Any student applying for travel funds must be currently enrolled, in good academic standing, and enrolled at the time of travel. Students should also include confirmation of any committed funds from their respective “programs”. The Chair, in review of these applications, will also consider the student’s regular attendance at required departmental activities and the Psychology Colloquium Series.
3. Receipts for travel as well as the Travel Reimbursement Checklist must be turned in within two weeks of travel end date to Adrianne Harris. If travel funds are approved, Pam will forward the travel application to Adrianne for record keeping.
4. A letter of endorsement from the applicant’s faculty advisor must accompany the application. The letter should include the following information:
   • That the applicant is currently a graduate student in good standing.
   • That the applicant will be attending a professional conference or academic training session. The name and dates of the conference or academic training session must be given.
   • The status of the applicant at the conference (i.e. presenter or attendee) or the reason for the academic training session.
5. If the applicant is presenting, a copy of the abstract including the title and authors must accompany the application.
6. The Chair will review and approve all applications. Notification of awards will be sent via e-mail from the Chair’s office to the applicant.

NOTE: “Travel by private automobile will be authorized only when it is advantageous to UAB.” Please make sure to check with Adrianne before driving.

In order to process a reimbursement, the traveler must sign the “Signature of Traveler” line of the travel reimbursement request certifying the conditions and terms of reimbursement. Monica Robinson will contact the student via e-mail, once this form is ready for her/his signature.

Application for Psychology Department travel funds may be found on page 62.

The Psychology Department Travel Reimbursement Checklist may be found on page 63.

REVISION TO UAB POLICIES: As of 01 May 2009 the following restrictions will apply:
Students may be reimbursed for the actual cost of meals up to the maximum limits listed:
Breakfast $25.00 Lunch $50.00 Dinner $75.00
APPLICATION ~ PLEASE PRINT INFORMATION

Date: _____ / ____________ / 201__

Travel Period: _____ / ____________ / 201__ to _____ / ____________ / 201__

Name: (last)__________________________________________, (first) _________________________

Banner ID Number: B _____ _____ _____ _____

US Mailing Address: _________________________________________________
_________________________________________________________________

E-Mail: ___________________________________________________________

Campus Address: ___________________________________________________

Faculty Advisor: _____________________________________________________

Name of Conference / Academic Session: __________________________________
__________________________________________________________________

Title of Presentation / Poster (if applicable):

*Note: if you are a presenter you must attach a copy of the presentation abstract including authorship.
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Dates of all colloquium for this & previous school year attended: ________________
__________________________________________________________________

Applicant’s Signature: ________________________________________________

FOR Departmental USE ONLY:

Chair’s Approval: __________________________________________________________

Approval Date: _____ / ____________ / 201__
Graduate Student Travel Reimbursement Checklist

- ORIGINAL, ITEMIZED RECEIPTS for all expenses are attached. If credit card used, receipts must show name and last four digits of account number.
  - Registration and printed registration form, as well as documents on how registration was paid.
  - Hotel invoice, showing a zero balance.
  - Airline ticket and boarding passes are attached. Airline ticket must show purchase information.
  - All meals (Breakfast, lunch and dinner)

- Conference Program
  - Cover page showing conference name and dates is attached
  - Program page showing student presentation / poster is attached

- Purpose of trip: ________________________________________________________________
  ________________________________________________________________

- Daily Expenses:

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TRAVEL AWARD OPPORTUNITIES
Graduate Student Association

Currently, each graduate student* in good academic standing who will be enrolled at the time of travel AND at the time of reimbursement is eligible for one Travel Award of up to $400.00 each academic year if the student is presenting at a conference or is attending an off-site, non-UAB academic training session for which the student will receive UAB graduate course credit. The expenses are intended to cover any non-food/beverage costs associated with travel, such as: registration, travel, hotel expenses, and professional poster printing fees. (*Note: Students enrolled in the Schools of Medicine, Dentistry, Optometry, Nursing, Public Health, Health Professions, as well as students in 5th year programs are not eligible for GSA Travel Awards. Please see the “Policies and Guidelines for GSA Travel Grants” for exceptions to this eligibility rule.)

http://studentorgs.uab.edu/gsa/travelgrants/index.htm

Please review the attached pages for information, application, and other necessary forms. After reading these, if you have questions, Email the Travel Grants Officer at gsatravel@uab.edu

Travel Grants Deadlines
In order for Travel Grant applications to be considered, they must be received before NOON on the posted application deadline for the travel period for which you are applying. NO EXCEPTIONS.

Deadlines/Dates for GSA Travel Grants (through Fall 2011):
- Fall 2011:
  1. Travel Period: August 13 – December 31, 2011
  2. Open Application Submission: Starting 12:00 PM, Mon. June 13, 2010
  3. Application Deadline: August 12, 2011

In order for Travel Grant reimbursements to be processed by a specific processing date, they must be received before NOON on the posted processing deadline. Receipts received after noon on the deadline will be processed in the next batch of reimbursements. NO EXCEPTIONS.
SHOLARSHIP AND FELLOWSHIP OPPORTUNITIES
UAB GRADUATE SCHOOL
IRELAND RESEARCH TRAVEL AWARDS

The Ireland Research Travel Award scholarships are strictly for Master’s students or for doctoral students whose programs require that they complete a Master’s degree prior to entering the doctoral portion of their training. These students must agree to complete a Plan I Master’s thesis and to present at Graduate Student Research Day.

The travel scholarships are open to all UAB graduate students – Ms, MA, or doctoral. It will provide up to $1,000 to cover expenses for travel to do research at another institution or to get access to materials or technology not currently available at UAB. Examples of past awards include travel to an art or natural history museum to access their collections, attendance at a summer workshop (for example, a foreign language institute), and travel to another research laboratory to learn techniques not available at UAB. However, we do not support travel to meetings to present research findings.

Awards are funded by an endowment established at UAB by Caroline Ireland and the late Charles W. Ireland, and by new resources allocated to the Graduate School from the Provost’s office.

Interested students should contact their graduate program directors, who are responsible for making nominations. Students are encouraged to check the link (http://main.uab.edu/Sites/gradschool/students/current/36791/) or the Graduate School tab of BlazerNET for the announcement of the next competition.
SHOLARSHIP AND FELLOWSHIP OPPORTUNITIES
INCENTIVE PROGRAM TO PROMOTE INDIVIDUAL FELLOWSHIP APPLICATIONS
UAB GRADUATE SCHOOL

Rationale and Goal: Many UAB graduate students would be competitive for individual fellowships, but not all who are eligible actually apply for a fellowship. Accordingly, the Graduate School has established an incentive plan designed to encourage more students to apply for individual fellowships. By implementing this incentive plan it is hoped that a significant number of additional individual fellowships will be awarded to UAB predoctoral trainees.

Plan Description:

1. The Graduate School will provide a monetary incentive for students to APPLY FOR individual fellowships funded by extramural agencies or foundations. Graduate students who apply for an individual fellowship (e.g. NSF Individual, NIH NRSA, or other) will be awarded $250 from the Graduate School through the UAB Financial Aid office as a reward for submitting the application. To qualify for this award, the application must be reviewed prior to submission by the student’s program director or mentor, who must provide a written verification to the Graduate School that the application is considered to be competitive. After submission of the grant application, the student will provide a PDF of the application to the Graduate School and the incentive reward will be authorized when the student provides evidence that the application has been received by the granting agency.

2. If a student’s application is funded, the student is then eligible to receive additional support.
   a. For an NIH NRSA or other grant that provides less than the base stipend currently being offered to all students in that student’s program, the student will receive supplementation of the fellowship stipend to an amount equal to the base stipend that is currently being awarded in that student’s program. If the student is being supported on funds provided by his/her advisor, the advisor will be responsible for providing that portion of the student’s stipend which exceeds the amount being provided by the individual fellowship. If the source of the individual fellowship is from NIH, the supplemental funds must be derived from a non-NIH source. If the advisor does not have access to funds from a source other than NIH, he/she should consult with his/her departmental chair to develop an approach which assures that the student’s stipend is brought at least to the current base stipend level. Under some circumstances the Graduate School may partner with the advisor’s department to provide the necessary funding. At the advisor’s discretion, and if an appropriate source of funds is available, the student’s stipend may be supplemented by an amount up to $2,000 per year in excess of the current base stipend in the student’s program. This added incentive can be a one time award, or an ongoing supplement for the term of the fellowship. It is recognized that such supplementation may not be possible due to lack of availability of an appropriate source for the supplemental funds.
   b. If a student receives an NSF predoctoral fellowship, he/she will receive no supplement to his/her stipend during the three year term of the NSF fellowship. This stipulation is necessary because the NSF stipend of $30,000 exceeds the current maximum stipend provided by any program by more than $2,000. After the NSF fellowship terminates, the student’s advisor will be responsible for providing the current base stipend in that student’s program and may at his/her discretion elect to provide an additional incentive award until the student completes his/her degree requirements.

Eligibility: This plan is available to students in any graduate program discipline in which extramural individual fellowship funding is available. To be eligible for both the reward for submitting the application and the supplement to a student’s stipend, the award must provide more than half the current base stipend in the student’s program. Applications for and receipt of travel and other small grants will not be eligible for an incentive award under this program.
SHOLARSHIP AND FELLOWSHIP OPPORTUNITIES
THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
COMPASS BANK MORTGAGE FINANCIAL SERVICES ENDOWED AWARD IN GRADUATE EDUCATION
GUIDELINES AND REQUIREMENTS

BACKGROUND

The Compass Bank National Alumni Society Endowed Scholarship was established through generous gifts from the UAB National Alumni Society to be used for the purpose of creating an endowed graduate student award fund at The University of Alabama at Birmingham (UAB). Spendable earnings from the Compass Bank Mortgage Financial Services Endowed Award in Graduate Education fund will be used to provide financial assistance to exceptional students who are enrolled in a UAB graduate program.

REQUIREMENTS

The following guidelines will be used in administering and making awards from the Compass Bank Mortgage Financial Services Endowed Award in Graduate Education.

Applicants must:

- be currently enrolled in, or admitted to, a degree-granting program in the Graduate School at UAB for Fall 2011,
- demonstrate solid academic achievement and have earned at least a grade point average of 3.2 in coursework completed prior to the time of application,
- complete the scholarship application and return it to the office of the Graduate School Dean in HUC 504 by TBA (Usually March 1st),
- seek two letters of recommendation from individuals who are acquainted with the student’s research and academic achievements
- compose a 2-page essay on the topic “What I have accomplished to date in terms of my scholarly activity as a graduate student at UAB, and why the scholarly contributions I have made are important.” (Note: Applicants should describe scholarly contributions in their respective field of endeavor. All local presentations, as well as presentations at professional meetings and formal publications of any kind should be documented.)

SELECTION AND AWARDING

The selection committee will select the recipient based on the student’s academic merit, letters of recommendation, essay, and interview. There are no restrictions to applicants based on sex, race, and nationality, country of origin, physical disability, veteran status, or sexual orientation. Applicants will be notified via letter regarding their status after the selection committee has met. This is an annual award valued at $2,500 that may be reapplied for in subsequent years as long as the eligibility criteria are met.
University of Alabama at Birmingham
Compass Bank Mortgage Financial Services Endowed Award in Graduate Education

Please type or print clearly. Deadline for this application is TBA (Usually March 1st). Please return completed application, essay, and letters to HUC 504.

Male_____ Female _____

Name: ___________________________________________ Last First Middle

Name you preferred to be called: ___________________________

Hometown: _____________________________ E-mail: _____________________________

Local Address: ___________________________________________

__________________________________________________________________________
City State Zip Code

Telephone Numbers: ___________________________________________
Home Cell

Blazer ID: _____________________________

Program: _____________________________ Research Topic: _____________________________

__________________________________________________________________________

Cumulative GPA: _______________ Number of semesters at UAB: _______________

Anticipated Date of Graduation: _____________________________

Previous Institution(s) Attended:

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68 (Revised: Fall 2011)
Please provide a brief description of the following areas:

Research/Academic Accomplishments: _________________________________________________
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Campus/Community Involvement: _____________________________________________________
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Two page Essay
Applicant must submit a typed, 2-page essay on the topic: What I have accomplished to date in terms of my scholarly activity as a graduate student at UAB, and why the scholarly contributions I have made are important. (Note: Applicants should describe scholarly contributions in their respective field of endeavor. All local presentations, as well as presentations at professional meetings and formal publications of any kind should be documents.)

Two letters of Recommendation
Applicant must seek two (2) letters of recommendation. These letters should be from UAB Administrators or faculty members who are acquainted with the applicant’s research and academic achievements.

Signature of Applicant ___________________________ Date ________________

If you have questions or need additional information, please contact Hillary Carnel in the Office of Alumni Affairs at (205) 934-3555 or via e-mail at hpcarnel@uab.edu.
SHOLARSHIP AND FELLOWSHIP OPPORTUNITIES
UAB CENTER FOR AGING ~ RESEARCH SCHOLARSHIPS IN AGING: 2011 - 2012

The UAB Center for Aging (CFA) will typically award two research scholarships of $2,000 for aging-related research during the 2011-2012 academic year. **Graduate** and **Undergraduate** students meeting the following requirements are eligible:

- **Undergraduate** students enrolled in Honors programs (University or Department) or having a GPA of 3.5 or higher in their major
- **Graduate** students in good standing in their departments

The proposed research project should examine some aspect of the aging process or a major biological, clinical, behavioral, social science, or health policy problem, which jeopardizes the health and well-being of a significant segment of the elderly population. It is anticipated that one graduate and one undergraduate award will be made for the 2011-2012 academic year.

Departments will be responsible for evaluating and ranking applications before forwarding the proposals to the Gerontology Education Program Committee (GEP) for final evaluation and selection of the awardees. The GEP committee will be responsible for review of applications. As necessary, outside reviewers with appropriate expertise will be asked to rank the proposals. These reviews will be used in making funding decisions.

**Applications** must include all of the following:

1. Cover Page, which includes title of the proposed research, name, campus address, phone, e-mail, school, and department of the applicant and proposed mentor.
2. Abstract (not to exceed one page)
3. Proposal (not to exceed 5 pages, not including references; type font should be Arial 11 or New Roman 12)
4. Student CV
5. Budget and budget justification clearly indicating how funding will be utilized
6. Letter of recommendation from a Faculty Advisor, Honors Program Representative, or Department chair that includes commitment of the Department of administer the award if the candidate is selected.

Applications must be submitted to the appropriate to Ms. Gore ([Bethany@uab.edu](mailto:Bethany@uab.edu)) for Dr. Ball’s review at least 4-weeks in advance. Dr. Ball will review all applications received, and will submit up to two from the department to the Gerontology Education Program Committee Director (CH19 201-204) by the deadline date (typically early June). A department can recommend no more than two applications. Announcement of the awards will be made usually by July 15.

Funds will be transferred from the Center for Aging to the awardee’s department. Departments will be responsible for distribution of the funds in accordance with the proposed budget. The goal is that the scholarship should directly benefit the student, thus it is suggested that a portion of the money be used to cover tuition and fees required for the research hours in which the student enrolls. Additional money can be used to supplies and/or travel related to the research. An account of the expenditures for each award will be provided to the Center for Aging at the end of the funding period.

Students will be expected to provide a written report to the CFA and to present the results of the research project as part of the UAB CFA/VA GRECC Scientific Seminar Series currently scheduled Fridays at noon during the academic year.