University of Alabama at Birmingham

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

….think transition….

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TABLE OF CONTENTS

DISCLAIMER

PLEASE NOTE THAT IT IS THE <u>STUDENT'S RESPONSIBILITY</u> 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 LDPP policies. The UAB Graduate School Student Handbook may be found on the UAB Graduate Catalog website.

TIME LIMITATIONS
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.

LEAVE OF ACADEMIC ABSENCE
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's website. 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. Graduate School policy requires, a student who is absent for more than one year to complete an *Application for Readmission to Graduate Degree Program* form can be found on the Graduate School's website. 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
5. Student meets the degree requirements that are in place at the time of readmission.

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 and higher,** 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 698/798 (Pre- masters/doctoral Research) and PY 699/799 (Masters/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" (INCOMPLETE)

Banner automatically converts an "I" (incomplete) to "F" (fail), if the "I" is not changed to a letter grade before the end of the following semester.

GRADUATE SCHOOL DEADLINES

 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 on the Graduate School's website.

RESPONSIBILITIES OF THE GRADUATE RESEARCH/TEACHING ASSISTANT

 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 Research Assistants and Graduate Teaching Assistants are not allowed to work more than **20 hours per week.** Any other jobs, in which the student will receive monetary compensation, must have prior approval from the Graduate Dean. Students who wish to engage in work outside of their graduate school stipend, must send a detailed explanation of who the student will be working with, detailed explanation of job responsibilities, start date, end date, funding source, and amount of compensation, to the Graduate Programs Manager. Once all information has been received, it will be reviewed by the Program Director. If the Program Director approves, the documentation will be forwarded to the Graduate School for review. Note: Students are 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 received. The work required during these 20 hours will be assigned by the mentor. Those students who hold a position through the department as a teaching assistant will receive work requirements from the Department Chair <u>and</u> mentor. Hours related to the teaching assistant portion of the 20 hours will be assigned by the Department Chair; any remaining hours each week will be assigned by the mentor.
- **Research Hours**: Research hours are hours completed for PY 698, PY 699, PY 798, or PY 799 research credit. These hours <u>are not</u> included in the 20 stipend hours. Typically any work on thesis/doctoral research should be completed outside of stipend hours. Work completed for these credits, should be discussed with the 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 <u>are not</u> to be counted as part of the 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 <u>do not</u> count towards your 20 stipend hours, or your PY 796 practicum, or PY 798/799 research hours. Students should also review paragraph two above which details instructions about engaging in work outside of their graduate school stipend.

ACADEMIC ETHICS AND CONDUCT

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, <u>but is not limited to</u>, 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: the 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.

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 Program Director. An admissions committee will be formed each year, and will be responsible for recruiting the most qualified LDPP students and for balancing the interest of the LDPP 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 LDPP is November 30th, and the application file at the Graduate School must be completed no later, for consideration of 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 LDPP Administration to place the student on departmental academic alert or program probation. The LDPP Administration has established the benchmarks for student progress through the program listed in the chart at the end of this section.

DEPARTMENTAL ACADEMIC ALERT

A student may be placed on departmental academic alert by the LDPP Mentors Committee for failure to meet the program's minimally adequate progress standards. When a student is placed on departmental academic alert, a letter from the Program Director and Department Chair is sent to the student and will become an official part of the student's LDPP record. The LDPP Mentors Committee will follow the same procedure for removing the student from departmental academic alert.

A student who is placed on departmental academic alert must be informed as to the reasons and must be given a deadline by which time the situation is to be remedied. If the deadline is not met, the student will be placed on program/departmental probation and/or dismissed from the program.

PROGRAM/DEPARTMENTAL PROBATION

A student may be placed on program/departmental probation by the LDPP Administration for reasons related to academic performance, professional conduct, interpersonal conduct within the department and/or school, or failure to meet the expected benchmark dates as outlined in Table 1. When a student is placed on probation, a letter from the Program Director and Department Chair is sent to the student, the UAB Graduate School and will become an official part of the student's LDPP record. The LDPP Administration will follow the same procedure for removing the student from probation.

A student who is placed on program/departmental probation must be informed as to the reasons for probation and must be given a deadline by which time the circumstances, grade, condition, or behavior is to be remedied. The student 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 LDPP faculty.

DISMISSAL

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

Table 1 and Notes

By end of Year …	Recommended Progress is:	Minimally Adequate Progress is:
1	Thesis area identified Thesis proposal defended	
2	Thesis data collected Thesis defended	Thesis area identified Thesis proposal defended
3	Dissertation area identified Dissertation proposal defended	Thesis data collected Thesis defended
4	Dissertation data collected Dissertation defended Graduation	Dissertation area identified Dissertation proposal defended
5		Dissertation data collected
6		Dissertation defended Graduation

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
- Comprehensive Center for Healthy Aging (formerly the 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 typically has funding for three to four fellowships from the UAB Graduate School. 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. As of fall 2012, students are guaranteed five years of support. This support is funded through teaching assistantships, traineeships, and research assistantships.

INSTRUCTIONS FOR GRADUATING DOCTORAL STUDENTS
In order for the Program to file accurate reports with the Graduate School and to ensure funding for future years, students should send to the Graduate Programs Manager the following information.
1. Your final LDPP Evaluation Form updated CV and documents. The final evaluation form needs only the student's signature. The updated CV should include all presentations and journal articles (under review, in press, and published);
2. Information regarding first job after graduation
3. Current contact information. **This information will be included for up to three years after graduation**.

ACADEMIC REQUIREMENTS
All LDPP Students are required to take a minimum of 81 hours for credit. These hours are divided 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 22.

PROGRAM REQUIREMENTS

In addition to the course requirements list, all students must complete the following before graduation.

1. Students must present at a <u>national</u> 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. All students are strongly encouraged to have at least two papers published or in press, prior to their graduation with the Ph.D. **SPECIAL NOTE**: STUDENTS USING DATA FROM ANY OF DR. KARLENE BALL'S GRANTS MUST SPEAK WITH THE GRADUATE PROGRAMS MANAGER REGARDING THE ACKNOWLEDGEMENT WHICH MUST BE ADDED TO THE MANUSCRIPT, <u>BEFORE</u> 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 the Graduate Programs Manager 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 the Graduate Programs Manager 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
Students and mentors <u>must follow</u> this definition 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 is 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 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. **Updated information regarding the NIH Public Access Policy may be found at http://publicaccess.nih.gov/policy.htm#Guide Notices.**

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. <u>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</u>.

3. **The following statement should be added to all authorship papers, <u>before</u> 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.

Students who entered 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 the Graduate School's website.

Note: Other courses than those listed below, may apply with written permission of the Program Director.

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 Wechsler scales, Standford-Binet, and additional cognitive, academic, memory and learning tests.
PY783: 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 (30 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
 PY 799: Pre-Doctoral Research
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 the Graduate Programs Manager. 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 the Graduate Programs Manager.

Students are required to submit a copy of **every** course syllabus (for those classes they teach or TA) to the Graduate Programs Manager at the beginning of each term. The Graduate Programs Manager 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 the Graduate Programs Manager.

STEPS PRIOR TO TEACHING PRACTICUM:
As part of compiling the teaching schedule for the next year, the Department Chair of the Department of Psychology, will send email 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.

SPECIAL NOTE: SOME STUDENTS ARE AWARDED GRADUATE TEACHING ASSISTANTSHIPS TO FULFILL TO SATISFY 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 the Graduate Programs Manager. In addition, early in this semester, students should schedule a 2-hour meeting with Dr. Maria Hopkins, the PY 796 Course Master, to discuss undergraduate teaching. Other meetings may be scheduled as needed. Dr. Hopkins prefers to be contacted via email at mhopkins@uab.edu.
- 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;

- o 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
- o The Graduate Student Instructor, <u>must have</u> already completed his/her PY 796 requirements
- o The Graduate Student Instructor will send email to the Program Director via the Graduate Programs Manager notifying him that a graduate student (name should be listed in email) 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 professional development training courses (several in teaching) that many students have found helpful.
- The current class syllabi for the course, in which the student is the TA, should be sent to the Graduate Programs Manager. 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. Hopkins for feedback and advice on preparation of lectures.
- Prior to registering for PY 796, all students must now check out and read/review *McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers*, which the Graduate Programs Manager will keep. However, please note that the department only has two copies. Each student will be allowed to keep the book for <u>three weeks</u>, and then must return the book to the Graduate Programs Manager.

SECOND SEMESTER OF PRACTICUM YEAR (TAKE 3 CREDIT HOURS OF PY 796)
- Students will have responsibility for teaching an undergraduate course.
- Dr. Hopkins 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. Hopkins and the additional faculty member must be sent to The Graduate Programs Manager for the Program Director's and Chair's review. Students teaching more than one class should speak with Dr. Hopkins 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 <u>must be submitted</u> to the Graduate Programs Manager. 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. Hopkins for feedback and advice on preparation of lectures.

LDPP EVALUATION REVIEWS AND CURRICULUM VITAE POLICY

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 reports, students will now be required to complete and submit an 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 the Graduate Programs Manager's CH 415 mailbox, after the student has completed Section III of the evaluation 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 page 25. 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 22 and list classes in the correct categories.
2. If you choose 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 Graduate Programs Manager, **before** the start of the semester in which the class will be taken.

Required Coursework (Minimum of 81 hours)

A. Developmental Psychology	B. Research Design and Statistics	C. General Psychology and Related Disciplines	D. Teaching	E. Research
21 hours	*15 hours*	*9 hours*	*6 hours*	*At least 30 hours*
708 Developmental Psychology	716 Intro Stat	753 Overview Behavioral Neuroscience *(Must take in Year 02 of program)*	796 Practicum (Teaching Assistant)	*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).*
729 Adolescent Development**	716 Intro Stat – LAB	**Elective C choose 2 from:**	**See Teaching Practicum Section for Restrictions (Page 17)**	
785 Psychology of Aging	717 Applied Stat	702 History & Systems		
710 (x3) Contemporary Issues (Fall, SP, SU)	717 Applied Stat – LAB	703 Theories of Personality	796 Practicum (Teacher)	
Elective A Choose 3 from:	719 Multivariate Stat	704 Social Psychology		
711 Seminar in Cognitive Development	719 Multivariate Stat – LAB	706 Sensory & Perceptual Processes		
712 Seminar in Social Development	**Elective B choose 1 from:**	707 Cognition		698 Premasters
741 Developmental Bases of Personality & Psychopathology	718 Research Design	720 Human Neuropsychology		699 Masters *Must be admitted to candidacy before registering for hours*
764 Cognitive Assessment: Child and Adult	727 Longitudinal Data Analysis <OR> BST 795	730 Seminar in Cognitive Science		
783 Developmental Disabilities		731 Health Psychology I		
GER 540/BY280 Biology of Aging		732 Health Psychology II		798 Predoctoral
GER 610/HCO610 Health and Economics of Aging		740 Personalities and Psychopathology		799 Doctoral *Must be admitted to candidacy before registering for hours*
GER 655/SOC655 Minority Aging		742 Sports Psychology		
GER 759/SOC759 Social Gerontology		743 Methods in Neuroimaging		
GER 600 Core Issues in Aging		791 Special Topics in Psychology		
GRD 602 Health Care of Older Adults_____ GRD 604 Health Literacy and Aging		HCO 611 Child Health Development: Womb to Young Adult		

Note: Other courses may apply with written permission of the DEVELOPMENTAL Program Director. However, a copy of the written permission must be sent to the Graduate Programs Manager.

***Prerequisite: PY 719 is required to register for PY 729.**

SEMESTER PLAN (FULL TIME STATUS IS MINIMUM OF 9 HOURS SEMESTER)

Year 1 (May need 23 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   (5 Hours)
        PY 710 Cont. Issues in Devel. Psychology .... 1 hr.
        PY 698, 699, 798, 799 and/or Electives A, B or C ....Total of 1-5 hrs

Year 2 (23 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 (5 Hours)
        PY 698, 699, 798, 799 and/or Electives A, B or C ....Total of 1-4 hrs

Year 3 (23 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 (5 Hours)
        PY 698, 699, 798, 799 and/or Electives A, B or C ....Total of 1-4 hrs

Year 4 (23 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 1-4 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., 2014, 2016, 2018, etc.

PY 708	Developmental Psychology
PY 710	Seminar in Contemporary Issues
PY 716	Introduction to Statistics and Lab
PY 719	Multivariate Statistical Methods and Lab
PY 727	Longitudinal Data Analysis
PY 753	Overview Behavioral Neuroscience

Spring Semester in Even Years

PY 710	Seminar in Contemporary Issues
PY 717	Applied Statistical Methods and Lab
PY 783	Developmental Disabilities
PY 785	Psychology of Aging

Summer Semester in Even Years

PY 710	Seminar in Contemporary Issues

Fall Semester in Odd Years, i.e., 2015, 2017, 2019, etc.

PY 708	Developmental Psychology
PY 710	Seminar in Contemporary Issues
PY 716	Introduction to Statistics and Lab
PY 719	Multivariate Statistical Methods and Lab
PY 753	Overview Behavioral Neuroscience

Spring Semester in Odd Years

PY 704	Social Psychology
PY 710	Seminar in Contemporary Issues
PY 712	Seminar in Social Development
PY 717	Applied Statistical Methods and Lab
PY 720	Human Neuropsychology
PY 729	Seminar in Adolescent Development
PY 785	Psychology of Aging

Summer Semester Every Year

When Offered

PY 702	History & Systems
PY 703	Theories of Personality
PY 706	Sensory & Perceptual Processes
PY 707	Cognition
PY 711	Seminar in Cognitive Development
PY 718	Research Design
PY 731	Health Psychology I
GER540	Biology of Aging
GER610	Health and Economics of Aging
GER655	Minority Aging
GER759	Social Gerontology

Lifespan Developmental Psychology Program Annual Evaluation Form

STUDENT NAME:	CURRENT SEMESTER &YEAR:
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

Course #	Course Title	Credits	Semester/ Year Completed
A. Developmental Psychology		*21 required hours*	
PY 708	Developmental Psychology	3	
PY 729	Seminar on Adolescent Development	3	
PY 785	Psychology of Aging	3	
PY 710	Seminar in Contemporary Issues	1	
PY 710	Seminar in Contemporary Issues	1	
PY 710	Seminar in Contemporary Issues	1	
	Electives A: List PY # and Name of Class below:		
		3	
		3	
		3	
B. Research Design and Statistics		*15 required hours*	
PY 716	Introduction to Statistics	3	
PY 716	Introduction to Statistics Lab	1	
PY 717	Applied Statistical Methods	3	
PY 717	Applied Statistical Methods Lab	1	
PY 719	Multivariate Statistical Methods	3	
PY 719	Multivariate Statistical Methods Lab	1	
	Elective B: List PY # and Name of Class below:		
		3	
C. General Psychology and Related Disciplines		*10 required hours*	
PY 753	Overview of Behavioral Neuroscience	4	
	Electives C: List PY # and Name of Class below:		
		3	

Course #	Course Title	Credits	Semester/ Year Completed
D. Teaching (Add More lines as needed)		**6 required hours**	
PY 796	Teaching Assistant Practicum	3	
	Approvals forwarded, if necessary, to Graduate Programs Manager		
	TA for Class # and Professor name:		
	Syllabi forwarded to Graduate Programs Manager		
	McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers Checked out and Reviewed		
PY 796	Teaching Practicum	3	
	Class Taught: # and Name		
	Syllabi forwarded to Graduate Programs Manager		
	Written critique from Faculty Observer sent Graduate Programs Manager		
	Faculty Observer: Name		
	Written critique from Faculty Observer sent Graduate Programs Manager		

Please go to next page.

II. PROGRESS TOWARDS DEGREE REQUIREMENTS
Please enter the <u>month and year</u> that the following events <u>were achieved</u> at UAB

<table>
<tr><td colspan="6" align="center"><u>MASTER'S DEGREE</u></td></tr>
<tr><td colspan="5">Entered LDPP Program with a Master's Degree (Y / N)</td><td></td></tr>
<tr><td colspan="5">E. Research <i>(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.)</i></td><td><i>Required: 6 hours of PY 699</i></td></tr>
<tr><td colspan="5">Initial IRB Training Completed & Graduate Programs Manager Notified:</td><td></td></tr>
<tr><td colspan="5">1.5 CEU IRB Training Completed & Graduate Programs Manager Notified:</td><td></td></tr>
<tr><td>PY 698</td><td colspan="5">Premasters</td></tr>
<tr><td>Hours</td><td>Semester / Year</td><td>Hours</td><td>Semester / Year</td><td>Hours</td><td>Semester / Year</td></tr>
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<tr><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">Are you collecting your own data for your Masters' research</td><td><i>Yes _____</i></td><td><i>No _____</i></td></tr>
<tr><td colspan="6"><i>If you are using someone else's data, please explain whose data you are using and what type.</i>

</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>PY 699</td><td colspan="5">Masters</td></tr>
<tr><td>Hours</td><td>Semester / Year</td><td>Hours</td><td>Semester / Year</td><td>Hours</td><td>Semester / Year</td></tr>
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<tr><td colspan="5" align="center"><u>EVENT</u></td><td align="center"><u>MONTH/YEAR</u></td></tr>
<tr><td colspan="5">Formed an approved Master's thesis graduate committee <i>(Chaired by the student's mentor and includes 2 other graduate school faculty members, one from outside the Developmental specialization)</i> ~Form given to Graduate Programs Manager for submission.</td><td></td></tr>
</table>

List Masters Committee Members: Chair (Mentor)	
Faculty Member	
Faculty Member Outside of the Developmental Specialization	
Master's thesis proposal approved by committee	
IRB and/or IACUC Approval Obtained	
Admission to Candidacy *(must be requested no later than one semester before the term of expected graduation) ~ Signed forms given to Graduate Programs Manager for submission*	
Applied for Master's degree (*must be done within the first 3 weeks of the term of expected graduation)* ~ Signed forms given to Graduate Programs Manager for submission	
Request for Thesis Approval Forms *(no later than 10 business days prior to your public defense)*	
Reminder: Contact Graduate Programs Manager about reserving CH 327 <u>before</u> finalizing date for defense.	
Announcement of Public Defense *(must be announced at least 3 weeks in advance)*	
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 committee and program director.	

II. PROGRESS TOWARDS DEGREE REQUIREMENTS
Please enter the <u>month and year</u> that the following events <u>were achieved</u> at UAB

<table>
<tr><td colspan="6" align="center"><u>D</u>OCTORAL <u>D</u>EGREE</td></tr>
<tr><td colspan="4">E. Research (Note: The graduate school requires admission to candidacy in order to register for PY 799. You must be admitted to candidacy <u>at least two semesters</u> prior to your Doctoral degree)</td><td colspan="2">30 required hours (of 798 or 799, at least 12 must be 799; 6 of the 30 hours will be 699) List hours, semester and year for each semester hours taken</td></tr>
<tr><td colspan="4">1.5 CEU IRB Training Completed & Graduate Programs Manager Notified:</td><td colspan="2"></td></tr>
<tr><td colspan="4">1.5 CEU IRB Training Completed & Graduate Programs Manager Notified:</td><td colspan="2"></td></tr>
<tr><td colspan="6"></td></tr>
<tr><td>PY 798</td><td colspan="5">Pre-doctoral</td></tr>
<tr><td>Hours</td><td>Semester / Year</td><td>Hours</td><td>Semester / Year</td><td>Hours</td><td>Semester / Year</td></tr>
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<tr><td colspan="6"></td></tr>
<tr><td colspan="4">Are you collecting your own data for your Dissertation research</td><td>Yes _____</td><td>No _____</td></tr>
<tr><td colspan="6">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 Master's Degree.</td></tr>
<tr><td colspan="6"></td></tr>
<tr><td>PY 799</td><td colspan="5">Doctoral</td></tr>
<tr><td>Hours</td><td>Semester / Year</td><td>Hours</td><td>Semester / Year</td><td>Hours</td><td>Semester / Year</td></tr>
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<tr><td></td><td></td><td></td><td></td><td></td><td>Total Hours</td></tr>
<tr><td colspan="6"></td></tr>
<tr><td colspan="4" align="center"><u>EVENT</u></td><td colspan="2" align="center">MONTH/YEAR</td></tr>
<tr><td colspan="4">Formed an approved dissertation committee (Chaired by the student's mentor and includes at least 4 other graduate faculty members, two of whom should be from outside the graduate</td><td colspan="2"></td></tr>
</table>

specialization) ~***Signed form given to Graduate Programs Manager for submission***	
List Dissertation Committee Members: Chair (Mentor)	
Faculty Member	
Faculty Member	
Faculty Member outside of the Developmental specialization	
Faculty Member outside of the Developmental specialization	
Review paper (*Comprehensive Examination*) completed and approved by committee	
Dissertation proposal approved by committee (It is recommended student have <u>draft</u> of IRB prior to proposal.)	
IRB and/or IACUC Approval Obtained	
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 Graduate Programs Manager for submission	
Fellowship Grant Application (Students must submit either a NSF or NIH Fellowship Grant Application before his/her dissertation proposal.	
Applied for Doctoral degree *(Must be done within the first 3 weeks of the term of expected graduation)* **~** Signed forms given to Graduate Programs Manager for submission	
Request for Dissertation Approval Forms *(no later than 10 business days prior to your public defense)*	
Reminder: Contact Graduate Programs Manager about reserving CH 327 <u>before</u> finalizing date for defense.	
Announcement of Public Defense *(must be announced at least 3 weeks in advance)*	
Dissertation defended and approved by Graduate School	
Have you submitted information about your first job after graduation to Graduate Programs Manager? Please include who you are working for, an address, telephone number, and email 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 <u>all</u> 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.) <u>Please email a PDF copy of any published articles to Graduate Programs Manager at trobe@uab.edu. Do not write in "see CV".</u>

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. <u>Please send PDF copy of all application documents to Graduate Programs Manager for all submissions.</u> In the email, please indicate the year in your program (i.e. … 1st Yr., 2nd Yr., 3rd Yr., etc.) the application was submitted. <u>If awarded, the award notice should also be forwarded to Graduate Programs Manager.</u>

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. <u>Please send PDF copy of all application documents to Graduate Programs Manager</u> for all submissions. In the email, please indicate the year in your program (i.e. … 1st Yr., 2nd Yr., 3rd Yr., etc.) the application was submitted. <u>If awarded, the award notice should also be forwarded to Graduate Programs Manager.</u>

IV. MENTORSHIP
THIS SECTION TO BE <u>COMPLETED BY MENTOR</u>

1. **IS STUDENT MAKING SATISFACTORY PROGRESS TOWARD DEGREE? (LIMITATIONS: 5-YEARS FOR MASTERS, AND 7-YEARS FOR DOCTORAL) IF UNSATISFACTORY, PLEASE CONTACT GRADUATE PROGRAMS MANAGER 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.

GRD #	Course / Workshop Title	Year	Semester
Courses			
701	Presentations and Discussion Skills		
704	Specialized instruction		
705	Teaching at the College Level and Beyond		
709	Fellowship Writing		
712	Research Writing and Style		
714	Individualized Pronunciation Instruction		
715	Preparing TAs to be Effective Teachers		
717	Principles of Scientific Integrity		
720	Oral Communication I		
721	Oral Communication II		
724	First-timer's pronunciation Workshop		
725	Advanced Pronunciation and Accent Workshop		
726	Academic Writing I		
727	Academic Writing II		
728	Advanced Academic Writing		
730	Advanced Oral Communications		
Workshops			
706	Grants & Fellowship 101 How to Obtain Funding		
707	Giving Professional Presentations		
708	Writing Successfully		
710	Career Workshop for Graduate Students		
711	Special Topics		

_____

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 on the Graduate School's website.

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

STEPS PRIOR TO MASTER'S PROPOSAL During their first 1-2 years the student is expected to 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*

MASTER'S THESIS: STEPS FOR COMPLETION FOR PLAN I (RESEARCH)

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.

GRADUATE STUDY COMMITTEE (MASTER'S THESIS 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. Acceptance of more than 12 hours will require approval by the program director, department chair, and Graduate School Dean. All credit transfers must be initiated by the student and require the approval of the graduate program director and the Graduate School Dean. The transfer of credit form is available on the Graduate School's website. 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

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.

ADMISSION INTO DEGREE CANDIDACY (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 on the Graduate School's website.

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.*

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 205-934-8728)

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 document completion of requirements, order the diploma, and to include the student's information in the commencement program, the form must be received in the Graduate School Office **by the posted deadline**. **However, because each graduate program may have an earlier deadline, the student should check with his or her program office for those deadlines as well.**

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 on the Graduate School's website.

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 the Graduate Programs Manager via email 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 the Graduate Programs Manager 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 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. Deadline dates are available on the Graduate School's website. 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 President confers students' degrees by authority of the Board of Trustees.

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 and renewed annually
• Admission to candidacy—at least one semester before graduation is expected
• Application for Degree—no later than 3 weeks after the beginning of the semester in which graduation is expected
• Production of preliminary version of thesis
• Defense of thesis
• One PDF of the defended committee-approved thesis submitted online 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 2013-2014. **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 presenting the results of the student's independent study is required.

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 (DISSERTATION 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 The Graduate Programs Manager 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 located on the Graduate School's website.

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 credit transfers must be initiated by the student and require the approval of the graduate program director and the Graduate School Dean. The transfer of credit form is available on the Graduate School's website. 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.

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 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.

2*. If entering with a previous Master's 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 non-dissertation 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.

ADMISSION INTO DEGREE 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 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 page 50 for a complete copy of the Department of Psychology policy regarding Human Research.)*

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

<u>APPLICATION FOR DEGREE</u>
Each candidate for a doctoral degree must signify the intention to complete the degree requirements to meet a particular graduation date by submitting a completed Application for Degree Form. Because this form is used to check requirements, order the diploma, and include the student's information in the commencement program, it must be received in the Graduate School Office **by the posted deadline. However, because each graduate program may have an earlier deadline, the student should check with his or her program office for those deadlines as well.**

<u>DISSERTATION</u>
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: Grants and Fellowships 101".

The results of the candidate's individual inquiry must be presented in a written dissertation comprising a genuine contribution to knowledge in the particular academic field. The document should also demonstrate the candidate's acquaintance with the literature of the field and the proper selection and execution of research methodology.

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 on the Graduate School's website).

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 The Graduate Programs Manager should be informed of the proposal meeting date at least three (3) weeks in advance.

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. The time, date, and location of this examination are reported to the Graduate School via the online Request for Thesis or Dissertation Approval forms (submitted at least 10 days before the public defense). 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 during the semester in which the final examination is taken.

NOTE: All doctoral defense meetings will be held in Campbell Hall 327, and defense flyers must be submitted to the Graduate Programs Manager at 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 must be submitted (as a single PDF) for final review. 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.

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, in the form of a signed approval form, 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, or outstanding balance on their student account.

AWARD OF DEGREE

Upon approval by the Graduate School Dean and payment of any outstanding financial obligations to the university, the President confers student's degrees by authority of the Board of Trustees. 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 and renewed annually
• 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
• Draft of preliminary version of dissertation
• Review of the draft by committee members
• Revisions made to dissertation in response to committee feedback
• Defense of dissertation
• 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

UAB DEPARTMENT OF PSYCHOLOGY
RESOURCES AND REQUIREMENTS

DEPARTMENT RESOURCES

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?" This information can be found on the Department of Psychology website.

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
Effective: July 7, 2003
Revisions: April 4, 2013

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. 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/or recommendations for revision prior to IRB submission. The reviewer(s) may be selected from within the department faculty or may be external to the department; however, at least one reviewer must hold primary faculty status at UAB. The reviewer(s) 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** (Dr. Ed Cook; ecook@uab.edu) **should be included among the reviewers if the project will recruit using the PY 101 Participant Pool and/or award PY 101 research credits for participation.**

2. The PI is responsible for making all appropriate contacts with potential reviewers, providing them with copies of all necessary materials, and negotiating the time frame for review in order to allow time for submission to the department and the IRB prior to any designated due date.

3. Forms. Each reviewer should be provided with a complete copy of the human subjects protocol (HSP), any consent form(s), all other materials that will be submitted to the IRB, and the Department of Psychology's *Reviewer Comment Form* (which is attached to this policy document). The reviewer provides written feedback to the PI on the *Comment Form* and signs it. After receiving the reviewer's feedback the PI completes and signs the bottom of the form, indicating that all of the reviewer's comments and recommendations have been addressed. The PI also completes the *Department of Psychology Scientific Review Form* which documents the departmental review and serves as a cover sheet for all reviews for submission to the Department of Psychology and the IRB. Note that the *Department of Psychology Scientific Review Form* replaces the IRB's *Protocol Oversight Review Form* (PORF).

4. When the review and any revisions are completed, the PI submits the entire IRB submission packet, including the HSP, consent form, and additional materials and forms including the *Scientific Review Form* and one or more *Reviewer Comment Forms,* to Mary Frances Thetford, (mthetford@uab.edu), in 415 Campbell Hall. Ms. Thetford reviews the materials for completeness and compliance and forwards them to the Department Chair for final review and signature. Please allow at least 24-48 hours for this process to be completed. It is recommended that principal investigators contact Ms. Thetford at least two days in advance to notify her of a forthcoming protocol for review.

5. The Department Chair acknowledges by signature that the protocol and associated materials have received the necessary reviews and are approved for IRB submission. Materials are then returned to Ms. Thetford, who notifies the PI that the paperwork is signed and the materials are ready to be picked up from the Department of Psychology office for delivery to the IRB office.

Renewals for Departmental Scientific Review

Scientific review is not necessary for IRB renewals and amendments <u>unless there are significant changes to the protocol</u>, 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.

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 via a protocol Amendment. Additional forms and certification of training may also be required for new personnel, consistent with IRB policy. The PI is responsible for compliance with these IRB requirements.

UAB Department of Psychology Scientific Review Form
(Must be included with all protocol submissions *to the UAB IRB)*

The Principal Investigator identifies a*t least one scientist*, who is not a co-investigator or supervisor on the project, to review the research protocol and provide comments and/or suggestions prior to IRB submission. Results of the review(s) should be attached to this form for departmental review and IRB submission. (Based on UAB Notice of IRB Submission Policy Change Dated June 3, 2003)

Project Title: _____

Principal Investigator: *(please print or type)* _____

Doctoral Program (for graduate students; BN, LDPP, or MDPY): _____

Exempt ☐ Expedited ☐ Full ☐ New Submission ☐ Renewal with Significant Changes ☐ı

This protocol has been reviewed at the ☐ Departmental Level

☐ External Reviewer(s) [outside the department]

Reviewing Scientist(s): The following individuals have provided comments and suggestions to the Principal Investigator on this project:

_____ _____ _____
Name (Print or Type)   Title/Affiliation   Date of Review

_____ _____ _____
Name (Print or Type)   Title/Affiliation   Date of Review

I have received and addressed all comments and recommendations from the reviewer(s).

_____ _____
Principal Investigator Signature   Date

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

_____ _____
Mary Frances Thetford, M.Ed.   Date
Executive Program Director, Psychology

_____ _____
Karlene K. Ball, Ph.D.   Date
University Professor and 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: _____

**Name of
Reviewer:** _____   **Signature:** _____   **Date:** _____

Comments/Recommendations: *(print or type)*

Investigator Response:

_____ _____
Investigator Signature   Date

Information regarding the Conduct of Human Research by Students

Approved: October 29, 2009
FINAL

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 <u>prior</u> 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 <u>separate IRB application independent of the mentor/faculty advisor that is currently using the data.</u> 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 <u>not</u> 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.

<u>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</u>.

Applying for Candidacy for the Doctoral Degree

<u>Graduate Student Candidacy Checklist:</u>
☐ Set up a Graduate Study Committee [according to Graduate School and your Program Guidelines]
  o 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.

☐ 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.

☐ Admission for Candidacy requires your Program Director's signature of approval. <u>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.</u>

UAB GRADUATE SCHOOL PROFESSIONAL DEVELOPMENTAL PROGRAM
NOTE: Students may not use these courses and/or workshops as electives. Course and/or workshops are for professional development only. More information about the UAB Graduate School Professional Development Program may be found at http://www.uab.edu/graduate/graduate-program-listing/professional-development-program

<u>ABOUT THE PROGRAM</u>
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 Academic English language support for multilingual scholars, postdocs, and graduate students.

All classes are 2 or 3 credit hours.
*Online sections offered.

<u>TYPICAL SCHEDULE</u>

<u>FALL</u>
Speaking & Presentation Classes
GRD 721 Academic Interactions
GRD 730 Developing Your Professional Image
GRD 724 Pronunciation/Intelligibility Workshop
GRD 701 Presentation & discussion Skills

Ethics Classes
GRD 717 Principles of Scientific Integrity

Writing Classes
GRD 726 Research Writing & Style
GRD 727 Writing & Review Research*
GRD 728 Professional Writing 7 Publishing*
GRD 729 Writing a Journal Article in 12 weeks

Workshops
GRD 706 Grants & Fellowships 101
GRD 707 Presenting Effectively

<u>SPRING</u>
Speaking & Presentation Classes
GRD 721 Academic Interactions
GRD 730 Developing Your Professional Image
GRD 725 Advanced Pronunciation & Intelligibility
         Workshop
GRD 701 Presentation & discussion Skills

Teaching & Ethics Classes
GRD 705 Teaching at the College Level
GRD 716 Developing a Teaching Portfolio
GRD 717 Principles of Scientific Integrity

Writing Classes
GRD 726 Research Writing & Style
GRD 727 Writing & Review Research*
GRD 728 Professional Writing 7 Publishing*
GRD 729 Writing a Journal Article in 12 weeks
GRD 709 Writing Fellowships

Workshops
GRD 708 Writing Successfully
GRD 710 Career Development Workshop

<u>SUMMER</u>
Speaking & Presentation Classes
GRD 721 Academic Interactions
GRD 724 Pronunciation / Intelligibility Workshop
GRD 730 Developing Your Professional Image

Teaching & Ethics Classes
GRD 716 Developing a Teaching Portfolio

Writing Classes
GRD 726 Research Writing & Style
GRD 727 Writing & Review Research*
GRD 728 Professional Writing 7 Publishing*

<u>REGISTRATION: GENERAL INFORMATION</u>

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 <u>contact the program director</u> 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.

<u>GRADUATE STUDENTS</u>

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 <u>jaustin@uab.edu</u> or 975-6539 or Ms. Lori Naramore at <u>naramor3@uab.edu</u> or 996-4061.

Before registering for Academic English courses, nonnative English speakers may choose to complete free 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 <u>naramor3@uab.edu</u>.

COURSE DESCRIPTIONS: CLASSES AND WORKSHOPS

<u>701. PRESENTATION & DISCUSSION SKILLS.</u>
Contact Dr. Kellie Carter at <u>kcarter@uab.edu</u>
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.

<u>705. TEACHING AT THE COLLEGE LEVEL AND BEYOND.</u>
Contact Dr. Austin at <u>jaustin@uab.edu</u>
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.

<u>706. GRANTS AND FELLOWSHIPS 101: HOW TO OBTAIN FUNDING.</u>
WORKSHOP
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.
WORKSHOP
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.
WORKSHOP
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.

709. FELLOWSHIP WRITING.
WORKSHOP
Contact Dr. Julia Austin at juastin@uab.edu
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.

710. CAREER WORKSHOP FOR GRADUATE STUDENTS.
WORKSHOP
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.

716. DEVELOPING A TEACHING PORTFOLIO
Contact Nancy Abney nabnet@uab.edu or 934-8129
This hybrid course guides participants in developing a Teaching Portfolio for improving teaching practices and enhancing job search potential. The web-based curriculum introduces essential elements of the portfolio, provides tools for gathering necessary documentation, and through individual feedback from the instructor, assists participants in drafting a personal *Philosophy of Teaching*, upon which the Portfolio is built. 2 Class meetings, and weekly online assignments. 2 credits. Spring and Summer Terms.

717. PRINCIPLES OF SCIENTIFIC INTEGRITY
Contact Dr. Jeffery Engler at engler@uab.edu
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.

721. Academic Interactions

Instructor: Jonghee Shadix (jshadix@uab.edu)
Speaking and listening course for international graduate students, post-doctoral fellows, and employees seeking to develop and further refine the English language skills necessary to interact effectively and confidently when speaking to one person or to a group. Students will discover strategies for handling speaking tasks of increasing complexity, ranging from face-to-face conversations, to small group discussions, to professional presentation. Students will also develop skills for handling challenging interactions, including expressing an opinion, agreeing and disagreeing, and adapting to high stakes situations such as job interviews. Online course components will further promote the development of vocabulary, grammatical accuracy, and pronunciation. Spring, Summer and Fall. Pass/No Pass.

724. Pronunciation / Intelligibility Workshop
Workshop
Contact Ms. Shadix at jshadix@uab.edu or 996-2947
Pronunciation and Accent Workshop is for those students who have never been exposed to English phonology classes. In this class, students will be introduced to American intonation patterns, pronunciation of English sounds, and culture related to the language. Summer and Fall. 3 Credit hours. Pass/No Pass.

725. Advanced Pronunciation / Intelligibility Workshop
Workshop
Contact Ms. Shadix at jshadix@uab.edu or 996-2947
Prerequisite: GRD 724, or permission of the instructor. 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 conference. Spring. 3 credits. Pass / Fail.

726. Research Writing & Style
Instructor: Dr. Jennifer L. Greer at jlgreer1@uab.edu or 996-6355
Designed for those who are new to research communications, including 5th year master's students and international students. Writers select their own topics. Couse offers instruction, practice and feedback in essential writing structures and skills, plus small-group interaction, instructor review, and self-editing. Spring and Fall. 3 Credit Hours. Pass / No Pass.

727. Writing & Reviewing Research
Instructor: Dr. Jennifer L. Greer at jlgreer1@uab.edu or 996-6355
Designed for individuals writing research and review papers. Writers select their own topics. Couse offers instruction in essential strategies and techniques, practice, peer review, and instructor feedback. Note: Self-motivated? Working from home? Take GRD 727 online. Spring, Summer and Fall. 3 Credit Hours. Pass / No Pass.

728. Professional Writing & Publishing
Instructor: Dr. Jennifer L. Greer at jlgreer1@uab.edu or 996-6355
Designed for advanced graduate students, postdoctoral fellows, and researchers seeking to write and publish professionally. Writers select their own topics. Includes writing in field, peer review, and coaching. Spring and Summer. 3 Credit Hours. Pass / No Pass.

729. Writing a Journal Article in 12 Weeks
Instructor: Dr. Jennifer L. Greer at jlgreer1@uab.edu or 996-6355

For students and scholars with a working paper to revise and target for article publication.

730. Developing Your Professional Image
Instructor: Dr. Kellie Carter (kcarter@uab.edu)
Build communication skills and learning strategies while exploring cultural values. Through small-group interactions, students learn to effectively discuss their options, organize effective talks, and analyze complex problems. This 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. Summer and Fall. Pass/No Pass.