



UNIVERSITY OF ILLINOIS
AT SPRINGFIELD

Psychology Student Handbook
2004-2005



Student Handbook

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Introduction

This handbook offers information and guidance specifically designed for undergraduate students who wish to pursue either a major or a minor in the field of psychology at UIS. Our intention is to provide a concise source of answers to the many program-related questions that you will have over the next few years at this university. This handbook is specific to the Psychology Program at UIS. It is not a substitute for the UIS Student Handbook or the Undergraduate Catalog, and psychology students are strongly encouraged to review relevant sections of each.

Psychology Entrance Requirements

Undergraduate psychology majors and minors must have completed all math General Education Requirements, as well as one introductory psychology course (e.g., PSY 201 Principles of Psychology or its equivalent) before beginning their upper-division core courses at UIS. Students who have obtained scores of 4 and above on the Advanced Placement Psychology examination will receive proficiency credit for PSY 201 Principles of Psychology.

Psychology Curriculum

Psychology Majors

Psychology majors are required to take a minimum of 36 hours in psychology. Eight of these hours must be PSY 302 Research Methods in Psychology (or its equivalent) and PSY 471 Senior Seminar. These two Core Courses address the problem solving, critical thinking, and communication skills common to psychology as a whole. It is recommended that PSY 302 be taken during the first semester and that PSY 471 be taken during the final semester. The additional 28 hours will vary depending on the Concentration selected or designed by each student.

Concentrations

Concentrations are recommended sequences of courses designed to offer an in-depth exposure to particular content areas within psychology. They are designed primarily for students with specific personal or career goals in mind.

- Students planning to earn a minor in elementary education through the Teacher Education program and to obtain teacher certification should follow the *Educational Psychology Concentration* described below. **Please note that you must formally apply to and be accepted by the Teacher Education Program in order to earn a minor in elementary education.**
- Students planning to obtain a position in business, government, or industry following graduation may choose to obtain a broad exposure to the field of psychology by following the *Experimental Psychology Concentration*.
- For students planning to pursue employment in the helping professions, a career in higher education, or a position doing research in the field, it must be emphasized that such activities generally require a graduate degree (M.A., M.S.W., Ph.D., Psy.D. or Ed.D.). The required core courses and recommended course concentrations offered by psychology in the *Clinical/Counseling, Developmental, Educational, and Experimental* concentrations are designed to offer an education appropriate for continued study at the graduate level in psychology and related fields. Nonetheless, students may want to tailor their course selections to the particular admission requirements of a specific institution or profession. Psychology majors who plan to pursue advanced studies after obtaining a B.A. degree are strongly encouraged to consult with their academic advisers in order to design an appropriate undergraduate course plan.

- Students taking courses purely for their own benefit or pleasure may wish to focus on the courses in the *Personal/Transpersonal Psychology Concentration* or to construct their own curriculum in consultation with their academic advisers.

Concentration Selection

All Psychology students must meet with a Faculty Adviser *at least once* to formally select and tentatively plan the Concentration of courses they propose to pursue. Psychology majors must complete a course curriculum proposal form (**see Appendix A**) by which they either select one of the curricular concentrations outlined below or specify the curriculum they have designed in consultation with their advisers. This curricular design must be specified and on file in the Psychology Program Office prior to enrollment beyond the first psychology course taken at UIS. This curricular plan may be modified subsequently in consultation with an adviser.

The program course core requirements and recommended 28-hour concentration options are as follows:

Required Courses (Courses required of all Psychology Majors and Minors)

PSY 300 Orientation & Entrance Assessment	0 Hrs
PSY 302 Research Methods in Psychology	4 Hrs
PSY 471 Senior Seminar.....	4 Hrs
	Total = 8 Hours

Clinical/Counseling Concentration

Required Psychology Courses

PSY 351 Abnormal Psychology.....	4 Hrs*
PSY 441 Theories of Personality.....	4 Hrs
PSY 452 Introduction to Clinical Psychology.....	4 Hrs
PSY 453 Psychological Foundations for Helping	4 Hrs
PSY 458 Psychological Tests and Measurement	4 Hrs
	Total = 16 to 20 Hours

Relevant Psychology Electives (Select a minimum of 8 Hrs from the following)

PSY 303 Statistics for the Behavioral Sciences	4 Hrs
PSY 315 Psychoactive Drugs.....	4 Hrs
PSY 321 Life-span Developmental Psychology	4 Hrs*
PSY 331 Social Psychology	4 Hrs*
PSY 411 Cognitive Psychology	4 Hrs
PSY 412 Introduction to Biopsychology.....	4 Hrs
PSY 454 Theories of Psychotherapy.....	4 Hrs
PSY 457 Behavior Modification	4 Hrs
	Total = 8 to 12 Hours

Concentration Total = 28 Hours

*Note: PSY 321, PSY 331 and PSY 351 fulfill the prerequisites for admission to the Human Development Counseling MA program at UIS.

Developmental Concentration

Required Psychology Courses

PSY 321 Life-Span Developmental Psychology.....	4 Hrs
PSY 322 Child Development.....	4 Hrs

PSY 323 Adolescence.....	4 Hrs
PSY 326 Family Psychology.....	4 Hrs
	Total = 16 Hours

Relevant Psychology Electives (Select a minimum of 12 Hrs from the following)

PSY 303 Statistics for the Behavioral Sciences	4 Hrs
PSY 324 Exceptional Child.....	4 Hrs
PSY 331 Social Psychology	4 Hrs
PSY 338 Psychological Aspects of Diversity	4 Hrs
PSY 411 Cognitive Psychology	4 Hrs
PSY 416 Psychology of Motivation.....	4 Hrs
PSY 441 Theories of Personality.....	4 Hrs
PSY 444 Psychology of Spirituality.....	4 Hrs
	Total = 12 Hours

Concentration Total = 28 Hours

Educational Psychology Concentration*

Required Psychology Courses

PSY 322 Child Development.....	4 Hrs
PSY 324 Exceptional Child.....	4 Hrs
PSY 327 Educational Psychology	4 Hrs
PSY 458 Psychological Tests and Measurements.....	4 Hrs
	Total = 16 Hours

Relevant Psychology Electives (Select a minimum of 12 Hrs from the following)

PSY 303 Statistics for the Behavioral Sciences	4 Hrs
PSY 312 Psychology of Learning and Memory	4 Hrs
PSY 321 Life-Span Developmental Psychology.....	4 Hrs
PSY 323 Adolescence.....	4 Hrs
PSY 326 Family Psychology.....	4 Hrs
PSY 338 Psychological Aspects of Diversity	4 Hrs
PSY 351 Abnormal Psychology.....	4 Hrs
PSY 411 Cognitive Psychology	4 Hrs
PSY 416 Psychology of Motivation.....	4 Hrs
PSY 457 Behavior Modification	4 Hrs
	Total = 12 Hours

Concentration Total 28 Hrs

*Note: This is the appropriate concentration for elementary education candidates. PSY 327, PSY 322, and PSY 323 fulfill prerequisites for admission to teacher education at UIS, and PSY 324 is a required course for a minor in elementary or secondary education.

Experimental Psychology Concentration

Required Psychology Courses

PSY 303 Statistics for the Behavioral Sciences	4 Hrs
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Select *four* of the following six core courses:

PSY 312 Psychology of Learning and Memory	4 Hrs
PSY 321 Life-span Developmental Psychology	4 Hrs
PSY 331 Social Psychology	4 Hrs

PSY 351	Abnormal Psychology.....	4 Hrs
PSY 411	Cognitive Psychology	4 Hrs
PSY 412	Introduction to Biopsychology.....	4 Hrs

Total = 20 Hours

Relevant Psychology Electives (Select a minimum of 8 Hrs from the following)

PSY 313	Critical Thinking.....	4 Hrs
PSY 315	Psychoactive Drugs.....	4 Hrs
PSY 342	Consciousness.....	4 Hrs
PSY 441	Theories of Personality.....	4 Hrs
PSY 458	Psychological Tests & Measurement	4 Hrs

Total = 8 Hours

Concentration Total = 28 Hours

Personal/Transpersonal Psychology Concentration

Required Psychology Courses

PSY 313	Critical Thinking.....	4 Hrs
PSY 342	Consciousness.....	4 Hrs
PSY 444	Psychology of Spirituality.....	4 Hrs
PSY 447	Wellness, Happiness, and Success.....	4 Hrs

Total = 16 Hours

Relevant Psychology Electives (Select a minimum of 12 Hrs from the following)

PSY 315	Psychoactive Drugs.....	4 Hrs
PSY 338	Psychological Aspects of Diversity.....	4 Hrs
PSY 359	Stress Management	4 Hrs
PSY 448	Hypnosis.....	4 Hrs

Total = 12 Hours

Concentration Total = 28 Hrs

Additional Requirements (Courses required of all UIS students)

UIS Requirements (AST/LSC/PAC)12 Hours

General Electives (Any 300- or 400- level courses, psychology or non-psychology)12 Hours

Total Degree Hours = 60

Psychology Minor

To earn a minor in psychology, students must complete a minimum of 20 semester hours, at least 16 of which must be upper-division course work taken at the University of Illinois at Springfield. Four of these hours must be PSY 302 or its equivalent. Students who have earned a B or better in lower-division psychology courses beyond introductory psychology at another institution may use those courses as the basis for a reduction of up to four hours in the total hours required for a minor. PSY 302 is the only required course for a minor in Psychology. The remaining 16 hours may be selected from any Psychology course offerings, however all Psychology minors must

complete a course curriculum form in which they specify the curriculum they have designed in consultation with their advisers. This curricular design must be specified and on file in the Psychology Program Office prior to enrollment beyond the first psychology course taken at UIS. This curricular plan may be modified subsequently in consultation with an adviser.

Department Mission and Student Learning Goals

Mission Statement

At the University of Illinois at Springfield, the Psychology Department's primary mission is to assist its majors in developing the knowledge, skills, and values that define psychology, academically, as a contemporary social science discipline and, professionally, as the foundation for a variety of post-baccalaureate career paths. As a department within the College of Liberal Arts and Sciences, the Psychology faculty has a related but secondary mission, shared with all other departments within the College, to build upon and further enhance the fundamental knowledge, skills, and values of a liberal arts education among all of its students.

Student Learning Goals

The UIS Psychology Department has established the following 16 undergraduate learning goals and for psychology majors, based upon faculty review of the APA Task Force recommendations and the curriculum to be implemented beginning Fall semester of 2003, and careful consideration of available program resources:

Upon successful completion of the program, psychology majors will be able to:

- describe the nature and historical development of psychology as a social science discipline
- explain the behavioral, biological, cognitive, humanistic, psychodynamic, and sociocultural perspectives within psychology
- demonstrate knowledge in selected content and applied areas of psychology (e.g., biological bases of behavior, clinical and counseling, cognition and learning, developmental, educational, or social)
- demonstrate an understanding of the APA Code of Ethics and describe relevant ethical issues within selected content areas
- describe different research methods used by psychologists
- apply descriptive and basic inferential statistical techniques for quantitative reasoning purposes
- use computers to conduct information searches and data analyses
- demonstrate informational competence by formulating a research topic, conducting a literature search, selecting valid and appropriate sources, and accurately summarizing selected literature
- differentiate between ethical and unethical uses of information
- evaluate the strengths and weaknesses of research reports
- demonstrate critical thinking about psychological information
- explain how psychological knowledge and techniques can be used to address personal and social issues
- demonstrate tolerance for ambiguity and an appreciation for the psychological complexities of real-life problems
- demonstrate effective writing and oral communication skills
- recognize the importance of human diversity markers and explain their relevance to the science and practice of psychology
- use knowledge of psychology and psychology-related careers to clarify and enhance personal career choices

Assessment of Entry-Level Competencies and Exit-Level Learning Outcomes

Campus-Level Entry Assessment

The Illinois Board of Higher Education requires that incoming undergraduate students at all state universities participate in a baccalaureate entry-level assessment process. At UIS, this process aids in helping students make the transition to upper division work by providing the student and the adviser some basic information on the student's competencies in five areas that are crucial to the success at the undergraduate level. The areas are reading, quantitative reasoning, library skills, critical thinking, and writing. Transfer students are required to take this test before the third week of classes of the first semester. They are charged a late fee of \$25.00 if the assessment test is not taken before the deadline. Students may sign up to take these tests by contacting the Center for Teaching and Learning: Assessment Office, Brookens 462, UIS Telephone, 206-7125 or 1-800-881-4177. Assessment Office staff may also be contacted via the web, <http://www.uis.edu/~ctl/asses.html>.

The Psychology Program has integrated the assessment of incoming students' learning skills into the advising process. On receipt of adviser reports (from the Assessment office), letters are sent to each student from the appointed faculty adviser. These letters stress the importance of strong reading, writing, quantitative, critical thinking, and library skills in the successful completion of Psychology coursework. All students who score below the 50th percentile on any of the subtests are strongly encouraged to make an appointment with their advisers to discuss their scores and the ways in which they might strengthen their learning skills. Students who score above the 50th percentile on all of the subtests are also sent letters and invited to discuss their scores with their advisers. Approximately 60 percent of the students make appointments with their advisers to discuss their scores. In these advising sessions, faculty assist students in evaluating the accuracy of the assessment scores by reviewing previous grades and discussing progress in current coursework (students are usually taking PSY 302 when they receive their assessment scores). The student's perception of strengths and weaknesses in his or her preparation for upper-division coursework is also part of this consultation. As a result of these advising sessions students may elect to pursue specialized tutoring or enroll in a lower-division course to strengthen the learning skill(s) the adviser and student are concerned about.

Program-Level Entry & Exit Assessment

In addition to the campus-level assessment, all psychology majors are required to participate in assessments of their knowledge of information in the field of psychology, written communication skills, critical thinking abilities, and library/computer research skills. There are two components to this assessment process. One is a 150-item, multiple-choice test about psychology that all students are required to complete before the end of the first half of their first semester as a psychology major. This test is taken again during PSY 471 Senior Seminar to allow for pre-/posttest analyses of learning outcomes.

In addition, PSY 471 Senior Seminar focuses on student portfolio development and provides students with an integrative capstone experience. Using the learning guidelines drafted by the APA's Task Force on Undergraduate Psychology Major Learning Goals and Outcomes, majors will be required to prepare a portfolio that reflects learning and skill competencies in several areas. Portfolios will include documentation of learning experiences within the major curriculum, as well as of achievement in the following areas:

- writing skills development
- informational search skills and competence
- knowledge of research methods
- computer skills
- ability to think critically about psychological information

- reflection on the personal value of learning
- sensitivity to ethical guidelines within the discipline and to diversity issues
- tolerance for ambiguity
- oral communication skills

Documentation will involve samples of work products from psychology courses previously taken, as well as independent work specifically prepared for Senior Seminar. ***In anticipation of PSY 471 Senior Seminar, students should save a minimum of two graded psychology papers or writing assignments from designated UIS psychology courses in order to provide documentation of writing skills development.*** A list of psychology courses specifically designated as courses requiring formal written assignments can be found under **Information for Undergraduates: Curriculum & Courses** at <http://www.uis.edu/psychology/>

Students in PSY 471 Senior Seminar also will complete, anonymously, an exit survey regarding their perspectives on the academic advising, course scheduling, and quality of instruction they received within the Psychology Program.

Academic Advising

Assignment & Selection of an Academic Advisor

Students will be assigned an Academic Advisor upon entrance into the Psychology Department. Students who wish to be re-assigned or assigned to a particular faculty member must complete a *Selection/Change of Faculty Adviser* form and submit it to the Department Secretary. Students who request a particular faculty member must obtain his or her signature of acceptance before the assignment will be made officially.

Meeting with your Academic Adviser

Once students formally select a course Concentration, they are not required to meet with their advisers again unless they wish to change or modify their Concentration selection. Nonetheless, they are strongly advised to do so. Additional advising sessions may be used to help students complete petitions for transferring credit, map out a semester-by-semester course plan, discuss career options, prepare to apply to graduate schools, complete the graduation contract, and so on. We recommend that you use the information and guidelines provided in this handbook to fill out such forms yourself, and then submit them to your adviser for review and approval.

Advising-related information is found in the official course catalog, the campus brochure on academic advising, and this student handbook. Petition forms, Change of Adviser forms, and Graduation Contract forms are available in the magazine rack outside the Main Psychology Office (UH 3144).

Previous Coursework

Students enrolling for an undergraduate degree in psychology should have completed the general education requirements specified by UIS. Students without associate degrees may begin the program with general education deficiencies. Students who are deficient in general education coursework upon admission to the university are permitted to count coursework taken to make up those deficits as electives applicable to the PSY degree. Students who enter with 60 credit hours or more, must meet general education requirements as well as the campus residency requirement. The residency requirement specifies that transfer students must earn a minimum of 30 semester hours at UIS, 12 of which must satisfy campus requirements for course work in the areas of public affairs colloquia (PAC), liberal studies colloquia (LSC), and applied study (AST). Transfer students majoring in psychology must also fulfill all specific requirements for this major, with a minimum of 16 psychology hours completed at UIS.

In order to major in Psychology at the baccalaureate level, incoming students must have completed all math general education requirements and at least one course in introductory psychology. For students who feel that their math skills need further improvement, the psychology program has a Math skills handout (see **Appendix B**) available that gives a general guideline as to what areas in math might need more work.

Course Waivers

Because we consider academic work at UIS to be a continuation of the student's previous education, allowances are made for the application of **a maximum of 6 lower-division credits** in psychology toward the major in psychology at UIS through a waiver petition process. Based on previously taken lower-division psychology courses, students may request to waive a particular core requirement or to waive psychology elective hours. **Waivers do not reduce the total number of hours required for the BA at UIS, but do give students greater flexibility in choosing their courses at UIS.**

To waive the content of a **core (required) course**, the following points need to be kept in mind by the student. The student should submit a copy of the syllabus from the course taken elsewhere with a student petition to their adviser. Sample student petitions for course waivers are provided in **Appendix C**. The approval of the petition for waiver needs to have the signatures of the instructor of the core course for which waiver is requested, as well as the signatures of the student's adviser and the program chairperson. If the previously taken course was **a lower division course**, a grade of **B or better** must have been awarded for the waiver to be considered. If the previously taken course was **an upper division course**, a grade of **C or better** is required. **In all cases, the previously taken coursework must have been completed within the past 6 years.** A waiver, unless specifically designated as a request for transfer credit, does **not** alter the number of hours a student needs to graduate.

Transfer Credit

A major area for which advising is sought involves transfer of credits. **Unlike waivers, transfer of credit, when granted, does effectively reduce the total number of credit hours needed for a BA at UIS.** Only transfer credit hours with a grade of **C or better** are acceptable for advanced standing at the junior or senior level.

If the previously taken coursework was (1) **at an upper-division level**, (2) **has been identified by the Admissions Office as eligible transfer credit**, and (3) **will be applied toward general electives hours at UIS**, no petition is needed. In addition, no petition is needed to transfer previously taken, upper-division, **psychology** credit hours as long as a C or better grade was awarded and the course was taken within the last six years. However, please remember that the campus residency requirement (a minimum of 30 hours taken at UIS) is applicable when a student intends to earn a bachelor's degree at UIS. Thus, for an undergraduate psychology major, sixteen hours of the minimum 30 residency hours must be Psychology Program course work.

Certain allowances are also made for the application of **lower-division credits** in psychology toward the major at UIS **when students transfer to UIS with more than 60 lower-division credit hours of previously taken coursework.** Students must formally file a petition to apply lower-division transfer credit toward the 60 upper-division hours needed for a BA at UIS. The minimum grade requirement for previously taken, lower-division, **non-psychology** courses is a C. However, please note that only lower-division **psychology** courses taken within the past six years and for which the student has been awarded a B or better are eligible for transfer consideration relative to the psychology major requirements. In all cases, a maximum of 12 hours of lower division credit can be used to fulfill upper-division BA requirements at UIS. A sample petition for transfer credit is provided in **Appendix D**.

■ Preparing for Graduation

A student should file a graduation contract no later than the end of the third week of classes of the semester or summer term during which degree requirements will be completed. Graduation contract forms are available in the magazine rack outside the Psychology Program office and in the Office of Enrollment Services. The graduation contract is a form on which you list all courses taken to meet the program and university requirements. All major coursework, including psychology core **and** elective courses, should be listed under Major Requirements. Sample graduation contracts are provided in **Appendix E**.

Students should submit their graduation contracts to their academic advisers for review and approval. Advisers review contracts for consistency with degree requirements, correct any errors, and then forward them to the program chairperson. Signed contracts are then sent to the Office of Enrollment Services and eventually to the Dean of the School of Arts and Sciences for additional signatures. **Because of the many signatures required, please submit your graduation contract to your adviser at least a week before the last day for filing them that semester.** Although students may officially graduate at the end of any semester or at the end of the summer term, a commencement ceremony to publicly award degrees is held only once each year, at the end of the spring semester. Eligibility to participate in the May commencement ceremony is explained in the spring semester course schedule. Under certain circumstances, students who will officially complete their degree coursework during the summer semester may petition to participate in the preceding May ceremony.

Registering for Courses

■ Course Schedules

The UIS spring course schedule is typically mailed to current UIS students during the first week in November. The summer and fall schedules are combined and are typically mailed during the first week of April. Schedules are also posted on the Web and can be accessed from a link on the University's main page at <http://www.uis.edu/> and hard copies are also available in the lobby of the Student Affairs Building (SAB). Apart from this, the Psychology Department typically makes its anticipated course schedules available to students approximately two semesters in advance. These tentative schedules are posted on the bulletin board outside the Program's main office (UH 3144).

In the event that courses fill up, the secretary maintains a waiting list of students who wish to take these courses. Depending upon the needs and demands of the students and the number of students who are waiting to enroll, the Psychology Department Chair makes decisions about including additional sections for these courses. Information about any added sections or schedule changes is also available in the bulletin board outside the Department's Main Office.

■ WPD (With Permission of Department) & Wait Lists

All psychology core courses and online courses are listed as requiring WPD or 'With Permission of Department'. The WPD system is designed to give psychology students priority for obtaining seats, particularly in the core courses. The WPD process allows students to reserve a seat in a course before actually registering for the course. **WPDs may be obtained beginning about three weeks prior to the official release of the UIS schedule.** The Program Secretary maintains a WPD log book in which students sign-up for WPDs. The WPD log book is made available, in the Program's main office (UH 3144), so that students can sign up to receive WPDs. Brightly colored signs, announcing that the WPD book is available for students to sign up for

course seats, are posted around the Psychology Department. The Program Secretary electronically issues WPDs, and students are expected to officially enroll before the WPD expires. Students who fail to register within a reasonable time period may forfeit the WPD to another student who is on the wait list.

At times, there are many more students seeking to enroll in psychology courses, or a particular course section, than can be reasonably accommodated. In such cases, the Psychology Department Secretary maintains a "wait list"-- a list of students who want to register for the course if an opening becomes available. Having your name on the wait list does not guarantee that you will eventually be able to enroll in the course. However, the Secretary makes every effort to keep waiting students informed about the probability they will or will not be able to enroll in the course.

Dropping/Adding Courses

The UIS course schedule lists dates for withdrawal and for dropping and adding of courses each semester. Depending upon this official calendar, the students become responsible for specific amounts of tuition fee payments. Students are strongly encouraged to review the schedule of official deadlines each semester.

Policy Regarding Incompletes

An "incomplete" notation may be assigned in lieu of a course grade when extraordinary circumstances prevent a student from completing a course. Incompletes are granted at the instructor or professor's discretion; however, the Psychology Program has a strict policy of not awarding an "incomplete" in cases where it is requested by a student in order to avoid a failing grade.

Faculty are required to file a provisional grade whenever they grant an "incomplete." According to the UIS policy regarding "incompletes", the maximum allowable time period for fulfilling course requirements is 12 months; **after 12 months, if a new grade has not been officially filed, the Incomplete is automatically replaced by the provisional grade.**

Students who successfully negotiate an "incomplete" in a psychology course are strongly encouraged to make sure (a) the terms of the incomplete are formally documented by a written contract, clearly specifying the work that must be completed, and (b) the contract has been placed in the student's program file (see **Appendix F**). Without formal documentation, students can be left with little recourse for grade change when an incomplete was awarded by a part-time instructor or full-time faculty member who is no longer employed at UIS.

Independent Study

In response to the needs of individual students, faculty members occasionally agree to supervise independent study projects. Independent study is given in the form of tutorials for selected topics that are of interest to the students and within the professional expertise of faculty members. The independent study option is also appropriate when students engage in research under the supervision of a faculty member. Independent study, under faculty supervision and guidance, is intended to supplement, not supplant, regular course offerings. Students who want to structure one-to-one learning experiences that are not regularly available as program courses, but nevertheless involve topics that are relevant to their programs of study, must secure the consent of an appropriate faculty member before registering.

The number of credit hours can vary between 2 to 4. Students who wish to enroll for independent study credit should discuss their proposed topics with relevant faculty members. In some cases,

faculty may require students to submit a written proposal that includes an independent study title, topic focus, method of study, amount of tutor-student contact, and means of evaluation, as well as the level of study and the hours of credit sought. A WPI is required to register for independent study, and student should be aware that the credits earned in some independent studies may not count toward degree requirements.

Disability Services Office

Reasonable accommodations are available for students who have a documented disability. Please notify the instructor during the first week of class of any accommodations needed for the course. Late notification may cause the requested accommodations to be unavailable. All accommodations must be approved through the Office of Disability Services (ODS) in the Student Life Building, Room 11. Phone: (217) 206-6666. The ODS Director is Karla Carwile. Additional information is available at <http://www.uis.edu/disabilityservices/>.

UIS Email Account

Every student at UIS is assigned a Network ID (NetID) that enables access to information technology resources such as email, online courses, and online library databases and journals. The NetID also allows students to access server shares and update web sites. Your NetID is printed on the bottom of your registration receipt. The **default password** for a UIS NetID is the user's birth date in YYYYMMDD format.

Writing Papers following APA Format

Paper assignments in psychology courses must be written following the format adopted by American Psychological Association (APA), unless otherwise specified by the course instructor. The guidelines for this format (i.e., APA Style) are provided in the following book, copies of which are available in the UIS bookstore for the students to purchase:

American Psychological Association. (2001). Publication manual of the American Psychological Association (5th ed.). Washington, DC: American Psychological Association.

Beginning Fall semester of 2003, all psychology majors are required to purchase this book in conjunction with their registration for PSY 300 *Orientation and Entrance Assessment*. Additional web-based resources on APA Style are provided on the Resources for Psychology Majors page of the UIS Psychology Department's web site at <http://www.uis.edu/psychology/>.

Plagiarism and Academic Dishonesty by Students

Cheating and plagiarism are considered very serious ethical violations. To plagiarize is to present as one's own, a thought, writing or invention belonging to another. It usually takes one of the following three forms and is done without proper acknowledgement: the inclusion of another person's writing in one's own essay, paraphrasing of another person's work, or presentation of another person's original theories, views etc. There are several web-based resources to help students clearly understand what plagiarism is and how to avoid it; several of these resources are provided on the Resources for Psychology Majors page of the UIS Psychology Department's web site at <http://www.uis.edu/psychology/>.

In accordance with campus policies, the Psychology Department takes cheating and plagiarism by students very seriously. Students caught cheating on examinations or plagiarizing on assignments will not receive credit for the course and may be dismissed from the Psychology Program and from UIS. Students aware of cheating and plagiarism by others must report it to their academic advisers, another member of the program faculty, or the program chairperson.

Students should also be aware that, within the Psychology Department, faculty members are strongly encouraged to consult with colleagues when plagiarism or cheating occurs. If an allegation of plagiarism exists, disciplinary proceedings may be initiated and carried out within the Program. Requests to dismiss students from the Psychology Program are submitted to and approved by the Department Advisory Committee.

Research Participation

The Psychology Department provides research participation opportunities for students in psychology and communications courses during the Fall and Spring semesters, in recognition of how important it is for undergraduate students to understand research methods. Brief descriptions of approved research projects, sign-up sheets, and a schedule of open sessions are posted each semester on the Psychological Research bulletin board in the hallway outside Psychology Lab (UH 3118).

Student participation in research projects is voluntary; students are not required to participate in research. In courses where research experience is required, an alternative to actual participation is made available to students. Viable alternatives can include, but are not necessarily limited to, writing review of published research articles, assisting with approved research projects in the department, writing reports of interviews with researchers currently conducting projects, or attendance at research presentations by faculty members.

Students who volunteer for and participate in approved research projects receive course-related extra credit points in designated psychology and communications courses. At the beginning of each semester, all psychology faculty members receive a form on which they may designate one or more of their courses as a course awarding extra credit for educational activities including participation in research. The choice to provide extra credit opportunities for relevant educational activities, including research participation, is an individual decision made by each faculty member based on relevance to the courses she or he teaches.

Effective January, 2002, students are allowed to designate each study's participation credit to only one course at a time. If, for example, a student is enrolled in two courses and each accepts research participation for extra credit, the student must participate in a minimum of two studies to generate extra credit in both courses.

Record-keeping is accomplished through the use of a voucher system and a department database. At the beginning of research sessions, participants will be given a credit voucher to complete. The researcher or designated research assistant will ask each participant to fill in name and the course number to which the credit should be applied. Researchers will have available a list of eligible courses, and students make sure to list the correct course and section number in order to receive participation credit. Participants then return the voucher to the researcher. The remainder of the voucher is completed by the researcher or research assistant. The completed credit vouchers are used to compile research participation credit lists that show students' names and hours of participation. A separate list is compiled for each faculty member who has agreed to provide course-related credit that semester. **Note that we keep track of hours of participation only**; the point value of each participation hour may vary across courses depending upon each faculty member's grading system. All data collection ends at least two weeks before the end of the semester.

Each research participant should be given a copy of the Psychology Department's Research Evaluation form at the end of the research session. Instructions for completing the evaluation are printed on the form. Completed evaluation forms are anonymous and should be returned to the Research Evaluation box in the Program's main office—they are **not** returned to the researcher or research assistant. In other words, it is the student/participant's responsibility to complete the form and return it to the Research Evaluation box in the Program's main office (UH 3144).

Psychology majors may also earn academic credit by conducting their own research projects or by assisting full-time psychology faculty members with their research projects. Student research

projects must be reviewed and approved by the Department before data collection may begin. A student who wishes to conduct her or his own project, or to assist faculty with research should discuss the process with the academic adviser or with a department faculty member whose expertise covers the student's area of interest. For more information on conducting your own research project for academic credit, see the heading **Preparing for Graduate School: Senior Research Project** below.

Psychology Department Faculty & Staff

Full-Time Faculty

Each full-time faculty member of the Psychology Program has earned a doctorate in the field. All chose to accept a position at UIS because they wanted to work in a setting that valued teaching above all else. Although each faculty member is involved in many professional activities (such as research, writing, professional practice, and professional presentations), each also is primarily committed to providing the best educational opportunities possible for every student. We all enjoy teaching and encourage students to take advantage of the unusual opportunity UIS offers for frequent interaction with professors.

Keith Burton, Ph.D.,
Assistant Professor
Specialization:
Office: UH 3135; Phone: 206-
Burton.Keith@uis.edu

Laura Da Costa, Ph.D., *University of California, Los Angeles*
Assistant Professor
Specialization: Cognitive Psychology, Memory, and Attention.
Office: UH 3123; Phone: 206-7219.
Dacosta.Laura@uis.edu

Ronald A. Havens, Ph.D., *West Virginia University*
Professor
Specialization: Clinical Psychology, Eclectic Psychotherapy, Hypnosis.
Office: UH 3124; Phone: 206-7270.
Havens.Ronald@uis.edu

Karen Kirkendall, Ph.D., *University of Cincinnati*
Associate Professor
Specialization: Developmental Psychology, Cognitive Psychology, and Developmental Disabilities.
Office: UH 3132; Phone: 206-7248
Kirkendall.Karen@uis.edu

Lynn Pardie, Ph.D., *Southern Illinois University at Carbondale*
Associate Professor & Department Chair
Specialization: Clinical Psychology, Clinical Assessment, Transpersonal Theories of Psychological/Spiritual Development.
Office: UH 3139; Phone: 206-7230.
Pardie.Lynn@uis.edu

Carrie Switzer, Ph.D., *University of Pittsburgh, Pennsylvania.*
Assistant Professor
Specialization: Educational Psychology & Developmental Psychology.
Office: UH 3126; Phone: 206- 7229
Switzer.Carrie@uis.edu

Marcel Yoder, Ph.D., *University of Louisville- Kentucky*

Assistant Professor

Specialization: Social Psychology, Resource Allocation, and Social Cognition.

Office: UH 3128; Phone: 206- 7228

Yoder.Marcel@uis.eduProfessor Emeritus**Joel Adkins, Ph.D., *University of California, Los Angeles***

Professor Emeritus

Specialization: Psychobiology, psychological theory, and theories of brain function.

Jonathan Hess, Ph.D., *Purdue University*

Professor Emeritus

Specialization: Experimental Psychology and Biopsychology, Clinical Neuropsychology, Hormones and Behavior.

Office: UH 3130; Phone: 206-7222.

Hess.Jonathan@uis.edu**John Miller, Ph.D., *University of Missouri-Columbia***

Professor Emeritus

Specialization: Consulting Psychology, Family Therapy, Psychotherapy, and Management Psychology.

Office: UH 3130; Phone: 206-6696

Miller.John@uis.edu **Office Hours**

All full-time faculty members hold office hours during the regular workweeks of each semester. Hours are posted on the faculty member's office door, and the schedule of office hours is also given to the Department Chair and Secretary. When it is necessary to miss scheduled office hours, a note is typically posted on the faculty member's office door and the Department Secretary is also notified. Office hours are not scheduled during times regularly reserved for department meetings (Tuesday mornings, 10:00 a.m. to noon).

 **Contacting Adjunct Faculty**

Each semester the Psychology program hires several part-time and adjunct faculty members to teach specific courses for us. All part-time faculty and adjunct faculty members possess at least a Master's degree and many possess a Doctorate. These professionals typically work full-time in the community and teach one or two courses per year in their specialty areas. Students may leave messages or materials for part-time instructors in the Psychology Program's main office [UH 3144, (217) 206-6696], but part-time faculty do not serve as academic advisers and do not supervise independent study projects or tutorials.

 **Department Chair**

The Chair of the Psychology Program is a full-time faculty member elected by the program faculty. Among many other duties and responsibilities, the Chair is responsible for coordinating course schedules, guiding curriculum development, and assisting in mediating student grievances and concerns. The Psychology Chair is Dr. Lynn Pardie. Her office is located in UH 3139. Phone: (217) 206-7230. E-mail: pardie.lynn@uis.edu

Main Office Staff and Hours

The Department's main office is located in Office 3144, on the 3rd floor of University Hall (UH). Our Secretary, Janice Hurley, assists students with adviser assignments and WPDs for registration. Main office hours are Monday through Friday, 8:30am to 5:00pm; however, the office is typically closed during the Secretary's lunch period. The Department's Main Office phone number is (217) 206-6696.

Graduate Assistants

The Department is fortunate to have two part-time graduate assistants during the Fall and Spring semesters. Graduate assistants' activities include: proctoring exams, grading assignments, tutoring students, monitoring the psychology computer lab, providing student assistance during course-related exercises and specialized review sessions, and assisting faculty with research. Please ask your instructor which Graduate Assistant has been assigned to your course. GA offices are located in the psychology lab (UH 3140). The office hours for each GA are posted near their office.

Instructional Support Services

Center for Teaching and Learning (CTL)

Center for Teaching and Learning (CTL) staff members provide student assistance in the form of tutoring and structured workshops related to writing, math and statistics, research, and computer use. The Center is located on the fourth floor of Brookens Building (BRK 460, 6-6503), and more information about their range of services is provided at <http://www.uis.edu/ctl/>.

Department Facilities

Department Bulletin Boards

For your convenience, student petitions and graduation contracts are provided in a magazine rack just outside the program office (UH 3144). Proposed course schedules for the next two or three semesters are posted on a bulletin board outside the office as well. Other bulletin boards in this wing of the University Hall contain information relevant to psychology students, such as information about the Psychology Club and Psi Chi (our student honor society), ongoing research projects, professional organizations (such as the American Psychological Association), available Applied Study placements, scholarships, and various graduate schools.

Psychology Labs

The program's multipurpose lab is located in UH 3118. A considerable amount of laboratory equipment (pursuit rotors, timers, memory drums, biofeedback equipment, reaction time apparatus, etc.) is stored in this room for course- and research-related use. Please consult your adviser or one of your professors if you would like to examine this equipment with an eye toward conducting a formal or informal research project. The Psychology Department also contains three smaller lab rooms for project-related use by faculty (UH 3125, 3127, 3129).

Psychology Computer Lab

A computer lab for psychology course-related use is located in the Psychology Department, in **UH 3116** (12 computer stations). Lab hours are posted next to the entrances. Printing in these two labs is not available at the present time due to the Department's budget limitations.

Campus Computer Labs

Other computer facilities are available on campus for general student use. The main computer lab on campus is located in **Health Sciences Building 109**. Hours of operation for the lab can be accessed at <http://acad.uis.edu/> or by phone at 206-7359. Smaller computer labs are located in:

- Brookens 413
- College of Business & Management 12
- CPV-54
- Health Science Building 108
- Human Resources Building 111
- Public Affairs Center 493.

Students must have an *i-card* to use the UIS lab computers and printers. More information about *i-cards* is provided under the **Helpful Resources** heading below.

Observational/Video Taping Area

The Psychology Department has a large clinical observation suite with a one-way mirrors between interview rooms, as well as recording and special classroom facilities that can be used for training and research purposes.

Student Activities

Psi Chi

Psi Chi is the National Honor Society in psychology. Its purpose is to encourage, stimulate, and maintain excellence in scholarship, and advance the science of psychology. Psi Chi serves two major goals. The first goal is to provide academic recognition of its inductees by membership. The second goal is to offer a climate to stimulate professional growth through the programs and activities offered by the Psi Chi chapter. The psychology program at UIS functions as the local chapter for the city of Springfield. Because this is an academic honor society, there are qualifications for membership. The student must have: (a) completed a minimum of 12 semester hours of psychology courses at UIS, (b) no more than 8 hours of incomplete courses, and (c) a GPA ranking in the top one-third of the class. Although these requirements are needed to join Psi Chi at the national level, all psychology students are encouraged to participate in psychology program events at the local level. The faculty adviser and the local chapter officers can be reached through the psychology program at (217) 206-6696. For more information, see the national organization's web page at www.psichi.org.

Becoming a Student Affiliate of the American Psychological Association

Undergraduate students in psychology can become APA affiliates, which entitles them to receive the organization's monthly professional publication, *Monitor on Psychology*, as well as a variety of product discounts. Currently, the annual fee for student affiliate membership is \$27 for undergraduates. More information on applying for student affiliate membership can be accessed at <http://www.apa.org/membership/forstudents.html>.

Preparing for Graduate School

Although the BA in Psychology is an appropriate liberal arts education that qualifies students for vocational positions that are open for any graduate in liberal arts major, it does not ordinarily lead to employment within the field of psychology itself. Careers such as research in the field of psychology, teaching psychology in junior college and universities, conducting counseling and psychotherapy, or doing assessment and testing of the psychological aspects, invariably require at least a master's degree, and usually involves doctoral level qualifications. Many students do not realize that they may apply to doctoral programs in their senior year of undergraduate study. Accordingly, the undergraduate curriculum is designed to prepare students for continued study at the graduate level in psychology or related social service fields. High grade point averages, excellent scores on the GRE, good letters of recommendation, and even some prior experience in the field often are necessary for admission to these programs.

Students who are interested in graduate school possibilities should review the latest edition of the reference book ***Graduate Study in Psychology***, which is published annually by the American Psychological Association. Purchasing information is available at the APA web site.

Senior Research Project

It is strongly recommended that students who are planning to apply to graduate school in psychology consider completing an individual research project that is empirical in nature. Students who plan to complete their own research project should decide on a general research topic area and then consult with a full-time psychology faculty member having that area of expertise. With the permission of a supervising faculty member, students can enroll in PSY 480 Senior Research Project in order to receive academic credit for their research. Completion of PSY 302 Research Methods in Psychology is a prerequisite for PSY 480, and it is strongly recommended that students planning to conduct their own research have also completed PSY 303 Statistics for the Behavioral Sciences or its equivalent. All research projects must be formally reviewed and approved by the Psychology Department before data collection can begin.

GRE

All students who are planning to go for graduate school in psychology are advised to take the Graduate Record Examination (GRE) during the first semester of their junior year to obtain feedback on general areas requiring improvement. This enables them to have time to retake the GRE to improve overall scores. For more information about the GRE consult the following web site <http://www.gre.org/ttindex.html>

Psychology Department & Career Services Workshops

At least once a year the Psychology Department conducts a workshop that focuses on strategies for getting into graduate school. For information about upcoming workshops contact Dr. Carrie Switzer or Dr. Marcel Yoder. Career Services at UIS periodically conducts workshops for students that focus on getting into graduate school and finding employment. For more information about Career Services consult the following web site <http://www.uis.edu/careerservices/>

Searching for a Graduate School

Most graduate schools have either annual or biannual deadlines for due dates of application. In the majority of cases, the deadline for applications fall during the period between January and the middle of February for admission the following fall semester. Start the application process early. The Psychology Department has two reference guides that provide basic information about psychology graduate programs across the country. To look at the references books contact Dr. Carrie Switzer. Most graduate schools maintain web sites that provide detailed information about their programs and the requirements for entrance into their programs.

Informational Web Sites

Pursuing Psychology Graduate School Information Page

<http://www.uni.edu/walsh/linda2.html>

How to Apply to Graduate School

<http://psych.hanover.edu/handbook/applic2.html>

Books on Graduate School for Psychology Majors

<http://www.psywww.com/careers/gradbook.htm>

Graduate Training in Psychology

<http://www.psychologyinfo.com/education/>

Recommendation Letters

Positive letters of recommendation from professors familiar with a student's academic work, research experience, and personality are almost a prerequisite for securing admission to graduate school or obtaining a job upon graduation. Students should feel free to ask faculty familiar with their interests and achievements if they will write a supportive letter for them and/or be willing to serve as a reference.

Please understand, however, that a faculty member may be unwilling to do so if he/she does not know you or your work well enough to offer an informed opinion. A potential solution to this problem is the **Letter of Recommendation Request Form** available in **Appendix G** of this handbook. It enables you to give the faculty member additional information about yourself that can be incorporated into letters of recommendation. You may make as many copies of this form as you need.

Nevertheless, it is important to understand that faculty members are under no obligation to write letters of recommendation, and some faculty have a policy of not providing a letter unless they have gained direct experience with someone's skills through formal coursework or supervising an applied study term or research project.

Students are strongly advised to request letters of recommendation well in advance of due dates and admissions deadlines. Work demands on faculty are particularly high at the end of semesters, and many are not available during the breaks between semesters, so it is important for students to plan ahead.

Jobs in Psychology

 **APA Divisions** <http://www.apa.org/about/division.html>

Employment Web Sites

APA – American Psychological Association

<http://www.psyccareers.com/index.cfm>

APS – American Psychological Society

<http://www.psychologicalscience.org/jobs/index.html>

Chronicle of Higher Education

<http://chronicle.com/jobs/>

Informational Web Sites

Psychology Online Resource Center
<http://www.psych-central.com/>

Community Psychology Network
<http://www.cmmtypsych.net/>

Online Psychology Career Center
<http://www.socialpsychology.org/career.htm>

Psych Central
<http://www.grohol.com/resources/>

Psych Web
<http://www.psywww.com/index.html>

Occupational Outlook
<http://www.bls.gov/oco/>

Applied Study

The applied study term provides psychology students an opportunity to integrate classroom learning and practical field experience suited to their goals and interests. Applied study placements can also be used to explore possible career options. Past placements have included local mental health centers, other community service organizations (such as the Youth Service Bureau, the Sangamon-Menard Alcoholism and Drug Abuse Council, and the YMCA), and research positions at the SIU School of Medicine. Generally the AST office and the psychology program can provide an appropriate placement. Student-initiated placements are also possible with approval of the adviser and the AST office. Additional information about ASTs is available on-line at <http://www.uis.edu/appliedstudy/>. Students who wish to complete a supervised placement working directly with vulnerable populations (e.g., children, individuals with psychological problems, or prisoners) should consult with their academic advisers and must complete a separate application form for the Psychology Department.

Career Services

The Career Services and Placement Center, located in the Student Affairs Building (SAB) Room 50D, is a very useful resource for students in their efforts to find employment opportunities. Detailed information about this center can be found in the undergraduate/ graduate catalog. Students are helped by this center through workshops and presentations, regarding how to write resumes, job interviewing techniques, and other professional procedures for securing employment. <http://www.uis.edu/careerservices/>

Tell Us What You Think

The psychology program is constantly on the lookout for ways to improve the services it offers students. Feedback from students regarding program and administrative policies and effectiveness are actively solicited.

Student Representative. Each Fall semester, a student election is conducted within the Psychology Program so that psychology majors can elect a Student Representative to the Program. The Student Representative position is an important one for the department as well as for students. The Student Representative participates in department meetings and deliberations

(which is typically held semi-monthly on Tuesday mornings from 10:00am until 11:30am), conveys feedback from students regarding the curriculum and program functioning, and also participates in faculty personnel reviews.

Students may relay their feedback and suggestions to the Psychology Student Representative or directly to the Department Chairperson. Written feedback or suggestions may be left in the Main Office (UH 3144) or sent via e-mail.

Campus Resources & Services

Campus Information

Campus maps, catalogs, course schedules, phone numbers, event schedules, office locations, and other campus information can be found at the Information Desk on Level One of the Public Affairs Center. Information is also available on the internet at <http://www.uis.edu>

I-Cards

A university identification card, called the *i-card*, is a multifunction card to which cash values can be added for purchasing campus services. The card is required for library borrowing, printing and copying, use of the computer labs, campus recreation facilities, residence halls and dining facilities, health care, and voting in student elections. The i-card can be obtained at the Springfield ID Center, Public Affairs Building, Room 108. Phone (217) 206-7718. UISIDCENTER@uis.edu

Parking

All UIS students who use campus parking lots are required to purchase and display a current parking decal on their vehicles. Parking decals are sold and replaced through the Bursar's Office (206-6738, Public Affairs Center 184). Complete parking regulations are available on the web at www.uis.edu/police/parking.

Bookstore

The campus bookstore is located in the Public Affairs Center near the cafeteria (PAC 122). It is open from 9:00am to 6:30pm Monday through Thursday, and from 9:00am to 3:00pm on Friday. <http://shop.efollett.com/htmlroot/storehome/universityofillinoisatpringfield193.html>

Brookens Library

Information about submitting materials for course-specific reserve use, borrowing, access to research databases, contacts, and hours of operation can be found at <http://www.uis.edu/library>. The library liaison for the Psychology Department is Dick Kipp (206-6633).

Bursar

The Bursar's office is located in the Public Affairs Center concourse area (PAC 184). Its hours of operation are from 9:00am to 5:00pm Monday through Friday. At the Bursar's Office students can: buy stamps and money orders, cash personal checks with a student ID (limit \$25.00), mail personal letters and packages, buy parking decals and SMTD bus passes, and pay on student accounts (tuition, housing, etc.) More information about the Bursar's Office can be accessed on the web at <http://www.obfs.uis.edu/oba-uis/> under the link heading "Bursar".

ATM

An ATM machine is located on the ground floor of the Public Affairs Center (PAC) where the cafeteria is located.

Financial Aid

Financial assistance is available in a variety of forms. All questions regarding financial assistance should be directed to the UIS Office of Financial Assistance, which is located in SAB 60 (217 206-6724).

Copy Machine

In the CPV Building, the copy machine is located in CPV-65, near the vending machine area.

Campus Police

Non-emergency calls to the Campus Police for assistance or information should be directed to 206-6690. Emergencies should be reported using 206-7777. More information about services can be accessed on the web at <http://www.uis.edu/police/> and <http://www.uis.edu/healthservices/>

Dining

The main cafeteria is located on the lower level of the Public Affairs Center. It is open from 8:00am to 8:00pm Monday through Thursday, and from 8:00am to 2:00pm on Friday. Please note that the hot food line hours extend from 11:00am to 2:00pm and from 4:00pm to 6:00pm only.

For snacks, vending machines are conveniently located throughout University Hall.

Lost and Found

The Information Desk in the Public Affairs building concourse, just inside the tear-drop entrance, maintains a lost-and-found service (206-6600; hours of operation are 7:30am to 9:00pm, Monday through Friday)

Contact Information for Other Campus Resources

Career Services	206-6508	http://www.uis.edu/careerservices/
Counseling Center	206-7122	http://www.uis.edu/counselingcenter/
Cox House Child Care Center	206-6610	http://www.uis.edu/childcarecenter/
Health Services	206-6676	http://www.uis.edu/healthservices/
International Affairs	206-6678	http://www.uis.edu/internationalstudentaffairs/
Minority Student Affairs	206-6333	http://www.uis.edu/minoritystudentaffairs/

Research Policies	206-7409	http://www.uis.edu/grants/
Student Affairs	206-6581	http://www.uis.edu/studentaffairs/
Student Codes & Grievance Policy		http://www.uis.edu/studentaffairs/grievance.html
Women's Center	206-7173	http://www.uis.edu/womenscenter/index.htm

Frequently Asked Questions

Questions About Entrance and Exit Assessments

Do psychology majors have to take the UIS Entrance and Exit Exams, even though we take ones in psychology, too?

Yes.

When are the UIS Entrance and Exit Assessment Exams given?

A schedule of exam dates, times, and locations is posted in the Psychology Department, as well as in the University Assessment Office (BRK 462). You may register for the UIS assessment exams by phoning (217) 206-7125 or 1-800—881-4177. **TEP students should take their exit exams before beginning their student teaching.**

When do I take the Psychology Department's Entrance and Exit tests?

PSY 300 Orientation & Entrance Assessment is a non-credit-bearing course used to track exam completion at entry. Students must register for PSY 300 during their first semester of enrollment as psychology majors. Students who do not complete the entrance exam during their first semester will not be allowed to register for additional psychology coursework until the exam has been completed.

Psychology orientation and entrance testing sessions are held during the first two weeks of each semester. A schedule is posted in the Psychology Department and may be accessed by visiting the Program's web site, and all incoming majors are notified by mail. Students will complete the exam a second time, following completion of their core concentration courses, as part of the required, credit-bearing, capstone course PSY 471 Senior Seminar.

What are my Psychology Entrance and Exit test scores used for?

Faculty advisers will use entrance exam scores to assist their advisees in academic planning. Exit exam scores, collected as part of the requirements of PSY 471, will be used for psychology curriculum review and planning. All scores are entered into a department database to allow psychology faculty to track learning outcomes for program evaluation and development purposes.

What assignments or exercises should I keep from my UIS courses for later use in PSY 471 Senior Seminar?

Keep **at least two graded writing assignments or papers** from UIS psychology courses that are formally designated as including a writing assignments. Such courses include:

- PSY 312 Psychology of Learning & Memory
- PSY 313 Critical Thinking
- PSY 315 Psychoactive Drugs
- PSY 321 Life-Span Developmental Psychology
- PSY 322 Child Development
- PSY 323 Adolescence
- PSY 324 Exceptional Child

PSY 327 Educational Psychology
 PSY 338 Psychological Aspects of Diversity
 PSY 342 Consciousness
 PSY 351 Abnormal Psychology
 PSY 441 Theories of Personality
 PSY 452 Introduction to Clinical Psychology

Questions About Academic Advising

I don't know who my academic adviser is. Where can I find out who my adviser is and how to contact her or him?

All psychology majors and minors at UIS receive a formal letter from the Department, which provides them with the name, office address, and phone number of their academic advisers. It is strongly recommended that you keep all correspondence from the University. If you've lost the letter and forgotten your adviser's name, you may phone or e-mail the Psychology Department Secretary (217 206-6696; JHurl1@uis.edu). The names, phone numbers, and e-mail addresses of all psychology faculty are also provided on the Department's web site at <http://www.uis.edu/psychology/>.

I plan to be a Teacher Education Minor. Will I have two separate academic advisers?

Yes, you will have a Psychology adviser and a Teacher Education Program adviser.

What is a "WPD"? Why do I have to have a "WPD" in order to register for some of my psychology courses at UIS?

"WPD" stands for "with permission of department." All psychology core courses and online courses require you to obtain a WPD before registering so that we can give psychology majors priority during the registration process. It provides our majors with maximum opportunity to enroll in the coursework required for their degrees and in the sections that best fit their schedules. The Psychology Department Secretary handles the WPD process and gives permission to register for WPD courses. WPDs are requested using a sign-up list in the main psychology office. Students who are given a WPD must still register for the course, but the WPD allows them to do so. Each WPD carries a time limit; students may forfeit the WPD if they do not register by the WPD expiration date.

The course I want to register for is full, but my name has been placed on a "wait list." Does that mean I'll be able to register for the course soon?

At times, there are many more students seeking to enroll in psychology courses, or a particular course section, than can be reasonably accommodated. In such cases, the Psychology Department Secretary maintains a "wait list"-- a list of students who want to register for the course if an opening becomes available. Having your name on the wait list does not guarantee that you will eventually be able to enroll in the course. However, the Secretary makes every effort to keep waiting students informed about the probability they will or will not be able to enroll.

When should I consult with my academic adviser?

Whenever you have a question related to transfer credit, course selection, academic difficulties with coursework, course waivers, university course requirements, or your progress toward degree requirements. You should meet with your academic adviser **at least once** each semester to plan courses for the next semester.

Do I have to make an appointment in order to meet with my adviser?

It is strongly advised that you make an advance appointment with your academic adviser, by phone or e-mail, so that he or she can review your file and be better prepared to help you. All faculty in the Department post their office hours for each semester, so you can also stop by his or her office during those times. However, it is possible that other students may also be waiting to consult with the adviser during that same hour, so it is usually best to schedule an appointment.

Why can't I just drop by faculty members' offices any time I want to? Why do I need an appointment?

You may, but it would be unreasonable to expect your adviser to drop whatever they're working on to help you instantly. Faculty members have many responsibilities at the University, only two of which are teaching and advising. Faculty members conduct research and carry a variety of administrative and professional responsibilities, both inside and outside the campus. It is important to be respectful of their time.

Will my adviser be available to meet with me during Spring break or the breaks between semesters?

Faculty are available the week before courses formally begin each semester; however, they are not usually available to meet with students during the breaks between semesters, or during Spring break week. Students who would like to register for an Applied Study Term placement (AST), to request letters of recommendation for jobs or graduate school, or to consult with their advisers about academic probation or suspension concerns should anticipate these needs and schedule an appointment with their advisers during the regular semester or during the week before the next semester formally begins.

I would like to change advisers. Can I choose a new academic adviser?

Students may request a change of adviser by completing a Change of Adviser Form, which is available just outside the main psychology office door. However, sometimes the adviser a student requests is already carrying a full load of advisees and can't accommodate an additional student. Under such circumstances, students will be assigned to another available adviser within the department.

I've heard that, starting Fall semester of 2003, new UIS psychology majors will have to declare a content area concentration. How do I do that?

There is a Curricular Concentration Selection Form available outside the Psychology Department Main Office (UH 3144) that requires your academic adviser's signature. Simply complete your information, sign it, and ask your academic adviser to review it, sign it, and place it in your department file.

I understand I have to complete 12 credit hours of "university requirements." What are they?

Three types of courses are considered university courses: public affairs colloquia (e.g., PACs), liberal studies colloquia (e.g., LSCs), and applied study term placements (e.g., ASTs). PAC and LSC course offerings vary from semester to semester, and are found in the regular course schedules each semester. Course descriptions are typically provided in the back of the paper course schedule. ASTs involve supervised experience working in an applied setting (see the University catalog or <http://www.uis.edu/cpl/> for more details). Students who wish to complete an AST must have completed at least 12 hours in their major before applying for an AST placement, and no more than 8 credit hours of AST can be used toward the 12 hours of university requirements.

Questions About Requirement Waivers & Transfer Credit

I took several lower-division courses before I transferred to UIS. Can I use those courses to reduce the number of psychology courses I need to take at UIS?

The Psychology Department at UIS will waive up to 6 credit hours of required psychology coursework on the basis of lower-division psychology courses. However, the lower-division courses must meet eligibility requirements. The courses must be at a level beyond the introductory psychology course, and you must have received a grade of "B" or higher in the courses.

Can lower-division psychology courses be used to waive specific required or core psychology courses, or just psychology elective hours?

It depends on several factors. If the UIS professor who teaches the core course in psychology reviews the syllabus of your lower-division course and determines that the content coverage was adequate, he or she can **waive** the core course. As long as your lower-division course carried a psychology prefix, the number of hours waived **reduces** the number of UIS **psychology** hours you need to take, but it simultaneously **increases** the number of required **general** elective hours needed for your BA. In other words, waiving the psychology courses allows you to substitute general elective courses.

If the Psychology Department has already **waived** the maximum number of hours (i.e., 6), an additional waiver of a core psychology course (based on adequate content coverage through lower-division coursework) simply **increases** the number of **psychology** electives you need to complete at UIS. In other words, waiving the core psychology course allows you to substitute a psychology elective course for the waived psychology core course.

I accumulated more than 60 credit hours of college coursework by attending various institutions before I came to UIS. Won't this reduce the total number of credit hours I need to take at UIS for my BA degree?

Probably, but it depends on several factors: (1) the level of the courses you took; (2) the grades you received in your courses; (3) the residency requirements of UIS; and (4) the specific requirements of your major program. See your academic adviser.

I don't understand the difference between lower-division coursework and upper-division coursework.

Lower-division refers to courses designed for first- and second-years undergraduates (e.g., "freshmen" & "sophomores"), which typically are introductory or fundamental level courses. **Upper-division** refers to more advanced or content-intensive courses designed for third- and fourth-year undergraduates (e.g., "juniors" & "seniors"). Course numbering systems vary from college to college; however, the level is usually represented by some feature of the course numbering system.

I've heard you can apply lower-division hours toward the 60 upper-division credit hours needed for a BA at UIS. I have 80 hours of lower-division coursework from other institutions. Can I reduce the 60 hours of upper-division coursework needed at UIS by 20?

No, but you may be able to reduce it by 12 hours, which is the maximum reduction allowable based on lower-division credit. See your academic adviser about your specific transcript.

Questions About GPAs

What's the minimum grade needed to receive transfer credit for an upper-division course?

"C"

Does the UIS Psychology Department require its majors to maintain a certain grade point average (e.g., GPA)?

Psychology majors are only required to maintain the GPA standards established for UIS. Any time a student's overall GPA drops below 2.00, he or she is placed on academic probation.

What happens when a student is placed "on probation"?

The student must confer with her or his academic adviser and obtain the adviser's permission to register for the next semester. The student will **not** be allowed to register for more than 12 credit hours if the next semester is a spring or fall term, or more than 6 credit hours in the summer term. **Students who are placed on academic probation for two semesters in a row are suspended from UIS.** Please refer to the UIS catalog for further information about academic suspension.

What's the lowest grade I can receive in a course and still receive credit hours toward my BA degree?

“D minus”. But remember—students whose GPAs fall below 2.00 are placed on academic probation. Moreover, minor programs may have additional restrictions related to GPAs. For example, the Teacher Education Program requires their elementary education minors to maintain a 2.75 GPA in their majors.

Questions About Course Etiquette

There are two students in one of my classes who talk during the lectures. It's very distracting, but I don't feel comfortable asking them to be quiet. What should I do?

Talk with the course professor.

I know professors routinely require textbooks, but they're expensive. Do they really expect me to buy and use them?

Yes. And students should be aware that the campus bookstore only sells course-related textbooks for a limited time period at the beginning of each semester. Unsold textbooks are returned to the publisher and are not be available later in the semester.

I was sick last week and couldn't attend class. But when I phoned my course professor yesterday, to ask for a copy of her lecture notes, she said she didn't give out copies. What are students supposed to do when they have to miss class?

Students are urged to anticipate possible absences from class and should consider making advance arrangements to share course notes, when necessary, with other students in their classes.

My work schedule will make it impossible for me to arrive at class on time. Is it okay to come late? And sometimes I may have to leave class early, too.

Always discuss these situations with your professor. Even if he or she is willing to be flexible, be sure to enter or exit the classroom quietly and sit near the door to minimize disruption for other students in the course.

I'm taking four courses at UIS, I work part-time, and I have family responsibilities. I don't have time to do all the work that some of my professors expect, and sometimes I lose course points because I miss homework due dates or an in-class exercise. Shouldn't professors be less demanding and more flexible about due dates, make-up quizzes, and attendance?

Professors have responsibility for effectively designing and delivering their courses, and for fairly assessing student learning and skill development relative to course objectives. Students vary widely in their individual life circumstances, and each student must assume personal responsibility for selecting a reasonable number of courses in which to enroll, given the demands of other responsibilities and

priorities. It is strongly recommended that students consult with their academic advisers on the most reasonable number of courses to take each semester.

Some of my professors move through the course material very quickly, and I'm afraid I'll miss something important. Can I audiotape lectures?

Ask your professor. Some will allow you to audiotape, and some may not. If so, be sure to take responsibility for managing the audio-taping—i.e., do not expect the professor to turn tapes on or off, or to change tapes during lectures.

I'm taking two courses this semester in which a paper is required. Can I just write one paper that covers both assignments and submit it in both courses?

Talk to each of your professors about this in advance. Never assume that submitting a single paper for more than one course will be acceptable. Some professors consider this unethical, but others may not. Be honest and ask directly.

Questions About Student Involvement in Research

Some of my courses offer extra credit points for participating in approved research projects. I'd like to learn more about research and the idea of participating sounds interesting, but how do I know which research projects are "approved"?

Faculty and student research projects must be reviewed and approved before they are assigned a formal study number. Researchers post the study name, number, and a brief description of approved projects on the Psychology Department Research bulletin board near UH 3118.

I participated in Study #F01-9 for 1.5 hours last semester, and I notice that the same study (i.e., F01-9) is being run again this semester. Can I volunteer for the same study again and receive another 1.5 hours of participation credit this semester, too?

Probably not. Most researchers do not want you to participate in a specific study more than once, and you may not receive credit if the database indicates you've participated in the same study more than one time. Check with the researcher or research assistant before volunteering the second time.

One of the courses I'm in this semester isn't listed on the research participation course list. If I participate in a study and write that course number on the voucher, won't the faculty member have to give me extra credit anyway?

No. Before each semester begins, individual faculty members decide which of their courses will include extra credit for research participation. Not all courses offer extra credit for research participation, so you should make sure the course you designate for credit on your participation voucher is actually one that accepts research participation for extra credit.

I've heard that it's a good idea to complete an independent research project if I want to apply to master's or doctoral programs in psychology. How do I do this?

Select a topic area within psychology and then ask a psychology faculty member, who specializes in that area, whether he or she will supervise you for an independent study project or for a senior research project. You must register for an independent study or research project using a faculty member's section number.

I'm not sure what area to focus on for my own research project. How do I get started?

It's a good idea to go to the 3rd floor of Brookens Library and begin by browsing through the most recent editions of major psychology journals published by the American Psychological Association. The **Journal of Personality and Social Psychology** is a good one to start with because it typically presents empirical research in a variety of topic areas. Consider conducting a replication of a published study or a replication with slight modifications; this is often an acceptable way to approach your first research project. Be sure to keep your first research project basic and manageable in terms of data collection methods.

Another approach is to read some of the research articles published by one of the UIS Psychology Department's faculty, and then discuss new but related research possibilities with that particular faculty member.

Do student research proposals need to be approved by someone before data collection can begin?

Yes, all research proposals must be reviewed before any data collection can begin. Some proposals can be approved at the department level, but others require institutional review. Consult with your project supervisor. Helpful information about the research review process can be found at <http://www.uis.edu/grants/IRB/irbindex.htm>

Questions About Psychology Student Activities

How do I join Psi Chi? Is this different from the Psychology Student Club?

Membership in Psi Chi is by invitation only, and invitation is based on academic performance in psychology coursework. However, many Psi Chi events sponsored by the local chapter are open to all psychology students.

Miscellaneous Questions

Can I use Applied Study Term credit hours (i.e., AST 300) as general electives?

A maximum of 12 credit hours of AST 300 can be applied toward the credit hours needed for a UIS undergraduate degree. Four to eight of those credit hours can be used as general electives with permission of the academic adviser. Typically, no more than 8.0 credit hours can be earned through an applied study term placement at a single site.

Do I need a Master of Arts degree in order to get a Doctorate?

Not necessarily. Many doctoral programs in psychology accept students with a Bachelor's degree. It's important to look at the specific requirements of the graduate program you're interested in.

What's the best way to request letters of recommendation from a professor?

Give your professor or adviser plenty of time between making your request and application deadlines. In other words, plan ahead so professors who agree to write letters will have plenty of time to prepare and mail them before the due dates. Students requesting letters of recommendation for graduate programs are strongly advised to prepare a typed list of the schools to which they are applying (including the names and titles of those to whom letters should be addressed) with full addresses, specific type of program they're applying to (e.g., organizational psychology, clinical child psychology, developmental psychology, etc.), and application deadlines. The UIS Psychology Program has developed a request form students can use that includes much of this information; a copy is provided for you in **Appendix G**. Students should also provide postage for mailing the recommendation letters.

Where's the Lost and Found area on campus?

If you've lost something in a UH classroom, you may check with the Psychology Department Secretary to see whether someone has turned it in to the Main Office. However, the campus Lost and Found area is located at the Information Desk in the Public Affairs Building concourse, just inside the tear-drop entrance. Hours of operation are 7:30am to 9:00pm, Monday through Friday. The phone number is 206-6600.

Appendix A

Concentration Designation Form

University of Illinois at Springfield
Psychology Department
Curricular Concentration Selection Form

Student Name: _____ UIN _____

In consultation with my academic advisor, Dr. _____,
 I have selected the following curricular track for my psychology major:

_____ Clinical/Counseling Psychology

_____ Experimental Psychology

_____ Developmental Psychology

_____ Personal/Transpersonal Psychology

_____ Educational Psychology

_____ Individually Designed: A full 36-
 credit-hour course plan is attached to
 this form

Are you minoring in Teacher Education? (circle one) YES NO

Submitted by:

 Student's Signature

 Date

Approved by:

 Academic Advisor's Signature

 Date

Appendix B**Math Skills Handout**

(not available on web – see hard copy of handbook)

Appendix C

Sample Course Waiver Petitions

(not available on web – see hard copy of handbook)

Appendix D

Sample Petition for Transfer Credit

(not available on web – see hard copy of handbook)

Appendix E

Sample Graduation Contracts

(not available on web – see hard copy of handbook)

Appendix F

Incomplete Contract

UIS Psychology Department Contract for "Incomplete" Grade

Student Name: _____

UIN: _____

Telephone: Home # _____

Work # _____

Major/Program: _____

Adviser's Name: _____

Adviser's Phone No: _____

Number and Title of Incomplete Course: _____

Semester/Year: _____

Credit Hours: _____

Specific Work Required for Course Completion:

Deadline for Completing Requirements*: _____

* **Note:** UIS policy allows students 12 months, from the date the incomplete grade is assigned, to finish the course; students who accumulate 12 or more hours of incomplete work are placed on academic probation.

Student Agreement

I have read the information above and understand I must complete the required coursework by _____ . I understand that, in the event that I do not complete the coursework by the established deadline, I will receive a failing grade for the course.

Student's Signature

Date

Instructor's Signature

Date

Appendix G

Letter of Recommendation Request Form

UIS PSYCHOLOGY DEPARTMENT
LETTERS OF RECOMMENDATION
Basic Information Form

In order for us to provide the best letters of recommendation possible for you, please complete the following and submit it to the person you are asking for a reference along with the reference forms or names of institutions to which you are applying.

Name: _____ Social Security #: _____

Years at UIS _____ GPA (BA) _____

Your phone # or e-mail address (for additional information, if needed): _____

Name of faculty member you are asking to provide the reference for you

(Please submit a separate form for each faculty member.)

Courses taken with this faculty member (include date taken and grade earned)

Who is your adviser? _____

Research Experience? _____

Teaching Experience?

Projects demonstrating ability to work independently?

Career goals? (i.e., research, teaching, clinical work, etc.)

Area of primary interest?

Special honors, academic scholarships received, etc? _____

Experience relevant to your application _____

Please complete the following information for each institution to which you'd like a letter of recommendation sent:

1. Institution Name: _____

Address: _____

Program of Study: _____

Application Deadline: _____

2. Institution Name: _____

Address: _____

Program of Study: _____

Application Deadline: _____

3. Institution Name: _____

Address: _____

Program of Study: _____

Application Deadline: _____

4. Institution Name: _____

Address: _____

Program of Study: _____

Application Deadline: _____

Please remember that individual faculty members are under no obligation to write letters of recommendation, and faculty may not be available between semesters. You are strongly encouraged to request letters well in advance of application deadlines.