

INDUSTRIAL/ORGANIZATIONAL BEHAVIOR MANAGEMENT (IOBM) GRADUATE TRAINING HANDBOOK

**WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PSYCHOLOGY**

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The IOBM Graduate Training Handbook describes the relevant policies, procedures, expectations, and requirements for graduate training in the Industrial/Organizational Behavior Management Program within the Department of Psychology. Students are responsible for knowing the contents of this Handbook.

TABLE OF CONTENTS

INTRODUCTION TO THE TRAINING MODEL AND PROGRAM GOALS	3
PROGRAM FACULTY	4
DEGREE COURSE AND PROGRAM REQUIREMENTS	5
M.A. Requirements	6
Ph.D. Requirements	7
RESEARCH REQUIREMENTS	8
MASTER’S THESIS	9
Individuals who must complete master’s thesis	9
Purpose of master’s thesis	9
Thesis committee	9
Written structure of master’s thesis.....	9
Master’s thesis process	9
DOCTORAL DISSERTATION AND COMPREHENSIVE EXAMINATION	12
Dissertation committee	12
Doctoral dissertation and comprehensive examination process	12
CHECKLISTS FOR THESIS AND DISSERTATION.....	17
FUNDING.....	18
ANNUAL STUDENT EVALUATION	19
GROUND FOR DISMISSAL FROM THE PROGRAM	21
ACADEMIC INTEGRITY	22
MICHIGAN RESIDENCY STATUS.....	23
UNIVERSITY REQUIREMENTS	24
APPENDICES	26

INTRODUCTION TO THE TRAINING MODEL AND PROGRAM GOALS

The IOBM graduate programs adhere to a mentorship model in which graduate students are assigned to work under specific faculty members. The faculty members are partially determined by the rank ordered list of preferences by students on their application form. The conceptual basis of the program for both degrees is behavior analysis. Thus, evidence-based environmental-change strategies are emphasized throughout the curriculum.

Both the master's and doctoral degree IOBM programs prepare students for human resource and organizational development positions in business, consulting, and human service organizations, through a combination of classroom and practical training. At the M.A. level, IOBM students may elect a program of study that enables them to enter the work force after graduation or pursue doctoral training. Students in the M.A. program will be admitted either under the Thesis option or the Practicum option. At the Ph.D. level, IOBM students are prepared for a career of consulting, teaching, research scholarship, and/or leadership roles in training and organizational development.

Students enrolled in the IOBM program often serve as public representatives of our programs and the behavior of our students reflects upon the reputation of the program. Therefore, it is expected that students maintain high professional standards in their interactions with faculty, fellow students, clients, and the general public. Failure to demonstrate professionalism while in academic or applied contexts may result in disciplinary action and in extreme cases, potential dismissal from the program.

Graduates of the program ultimately seek employment in jobs that involve personnel training and development, instructional design, productivity and safety improvement, quality enhancement, work process improvement, and organizational systems analysis. These jobs are usually found in human resource departments, process management departments, or consulting firms. The program is intended for individuals who wish to specialize in workplace improvement with an emphasis in behavior analysis. As such, the program does not focus on just behavior analysis or just industrial/organizational psychology, but rather a hybrid of the two.

PROGRAM FACULTY

The core IOBM faculty consists of five doctoral-level professors.

Alyce Dickinson, Ph.D., Professor, alyce.dickinson@wmich.edu

Research specialization in organizational behavior management, systems analysis, the effects of monetary incentives on employee productivity, quality, and satisfaction, and the impact that extrinsic award systems have on intrinsic motivation.

Bradley Huitema, Ph.D., Professor, brad.huitema@wmich.edu

Research specialization in time series analysis, single organism and quasi-experimental design, and evaluation of preventive health practices.

Douglas Johnson, Ph.D., Assistant Professor, douglas.johnson@wmich.edu

Research specialization in organizational behavior management, instructional design, and evidence-based education and training techniques

Heather McGee, Ph.D., Associate Professor, heather.mcgee@wmich.edu

Research specialization in organizational behavior management, comprehensive behavioral systems analysis, behavior based safety, and instructional technology and learning

Ron Van Houten, Ph.D., Professor, ron.vanhouten@wmich.edu

Research specialization in traffic safety, simulation research, and community/organizational psychology.

The IOBM Program also relies on the expertise of several other departmental faculty for support.

DEGREE COURSE AND PROGRAM REQUIREMENTS

The Master's program in Industrial/Organizational Behavior Management prepares students for human resource management positions in business, government, and human service organizations or for entry into a Ph.D. program for advanced study. This program requires a minimum of 36 credit hours, including the competency areas of Industrial/Organizational Core (9 hours), Behavior Analysis Core (6 hours), Professional Ethics (3 hours), Research Methods (6 hours), Research and Practice (6 hours), and Electives (6 hours).

The Doctoral program requires a minimum of 78 credit hours, the completion of a thesis (a thesis completed at the Master's level may qualify), the completion of a dissertation, and the completion of a competency exam (to be completed at least one semester before defending the dissertation). The competency areas include Organizational Behavior Management Core (21 hours), Behavior Analysis Core (9 hours), Research and Ethics (12 hours), Master's Thesis (6 hours), Doctoral Dissertation (12 hours), and Approved Electives (18 hours).

Course transfer and substitution. Up to 12 credit hours may be transferred into the IOBM M.A. program. Up to 36 credit hours may be transferred into the IOBM Ph.D. program. In order to transfer credits into the program, the student must follow the course substitution process. When pursuing a course substitution, the primary consideration is the equivalence between the petitioned course and the Program's course in terms of content covered, depth of coverage, and how current the content coverage is. The procedure to petition for a course substitution requires completing the *Petition of Waiver/Substitution Form* (see **Appendix A**), identifying both the Program course and the petitioned course. Attached to the petition should be a complete description of the goals and requirements of the petitioned course in the form of a course syllabus, name of the instructor, the texts required, the date taken and the university at which the course was completed. Proof of your completion of that course with a grade of B or better must also be provided to the committee (i.e., via a transcript). Petitions to substitute required courses must be approved by the WMU faculty teaching the equivalent program course, the student's advisor, at least one of the Co-Directors of the IOBM program, and the Department Graduate Training Chair. Additional requirements may be imposed by the Program faculty member whose course is being petitioned for substitution (e.g., examinations). Petitions to substitute electives when there is no course equivalency require approval from the student's advisor, at least one of the Co-Directors of the IOBM program, and the Department Graduate Training Chair.

Petition of waiver/substitution process. When preparing to submit one or more Petitions of Waiver/Substitution, the student should set up a meeting with his or her advisor and bring all syllabi for the petitioned courses to that meeting. The student and the advisor should review the syllabi and identify all potential matches from the WMU IOBM curricula (along with any acceptable electives with no course equivalency). Once agreement is reached between the student and his or her advisor, the advisor should sign all relevant Petition forms. The student should then route the form through the WMU faculty teaching the equivalent program course (except in the case of no course equivalency), at least one of the Co-Directors of the IOBM program, and the Department Graduate Training Chair. Once all signatures have been obtained, the student must submit all paperwork (signed forms and syllabi) to the Graduate Training Secretary. The Graduate Training Secretary will then include these petitions in the student's Program of Study for approval by the Dean of the College (see University Requirements, p. 24).

The specific course requirements within each competency area can be seen on the next two pages.

Western Michigan University - Department of Psychology
Industrial / Organizational Behavior Management M.A. Requirements (36 credit hours)

Industrial Organizational Behavior Management 4 classes (12 credits)	Number	Title	Prerequisites
	PSY 6430	Personnel Selection and Placement	None
	PSY 6440	Personnel Training and Development	None
	PSY 6450	Psychology of Work	None
	PSY 6510	Behavioral Systems Analysis	None

Behavior Analysis 1 class (3 credits) Pick 1 class	Number	Title	Prerequisites
	PSY 6100	Conditioning and Learning	None
	PSY 6166	Conditioning Principles and their Organizational Applications	None

Research Methods 2 classes (6 credits)	Number	Title	Prerequisites
	PSY 6080	Research Methods in Applied Behavior Analysis	Previous course in applied behavior analysis
	PSY 6340	Experimental Design and Analysis I	Elementary course on statistics

Professional Ethics 1 class (3 credits)	Number	Title	Prerequisites
	PSY 6050	Professional and Research Ethics	None

Pick either thesis or practicum option

Research and Practice THESIS OPTION 6 credits	Number	Title	Prerequisites
	PSY 7000	Master's Thesis	Department and Graduate College approval
Research and Practice PRACTICUM OPTION Pick 2 classes (6 credits)	Number	Title	Prerequisites
	PSY 5490	Instructional Design	None
	PSY 5990	Practicum in Psychology	None
	PSY 6520	Systems Analysis Practicum	PSY 6510

Approved Electives 2 classes (6 credits) Additional electives may be possible in consultation with graduate advisor	Number	Title	Prerequisites
	PSY	Various offerings in Department of Psychology	Consult with advisor
	ACTY 6010	Accountancy	ACTY approval
	MGMT 6140	Business Process Management	MGMT approval
	MGMT 6200	Enterprise Requirements Planning System Configuration	Consult with advisor
	MGMT 6410	Business Venturing	MGMT approval
	MGMT 6500	Managing Change	MGMT approval
	MGMT 6520	Strategic Human Resource Management	MGMT approval
	OLP 6400	Principles of Human Resources Development	None
	OLP 6410	Fundamentals of Needs Analysis	None
	OLP 6430	Project and Change Management	None
	PADM 6510	Health Services Delivery	None
	PADM 6540	Strategic Planning and Management in Health Care	None
	PADM 6550	The Administration of Health Services	None
	SOC 6880	Methods of Survey Research	None

Western Michigan University - Department of Psychology
Industrial / Organizational Behavior Management Ph.D. Requirements (78 credit hours)

Industrial Organizational Behavior Management Core 7 classes (21 credits)	Number	Title	Prerequisites
	PSY 5400	Psychology of Safety	None
	PSY 5490	Instructional Design	None
	PSY 6430	Personnel Selection and Placement*	None
	PSY 6440	Personnel Training and Development*	None
	PSY 6450	Psychology of Work*	None
	PSY 6510	Behavioral Systems Analysis*	None
	PSY 6520	Systems Analysis Practicum	PSY 6510

Behavior Analysis Core 3 classes (9 credits)	Number	Title	Prerequisites
	PSY 6100 OR PSY 6166	Conditioning and Learning OR Conditioning Principles and their Organizational Applications	None
	PSY 6110	Current Research in Experimental Analysis	PSY 6100 (override with 6166)
	PSY 6760	Skinner's Behaviorism	9 credit hours of graduate study in PSY

Research and Ethics 4 classes (12 credits)	Number	Title	Prerequisites
	PSY 6050	Professional and Research Ethics*	None
	PSY 6080	Research Methods in Applied Behavior Analysis*	Prior course in applied behavior analysis
	PSY 6340	Experimental Design and Analysis I*	Elementary course on statistics
	PSY 6350	Correlation and Regression Analysis (may substitute PSY 6360)	PSY 6340

Master's Thesis 6 credits	Number	Title	Prerequisites
	PSY 7000	Master's Thesis*	Dept. & Graduate College approval

Doctoral Dissertation 12 credits	Number	Title	Prerequisites
	PSY 7300	Doctoral Dissertation	Dept. & Graduate College approval

Approved Electives 6 classes (18 credits)	Number	Title	Prerequisites
<i>Additional electives may be possible in consultation with graduate advisor</i>	PSY 5470	Practicum: Organizational Performance Improvement	Instructor approval
	PSY 5980	Special Projects in Psychology	Application / instructor approval
	PSY 5990	Practicum in Psychology	None
	PSY 6090	Advanced Seminar in Applied Behavior Analysis Research	PSY 6080
	PSY 6360	Experimental Design and Analysis II	PSY 6340 and PSY 6350
	PSY 6370	Design/Analysis of Quasi-Experimental/Observational Studies	PSY 6340 and PSY 6350
	PSY 6470	Seminar: Industrial/Organizational Psychology (no more than 3 credits toward degree)	None
	PSY 6484	Psychological Foundations of Computer-Assisted Instruction	PSY 5490
	PSY 6494	Advanced Instructional Design and Training Practicum	PSY 5490 and PSY 6440
	PSY 6740	Verbal Behavior	PSY 6100 (override with 6166)
	PSY 6900	Behavioral Approaches to College Education	None
	PSY 6910	College Teaching Practicum	Instructor permission
	PSY 6920	Grant Writing in the Behavioral Sciences	PSY 6100 (override with 6166)
	PSY 6970	Advanced Topical Studies in Psychology (must be approved by graduate advisor to count towards degree)	Department Approval
	PSY 7100	Independent Research	Application / department approval
	ACTY 6010	Accountancy	ACTY approval
	MGMT 6140	Business Process Management	MGMT approval
	MGMT 6200	Enterprise Requirements Planning System Configuration	Consult with advisor
	MGMT 6410	Business Venturing	MGMT approval
	MGMT 6500	Managing Change	MGMT approval
	MGMT 6520	Strategic Human Resource Management	MGMT approval
	OLP 6400	Principles of Human Resources Development	None
	OLP 6430	Project and Change Management	None

Research Tools <i>Students must complete both of the listed options</i>	Combination	Courses
	Research Methods option	PSY 6080 and PSY 6110
	Statistics option	PSY 6340 and PSY 6350
Professional and Scholarly Activity	Comprehensive examination or alternative approved scholarly achievement (Must be approved by dissertation committee; consult with graduate advisor)	

* - counts towards non-elective progression in IOBM M.A. degree (thesis option)

RESEARCH REQUIREMENTS

This section is primarily concerned with master's theses, doctoral dissertations, and the doctoral comprehensive examination. Students should begin thinking as early as possible about topics for thesis and dissertation research and in mastering the skills to enable them to meet these milestones adequately.

All research, including but not limited to theses and dissertations, must be conducted in an ethical manner. This means that all research conducted with human subjects must be formally approved by the Human Subjects Institutional Review Board (HSIRB) at WMU before the research is started. Only full-time faculty or staff may serve as Principal Investigators; all graduate students must be designated as Student Investigators for the purposes of research reviewed by the HSIRB, even if the student is intended to be the primary author on subsequent publications or presentations. Be aware that the HSIRB will evaluate both the protection of human subjects and the suitability of the research methodology.

Details on the HSIRB can be found here: <http://www.wmich.edu/research/compliance/hsirb/>

Any research involving non-human subjects must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC). Details on the IACUC can be found here:

<http://www.wmich.edu/research/compliance/animals>

All students must complete the CITI Ethics Training modules before conducting research. Details on the CITI program can be found here: <https://www.citiprogram.org/>

MASTER'S THESIS

Individuals who must complete master's thesis. The completion of a master's thesis is a formal requirement of IOBM M.A. students admitted under the Thesis option as well as all IOBM Ph.D. students. The faculty may elect to permit a student who has obtained a master's degree in psychology elsewhere that involved completion of a thesis to waive the Program's thesis requirement. This determination is based upon a review of the previous thesis by the student's advisor and the IOBM Co-Directors.

Purpose of master's thesis. The thesis represents a research effort that should advance the student's knowledge, skill, and understanding in research methodology. While the thesis experience is intended to produce a contribution to the professional literature, its primary purpose is to provide an opportunity for the student to develop initial competency in research methodology and to begin the establishment of an area of expertise within the discipline. The thesis is not intended to be as extensive as a doctoral dissertation, and one thesis may vary from another in purpose, length, and complexity as appropriate to the career goals of the student and as agreed upon by the student's advisor and thesis committee.

Thesis committee. For the thesis research, the student is required to assemble a committee of three persons from the departmental faculty. The chair of the thesis will typically be the student's assigned advisor, although exceptions may be made in unusual circumstances at the discretion of the IOBM Co-Directors. The faculty member serving as the thesis chair will assume all responsibilities for the primary supervision of the student's thesis development process. The faculty member serving as first sponsor does so with the understanding that he or she will assume the responsibility of the chair in the chair's absence or if a new chair is required. The remaining two committee members must be from the WMU Department of Psychology. The student must complete a *Committee Appointment Form* (see **Appendix B**) and obtain signatures during the thesis oral proposal (or in advance if a committee member cannot personally attend the proposal).

Written structure of master's thesis. The thesis should be written in a scholarly form according to The Publication Manual of the American Psychological Association and the *Guidelines for the Preparation of Theses, Specialist Projects, and Dissertations* (found on the Graduate College website under the "Dissertation and Theses" section within the "Current Students" section). All aspects of the thesis must meet the requirements of the Graduate College and be acceptable to the three members of the student's thesis committee. The thesis should include a clear statement of purpose, documented by an appropriate review of the literature, a description of the experimental procedure that allows replication of the study, a clear and appropriate presentation of the data, and a discussion of the obtained data that integrates the findings with the research literature presented in the introduction. See here for details and the current Guidelines:

<http://www.wmich.edu/grad/current-students/dissertation>

Master's thesis process. The following sequential steps must be followed to complete a master's thesis:

1. *Request to serve on thesis committee:* In consultation with his or her advisor, the student should identify potential members to serve as the student's thesis committee (see details above regarding

the composition of the committee). The student may informally inquire about a potential member's tentative interest in serving on the committee early in the process. However, the student will need to formally request members to serve on the committee and this should only be done after significant progress has been made on a written proposal. The student's advisor will provide consultation on when the student has made sufficient progress to make a formal request.

2. *Written proposal:* A written proposal will be submitted to the chair of the student's program committee. If the proposed thesis is a research study, the proposal will include a review of the literature, a statement of the research problem, a rationale for the research, a detailed methods section, a results section that describes the potential results and how the data will be analyzed, and a reference list. If the thesis has a theoretical contribution, the proposal should identify the topic area and the scope of the proposed work. The proposal should be of sufficient detail and include sufficient references to allow the thesis committee chair to determine the relevance and value of the topic selected. The chair will evaluate the proposal with respect to: the scholarly contribution of the thesis to the field, methodology, style (APA and Graduate College Guidelines), grammar, and structure. Once the chair is satisfied with the proposal, a copy of the written proposal will be distributed to each committee member. The written proposal must be received by the thesis committee at least two weeks prior to the proposal defense.

The proposal must conform to the formatting standards outlined in the Graduate College *Guidelines for the Preparation of Theses, Specialist Projects and Dissertations*, along with the guidelines described in the latest edition of *The Publication Manual of the American Psychological Association*. For the purposes of the thesis, the Graduate College Guidelines supersede the APA Publication Manual Guidelines. Therefore, wherever the two sets of guidelines conflict, students will follow the Graduate College Guidelines.

3. *Registration:* The student must file a signed *Permission to Elect* form (see **Appendix C**) and receive approval from The Graduate College prior to initially registering for thesis credits (PSY 7000). The student should consult with his or her advisor regarding the best semester to begin enrollment in thesis credits. Once registration has begun, the student is required to maintain continuous thesis enrollment until the document is fully approved by the department and The Graduate College. The student does NOT need to fill out the *Permission to Elect* form again after the initial filing.
4. *Oral proposal:* The student must hold a formal oral proposal and both the student and the thesis chair must be physically present for this proposal. At least one thesis committee member in addition to the chair must be physically present as well and the student must make a good faith effort to accommodate faculty schedules so that all members are present. Videoconferencing is acceptable if scheduling conflicts prevent the attendance of all members. In the event that a committee member is completely absent (not there in person or via videoconferencing), the absent member's comments and decision on the acceptability of the proposal must be formally received before the beginning of the oral proposal defense. Because many faculty members are not employed by the university during summer I and summer II semesters, students are strongly

urged to schedule the oral proposal during the fall and spring semesters. The student should consult with the Department's Administrative Assistant for reserving a conference room.

As part of the oral proposal, students will give a formal presentation of their proposed thesis plan, covering the literature and proposed methodology. This presentation should last approximately 20-30 minutes and will be followed by questions from the thesis committee. If the thesis committee is not satisfied by the oral proposal, revisions may be requested. In the case of major revisions, it may be necessary to hold another oral proposal defense, no earlier than one month after the prior oral proposal defense. Students should bring the *Graduate College Doctoral Dissertation, Thesis, or Specialist Project Proposal Approval Form* (see **Appendix D**) to the defense. Once signatures have been obtained, students should turn the form in to the Graduate Training Secretary.

5. *Ethics review board*: All research involving human subjects must be approved by the HSIRB before data collection can begin. Any research involving animals must be approved by the IACUC. The HSIRB and/or the IACUC may require revisions of the original thesis proposal. If any major deviations from the proposal are required, the student may need to meet with the committee members to inform them of the required changes and to once again obtain their approval. The Thesis Committee Chair will be responsible for determining whether or not Thesis Committee re-approval is needed after Ethics Review Board approval.
Details on HSIRB: <http://www.wmich.edu/research/compliance/hsirb/>
Details on IACUC: <http://www.wmich.edu/research/compliance/animals>
6. *Data collection*: Data collection may proceed only after final approval by both the Thesis Committee and the relevant Ethics Review Board(s).
7. *Written thesis*: The written thesis must meet the guidelines outlined above for the Written Proposal, except that the document will be a complete version including results, data analysis, and discussion. The document must be changed to past tense and meet the guidelines of the APA Manual. As with the proposal version, the final written thesis must also conform to the formatting standards outlined in the Graduate College *Guidelines for the Preparation of Theses, Specialist Projects and Dissertations*. Similar to the written proposal, the written thesis must be received by the thesis committee at least two weeks prior to the oral final thesis defense.
8. *Oral final thesis defense*: The process for the Oral Thesis Defense is the same as the Oral Proposal, except that the student presentation should last approximately 30-40 minutes to allow for the additional material related to results and discussion.
9. *Final approval*: If, in the opinion of all of the members of the committee, the oral defense and written thesis are acceptable, the members of the committee will sign the *Thesis Oral Defense Approval* form (see **Appendix E**) and the *Graduate College Thesis Approval* form (see **Appendix F**). The student will need to submit the final thesis along with all relevant forms, including the *Thesis Check-In* form (see **Appendix G**), to the Graduate College and receive their final approval as well.

DOCTORAL DISSERTATION AND COMPREHENSIVE EXAMINATION

The doctoral dissertation is intended to be the major academic achievement of the doctoral student's career at Western Michigan University. The dissertation represents a creative research effort which should advance knowledge in an area of the discipline. The findings of this research should be compiled in a scholarly form which meets the requirements of the Graduate College and is acceptable to the student's Dissertation Committee. The dissertation must meet the same standards and process as the Master's thesis, except where noted below. As such, students completing a dissertation should familiarize themselves with the thesis requirements as well.

The IOBM Program encourages publication of the doctoral dissertation and endeavors to facilitate publication through the use of the American Psychological Association style manual; however, neither the need for publication nor the style manual format should be used to defend undue brevity or failure to discuss all of the theoretical and methodological issues as would be expected in a scholarly activity. The manual serves only as a writing guide; all aspects of the research from the proposal to its presentation must be approved by the four members of the student's Dissertation Committee.

Dissertation committee. For the dissertation research, the student is required to assemble a committee of four professionals. The chair and first sponsor of the dissertation will typically be the student's assigned advisor, although exceptions may be made in unusual circumstances at the discretion of the IOBM Co-Directors. Two committee members, beyond the dissertation chair, must be from the WMU Department of Psychology. The fourth committee member must be from outside of the full-time department faculty. The outside member may be an adjunct faculty member from the Department of Psychology or a doctoral-level professional selected in consultation with the dissertation chair. Potential candidates for outside members include WMU faculty from outside of the Department of Psychology, faculty from other universities, and non-faculty professionals who meet the criteria for graduate faculty status. Each member of the committee (including the outside member) must be either a member or an associate member of the graduate faculty; the committee chair must be a full member of the graduate faculty. To determine whether an outside committee member is a member or associate member of the graduate faculty, please review the current list of graduate faculty members, along with the application for Graduate Faculty appointment, available on the Graduate College website, under Graduate Faculty (see: <http://www.wmich.edu/grad/faculty-staff>). If the outside member is not currently Graduate Faculty, the student should ask his or her advisor to seek membership for the outside member. All members of the dissertation committee will also serve on the doctoral comprehensive examination committee. Substitutions of committee members may be allowed in unusual circumstances and at the discretion of the IOBM Co-Directors. The student must complete a *Committee Appointment Form* (see **Appendix B**) and obtain signatures during the dissertation oral proposal defense.

Doctoral dissertation and comprehensive examination process. The doctoral dissertation will follow the same process steps as the master's thesis, with the important exceptions noted below. Students should also make themselves aware of the dissertation deadlines for the year they intend to graduate: <http://wmich.edu/grad/dissertation-deadlines>

1. *Request to serve on dissertation committee:* The process for requesting committee members is the same for the dissertation as it is for the thesis. However, students should note the unique details regarding the composition of the committee (see sections on *Dissertation committee* above).
2. *Written Proposal:* The expectations for the written dissertation proposal are similar to the written thesis, except that the written dissertation must be received by the dissertation committee at least **four weeks** prior to the dissertation-level oral proposal in order to facilitate the development of the doctoral comprehensive examination (two weeks is acceptable if substituting a scholarly publication prior to proposal). The comprehensive exam will be based upon the research area addressed by the student's dissertation and areas related to the dissertation topic. Approximately two weeks before the oral proposal, the dissertation chair will receive 2-5 questions from each of the examiners. The dissertation chair will select two questions from each examiner to be used during the comp exam (i.e., six questions in total; two from each of the three examiners). The dissertation chair will send this list of questions to the student 1-2 weeks in advance so that he or she may prepare oral responses to those questions (see *Oral Proposal and Doctoral Comprehensive Examination* below for details).
3. *Registration:* The student must file a signed *Permission to Elect* form (see **Appendix C**) and receive approval from The Graduate College prior to registering for dissertation credits (PSY 7300). Once registration has begun, the student is required to maintain continuous dissertation enrollment until the final document is fully approved by the department and The Graduate College. The student does NOT need to fill out the *Permission to Elect* form after the initial filing.
4. *Oral Proposal and Doctoral Comprehensive Examination:* The process for the oral proposal of the dissertation is the same as the thesis process, with two significant exceptions. First, as part of the same meeting for the dissertation-level oral proposal, the student will also complete the doctoral comprehensive examination (i.e., comp exam). Second, the student is required to provide their speculative interpretations of their potential results (this may have been optional for a thesis). That is, although data collection is not yet underway, the student will describe the possible outcomes of the study as well as the theoretical and practical significance of the various potential findings. It is expected that the combined oral proposal and comp exam will take approximately 3 hours. Students accepted to the IOBM doctoral program prior to Fall 2016 have the option to substitute a written comprehensive examination or review paper as outlined by the prior student handbooks. Students admitted Fall 2016 or later have the option of substituting a scholarly publication for the comp exam (see below for petition details). Students should bring the *Graduate College Doctoral Dissertation, Thesis, or Specialist Project Proposal Approval Form* (see **Appendix D**) to the oral proposal. Once signatures have been obtained, students should turn the form in to the Graduate Training Secretary.
 - a. *Purpose of defense examination:* The defense examination is designed to provide an opportunity for the student to demonstrate proficiency in an area of study within Psychology. It is also designed to assess the student's competency at interacting professionally and responding to criticisms of one's research and theoretical positions. It is intended to ensure that students are prepared to adequately respond to the

unanticipated concerns of future scholarly audiences, professional colleagues, and the general public. This is an extensive oral examination based upon, but not exclusively limited to, the student's dissertation research area.

- b. *Roles of committee members during examination:* As part of the comp exam, the dissertation chair will largely serve as a witness during the examination process and a discussant during the evaluation. The remaining three members will serve as active examiners. The two departmental examiners will take on roles to test the student's ability to professionally respond to criticism and counterarguments. The outside member will serve as an examiner who does not inherently take on a role of either advocate or adversary.
- c. *Topics covered during examination:* At least two weeks before the comp exam, the three examiners will submit a brief bullet point list of potential topics and questions that will be addressed to the student's advisor. This preliminary list is intended to give the student some direction in preparing his or her responses, but it does not represent the final list of questions that will be used during the oral examination. Examiners may elect to omit any of the questions or develop new questions during the comp exam itself.
- d. *Format of comprehensive examination:* The comp exam is closed to the general public. Students may have written materials with them but should not excessively rely on these materials because overreliance will be evaluated negatively (i.e., students cannot simply read their replies off printed notes or use a PowerPoint presentation as a reply). The student will be asked two prepared questions by each of the three examiners (six questions in total), consisting of the two departmental adversaries and the outside examiner. Examiners may ask follow-up questions as warranted during their allotted time period. The departmental examiners will largely focus their criticisms on the merits of the work and theoretical issues. This may require the departmental examiner to take the position of "devil's advocate" and put forth arguments that do not represent the examiner's genuine position (e.g., criticisms of the behavioral perspective underlying the dissertation; erroneous conclusions regarding the results). The departmental examiners may also use logical fallacies in their arguments to test the student, although ad hominem attacks will not be permitted. The outside examiner may elect to function as a neutral, advocating, or adversarial party when presenting questions. Regardless of the style, substance, or merit of the examination questions being asked, the student is expected to professionally, calmly, and clearly respond with coherent counterarguments and answers. The witnessing Chair will be largely non-interactive except when breach in protocol needs to be addressed. Each of the three examiners will be given 15-40 minutes to question the student in the presence of the dissertation committee. As such, the entire comp exam will take approximately 45-120 minutes.
- e. *Evaluation of the proposal and examination:* Immediately following the comp exam, the performance of the student will be evaluated in a private discussion meeting by all four committee members. The student will be assessed on both the manner and content of his or her responses. Students who are assessed as satisfactory will have both their proposal approval form (see **Appendix D**) and their comp exam approval form (see **Appendix H**) signed by the committee. Students failing to meet the standards of the committee may be asked to repeat the proposal or comp exam, either partially or in

total, no earlier than one month and no later than one year afterwards. All students must successfully pass the comp exam at least one semester before their oral final dissertation defense.

- f. *Petitions to substitute a scholarly publication for the comp exam:* The student may formally petition to substitute a scholarly publication for the comp exam. To request this alternative, the student should submit to his or her dissertation committee a petition form to which the student attaches a copy of an article (see **Appendix A**). In reviewing the petition, the committee will consider all the following evaluative criteria: a) the article should demonstrate proficiency in an area of study that displays substantial breadth; b) the area of demonstrated proficiency should be related to the discipline of psychology; c) the article should represent a scholarly contribution to the discipline as evidenced by publication, acceptance, or acceptance pending revisions into a reputable peer reviewed journal; d) the student must be listed as first author and e) the content of the comp exam substitution may overlap with the thesis or dissertation content. However, the comp cannot represent the primary publication of the student's thesis or dissertation data as these are already used to satisfy the thesis or dissertation milestone. Examples of acceptable scholarly publications include first-authored discussion articles and research articles. Nonexamples include published abstracts, brief (e.g., 3-4 pages) commentaries, brief book/software reviews, and self-publications. The student's dissertation committee may reject the petition based on the criteria above or for other reasons if the petition does not constitute, in the committee member's judgment, an equivalent activity. The student's dissertation committee may request that the student present an oral presentation of the topic represented by the petition and answer questions posed by the dissertation committee before making a final judgment as to the status of the student's petition. A petition to substitute a scholarly publication for the comp exam must be signed by all members of the student's dissertation committee.
5. *Ethics review board:* The student must follow the same ethical guidelines for the dissertation as established by the thesis process.
6. *Data collection:* Data collection may proceed only after final approval by both the Dissertation Committee and the relevant Ethics Review Board(s).
7. *Written dissertation:* The expectations for the written dissertation are the same as those for the written thesis.
8. *Oral final dissertation defense:* Unlike the oral final thesis defense, the oral final dissertation defense will be publicized in the Western Michigan University News and other appropriate university publications. The oral defense cannot be scheduled during semester breaks or when the university is not officially in session. An abstract of the dissertation must also be sent with the oral exam announcement (see **Appendix I**) to the Graduate College representative at least 10 days prior to the scheduled date of the oral defense.

In total, the student should schedule 2 hours for the entire defense to allow for the presentation and evaluation. Additionally, the university requires that the doctoral candidate must have applied for graduation, be currently listed in an active graduation class, and the candidate's graduation audit must show that all requirements except the defense and submission of the dissertation have been met. At least three members of the student's committee (including the dissertation chair) must be present at the oral final dissertation defense. The oral defense may not be scheduled without a graduation audit and clearance from the Office of Graduation Auditing that completion of all program requirements except the dissertation has taken place (See Graduation section of handbook).

9. *Evaluation of Defense and Final approval:* If, in the opinion of all of the members of the committee, the written dissertation, dissertation presentation, and defense examination are all acceptable, the members of the committee will sign the *Oral Defense Approval* form (see **Appendix J**) and the *Dissertation Approval* (see **Appendix K**) form. The student will need to submit the final dissertation along with all relevant forms, including the *Graduate College Dissertation Submission* form (see **Appendix L**), to the Graduate College and receive their final approval as well.

CHECKLISTS FOR RESEARCH REQUIREMENTS**Checklist for thesis oral proposal:**

- ☐ Written Proposal (sent at least two weeks earlier)
- ☐ Conference Room reserved
- ☐ Committee Appointment Form (complete & ready to sign)
 - Turn into Graduate Training Secretary afterwards
- ☐ 2 copies: Graduate College Proposal Approval Form (complete & ready to sign)
 - Turn one copy into Graduate Training Secretary afterwards
 - Turn one copy into Graduate College afterwards
- ☐ Formal Presentation

Checklist for thesis final defense:

- ☐ Written Thesis (sent at least two weeks earlier)
- ☐ Conference Room and Projector reserved
- ☐ Oral Defense Approval Form (complete & ready to sign)
 - Turn into Graduate Training Secretary afterwards
- ☐ 2 copies: Graduate College Thesis Approval Form (complete & ready to sign)
 - Turn 2 copies into Graduate College afterwards
- ☐ Formal Presentation

Checklist for dissertation oral proposal / comprehensive examination:

- ☐ Written Proposal (sent at least four weeks earlier)
- ☐ Conference Room and Projector reserved
- ☐ Committee Appointment Form (complete & ready to sign)
 - Turn into Graduate Training Secretary afterwards
- ☐ 2 copies: Graduate College Proposal Approval Form (complete & ready to sign)
 - Turn one copy into Graduate Training Secretary afterwards
 - Turn one copy into Graduate College afterwards
- ☐ Doctoral Comprehensive Examination Approval Form
 - Turn into Graduate Training Secretary afterwards
- ☐ Formal Presentation
- ☐ List of comp exam questions developed by examiners
- ☐ Written support materials for comp exam
- ☐ Prepared for Comprehensive Examination

Checklist for dissertation final defense:

- ☐ Written Dissertation (sent at least two weeks earlier)
- ☐ Clearance from Office of Graduation Auditing to hold oral defense
- ☐ Oral exam announcement (sent at least 10 days earlier)
- ☐ Conference Room and Projector reserved
- ☐ Oral Defense Approval Form (complete & ready to sign)
 - Turn into Graduate Training Secretary afterwards
- ☐ 3 copies: Graduate College Dissertation Approval Form (complete & ready to sign)
 - Turn 3 copies into Graduate College afterwards
- ☐ Formal Presentation

FUNDING

The IOBM program, the Department of Psychology, and Western Michigan University provide a variety of funding opportunities for graduate students. Here is a listing of some of the opportunities that students could pursue.

- Brosnan Memorial Scholarship
- CLG-WMU IOBM Research Grant
- Departmental Graduate Assistantship
 - Details: <http://www.wmich.edu/grad/fellowships-grants/assistantships>
- Graduate College Dissertation Completion Fellowship
 - Details: <http://www.wmich.edu/grad/fellowships-grants/diss-complete>
- Thurgood Marshall Fellowship
 - Details: <http://www.wmich.edu/grad/fellowships-grants/marshall>
- Martin Luther King/César Chavez/Rosa Parks Future Faculty Fellowship
 - Details: <http://www.wmich.edu/grad/fellowships-grants/kcp>
- WMU Graduate Education and the Professoriate (GEP) Fellowship
 - Details: <http://www.wmich.edu/grad/fellowships-grants/gep>
- Graduate Student Research Grant
 - Details: <http://www.wmich.edu/grad/fellowships-grants/gsrq>
- Graduate Student Travel Grant
 - Details: <http://www.wmich.edu/grad/fellowships-grants/gstg>
- University Dames Endowed Scholarship Grant
 - Details: <http://www.wmich.edu/grad/fellowships-grants/dames>
- Gwen Frostic Doctoral Fellowships
 - Details: <http://www.wmich.edu/grad/fellowships-grants/frostic>
- Patricia Lee Thompson Dissertation Award
 - Details: <http://www.wmich.edu/grad/fellowships-grants/thompson>

See **Appendix M** for the forms that are specific to the IOBM program. The list above is not intended to be an exhaustive listing and additional opportunities may be sought through various university and community announcements.

ANNUAL STUDENT EVALUATION

The IOBM Program Committee carries general decision-making authority regarding the adequacy of a student's preparation at each phase of training. The IOBM Program Committee will formally evaluate each student annually. The student participates in the evaluation process by completing and providing to the faculty (each March) an up-to-date CV and a Graduate Student Annual Review (GSAR) document (see **Appendix N** for a sample; the actual GSAR will be sent via email and may differ slightly from the Appendices). Submission of these documents is considered a professional requirement and failure to do so according to the timeline and format requested will directly affect the substance of the annual evaluation in the relevant domain.

In the GSAR, students detail their academic performance, professional activities, research and scholarly activity, teaching, and professional development endeavors from the prior year. The faculty use the student CV and GSAR information along with course grades, individual experiences with student in the laboratory, classroom, or practicum, and other program evaluations, to provide narrative and numerical ratings in the areas of academic performance and program progress, ethical and professional behavior, development of research skills, development of professional skills, development of teaching skills, personal and professional development, and suitability to function as an IOBM professional.

The annual evaluations are completed in the spring semester of the academic year. Following their completion the student's faculty advisor will review the evaluation narrative and numerical scores with him/her and ask the student to sign the document. When ratings of 3 are given, indicating less than generally satisfactory performance, the annual review narrative will provide explicit instructions on matters that need to be remedied in the next review cycle for the evaluation scores to improve. When problems persist, fail to be corrected after a reasonable period of time, or more major deficits are found in any area, a detailed remediation plan will be specified with information as to whether the student is at risk of, or is being placed on, probationary status until the plan is successfully completed. Failure to engage in corrective action may lead to probationary standing or, ultimately, dismissal from the program.

The student has the right to appeal any annual evaluation by submitting a letter of appeal to the IOBM Co-Directors within 30 days of the date on which they received the feedback. The Co-Directors will take the appeal to the IOBM Program Committee. If the appeal is not granted by the IOBM Program Committee, the student has another 30 days from the date on which the appeal is denied by the IOBM Program Committee to submit a letter of appeal to the Chair of the Psychology Department. The Graduate College is the final level of appeal within the University on matters relating to academic performance of graduate students.

Remediation, if warranted in connection with any phase of training, will emanate from the IOBM Program Committee. However, with respect to matters directly pertaining to the student's research, the relevant thesis or dissertation committee exercises decision-making authority as it pertains to evaluating the acceptability of progress toward completion of the study and the ultimate adequacy of the project for completion of the relevant program milestone. However, if in the course of conducting

research, matters arise that bear on determination of the student's broader ability to function as a scientist-practitioner psychologist (e.g., breaches of ethical and professional behavior), these matters will be taken to the IOBM Program Committee and, at a minimum, will be considered by the IOBM Program Committee in the student's annual evaluation. At all times, the student's advisor provides guidance to the respective committees.

The IOBM Program Committee reserves the right to decide at any point in a student's training that a formal remediation plan be implemented to address an identified problem. These special reviews which occur outside the annual review process can be initiated at any time at the request of a member of the IOBM faculty via the IOBM Program Committee. If the IOBM Program Committee decides a remediation plan is warranted, the plan will be formally presented to the student in writing by the Co-Directors or the student's major advisor. Appeals of the remediation plan are to be taken first to the IOBM Program Committee by submitting a letter of appeal to the Co-Directors within 30 days of date on which they received the feedback. If rejected by the IOBM Program Committee the next round of appeal is to the Department Chair and the Graduate Training Committee Chair of the Department of Psychology. The Graduate College is the final level of appeal within the University on matters relating to academic performance of graduate students.

GROUNDINGS FOR DISMISSAL FROM THE PROGRAM

As indicated, all students are evaluated through normal course work, practicum evaluations, research proposal and defense evaluations, as well as through a formal annual evaluation by the IOBM Program Committee. Any determination that a student is not making adequate progress through the program in any of the areas evaluated, or for suitability to function as an IOBM Professional, will be grounds for warning and potential dismissal if not remediated.

All IOBM students are expected to adhere to the ethical standards of the American Psychological Association and the Association for Behavior Analysis International in all respects and in all areas of professional, social and personal conduct. The program faculty considers it a serious breach of conduct for a student to violate these ethical standards, and such violations are grounds for immediate disciplinary action including possible dismissal.

If the IOBM Program Faculty makes the determination to dismiss a student from the program, the student will have 30 days in which to file a written appeal to the Departmental Chair that fully explains his or her rationale as to why he or she believes dismissal is not warranted. The Chair will jointly review the appeal with the Department of Psychology's Executive Committee (EC). This appeal will take place at the next scheduled EC meeting (typically held the 1st and 3rd Wednesday of the month during the academic school year). Should the EC uphold the decision to dismiss, the student will have an additional 30 days to appeal to the full faculty of the WMU Department of Psychology. Decisions of the full faculty are final – they cannot be appealed. Students may request to attend any appeal meeting to speak on his or her own behalf, but the rationale for the appeal should be primarily contained within the written appeal itself.

IOBM students are also bound by the policies and procedures of the Graduate College as specified in the *Graduate Catalog* and the *WMU Student Code*.

Details on Graduate Catalog - <http://wmich.edu/registrar/catalogs>

Details on WMU Student Code - <https://wmich.edu/conduct/code>

ACADEMIC INTEGRITY

The program honors fully the University's policy on academic dishonesty. You are responsible for making yourself aware of and for understanding the policies and procedures in the Graduate Catalog, found online (<http://wmich.edu/registrar/catalogs>) that pertain to Academic Integrity. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity, and computer misuse. If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given an opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. Cheating and other forms of dishonesty may result in serious consequences for your training career at WMU and could be costly to your ultimate academic goals (see section on Grounds for Dismissal from the Program).

MICHIGAN RESIDENCY STATUS

The Program is proud of its strong reputation and ability to recruit students nationally and internationally who are interested in receiving extensive training in both industrial/organizational psychology and behavior analysis. There is no residency requirement for M.A. IOBM students. However, students who plan to apply to the IOBM Ph.D. program upon completion of the M.A. program are encouraged to seek residency at the start of their second year of the M.A. program. The general residency requirement for doctoral students is one academic year (two consecutive semesters) of full-time study on campus. Full-time study is defined as enrollment in 6 credit hours during both the Fall and Spring semesters. For those students admitted to the Ph.D. program who are United States citizens from states other than Michigan, it is expected that you attempt to establish residency in the state of Michigan by the start of your second year in the Ph.D. program.

Visit the WMU Registrar's website (<http://www.wmich.edu/registrar/policies/residency>) for detailed information regarding obtaining residency status and for the residency application.

UNIVERSITY REQUIREMENTS

In addition to the departmental rules, policies, and requirements, the university and the Graduate College have their own requirements that students must fulfill. For a full listing of requirements, please review the relevant graduate catalog <http://www.wmich.edu/registrar/catalogs/> and visit the Graduate College website at <http://www.wmich.edu/grad>.

Transfer Credits

Master's program. A student enrolled in the IOBM Master's program must complete a minimum of 24 semester hours at Western Michigan University. Because the IOBM Master's program is a 36 credit hour program, any credits transferred into the IOBM program from other universities may not exceed 12 semester credit hours. Graduate credit may be transferred from other institutions provided:

- The credits were earned at an institution accredited for graduate study and are of "B" grade (3.0) or better. Moreover, the student's overall grade point average for all graduate work taken at the other institution must also be "B" (3.0) or better. [Honor points and grades earned at another institution do not transfer to Western Michigan University. Transfer credit will be recorded on the Western Michigan University transcript at "Credit" (CR) only and will not be calculated into the honor points earned and the grade point average at Western Michigan University.]
- The credit is earned within a six-year period prior to graduation from Western Michigan University, is represented on an official transcript of the other institution, and is identified on that transcript as graduate credit.
- The student's department verifies that the transfer credits contribute to the student's degree program and includes them in the student's *Graduate Student Permanent Program of Study* (see **Appendix O and Degree Course and Program Requirements, p. 5**).
- The graduate dean approves the inclusion of the transferred credits in the student's Graduate Student Permanent Program of Study.

Doctoral program. Some doctoral students attend Western Michigan University after earning a master's degree elsewhere, and their subsequent course work is then usually elected at Western Michigan University. A student enrolled in the IOBM Doctoral Program must complete a minimum of 30 course credit hours **plus** 12 dissertation credit hours at Western Michigan University. Because the IOBM Doctoral Program is a 78 credit hour program, any credits transferred into the doctoral program from other universities may not exceed 36 semester credit hours (30 course credit hours and 6 thesis credit hours). Graduate credit earned at another institution after admission to the doctoral program is eligible for transfer provided all criteria listed above (Master's program) are met with the following exception:

- The credit is earned within a seven-year period (as opposed to six for the Master's program) prior to graduation from Western Michigan University, is represented on an official transcript of the other institution, and is identified on that transcript as graduate credit.

Time Limits

Master's program. All work accepted for the degree program must be completed within six years preceding the date on which the master's degree is conferred. All work must be completed satisfactorily by the day of graduation. Extensions beyond the six years may be granted by the dean of the Graduate College for such legitimate reasons as illness, injury, or hardship. In such situations, the student and department must demonstrate how the student will bring up to date the content knowledge from courses taken more than six years before the projected date of graduation.

Doctoral program. All work accepted for the degree program must be completed within seven years preceding the date on which the doctoral degree is conferred. All work must be completed satisfactorily by the day of graduation. Extensions beyond the seven years may be granted (see above).

Graduation

To qualify for graduation, students must have fulfilled all degree and University requirements and obligations. The graduation process requires students to apply for graduation by submitting an *Application for Graduation Audit* (see **Appendix P**). A \$45.00 fee will be applied to the student account. Doctoral students should apply at least two semesters prior to intended graduation date. The application deadlines are as follows:

- Fall Semester Graduation (December) August 1
- Spring Semester Graduation (April) December 1
- Summer I Session Graduation (June) February 1
- Summer II Session Graduation* (August) February 1
 - *No Commencement Exercises in August

Graduation audit. The graduation audit, initiated by the submission of the Application for Graduation, is a process by which a student's academic record is examined to make sure all the requirements for the degree have been met. A graduation auditor in the Registrar's Office conducts the audit, and its outcome depends greatly on the completeness and appropriateness of the materials contained in the student's academic record. Students should ensure that the following requirements are met and the following documents are contained in their academic record before applying for graduation:

1. A Graduate Student Permanent Program of Study is completed (**Appendix O** for the MA program, **Appendix Q** for the PhD program), approved by the advisor and graduate dean, and filed in the Registrar's Office with the appropriate graduation auditor.
2. All transfer credit, if applicable, is approved, and the Graduate Transfer Credit form is appropriately signed by the advisor and the graduation auditor.
3. All completed course work (and other program requirements, where applicable) coincides with the Graduate Student Permanent Program of Study.
4. Where applicable, all relevant documents are filed attesting to the approval of committee appointments, passing of comprehensive examinations, completion of research tools, successful defense of thesis or dissertation, fulfillment of any residency requirement, and compliance with the continuous enrollment requirement within the time limit allowed for the completion of degree requirements.

Students who do not meet all degree and University requirements will be removed from the graduation class automatically. Such students must change their graduation date. Under no circumstances will any student be graduated with a class if the student's academic record does not show complete fulfillment of all requirements within thirty days after the established commencement date.

Students who wish to change from one graduation class to another need to complete a change of graduation date form. The graduation auditor will not automatically move the student to another graduation class. No fee is charged for submitting a change of graduation date form.

APPENDICES

- A. Petition of Waiver/Substitution Form**
- B. Committee Appointment Form**
- C. Permission to Elect Form**
- D. Doctoral Dissertation, Thesis, or Specialist Project Proposal Approval Form**
- E. Thesis Oral Defense Approval Form**
- F. Graduate College Thesis Approval Form**
- G. Thesis Check-In Form**
- H. IOBM Doctoral Comprehensive Examination Approval**
- I. Oral Exam Announcement**
- J. Dissertation Oral Defense Approval Form**
- K. Graduate College Dissertation Approval Form**
- L. Dissertation Check-In Form**
- M. IOBM Graduate Student Funding Opportunities**
- N. Graduate Student Annual Review (GSAR) Form**
- O. Graduate Student Permanent Program of Study Master's Level**
- P. Application for Graduation Audit**
- Q. Doctoral Program of Study**

Appendix A

Petition of Waiver/Substitution Form

**Department of Psychology
Western Michigan University
Petition of Waiver/Substitution**

Date: _____

Name: _____ **Program:** _____

The following academic activity was judged to be equivalent to a competency within the Masters / Doctoral program.

Competency

Petitioned: _____
Program of Study Area Course

(Example: Clinical – Competency I A. PSY 6100)

Proposed Activity /Previous Coursework

(For non-WMU PSY classes a syllabus/course description must be attached)

University: _____ Date/Semester Completed: _____

Course Number & Title: _____

Course Level: ☐ Undergraduate ☐ Graduate

Text: _____ Cr Hrs: _____ Grade: _____

Instructor: _____

Description of Equivalent Activity: _____

WMU PSY Petitioned Course Instructor: _____ Accept _____ Reject _____ Date _____ Instructor signature is only required to accept courses from another department or university. Advisor: _____ Accept _____ Reject _____ Date _____ Program Committee Chair: _____ Accept _____ Reject _____ Date _____ Graduate Training Chair: _____ Accept _____ Reject _____ Date _____	Dissertation Committee Members -- required only for comp examination substitutions -- Advisor Signature: _____ Accept _____ Reject _____ Date _____ Signature: _____ Accept _____ Reject _____ Date _____ Signature: _____ Accept _____ Reject _____ Date _____
---	---

Comments: _____

Appendix B

Committee Appointment Form



WESTERN MICHIGAN UNIVERSITY

The Graduate College

NOTIFICATION OF APPOINTMENT TO A DISSERTATION, THESIS OR SPECIALIST PROJECT COMMITTEE

1. **This form is interactive.** Please type all information directly in the form before printing out.
2. Gather signatures from the following:
 - a. Department
 - b. Committee Chair and Members
 - c. Graduate Program Advisor
 - d. Associate Dean or Dean of the Academic College
3. Forward this document to the Graduate College for the Dean's signature
4. The Graduate College will forward a final copy to the Department Chair and to the Graduate Program Advisor.
5. Please submit this document to the Graduate College no later than one week after the committee is formed. Committees should be configured as early in the process as possible in order to ensure that all members have graduate faculty status at WMU.



WESTERN MICHIGAN UNIVERSITY

NOTIFICATION OF APPOINTMENT TO A DISSERTATION, THESIS OR SPECIALIST PROJECT COMMITTEE

CURRENT DATE (select from drop down): _____

DEGREE SOUGHT: _____

STUDENT NAME: _____ WIN: _____

ADDRESS: _____
Street City/Town State ZIP Code Country

DEPARTMENT/PROGRAM: _____

PROGRAM: _____

Check One: Initial Appointment Revised Appointment (attach rationale for request)

Proposed Committee Members

NAME	INSTITUTION	DEPARTMENT	DATE (mm/dd/yyyy)
_____	_____	_____	_____
(Committee Chair)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Chairperson, Department

Date Requested

Advisor of Graduate Program

Dean or Associate Dean of the Academic College
(Required for dissertation only)

Dean The Graduate College

Date Approved

Approved Copies to: Major Advisor, Department Chair, Graduate Program Advisor

Appendix C

Permission to Elect

WESTERN MICHIGAN UNIVERSITY
APPLICATION FOR PERMISSION TO ELECT

Call Number _____

Please circle one course (use a separate form to elect each course):

* 7000	Master's Thesis	6 hours
7100	Independent Research	2-6 hours
7120	Professional Field Experience	2-12 hours
* 7200	Specialist Project	6 hours
7250	Doctoral Research Seminar	2-6 hours
* 7300	Doctoral Dissertation	15 hours
7350	Doctoral Research	15 hours

*** (These courses are subject to a continuous enrollment requirement. This form is only filled out the first time you wish to enroll in 7000, 7200, or 7300 hours.)**

Please indicate your plan for enrolling in the course:

1st Enrollment - Semester/Session _____ Year _____ Hours _____

2nd Enrollment - Semester/Session _____ Year _____ Hours _____

3rd Enrollment - Semester/Session _____ Year _____ Hours _____

Name _____ WIN Number _____

Address _____

Email Address _____ Phone _____

Department _____ Degree _____

Description of Study (including methodology, if research or description of field experience [including name of site and supervisor])

I understand that research involving human or animal subjects, recombinant DNA, chemical hazards, or radioactive material must have prior approval of the research proposal by the appropriate University review body, thus assuring compliance with the regulations for the protection of such subjects or for the use of such materials (See the reverse side of this form for the specific requirements.) In addition, I understand that The Graduate College will not approve any master's thesis, special project, or doctoral dissertation which does not comply with these requirements and in that event no credit will be granted for the course.

Signature

Date

Signature of Faculty Member under whom
study is to be completed

Date

Signature of Department Chairperson

Date

*Signature of The Graduate College

Representative (needed for 7000, 7200, and 7300 only)

Date

Distribution: Department Chairperson, Faculty Advisor, Student, Records Office, *Graduate College

Revised 4/06

(over)

REQUIREMENT FOR RESEARCH INVOLVING REGULATED SUBJECTS AND HAZARDOUS MATERIALS

All research conducted at Western Michigan University which involves regulated subjects and hazardous materials is subject to the following requirements, as described in the Policies of Western Michigan University and mandated by federal and state requirements:

Human Subjects

Any research involving contact with human research subjects must be approved in advance by WMU's Human Subjects Institutional Review Board (HSIRB). No research involving human subjects is exempt from review by the HSIRB. HSIRB application materials may be obtained from the Research Compliance Coordinator, 251W Walwood Hall (East Campus), phone (269) 387-8293.

HSIRB approval must be obtained prior to any contact with human subjects; the HSIRB will not review or give approval to any protocols in which contact with human subjects has already occurred.

Vertebrate Animals

The use of any vertebrate animals in research, testing, or instructional projects requires prior approval of Western Michigan University's Institutional Animal Care and Use Committee (IACUC). Application materials are available from the Research Compliance Coordinator, 251W Walwood Hall (East Campus), phone (269) 387-8293.

The IACUC reviews applications as received and within two weeks of receipt. Investigators are provided a signed IACUC Certificate upon approval.

Recombinant DNA

Any activity involving the construction or handling of recombinant DNA molecules or organisms and viruses containing recombinant DNA molecules requires prior notification to and, if necessary, approval from Western Michigan University's Recombinant DNA Biosafety Committee (RDBC). The forms for notification and review are available from the Research Compliance Coordinator, 251W Walwood Hall (East Campus), phone (269) 387-8293. These documents are reviewed as received and investigators are notified (and, if required, receive signed approval forms) within two weeks of submission.

Chemical Hazards and Radioactive Materials

Projects involving the use of any chemical hazards or radioactive materials require the approval of the Radiation Safety Committee (RSC). Contact the Radiation Safety Officer at 3928 Wood Hall, phone (269) 387-5933, before initiating research. Such projects also involving animal subjects must be reviewed by the Radiation Safety Officer prior to review by the IACUC.

Additional information on research compliance and application forms is also available online at www.wmich.edu/research.

Appendix D

Doctoral Dissertation, Thesis, or Specialist Project Proposal Approval Form

The Graduate College

Doctoral Dissertation, Thesis or Specialist Degree Proposal Approval Form

Current Date (mm/dd/yyyy) * :

First Name * :

Middle * :

Last * :

Student's email * :

WIN * :

Degree Level * :

Phone * :

Date of admission to your program *

Date of Proposal Defense *

Anticipated Date of Graduation *

Date the project proposal was approved by the student's committee * :

Indicate the following: *Select choices from the Drop-Down List. If you do not see your program or department, TYPE in this information in the space provided*

Graduate Program * :

Department * :

College * :

Title of the proposal * :

Which elements comprise a proposal in your department? *

Does this research involve international travel? *

If **"YES"**, indicate the country or countries and the dates that you will embark upon the travel and return * :

Country

From (mm/dd/yyyy)

To (mm/dd/yyyy)

Does this project require review for research compliance? (HSIRB; DNA; Hazardous Materials; Animals) *

If **"YES"**, indicate the following * :

Project Number * :

Approval Date * :

Application is pending * :

*If **"NO"**: If your research appears to involve human beings, but you are uncertain, please contact the Research Compliance Office at 269-387-8293 to determine if a letter of determination may be required for submission to the Graduate College, along with this application*

The Graduate College

Doctoral Dissertation, Thesis or Specialist Degree Proposal Approval Form

The committee hereby approves the proposal

Committee Chair's **Signature**

Date * :

Committee Chair's Name * :

Institution * :

College * :

Department * :

Committee Member's **Signature**

Date * :

Committee Member's Name * :

Institution * :

College * :

Department * :

Committee Member's **Signature**

Date * :

Committee Member's Name * :

Institution * :

College * :

Department * :

Committee Member's **Signature**

Date * :

Committee Member's Name * :

Institution * :

College * :

Department * :

I, _____, affirm that the research for my graduate degree will be conducted in agreement with ethical standards at western Michigan university and that my work (dissertation, thesis, or special degree) will be original. I will provide unambiguous attribution for the thought and the words of other scholars eventually appearing in the work. I understand that failure to provide clear credit in this way can result in severe penalties, including separation from the university and revocation of a degree. I also understand that the regulatory oversight for my research may be required and that I should contact the coordinator, Research compliance office at 269-387-8293 for assistance

Student's **Signature**

Date

Appendix E

Thesis Oral Defense Approval Form

Return Completed Form to the PSYCHOLOGY Graduate Training Office

NOTIFICATION OF COMPLETION OF FINAL EXAMINATION

The Thesis Prepared by: _____

Entitled: _____

Has been read and judged appropriate by the members of the thesis committee appointed by the Graduate College as fulfilling this part of the masters degree in psychology.

Thesis Chair Signature

Date

1st Sponsor Signature

2nd Sponsor Signature

This is to confirm that the above named student has

PASSED

FAILED

(circle one)

the final oral and/or written examination required
by this department.

_____ Thesis Chair Initials

Please indicate your future plans:

Employment? School? _____

Communication:

Please list an address and phone number where we may reach you during the three months following the submission of your thesis.

Street _____

City _____ State _____ Zip _____

Phone _____ e-mail _____

Psychology Alumni Web Site

Unless otherwise requested, we list the name, graduation date and thesis/dissertation of alumni on the Psychology Alumni Web Site, www.wmich.edu/psychology. May we have your permission to list any of the following contact information on the web site (circle yes or no)?

Postal Address **yes** **no** List address if different from above

Telephone **yes** **no** List phone number if different from above

E-mail **yes** **no** List e-mail if different from above

Appendix F

Graduate College Thesis Approval Form

See Graduate College website to thesis committees with more than 3 members:

<http://www.wmich.edu/grad/dissertation-approval>

THE GRADUATE COLLEGE
WESTERN MICHIGAN UNIVERSITY
KALAMAZOO, MICHIGAN

Date _____

WE HEREBY APPROVE THE THESIS SUBMITTED BY

ENTITLED _____

AS PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE

DEGREE OF _____

(Department)

Thesis Committee Chair

(Program)

Thesis Committee Member

Thesis Committee Member

APPROVED

Dean of The Graduate College

Date _____

Appendix G

Thesis Check-In Form

MASTER'S THESIS/SPECIALIST PROJECT CHECK-IN FORM

Name _____ Date _____

Home Phone _____ Work Phone _____

Local Address _____

Permanent Address _____

Email _____ 2nd Email _____

Department _____ Graduation Month/Year _____

Committee Chairperson _____

List five key words to describe your thesis or project for indexing and database purposes:

Indicate whether this document is a:

_____ Master's thesis or a _____ Specialist project

Submit the following items:

_____ The correctly formatted thesis submitted electronically in one pdf file via email to jennifer.holm@wmich.edu. The materials listed below should be submitted separately with a copy of this check-in form.

_____ Where applicable, manuscript contains—in the appendices—copies of all required protocol clearance letters from University boards, committees, and compliance officers charged with protection of regulated research subjects (humans, animals, genetic material/biohazards, radioactive material, etc.) The Graduate College will not approve a thesis or project that does not comply with this requirement. If you are submitting your manuscript electronically, you will need to include them as an appendix in the manuscript.

_____ Two signed, original (not photocopied) approval forms with **original signatures** of your committee.

_____ One photocopy of the approval form.

_____ Completed and signed WMU ScholarWorks Access Agreement.
http://libguides.wmich.edu/ld.php?content_id=1433667

Note: You must have applied for graduation and received notification of your graduation audit prior to submitting a master's thesis or specialist project to the Graduate College.

Please allow a minimum of 4 weeks for initial review of your thesis/specialist project.

Any questions regarding this form should be addressed to the Coordinator of Theses and Dissertations in the Graduate College, (269) 387-8271.

Appendix H

IOBM Doctoral Comprehensive Examination Approval

Return Completed Form to the PSYCHOLOGY Graduate Training Office

APPROVAL OF IOBM DOCTORAL COMPREHENSIVE EXAMINATION

Date of first attempt: _____

Date of final attempt: _____

Comprehensive Examination Student Performance

Professionalism: ☐ Excellent ☐ Acceptable ☐ Unacceptable

Strength of Counterarguments: ☐ Excellent ☐ Acceptable ☐ Unacceptable

Accuracy and Breadth of Content: ☐ Excellent ☐ Acceptable ☐ Unacceptable

The Comprehensive Examination completed by: _____

Has been evaluated and judged appropriate by the members of the dissertation committee appointed by the Graduate College as fulfilling this part of the doctoral degree in psychology.

Dissertation Chair Signature

Date

1st Sponsor Signature

2nd Sponsor Signature

4th Committee Member Signature

This is to confirm that the above named student has

PASSED

FAILED

(circle one)

the IOBM doctoral comprehensive examination
required by this department.

Dissertation Chair Initials

Appendix I

Oral Exam Announcement



WESTERN MICHIGAN UNIVERSITY

DISSERTATION DEFENSE SCHEDULING FORM

In order to schedule the public dissertation defense, the following procedures must be observed:

1. The doctoral candidate must have applied for graduation, be currently listed in an active graduation class, and the candidate's graduation audit must show that all requirements except the defense and submission of the dissertation have been met.
2. This completed form along with the dissertation abstract (email abstract to: jennifer.holm@wmich.edu) must be submitted to The Graduate College at least 2 weeks prior to the proposed defense.
3. A two-hour block of time must be reserved for the defense.

To notify The Graduate College of the candidate's defense, please provide the following information:

Doctoral Oral Examination of _____

For the degree of _____

Department/Academic Unit _____

Date _____

Time _____ to _____

Place (including room number) _____

Dissertation Title _____

Committee Chairperson _____

Committee Members _____

Appendix J

Dissertation Oral Defense Approval Form

Return Completed Form to the PSYCHOLOGY Graduate Training Office

NOTIFICATION OF COMPLETION OF FINAL EXAMINATION

The Dissertation Prepared by: _____

Entitled: _____

Has been read and judged appropriate by the members of the dissertation committee appointed by the Graduate College as fulfilling this part of the doctoral degree in psychology.

Dissertation Chair Signature

Date

1st Sponsor Signature

2nd Sponsor Signature

4th Committee Member Signature

This is to confirm that the above named student has

PASSED

FAILED

(circle one)

the final oral and/or written examination required
by this department.

Dissertation Chair Initials

Please indicate your future plans:

Employment? School? _____

Communication:

Please list an address and phone number where we may reach you during the three months following the submission of your thesis.

Street _____

City _____ State _____ Zip _____

Phone _____ e-mail _____

Psychology Alumni Web Site

Unless otherwise requested, we list the name, graduation date and thesis/dissertation of alumni on the Psychology Alumni Web Site, www.wmich.edu/psychology. May we have your permission to list any of the following contact information on the web site (circle yes or no)?

Postal Address **yes** **no** List address if different from above

Telephone **yes** **no** List phone number if different from above

E-mail **yes** **no** List e-mail if different from above

Appendix K

Graduate College Dissertation Approval Form

See Graduate College website to dissertation committees with more than 4 members:

<http://www.wmich.edu/grad/dissertation-approval>

THE GRADUATE COLLEGE
WESTERN MICHIGAN UNIVERSITY
KALAMAZOO, MICHIGAN

Date _____

WE HEREBY APPROVE THE DISSERTATION SUBMITTED BY

ENTITLED _____

AS PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE

DEGREE OF _____

(Department)

Dissertation Review Committee Chair

(Program)

Dissertation Review Committee Member

Dissertation Review Committee Member

Dissertation Review Committee Member

APPROVED

Dean of The Graduate College

Date _____

Appendix L

Dissertation Check-In Form

DISSERTATION CHECK-IN FORM

Name _____ Date _____

Home Phone _____ Work Phone _____

Local Address _____

Address for Post-Graduation

Materials: _____

Email _____ 2nd Email _____

Department _____ Graduation Month/Year _____

Committee Chairperson _____

If Applicable:

Word Processor's Name _____ and Email _____

Submit the following items:

- _____ The correctly formatted dissertation must be submitted electronically in one pdf file to jennifer.holm@wmich.edu. The materials listed below should be submitted separately.
- _____ *Where applicable*, manuscript contains —in the appendices —letters of permission and copies of all required protocol clearance letters from University boards, committees, and compliance officers charged with protection of regulated research subjects (humans, animals, genetic material/biohazards, radioactive material, etc.) letters. The Graduate College will not approve a dissertation that does not comply with this requirement.
- _____ Three signed, **original** (not photocopied) approval forms with **original signatures** of your committee.
- _____ Completed and signed UMI agreement form. Please email jennifer.holm@wmich.edu for the ProQuest Agreement form information. Please submit a photocopy of completed UMI agreement form as well.
- _____ Completed and signed WMU ScholarWorks Access Agreement found on the Waldo Library Website. http://libguides.wmich.edu/scholarworks/scholarworks_permissions
- _____ \$100 processing fee, check made payable to Western Michigan University (this includes the Traditional Publishing fee for ProQuest).

Copyright: You have the option of filling a copyright for your dissertation through ProQuest. If you wish to register a copyright:

_____ **Submit a \$55 cashier's check or money order (ProQuest will not accept personal checks), payable to PQIL.**

Please allow up to 3 weeks for initial review of your dissertation. Any questions regarding this form should be addressed to the Coordinator of Dissertations in the Graduate College, (269) 387-8271.

Appendix M

IOBM Graduate Student Funding Opportunities

BROSNAN MEMORIAL SCHOLARSHIP APPLICATION

The Stephen P. Brosnan Memorial Scholarship is awarded to a student in the Industrial/Organizational Psychology master's program. The amount of the award varies each academic year, though the amount is typically \$4000-\$5000, and will be applied to tuition and fees. The recipient must be a U.S. citizen. Preference will be given to students who have completed 12 credit hours within the program.

Eligibility Requirements:

- U.S. Citizen
- A minimum undergraduate grade point average of 3.25
- Full-time enrollment (6 credit hours) in both the fall and spring semesters

Due Date: Applications are due in April. Dr. Dickinson will send all IOBM students an email notifying them of the opportunity. Instructions, the due date and time, and a copy of the application will be included in that email. Applications must be **received** by the date and time specified; late applications will not be considered.

Send to: alyce.dickinson@wmich.edu

Name	Address	Email Address

1. Undergraduate grade point average_____
2. If you have completed courses in the Industrial/Organizational Psychology master's program provide:
 - a. Number of credit hours you will have completed by the end of the current spring semester: _____
 - b. Your current graduate grade point average _____
 - c. The graduate courses that you will have completed

Semester	Course Name	Grade

3. On a separate sheet of paper (please type) describe (a) your current interests in the field of industrial/organizational psychology, (b) your long-term professional goals, and (c) activities that indicate your interest in and commitment to the field. The activities may include practicum and research, projects where you work, and/or consulting.
4. Attach your vita and a copy of your transcripts (unofficial transcripts will be fine).

CLG-WMU IOBM RESEARCH GRANT

Purpose: The CLG-IOBM research grant was established to support graduate students engaged in scholarly research in IOBM.

This grant is intended to help students pay direct and indirect costs incurred in research, including but not limited to participant payment, equipment purchases, and travel to conferences to present findings.

To be eligible for a CLG-IOBM grant, an applicant must be: **(a)** admitted to either the IOBM M.A. or Ph.D. program; **(b)** in good academic standing; and **(c)** the individual responsible for the research described in the project, but for purposes of *research compliance*, listed as student investigator. Additionally, the study must be **preapproved for grant submission** by the student's primary advisor.

Grants range up to \$5,000. Grant recipients agree to present their study to CLG (can be done remotely) **within 2 weeks** of their departmental final defense (unless other arrangements have been pre-approved by the CLG-IOBM Grant Committee at the time the award is given).

TO APPLY: Complete and submit the form below along with a 2 page summary of your proposed study. The proposal summary should include a 200-word abstract of your Introduction and Method section, but the remaining space should be used to describe the methodology in more detail. Send submissions to heather.mcgee@wmich.edu, before 5 p.m. on the deadline date given below.

Winter Deadline:

Summer Deadline:

November 1

June 30

Applicants will receive confirmation regarding award status **approximately 3 weeks after the application deadline**.

Full Name:

Email Address:

Title:

Timeline/Budget: Account for *all phases of your proposal* in your budget, including items that do not fall within this funding cycle.

Task/Item	Expected Completion Date for Task/Item	Budget/Cost
		Total:

Conference Presentation: If you included conference travel in your budget, please check the conference at which you plan to present your findings. Students must provide evidence of conference presentation to primary advisor.

☐ ABAI Annual Conference

☐ OBM Network

☐ Other

Appendix N
Graduate Student Annual Review (GSAR) Form

IOBM PROGRAM: ANNUAL STUDENT EVALUATION

Students in the Industrial Organizational Behavior Management (IOBM) graduate program are evaluated annually by the IOBM psychology faculty. This evaluation is in addition to evaluation through coursework and practica. These evaluations are in the areas of overall academic performance (via coursework), applied activities, research and scholarly activity, teaching activity, and development of professional skills.

The rating scale is a three-point scale: Satisfactory, generally satisfactory but attention called to certain factors, and unsatisfactory. Faculty can also indicate that a particular area of performance was not applicable for the student for the year.

Where major deficits are found in any area, the student will be advised of the findings by the faculty advisor. Problems persisting after a reasonable period of time for corrective actions may lead to probationary standing and, ultimately, dismissal from the program.

The annual evaluation of students requires each student to submit information regarding professional-related activities during the previous year. This information should be submitted via the Graduate Student Activity Report (GSAR). Students are expected to submit the GSAR to their faculty advisor by **March 23rd** for the reporting period of **March 21, 2017 – March 20, 2018**. Program faculty will meet to discuss each student's progress in **April**. Faculty advisors will meet with their students in **April** to deliver feedback.

All students in the graduate programs will participate in this process. Students who transfer in from another program will participate in the review the first year of their enrollment in WMU's program.

Student Evaluation Timeline

- **March 23rd:** Deadline for giving the GSAR Word form, GSAR Excel form, and vita to your advisor
- **April:** Program faculty meeting to conduct student evaluations
- **April (before end of semester):** Advisors meets with their students to provide feedback

Appeals Process

- **IOBM Faculty.** If students disagree with the evaluation, they may appeal to the IOBM faculty. The appeal must be written and forwarded to one of the IOBM Co-Chairs (Dr. McGee or Dr. Johnson) within 30 days.
- **Departmental Graduate Training Committee.** If students disagree with the appeal decision of the IOBM Committee, students may submit an appeal to the Departmental Graduate Training Committee, which is composed of the members of the Department's Executive Committee. That appeal must be written and forwarded to the Chair of Graduate Training within 30 days of the receipt of the appeals decision by the IOBM Faculty. The decision rendered by the Graduate Training Committee other than for program dismissal will be final. In cases where the progress review results in a decision for program dismissal, the student shall have those rights to appeal that dismissal decision as provided for in the Graduate College Catalog.

IOBM PROGRAM STUDENT EVALUATION

Rating

SELF

ADVISOR

Area of Rating (Comments can be made by student and/or advisor. If both, please make sure who made the comment is clear.)

		I. Academic Performance
		II. Applied Activities
		III. Research and other Scholarly Activities
		IV. Ethical Standards
		V. Teaching
		VI. Professional and Personal Development

1 = Satisfactory

2 = Generally satisfactory, but attention called to certain factors

3 = Unsatisfactory

N/A = Insufficient data at this time

☐ Continuation☐ Continuation with probationary status☐ Dismissal

Activities required to remove probationary status:

Completed by:

Reviewed and approved by the IOBM Faculty on:

By signing this form, I attest that my faculty advisor has reviewed with me the results of my annual evaluation by the IOBM program. I understand that if I wish to appeal this evaluation, I must submit a letter of appeal to the Chair of the IOBM program within 30 days of today's date. If my appeal is not granted, I understand that I will have another 30 days to submit a letter of appeal to the Chair of Graduate Training.

Student Signature: _____

Date: _____

GRADUATE STUDENT ACTIVITY REPORT (GSAR)

*This form is to cover activities and accomplishments during the reporting period from March 21 to March 20, and is to be delivered to your faculty advisor by the **deadline of March 23**. The review process will take place during April, and you will receive feedback from your faculty advisor before the end of the spring semester.*

*Respond to all sections of this activity report by typing information directly into the gray text boxes and marking the **BLUE** items on the Excel spreadsheet. Please do not simply refer to your vita; your GSAR should be able to be evaluated without it. **Please email your completed activity report, the Excel spreadsheet, your current vita, and any additional relevant materials to your advisor.** If you fail to return this form by the due date, the committee will assume that none of these activities took place. Your review will reflect this assumption.*

Reporting period:

Name:

Date Completed:

Advisor:

Date of Current Program Entrance:

Committee: , , , , ,

1. Please check which program you are in: 1. ☐ IOBM M.A. 2. ☐ IOBM Ph.D.

I. Academic Performance

2. Did you take PSY 6100 during this reporting period:

1. ☐ No 2. ☐ Yes, but I earned below a B 3. ☐ Yes, and I earned a B or better
4. ☐ Currently enrolled, expected grade

3. Did you take PSY 6430 during this reporting period:

1. ☐ No 2. ☐ Yes, but I earned below a B 3. ☐ Yes, and I earned a B or better
4. ☐ Currently enrolled, expected grade

4. Did you take PSY 6440 during this reporting period:

1. ☐ No 2. ☐ Yes, but I earned below a B 3. ☐ Yes, and I earned a B or better
4. ☐ Currently enrolled, expected grade

5. Did you take PSY 6450 during this reporting period:

1. ☐ No 2. ☐ Yes, but I earned below a B 3. ☐ Yes, and I earned a B or better
4. ☐ Currently enrolled, expected grade

6. Provide completion dates of activities of an academic nature, and state the outcomes of those activities (pass/fail). List activity titles, and indicate whether the academic activities were completed in the timeline dictated in the training handbook (where relevant).

Thesis Title:

Comprehensive Exam:

Thesis Proposal Defense:

Dissertation Title:

Final Thesis Defense:

Dissertation Proposal Defense:

Final Dissertation Defense:

7. List each graduate-level course you took during the reporting period, along with the grade you earned or expect to earn.

Course	Grade	Earned or Expected?
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.

II. Applied Activities

8. Describe practicum and other applied activities performed during this period of review. List the practicum site, your supervisor's name, and the types of duties you performed. Please also provide a phone number of e-mail address for each supervisor.
9. Provide an estimate of your total applied hours for the current period of review.

III. Research and Other Scholarly Activities

List only those activities that occurred during the current period of review. If an activity was listed last year, indicate its status at this time (submitted, in progress, etc.) Use APA style throughout this section of the activity report.

10. Did you take PSY 6080 during this reporting period:

1. ☐ No 2. ☐ Yes, but I earned below a B 3. ☐ Yes, and I earned a B or better
4. ☐ Currently enrolled, expected grade

11. Did you take PSY 6340 during this reporting period:

1. ☐ No 2. ☐ Yes, but I earned below a B 3. ☐ Yes, and I earned a B or better
4. ☐ Currently enrolled, expected grade

12. How many publications/presentations did you complete last year?

1. ☐ None 2. ☐ One 3. ☐ Two 4. ☐ Three or more

13. List each publication and presentation published or presented. Do not include manuscripts or presentations in development:

List in APA style
A.
B.
C.

14. Did you engage in at least 1 hr of research each week during this reporting period?

1. ☐ No 2. ☐ Yes If yes, how many hours?

15. How many student grants did you submit during this reporting period?

1. ☐ None 2. ☐ One 3. ☐ Two 4. ☐ Three or more

16. If you submitted grants during this reporting period, how many were funded?

1. ☐ None 2. ☐ One 3. ☐ Two 4. ☐ Three or more

If you submitted one or more grant, complete the section below:

Title of Grant	Where submitted	Funded?	Amount Requested
A.			
B.			
C.			

17. List manuscripts in preparation and works in progress. Indicate probable authorship and the anticipated date of completion. Specify the current state of progress (e.g., data collection, analysis of data, design stage).

18. List other research and other scholarly activities that do not fit the aforementioned categories.

19. Did you regularly attend your faculty advisor's scheduled research/lab meetings? If not, please explain.

IV. Ethical Standards

20. Did you take PSY 6050 during this reporting period:

1. ☐ No 2. ☐ Yes, but I earned below a B 3. ☐ Yes, and I earned a B or better
4. ☐ Currently enrolled, expected grade

21. Have you completed CITI Training, and is it current? 1. ☐ No 2. ☐ Yes

22. How many HSIRB proposals did you submit during this reporting period?

1. ☐ None 2. ☐ One 3. ☐ Two 4. ☐ Three or more

23. If you submitted HSIRB proposals during this reporting period, how many were rejected?

1. ☐ None 2. ☐ One 3. ☐ Two 4. ☐ Three or more

List each HSIRB/IACUC proposal submitted during this reporting period and its status:

Title	Approved?	Revisions Pending?	Rejected?
A.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. Teaching

24. Did you teach a course during this reporting period? 1. ☐No 2. ☐Yes

If yes, list course and mean/range scores for Questions 1 and 2 on ICES

Course	Question 1		Question 2	
	Mean	Range	Mean	Range
A.				
B.				
C.				

25. If you taught, was the mean response on Question 1 on ICES for all courses 4 or greater?

1. ☐No 2. ☐Yes

26. If you taught, was the mean response on Question 2 on ICES for all courses 4 or greater?

1. ☐No 2. ☐Yes

VI. Professional and Personal Development

27. Are you on any university, local, state, national, or international professional committees, boards, or work groups (appointed or elected)?

1. ☐No 2. ☐Yes

If yes, list them below:

Committee Name	University, Local, State, National, International?	Appointed or Elected?
A.		
B.		
C.		

28. Did you attend any professional conferences, colloquia, or workshops? (You did not need to present at these events to list them, only attend them.)

1. ☐No 2. ☐Yes

If yes, list them below:

Conference/Workshop	Location
A.	
B.	
C.	

29. Did you attend the Psychology Department Research Day? If not, please explain.

30. List services provided to the department, the university, the community, or the profession (e.g., editing journal manuscripts, organizing workshops, organizing symposia for conferences, hosting students while interviewing at WMU)
31. List last year's goals and describe how you have met or made progress toward meeting those goals. Please indicate what goals from last year were not met, and why.
32. Describe your current goals for professional development and your plans for achieving these goals (e.g., acquisition of knowledge, growth in research or practice skills).
33. Describe any other experiences that you've had in the past year that have contributed to your personal growth and maturity.

Appendix O
Graduate Student Permanent Program of Study

Graduate Student Permanent Program

Master's Level

1. The Registrar's Office audits each program for credits and grades and verifies all requirements for graduation. Changes in the program must have the signed approval of the advisor on a Graduate Program Change form. Approved undergraduate courses used in the program must have the signed approval of the advisor and the graduate dean on a *Permission to Elect A 3000- or 4000-Level Course For Inclusion in a Graduate Program* form.
2. Send the completed and signed to the Registrar's Office before the student completes the final 15 hours.
3. This form is not an application for graduation. The graduate level graduation application can be found online at www.wmich.edu/registrar/graduation.

Name:	
Western Identification Number (WIN):	
Permanent Address:	
City:	
State:	
Zip:	
Field of Graduate Study:	
Concentration Area:	

Course Title	Course Number	Term Elected	Credit Hours	Grade	Transfer

Use a second page if needed

Signatures:

Graduate Advisor: _____ Date Program Outlined: _____

Student: _____ Date Received: _____

Final Exam Completed: _____ Thesis Approved: _____

Date of Graduation: _____ Hours: _____ G.P.A. _____

Appendix P
Application for Graduation Audit

Application for Graduation Audit: Graduate Degree

Deadlines to apply for graduation: (completed form must be submitted to the Registrar's office)

<u>Graduate Term</u>	<u>Last Day to Apply</u>
Spring	December 1
Summer I	February 1
Summer II*	February 1
Fall	August 1

** No commencement ceremonies held in August.
Summer II doctoral candidates participate in the
Fall commencement ceremonies*

- A fee of \$45 will be charged to your student account
- Applications should be submitted two semesters prior to actual graduation date.
- A Graduate Program of Study form must be submitted to the Registrar's office before your academic record can be audited for degree requirements
- The diploma will be mailed to the permanent address approximately 10 weeks after the semester end (*please verify accuracy of your address through your GoWMU account*).

Please print name as you want it to appear on your diploma.

Student Name (Last):				First:				Middle:			
Maiden or other name(s) on file (if applicable):								Western Identification Number:			
Address:				City:				State:		Zip Code:	
Phone Number (include area code):			Email Address:								
Graduation Term:		Fall	Spring	Summer I	Summer II Year: _____						

Degree Sought:

Master	Specialist	Doctoral
--------	------------	----------

Program: _____

Student Signature: _____ Date: _____

Note: Graduation information, including the results of your audit, will be sent to your [wmich.edu](mailto:yourname@wmich.edu) email account.

Please allow ten (10) weeks for processing.

Office of the Registrar Use Only

Appendix Q
Doctoral Program of Study

Industrial Organizational Behavior Management Doctoral Program of Study

[illegible]

Student Name:		WIN:	
---------------	--	------	--

Identity Research Tools:			

Professional and Scholarly Activity			
Examination / Achievement Name	Scheduled	Passed	Comments

Other Requirements			

Required Signatures:

Student Signature:	Date:
--------------------	-------

Program Advisor:	Date:
------------------	-------

Program Director:	Date:
-------------------	-------