

# **INDUSTRIAL/ORGANIZATIONAL BEHAVIOR MANAGEMENT (IOBM) GRADUATE TRAINING HANDBOOK**

**WESTERN MICHIGAN UNIVERSITY  
DEPARTMENT OF PSYCHOLOGY**

**PROGRAM CHAIR: HEATHER M. MCGEE, PH.D.**

**LAST UPDATED: September 2022**

***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

<b>INTRODUCTION TO THE TRAINING MODEL AND PROGRAM GOALS.....</b>	<b>3</b>
<b>PROGRAM FACULTY .....</b>	<b>3</b>
<b>DEPARTMENT STAFF .....</b>	<b>4</b>
<b>STUDENT FUNDING.....</b>	<b>4</b>
<b>DEGREE COURSE AND PROGRAM REQUIREMENTS.....</b>	<b>4</b>
<b>Program of Study.....</b>	<b>4</b>
<b>Course Sequence. ....</b>	<b>5</b>
<b>Course transfer and substitution.....</b>	<b>5</b>
<b>Curriculum Changes. ....</b>	<b>6</b>
<b>GRADUATE STUDENT ANNUAL REVIEW (GSAR).....</b>	<b>9</b>
<b>PROGRAM COMPLETION AND GRADUATION.....</b>	<b>10</b>
<b>Time Limits.....</b>	<b>10</b>
<b>Graduation.....</b>	<b>10</b>
<b>GROUNDS FOR DISMISSAL FROM THE PROGRAM.....</b>	<b>11</b>
<b>PRACTICUM REQUIREMENTS .....</b>	<b>13</b>
<b>RESEARCH REQUIREMENTS.....</b>	<b>13</b>
<b>MASTER’S THESIS .....</b>	<b>14</b>
<b>Individuals Who Must Complete Master’s Thesis.....</b>	<b>14</b>
<b>Purpose of Master’s Thesis. ....</b>	<b>15</b>
<b>Thesis Committee.....</b>	<b>15</b>
<b>Written Structure of Master’s Thesis. ....</b>	<b>15</b>
<b>Master’s Thesis Process.....</b>	<b>15</b>
<b>DOCTORAL DISSERTATION AND COMPREHENSIVE EXAMINATION.....</b>	<b>18</b>
<b>Dissertation Committee.....</b>	<b>18</b>
<b>Doctoral Dissertation and Comprehensive Examination Process.....</b>	<b>18</b>
<b>CHECKLISTS FOR RESEARCH REQUIREMENTS.....</b>	<b>23</b>
<b>Thesis Oral Proposal: .....</b>	<b>23</b>
<b>Thesis Final Defense: .....</b>	<b>23</b>
<b>Dissertation Oral Proposal / Comprehensive Examination:.....</b>	<b>23</b>
<b>Dissertation Final Defense: .....</b>	<b>23</b>
<b>DIVERSITY, MULTICULTURALISM, AND INCLUSION.....</b>	<b>24</b>
<b>DISCRIMINATION, HARASSMENT, OR OTHER PROBLEMATIC BEHAVIORS.....</b>	<b>24</b>
<b>ACADEMIC INTEGRITY.....</b>	<b>24</b>
<b>APPENDICES.....</b>	<b>25</b>

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 under either 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, organizational effectiveness, or process improvement 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 three doctoral-level professors.

**Heather McGee, Ph.D.**, Professor, [heather.mcgee@wmich.edu](mailto:heather.mcgee@wmich.edu)

Research specialization in behavioral systems analysis, training, and performance assessment

**Sharlet Rafacz, Ph.D., BCBA-D**, Associate Professor, [sharlet.rafacz@wmich.edu](mailto:sharlet.rafacz@wmich.edu)

Research specialization in motivating operations and reinforcement in organizational settings, consumer behavior analysis, and behavioral interventions to increase healthy eating

**Ron Van Houten, Ph.D.**, Professor, [ron.vanhouten@wmich.edu](mailto: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.

The Psychology Department staff work incredibly hard to ensure faculty and students have everything they need to be successful.

**Amber Hutson**, Graduate Training Admin. Assistant II, [amber.l.hutson@wmich.edu](mailto:amber.l.hutson@wmich.edu)

- Graduate student course registration and problems
- Permission to elect forms
- Course petition, substitution, and transfer forms
- Oral defense paperwork
- Comp exams
- Candidacy forms
- Liaison with Graduate College
- Programs of Study

**Kim Tembreull**, Office Manager: [kimberly.tembreull@wmich.edu](mailto:kimberly.tembreull@wmich.edu)

- Assistantship questions
- Payroll processing
- Purchasing
- Grant questions
- Timesheets
- Appointments with Chair
- Parking permits
- Problems with other staff

## **STUDENT FUNDING**

The IOBM program, the Department of Psychology, and Western Michigan University provide a variety of funding opportunities for graduate students. See Appendix A for a listing of some of the opportunities that students could pursue, many of which are competitive awards.

## **DEGREE COURSE AND PROGRAM REQUIREMENTS**

The Master's program in Industrial/Organizational Behavior Management prepares students for performance analysis and improvement, training and instructional design, and behavior-based safety 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 comprising 30 credit hours of Industrial/Organizational Behavior Management, Behavior Analysis, Research and Ethics, and Elective coursework, as well as 6 credit hours of practicum or thesis research experience.

The Doctoral program requires a minimum of 78 credit hours, comprising 60 credit hours of Industrial/Organizational Behavior Management, Behavior Analysis, Research and Ethics, and Elective coursework, 18 credit hours of thesis and dissertation research experience, and a competency exam (to be completed at least one semester before defending the dissertation).

**Program of Study.** The curriculum outlined in the current [Graduate Catalog](#) (see **WMU Registrar's**

website) for the year a student begins the relevant IOBM program (M.A. or Ph.D.) comprises the student's Program of Study (PoS). The student must complete all requirements of the PoS to graduate with the relevant degree, though students may petition to substitute one or more courses from their PoS. Students should work with their advisor to identify situations that require course substitution and should follow the course transfer and substitution process to ensure their PoS reflects any changes.

**Course Sequence.** Many of the courses in the IOBM program are offered every other year, and in a specific semester (either Fall or Spring). M.A. students should be sure to follow the recommended course sequence, which is organized by program matriculation year and 2- or 3-year program of study plan. The M.A. Program course sequences can be found in Appendix B. If extenuating circumstances prevent the student from following the course sequence, that student should work with their advisor to determine an alternative course sequence. Deviating from the course sequence may result in a later program completion date. Please note that while there is a 2-year sequence for the M.A. program, there is no established sequence for the Ph.D. program. Therefore, Ph.D. students should work with their advisor to determine their courses each semester.

**Course transfer and substitution.** 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 **WMU Psychology website**), 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. Proof of your completion of that course with a grade of B or better must also be provided (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, and the IOBM program 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 and the IOBM program chair.

**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 **Graduate College website 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.

***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). The student should then complete Petition forms for each of these courses and submit the completed forms, along with the course syllabi and any other supporting documents, to their advisor for signing. The student (or their advisor) should then route the form through the WMU faculty teaching the equivalent program course (except in the case of no course equivalency), and the IOBM program chair. Once all signatures have been obtained, the student (or advisor) must submit all paperwork (signed forms and syllabi) to the Graduate Training Administrative Assistant. The Graduate Training Administrative Assistant 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).

**Curriculum Changes.** The IOBM curriculum is designed to provide students with the knowledge, skills, and abilities that they need to be successful professionals in the field. The curriculum also represents the unique expertise of the IOBM faculty members. Therefore, the curriculum is subject to change over time. This means that some students may have a different PoS than other students, based on when they joined the program. Students should always work with their advisor and the Graduate Training Administrative Assistant to make sure they are on track with their specific PoS.

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

<b>Industrial Organizational Behavior Management</b> 6 classes (18 credits)	<b>Number</b>	<b>Title</b>	<b>Prerequisites</b>
	PSY 6440	Personnel Training and Development	None
	PSY 6450	Psychology of Work	None
	PSY 6484	Psychological Foundations of Computer-Assisted Instruction	PSY 6100 or PSY 6166
	PSY 6510	Behavioral Systems Analysis	None
	PSY 6525	Measurement and Assessment for Employees and Organizations	None
	PSY 6549	Behavior-Based Instructional Design	PSY 6100 or PSY 6166

<b>Foundational Skills</b> 3 classes (9 credits)	<b>Number</b>	<b>Title</b>	<b>Prerequisites</b>
	PSY 6050	Professional and Research Ethics	None
	PSY 6080	Research Methods in Applied Behavior Analysis	Previous course in applied behavior analysis
	PSY 6100	Conditioning and Learning	None

***Pick either thesis or practicum option***

<b>Research and Practice THESIS OPTION</b> 6 credits	<b>Number</b>	<b>Title</b>	<b>Prerequisites</b>
	PSY 7000	Master's Thesis	Department and Graduate College approval

  

<b>Research and Practice PRACTICUM OPTION</b> Pick 2 classes (6 credits)	<b>Number</b>	<b>Title</b>	<b>Prerequisites</b>
	PSY 5400	Psychology of Safety	None
	PSY 5990	Practicum in Psychology	None
	PSY 6520	Systems Analysis Practicum	PSY 6510

<b>Approved Electives</b> 1 class (3 credits)	<b>Number</b>	<b>Title</b>	<b>Prerequisites</b>
<i>Additional electives may be possible in consultation with graduate advisor</i>	EMR 6450	Data Analytics I: Designed Studies	Instructor approval
	EMR 6550	Experimental and Quasi-experimental Design for Applied Research and Evaluation	Instructor approval
	PADM 5880	Culture, Diversity, and Social Equity	None
	PSY	<i>Various offerings in Department of Psychology</i>	Consult with advisor

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

<b>Industrial Organizational Behavior Management Core</b> 7 classes (21 credits)	<b>Number</b>	<b>Title</b>	<b>Prerequisites</b>
	PSY 5400	Psychology of Safety	None
	PSY 6440	Personnel Training and Development	None
	PSY 6450	Psychology of Work	None
	PSY 6484	Psychological Foundations of Computer-Assisted Instruction	PSY 6100 or PSY 6166
	PSY 6510	Behavioral Systems Analysis	None
	PSY 6520	Systems Analysis Practicum	PSY 6510
	PSY 6525	Measurement and Assessment for Employees and Organizations	None
<b>Behavior Analysis Core</b> 3 classes (9 credits)	<b>Number</b>	<b>Title</b>	<b>Prerequisites</b>
	PSY 6100	Conditioning and Learning	None
	PSY 6549	Behavior-Based Instructional Design	PSY 6100 or PSY 6166
	PSY 6760	Skinner's Behaviorism	9 credit hours of graduate study in PSY
<b>Research and Ethics</b> 4 classes (12 credits)	<b>Number</b>	<b>Title</b>	<b>Prerequisites</b>
	PSY 6050	Professional and Research Ethics	None
	PSY 6080	Research Methods in Applied Behavior Analysis	Prior course in applied behavior analysis
	PSY 6090	Advanced Seminar in Applied Behavior Analysis Research	PSY 6080
	PSY 6110	Current Research in Experimental Analysis	PSY 6100 or PSY 6166
<b>Master's Thesis</b> 6 credits	<b>Number</b>	<b>Title</b>	<b>Prerequisites</b>
	PSY 7000	Master's Thesis	Dept. & Graduate College approval
<b>Doctoral Dissertation</b> 12 credits	<b>Number</b>	<b>Title</b>	<b>Prerequisites</b>
	PSY 7300	Doctoral Dissertation	Dept. & Graduate College approval
<b>Approved Electives</b> 6 classes (18 credits)  <i>Additional electives may be possible in consultation with graduate advisor</i>	<b>Number</b>	<b>Title</b>	<b>Prerequisites</b>
	EMR 6450	Data Analytics I: Designed Studies	Instructor approval
	EMR 6550	Experimental and Quasi-experimental Design for Applied Research and Evaluation	Instructor approval
	EMR 6650	Data Analytics II: Correlation Studies	EMR 6450
	PADM 5880	Culture, Diversity, and Social Equity	None
	PSY 5470	Practicum: Organizational Performance Improvement	Instructor approval
	PSY 5980	Special Projects in Psychology	Application / instructor approval
	PSY 5990	Practicum in Psychology	None
	PSY 6470	Seminar: Industrial/Organizational Psychology (no more than 3 credits toward degree)	None
	PSY 6494	Advanced Instructional Design and Training Practicum	PSY 6549 and PSY 6440
	PSY 6580	Cognitive Processes	None
	PSY 6740	Verbal Behavior	PSY 6100
	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
<b>Research Tools</b> <i>Students must complete two of the listed options</i>	<b>Combination</b>	<b>Courses</b>	
	Research Methods option	PSY 6080 and PSY 6110	
	Measures and Evaluation option	PSY 6484, PSY 6549, and PSY 6970 (measurement)	
<b>Professional and Scholarly Activity</b>	Comprehensive examination or alternative approved scholarly achievement (Must be approved by dissertation committee; consult with graduate advisor)		

The IOBM Program Committee (composed of all IOBM faculty members) 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. 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 and professional development from the prior year, as well as their professional activities, research and scholarly activity, and teaching, when relevant. The student's faculty advisor uses the CV and GSAR information, along with previous evaluations, course grades, and individual experiences with student in laboratory, classroom, and practicum settings, to provide narrative and numerical ratings in the following areas: Academic Performance, Applied Activities, Research and Other Scholarly Activities, Ethical Standards, Teaching, and Professional and Personal Development.

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 the student and ask them 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, 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 Chair within 30 days of the date on which they received the feedback. The Program Chair 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 requirements, if warranted in connection with any phase of training, will be determined by the IOBM Program Committee. However, with respect to matters directly pertaining to the student's research, the relevant thesis or dissertation committee holds 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

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 student's faculty advisor. Appeals of the remediation plan are to be taken first to the IOBM Program Committee by submitting a letter of appeal to the Program Chair 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.

## PROGRAM COMPLETION AND GRADUATION

**Time Limits.** The university places limits on the amount of time a student has to complete their degree requirements.

**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 Graduate College website). 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) February 1
- Spring Semester Graduation (April) October 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 (see **Graduate College website**), 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.

### **GROUND FOR DISMISSAL FROM THE PROGRAM**

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 Committee, comprising all IOBM Faculty members, makes the determination to dismiss a student from the program, the student has the right to appeal the decision of the IOBM faculty to the Chair of the Psychology Department as outlined in the WMU Graduate Catalog:

1. Submit a letter requesting an appeal to the academic unit chair/director. This letter must

be received by the academic unit chair/director within twenty business days of notice of dismissal from the program. The letter must identify the basis of the appeal and must state in detail why the student believes that dismissal should be reversed and schedule a conference with the department chair/director.

2. Following a conference with the student, the chair/director must respond in writing to the student with copies to the unit's dean, the graduate dean, and the Grade and Program Dismissal Appeals Committee (GAPDAC) within twenty business days. In the letter, the chair/director should confirm the meeting with the student, recap their discussion, and state whether the student has an appeal that meets the established criteria above. If the situation appears to meet the criteria for appeal, the chair/director may recommend readmission to the graduate dean.
3. Should the academic unit fail to provide a timely response or sustain the dismissal, the student may appeal directly to the graduate dean. The graduate dean will readmit the student or sustain dismissal, based on the academic unit's recommendation or the student's direct appeal, within ten business days.
4. Should the graduate dean uphold the dismissal, the student may appeal to GAPDAC. This appeal must be initiated within ten business days of the graduate dean's written decision. The student will initiate an appeal through the Office of the Ombudsman. When the appeal is received, the Provost or designate will schedule a meeting of GAPDAC using procedures determined by the Professional Concerns Committee of the Faculty Senate. The GAPDAC will consist of three members drawn from a panel of faculty established for this purpose. In a program dismissal, the student appellant should attend the meeting of the appeal panel and must provide a written statement describing the ground for appeal. A University representative from the program must attend the meeting, and must provide a written statement describing the grounds for and circumstances of dismissal.
5. A GAPDAC may reverse or sustain a program dismissal by majority vote. The decision of the hearing panel is final and not subject to appeal.

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>

All M.A. practicum students and Ph.D. students are required to complete six credits of practicum experience. It is assumed that most M.A. thesis students will also complete the Ph.D. program, so there are no built-in practicum requirements at the Master's level for them. It is assumed that M.A. practicum students will obtain employment upon graduating with their Master's degree. Therefore, practicum experience is required within the M.A. curriculum for those students.

Students should work with the PSY 5470 Practicum Supervisor and their advisors to identify relevant practicum experiences. The PSY 5470 Practicum Supervisor manages all established, ongoing practicum offerings (e.g. Pfizer practicum, GLC Practicum, etc.). Most students will find opportunities to build out skillsets in their chosen areas of practice within these established practicum settings. However, some students may have unique areas of focus and would benefit from working with their advisor to identify unique practicum opportunities (supervised by their advisor under PSY 5990). Additionally, there are situations in which one-time opportunities present themselves. When such a practicum opportunity arises, the student should consult with the PSY 5470 Practicum Supervisor and their advisor to determine whether PSY 5470 or PSY 5990 credit would be more appropriate.

## 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/>

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/>

**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 or thesis-equivalent project to waive the Program's thesis requirement. This determination is based upon a review of the previous thesis or project write up by the student's advisor and an ad-hoc thesis committee comprising an additional two IOBM faculty members (chosen by the advisor or advisor plus student). The student must submit their thesis/project manuscript, along with a completed [Thesis Transfer Form](#) (for theses completed at other universities; see **WMU Psychology website**) or a [Petition of Waiver/Substitution Form](#) (for projects completed at other universities; see **WMU Psychology website**) to their advisor for review. If the advisor believes the thesis is acceptable with or without revision, the advisor will sign the petition and send the manuscript and signed form to the ad hoc thesis committee for review the manuscript using the following criteria:

1. Written according to APA and/or WMU Graduate College thesis format
2. Includes a thesis-quality literature review
3. The thesis study or project was experimental in nature
4. Used an experimental design appropriate to the question asked/intervention, and was either:
  - a. Behavior analytic in nature, and preferably OBM-specific (though non-OBM behavioral experimental studies will be accepted)
  - b. Non-behavior analytic, but was workplace performance specific and included a direct measure of behavior

The ad-hoc thesis committee will make one of the following recommendations:

1. **Accept without revisions:** Committee signs form and advisor or student submits for processing
2. **Accept with minor revisions:** Committee signs form after revisions are made and accepted and advisor or student submits for processing
3. **Require an oral defense:** Major revisions required or significant committee questions before sign off can occur
4. **Reject:** Student must complete thesis equivalent study within the IOBM program)

If the committee determines that a student must hold a thesis defense, the student will be responsible for coordinating a day and time that works for all committee members, scheduling a conference room (and/or WebEx meeting), and preparing a 15 – 30-minute presentation on the thesis. The committee will ask the student questions throughout and/or at the end of the presentation. Once all questions have been answered satisfactorily, the committee will ask the student to step out of the room. The committee will then discuss and make a final determination of the acceptability of the thesis and any revisions required.

**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; 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 Program Chair. The faculty member serving as the thesis chair will assume all responsibilities for the primary supervision of the student's thesis development process. In the spirit of collaboration and professional development, the thesis chair reserves the right to share a student's thesis research question, manuscript drafts, or data with the other committee members to solicit their input at various stages in the research development process. The faculty member serving as first sponsor (not the same as thesis chair – this is one of the two other committee members) 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. All three committee members must be from the WMU Department of Psychology, and at least one committee member (typically the chair) must be from the IOBM program. The student must complete a [Committee Appointment Form](#) (see **Graduate College website**) 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 (current edition) and the [Guidelines for the Preparation of Theses, Specialist Projects, and Dissertations](#) (found on the **Graduate College website**). 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.

**Master's Thesis Process.** Students must adhere to the following sequential steps to complete a master's thesis:

1. **Request to serve on thesis committee:** In consultation with their 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 formally need to request members to serve on the committee (see above for link to committee appointment form) 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. The proposal must include (a) an introduction comprising a statement of the research problem, a review of the literature, a rationale for the current research (current study section); (b) a detailed methods section; (c) a potential results section that describes the possible outcomes and why they might occur; (d) a reference list; and (e) any relevant appendices. The Current Study, Method, and Potential Results sections should be written in the future tense. 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 **Psychology website**) prior to initially registering for thesis credits (PSY 7000). The student does NOT need to fill out the Permission to Elect form again after the initial filing. The student should consult with their advisor regarding the best semester to begin enrollment in thesis credits. Once registration has begun, the student is required to maintain continuous thesis enrollment during Fall and Spring semesters until the final thesis (post-study) document is fully approved by the department and The Graduate College. The student does not need to enroll in credits during Summer sessions unless the student is graduating that session.
4. **Oral proposal:** The student must hold a formal oral proposal and the student, faculty chair, and at least one of the two additional committee members must attend the proposal orals. In the event that one of the two non-chair committee members is completely absent (not there in person or virtually), 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 unless unforeseen circumstances arose preventing the member from attending. 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 for in-person orals.

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 15-20 minutes and will be followed by questions from the thesis committee. The committee members may request major or minor revisions of the manuscript. In the case of major revisions, it may be necessary to hold another oral proposal defense. Additionally, the

committee may determine that the student was not sufficiently prepared to present on the thesis<sup>13</sup> and may request an additional oral proposal defense. In either case, the second oral proposal will be scheduled no earlier than one month after the prior oral proposal defense.

5. **HSIRB Approval:** All research involving human subjects must be approved by the Human Subjects Institutional Review Board (HSIRB) before data collection can begin. The HSIRB 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 once again obtain their approval. The Thesis Chair will be responsible for determining whether Thesis Committee re-approval is needed after Ethics Review Board approval.

Details on HSIRB: <http://www.wmich.edu/research/compliance/hsirb/>

6. **Data collection:** Data collection may proceed only after final approval by both the Thesis Committee and the HSIRB.
7. **Written final thesis:** The written final thesis must meet the guidelines previously outlined for the written proposal, except that the final thesis document will be a complete version including results (which replace the potential results), data analysis, and discussion. The language within the document must be changed from future 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 25-30 minutes to allow for the additional material related to results and discussion. If necessary, the student may trim information from the introduction section of the presentation to focus more on the 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 **WMU Psychology website**) and the [Graduate College Thesis Approval](#) form (see **Graduate College website**). The student will need to submit the final thesis, along with all [relevant forms](#), to the Graduate College and receive their final approval as well.

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 that should advance knowledge in an area of the discipline. The findings of this research should be compiled in a scholarly form that meets the requirements of the Graduate College and is acceptable to the student's Dissertation Committee. The dissertation must follow the same process and meet the same standards 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 Chair. 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, or is eligible to become, 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 their 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 **Graduate College website**) 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, including scheduling and defense 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 section 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. At least two weeks before the oral proposal, the dissertation committee members will each send 2-5 questions to the dissertation chair. The dissertation chair will select two questions from each committee member/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 approximately 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 **Psychology website**) prior to initially registering for dissertation credits (PSY 7300). The student does NOT need to fill out the Permission to Elect form again after the initial filing. The student should consult with their advisor regarding the best semester to begin enrollment in thesis credits. Once registration has begun, the student is required to maintain continuous thesis enrollment during Fall and Spring semesters until the final thesis (post-study) document is fully approved by the department and The Graduate College. The student does not need to enroll in credits during Summer sessions unless the student is graduating that session.
4. **Oral Proposal and Doctoral Comprehensive Examination:** The process for the oral proposal of the dissertation is the same as the thesis process, with one significant addition. 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). 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 [Admission to Doctoral Candidacy Form](#) (see **Graduate College website**) to the oral proposal. Once signatures have been obtained, students should turn the form in to the Graduate Training Administrative Assistant.
  - 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 in 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:** 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 respond professionally 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. **Content of the examination:** At least two weeks before the comp exam, the three examiners will submit a list of 2-5 potential questions to the dissertation chair. The chair will review the list of questions and select two questions per committee member, striving to avoid redundancy. The chair will send the final list of questions to both the committee and the student approximately two weeks prior to the dissertation proposal orals and comp exam. The chair may choose to organize the final list of questions either by committee member or by topic.
- d. **Format of comprehensive examination:** The comp exam is closed to the general public. Students may have written materials (notes or slides) 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). Each of the three examiners will ask the student their final two questions (six questions in total). The dissertation chair will determine the order in which the questions should be asked and answered, based on their organization of the question list. 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 respond professionally, calmly, and clearly, 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 20-30 minutes to question the student in the presence of the dissertation committee (10-15 minutes per question). As such, the entire comp exam will take approximately 60-90 minutes.

- e. **Evaluation of the proposal and examination:** Immediately following the comp exam, the performance of the student will be evaluated by all four committee members in a private discussion meeting. 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 Doctoral Candidacy form (see **Graduate College website**) and their Comp Exam Approval form (see **Appendix C**) 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 [Comp Exam Substitution Petition](#) form to which the student attaches a copy of an article (see **WMU Psychology website**). In reviewing the petition, the committee will consider all the following evaluative criteria:
  - i. The article should demonstrate proficiency in an area of study that displays substantial breadth
  - ii. The area of demonstrated proficiency should be related to the discipline of psychology
  - iii. 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
  - iv. The student must be listed as first author
  - v. 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, comprehensive literature reviews, and research articles. Non-examples 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. **HSIRB Approval:** 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 HSIRB.
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. A completed [Defense Scheduling](#) form (see **Graduate College website**), along with an abstract of the dissertation must be submitted to the Graduate College 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 are all acceptable, the members of the committee will sign the [Dissertation Defense Approval](#) form (see **WMU Psychology website**) and the [Dissertation Approval](#) (see **Graduate College website**) form. The student will need to submit the final dissertation, along with all [relevant forms](#), to the Graduate College and receive their final approval as well.

**Thesis Oral Proposal:**

- Written Proposal (sent at least two weeks earlier)
- Conference Room reserved/WebEx meeting scheduled
- [Committee Appointment Form](#) (complete & ready to sign)
  - o Turn into Graduate Training Administrative Assistant afterwards
- Formal Presentation

**Thesis Final Defense:**

- Written Thesis (sent at least two weeks earlier)
- Conference Room reserved/WebEx meeting scheduled
- [Psychology Department Thesis Defense Approval Form](#) (complete & ready to sign)
  - o Turn into Graduate Training Administrative Assistant afterwards
- 2 copies: [Graduate College Thesis Approval Form](#) (complete & ready to sign)
  - o Turn 2 copies into Graduate College afterwards
- Formal Presentation

**Dissertation Oral Proposal / Comprehensive Examination:**

- Written Proposal (sent at least four weeks earlier)
- Conference Room reserved/WebEx meeting scheduled
- [Committee Appointment Form](#) (complete & ready to sign)
  - o Turn into Graduate Training Secretary afterwards
- [Doctoral Candidacy Form](#) (complete & ready to sign)
  - o Turn into Graduate Training Administrative Assistant afterwards
- [Doctoral Comprehensive Examination Approval Form](#)
  - o Turn into Graduate Training Administrative Assistant afterwards
- Formal Presentation
- List of comp exam questions developed by examiners
- Written support materials for comp exam
- Prepared for Comprehensive Examination

**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 reserved/WebEx meeting scheduled
- Psychology Dept. [Dissertation Defense Approval Form](#) (complete & ready to sign)
  - o Turn into Graduate Training Administrative Assistant afterwards
- 3 copies: [Graduate College Dissertation Approval Form](#) (complete & ready to sign)
  - o Turn 3 copies into Graduate College afterwards
- Formal Presentation

The IOBM program is committed to the proposition that every student, regardless of race, gender, ethnicity, sexual orientation, culture, political beliefs, age, socioeconomic status, or physical attributes, is entitled to an education and worthy of respect. The IOBM program is also committed to an antiracist, antisexist, and antiableist platform. Diverse perspectives and experiences only strengthen the education of our student population. Although academia is intended to be a place where you may be exposed to challenging and new ideas, you still have a right to a respectful and inclusive learning atmosphere.

### **DISCRIMINATION, HARASSMENT, OR OTHER PROBLEMATIC BEHAVIORS**

If you believe you are the victim of unfair discrimination or harassment, you have several options for dealing with and reporting the offensive behavior. You have a right to an education free of discrimination and harassment; therefore, you should not just accept such behaviors as the status quo.

In most circumstances involving milder issues, it is best if you can first discuss your concerns with the responsible person in a professional manner. Try to be positive and find a solution. If that person's response appears to be unreasonable and unfair, then you should consider moving to the next step.

For issues that are not resolvable without intervention, contact your faculty advisor about the issue. If the offending person is your advisor and the previous step did not resolve the issue, your next step would be to contact the IOBM Program Chair.

If discussions with the IOBM Program Chair does not resolve the problem in an equitable manner, the Chair of the Department of Psychology should be contacted (you can find this information on the department's webpage). If you believe the Chair was also unreasonable and unfair, or if you believe that the Chair cannot be impartial regarding your concern, you should proceed by contacting the Ombudsman's Office (<http://wmich.edu/ombudsman>). Their office can also provide support if you believe you need to take additional steps. The process described above applies for most issues that might arise in academic matters. However, in cases of unfair discrimination or sexual harassment, you should skip the preceding steps and contact the following offices directly:

- **Unfair discrimination:** Contact the Office of Institutional Equity: [www.wmich.edu/equity](http://www.wmich.edu/equity)
- **Sexual harassment:** Contact the Title IX Coord.: [www.wmich.edu/sexualmisconduct/report](http://www.wmich.edu/sexualmisconduct/report)

### **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).

**A. Funding Sources**

**B. M.A. Course Sequences**

**C. IOBM Doctoral Comprehensive Examination Approval**

**Funding Sources**

- **Stephen Paul Brosnan Memorial Scholarship**
  - *Available for M.A. graduate students and U.S. citizens studying IOBM at WMU. Application details sent out via email to all current and incoming IOBM MA students in April of each year.*
- **ALULA-WMU IOBM Research Grant**
  - *Provided by the ALULA management consultancy to help IOBM 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. Application details sent out via email to all current IOBM MA and PhD students in July/October of each year.*
- [Chris Anderson Research Grant](#)
  - *Provided by the OBM Network to its members to help fund OBM research.*
- [Departmental Graduate Assistantship](#)
  - *Awards given in exchange for service as a Graduate Teaching Assistant, Graduate Research Assistant, or Graduate Service Assistant.*
- [Thurgood Marshall Fellowship](#)
  - *Thurgood Marshall Fellowships are awarded only to students who have been admitted to a master's or doctoral program and only to applicants who are embarking on a first master's degree or first doctoral degree. At the time of accepting a Thurgood Marshall Fellowship, a student may not have accumulated more than nine credit hours toward a graduate degree at WMU. Applicants must hold United States citizenship and shall exemplify the values and accomplishments of Thurgood Marshall, the first African-American justice of the U.S. Supreme Court.*
- [WMU Graduate Education and the Professoriate \(GEP\) Fellowship](#)
  - *Available to U.S. citizens who derive from African-American, Hispanic, Native Hawaiian or Other Pacific Islander, or Native American (with tribal affiliation) heritage and who have secured regular admission to a doctoral degree program in a STEM (science, technology, engineering, or mathematics) or SBE (sociology, political science, psychology, or economics) area.*
- [Martin Luther King/César Chavez/Rosa Parks Future Faculty Fellowship](#)
  - *To support academically or economically disadvantaged students who have confirmed doctoral candidacy (<https://wmich.edu/grad/doctoral-candidacy>) and will become part- or full-time faculty for three years upon graduation.*
- [Gwen Frostic Doctoral Fellowships](#)
  - *To support students who have confirmed doctoral candidacy (<https://wmich.edu/grad/doctoral-candidacy>) and are within one year of dissertation completion.*

- [Patricia Lee Thompson Dissertation Award](#)
  - *To support students who have confirmed doctoral candidacy (<https://wmich.edu/grad/doctoral-candidacy>) and are within one year of dissertation completion.*
- [Graduate College Dissertation Completion Fellowship](#)
  - *To support full-time students who have confirmed doctoral candidacy (<https://wmich.edu/grad/doctoral-candidacy>) in the completion of their dissertation research.*
- [University Dames Endowed Scholarship Grant](#)
  - *Offered on a competitive basis to exceptional graduate students who have demonstrated financial need, have completed 15 graduate credit hours, do not hold an assistantship, do not have third party support, and who have not been awarded the following awards: Dissertation Completion Fellowship, Gwen Frostic Fellowship, Patricia Thompson Dissertation Award, Fulbright Scholarship, King Chavez Parks Future Faculty Fellowship, Thurgood Marshall, or Graduate Education for the Professoriate Fellowship.*
- [Graduate Student Research Grant](#)
  - *Established to support graduate students engaged in independent scholarly research, scientific inquiry, inventive technology, and artistic/creative activity.*
- [Graduate Student Travel Grant](#)
  - *Supports student travel for the purpose of sharing the results of their research, exhibiting or performing creative works, or otherwise disseminating the results of their scholarly activity.*

The list above is not intended to be an exhaustive listing and additional opportunities may be sought through various university and community announcements.

**M.A. Course Sequence**

## **IOBM M.A. PROGRAM 2-YEAR COURSE SEQUENCE**

### **ENTERING THE PROGRAM IN EVEN FALL SEMESTER (2020, 2022, etc.)**

#### **Fall (2020/2022) 9 credits**

- PSY 6100: Conditioning and Learning
- PSY 6440: Personnel Training and Development
- PSY 6450: Psychology of Work

#### **Spring (2021/2023) 10 credits**

- PSY 6549: Behavior-Based Instructional Design
- PSY 6080: Research Methods in Behavior Analysis
- PSY 6525 (6970 in SP 21): Measurement and Assessment for Employees and Organizations
- PSY 6470: Seminar for I/O Psychology — one credit class, but repeatable for up to three credit hours

#### **Fall (2021/2023) 9 credits**

- PSY 6050: Professional and Ethical Issues in Psychology
- PSY 5400, 5470, 5990, or 6520: Practicum (Practicum track)/PSY 7000: Thesis (Thesis track)
- PSY 6510: Behavioral Systems Analysis

#### **Spring (2022/2024) 8 credits**

- PSY 5400, 5470, 5990, or 6520: Practicum (Practicum track)/PSY 7000: Thesis (Thesis track)
- PSY 6484: Computer Based Instruction
- PSY 6470: Seminar for I/O Psychology — one credit class, but repeatable for up to three credit hours
- Elective – 1 credit

### **ENTERING THE PROGRAM IN ODD FALL SEMESTERS (2021, 2023, ETC.)**

#### **Fall (2021/2023) 9 credits**

- PSY 6100: Conditioning and Learning
- PSY 6050: Professional and Ethical Issues in Psychology
- PSY 6510: Behavioral Systems Analysis

#### **Spring (2022/2024) 8 credits**

- PSY 6080: Research Methods in Behavior Analysis
- PSY 6484: Computer Based Instruction
- PSY 6470: Seminar for I/O Psychology — one credit class, but repeatable for up to three credit hours
- Elective – 1 credit

**Fall (2022/2024) 9 credits**

- PSY 6440: Personnel Training and Development
- PSY 6450: Psychology of Work
- PSY 5400, 5470, 5990, or 6520: Practicum (Practicum track)/PSY 7000: Thesis (Thesis track)

**Spring (2023/2025) 10 credits**

- PSY 5400, 5470, 5990, or 6520: Practicum (Practicum track)/PSY 7000: Thesis (Thesis track)
- PSY 6549: Behavior-Based Instructional Design
- PSY 6525 (6970 in SP21): Measurement and Assessment for Employees and Organizations
- PSY 6470: Seminar for I/O Psychology — one credit class, but repeatable for up to three credit hours

**IOBM M.A. PROGRAM 3-YEAR COURSE SEQUENCE****ENTERING THE PROGRAM IN EVEN FALL SEMESTER (2020, 2022, etc.)****Fall (2020/2022) 6 credits**

- PSY 6100: Conditioning and Learning
- PSY 6450: Psychology of Work

**Spring (2021/2023) 7 credits**

- PSY 6549: Behavior-Based Instructional Design
- PSY 6080: Research Methods in Behavior Analysis
- PSY 6470: Seminar for I/O Psychology — one credit class, but repeatable for up to three credit hours

**Fall (2021/2023) 6 credits**

- PSY 6050: Professional and Ethical Issues in Psychology
- PSY 6510: Behavioral Systems Analysis

**Spring (2022/2024) 7 credits**

- PSY 5470: Practicum (Practicum track)/PSY 7000: Thesis (Thesis track)
- PSY 6484: Computer Based Instruction
- PSY 6470: Seminar for I/O Psychology — one credit class, but repeatable for up to three credit hours

**Fall (2022/2024) 6 credits**

- PSY 6440: Personnel Training and Development
- PSY 5470: Practicum (Practicum track)/PSY 7000: Thesis (Thesis track)

**Spring (2023/2025) 4 credits**

- PSY 6525 (6970 in SP 21): Measurement and Assessment for Employees and Organizations

- PSY 6470: Seminar for I/O Psychology — one credit class, but repeatable for up to three 32 credit hours

## **ENTERING THE PROGRAM IN ODD FALL SEMESTERS (2021, 2023, ETC.)**

### **Fall (2021/2023) 6 credits**

- PSY 6100: Conditioning and Learning
- PSY 6510: Behavioral Systems Analysis

### **Spring (2022/2024) 7 credits**

- PSY 6080: Research Methods in Behavior Analysis
- PSY 6484: Computer Based Instruction
- PSY 6470: Seminar for I/O Psychology — one credit class, but repeatable for up to three credit hours

### **Fall (2022/2024) 6 credits**

- PSY 6440: Personnel Training and Development
- PSY 6450: Psychology of Work

### **Spring (2023/2025) 7 credits**

- PSY 6549: Behavior-Based Instructional Design
- PSY 6525 (6970 in SP21): Measurement and Assessment for Employees and Organizations
- PSY 6470: Seminar for I/O Psychology — one credit class, but repeatable for up to three credit hours

### **Fall (2023/2025) 6 credits**

- PSY 6050: Professional and Ethical Issues in Psychology
- PSY 5470: Practicum (Practicum track)/PSY 7000: Thesis (Thesis track)

### **Spring (2024/2026) 4 credits**

- PSY 5470: Practicum (Practicum track)/PSY 7000: Thesis (Thesis track)
- PSY 6470: Seminar for I/O Psychology — one credit class, but repeatable for up to three credit hours

**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

\_\_\_\_\_  
1<sup>st</sup> Sponsor Signature

\_\_\_\_\_  
2<sup>nd</sup> Sponsor Signature

\_\_\_\_\_  
4th Committee Member Signature

<p>This is to confirm that the above named student has</p> <p><b>PASSED</b>                      <b>FAILED</b></p> <p>(circle one)</p> <p>the IOBM doctoral comprehensive examination required by this department.</p> <p>_____ Dissertation Chair Initials</p>
---