

# DOCTORAL STUDENT HANDBOOK

## PhD in Psychology: Program in Health Psychology

Department of Psychology  
University of Wisconsin-Milwaukee

**Edition H2018**

Note: This edition of the handbook applies only to students who are currently enrolled in the Health Psychology doctoral program. It was produced on August 12, 2018.

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Welcome to the PhD in Psychology: Health Psychology program at UWM! **This handbook is intended only for students who are enrolled in the program. It is not intended for applicants to the program. Applicants should instead read the departmental admissions brochure at <http://uwm.edu/psychology/graduate/application/>**

This edition (H2018) was developed to provide easily accessible information on policies and procedures for doctoral students in the Health Psychology program, which, prior to Fall 2017, was known as the Health and Social Psychology major in the Experimental Psychology program. The information was accurate at the time the handbook was prepared.

## **PEOPLE TO SEE FOR HELP**

The department's Graduate Program Coordinator, Professor Susan Lima, is available to provide you with advising on any aspect of your graduate program, including course selection, changing major professors, help with filing forms with the graduate school, and advice on how to plan your program. As Graduate Program Coordinator, her major job is to serve as a resource about programmatic and curricular requirements for all students to ensure that comparable advice is available to all.

### **Susan Lima, Graduate Program Coordinator**

Office: Garland 232  
Phone: 229-4359  
Email: [suelima@uwm.edu](mailto:suelima@uwm.edu)

Professor W. Hobart Davies is Chair of the department and is available to assist you with questions about departmental regulations.

### **W. Hobart Davies, Chair**

Office: Garland 202C  
Phone: 229-6067  
Email: [hobart@uwm.edu](mailto:hobart@uwm.edu)

## **ACADEMIC ACCOMMODATIONS**

If you have a documented disability and need special accommodations in order to meet any of the requirements of the program, please contact the Graduate Program Coordinator as soon as possible. She will need your official Accommodation Plan, which you can obtain at the Accessibility Resource Center (Mitchell 112, <https://uwm.edu/arc/>, phone 414-229-6287).

## **ADMISSION STATUS**

All students with an undergraduate major in Psychology, or a master's degree in Psychology (or an acceptable related field, as determined by our department) from an accredited college or university are admitted without deficiencies. Other students are admitted "with deficiencies" and might be required to complete some of the following courses: Psychological Statistics (Psych 210), Research Methods in Psychology (Psych 325), an advanced laboratory course, and Introduction to Psychology (Psych 101). If you are admitted "with deficiencies," please consult with the Graduate Program Coordinator ASAP.

## **SWITCHING PROGRAMS REQUIRES FORMAL APPLICATION**

You are enrolled exclusively in the Health Psychology program, which is one of our three PhD in Psychology programs: Clinical Psychology, Health Psychology, and Neuroscience. If you ever wish to try to switch to a different program, you must apply for formal admission to the other program. Admission to the other program is **not** guaranteed. You would be competing for admission along with everyone else in the general applicant pool for that program.

## **MAJOR PROFESSORS**

Regulations of the Graduate School and the department require that all students have a major professor (adviser) who supervises their research. Students may change major professors at any time without penalty. However, due to the small number of faculty in the department, flexibility is required on the part of the student, or else the student might not be able to find a new major professor. It is important to consult with the Graduate Program Coordinator for assistance if you contemplate switching to a new major professor. Any time a student changes from one major professor to another, and grades need to be assigned for such things as research credits, the student has the option of having the grade assigned by either the former major professor or the new major professor. The student's annual evaluation form for that year will be signed by the new major professor and not the former major professor.

## **BRIEF OVERVIEW OF REQUIREMENTS**

Students must complete the following courses: three Health Psychology courses, a statistics requirement, two departmental minors, and a breadth requirement. They must complete a master's thesis and earn the MS degree (if they didn't enter the program with an acceptable thesis-based master's degree in psychology or a related field). They must pass one preliminary exam in Health Psychology. They must fulfill the continuous enrollment requirement. They must attain dissertator status. They must complete a doctoral dissertation. They are expected to attend departmental colloquia that don't conflict with their classes or teaching duties.

## DEGREES AND TIME LIMITS

All students are admitted to the doctoral program with the expectation that they will ultimately earn the PhD. The MS degree is a required milestone on the road to the PhD.

Although it is possible to complete the program in four years, most students take five or more years to complete the program. The following time limits have been established by the department:

- The MS must be earned within three years of enrolling (by March 10 of the third year for most favorable consideration in the teaching assistant priority system, see p. 17).
- The PhD must be earned within seven years of enrolling. If you do not earn your PhD within seven years of enrolling, it is possible that the department will recommend your dismissal from the university. You must file an exception form with the Graduate Program Coordinator to appeal for an extension if you fail to meet this deadline.

The following time limits, which have been established by the Graduate School, apply to all UWM doctoral students:

- The preliminary exam must be passed within five years of enrolling. If you do not pass your prelim within five years of enrolling, it is possible that UWM will dismiss you from the university. You must file an exception form with the Graduate School if you fail to meet this deadline.
- (Note: The following rule is relevant only if a student has been granted an extension of the department's 7-year time limit for earning the PhD.) The PhD must be earned within 10 years of enrolling. If you do not earn your PhD within 10 years of enrolling, it is possible that UWM will dismiss you from the university. You must file an exception form with the Graduate School to appeal for an extension if you fail to meet this deadline.

## MS DEGREE AND APPLYING FOR MS GRADUATION

Students admitted without an acceptable thesis-based master's degree in Psychology, Neuroscience, or a related field must earn the MS in our department. The MS requires a minimum of 30 credits and a thesis. **Exactly six credits must be earned in Psych 790.**

Students must form a thesis committee consisting of at least three faculty members, one of whom is the major professor, by March 1 of their first year. Students must write a thesis proposal, which they must orally defend at a meeting of their committee (i.e., the thesis proposal hearing). Then, when the research is completed, students write the thesis itself and defend it at another meeting of the committee (i.e., the thesis defense). You should *not* collect the data for your thesis project before the thesis proposal hearing, because this practice defeats the purpose of the proposal hearing, which is to gain your committee's approval of the design and method before executing the project.

At the beginning of the semester in which the thesis is to be defended, the student must apply for graduation by filing an application for MS graduation with the Graduate School, which can be done via this link:

[https://www4.uwm.edu/grad\\_school/graduation\\_application?application=masters](https://www4.uwm.edu/grad_school/graduation_application?application=masters)

Part of the master's process is to prepare the thesis in accordance with format and margin rules set out by the Graduate School:

<http://uwm.edu/graduateschool/thesis-dissertation-formatting/>

After the student has passed the thesis defense and has perfectly formatted the thesis, he or she submits the thesis to the Graduate School electronically via ProQuest:

<http://uwm.edu/graduateschool/electronic-theses-dissertations/>

Time limit: As noted above, the MS must be earned within three years of enrolling (and by March 10 of the third year to maintain the best priority in the TA priority system.)

## **COURSE REQUIREMENTS**

### **STATISTICS REQUIREMENT**

Students must complete the introductory statistics sequence (Psych 510 and 610).

### **HEALTH PSYCHOLOGY COURSES (three courses, total)**

Core course (Required):

Psych 955, Seminar in Social Psychology and Health

Advanced courses (Take any two):

Psych 578, Psychology of Race, Ethnicity, and Health

Psych 756, Psychophysiology

Psych 930, Seminar in Social Psychology

Psych 711, as designated by area faculty

## DEPARTMENTAL MINORS

Students must complete two departmental minors. The available minor areas are:

- **Cognition and Perception**
- **Developmental Psychology**
- **Neuroscience**
- **Psychopathology**
- **Quantitative Methods**

Details about the minors can be found on pp. 6-7.

## BREADTH REQUIREMENT

Students must take **one** breadth course, i.e., a course in any one of the following areas, as long as the area is not one of the student's minor areas. (Note that Psych 510 or 610 don't count toward the breadth requirement.)

- **Cognition and Perception**
- **Developmental Psychology**
- **Neuroscience**
- **Psychopathology**
- **Quantitative Methods**
- **History of Psychology**

Either a core or an advanced course may be used to fulfill the breadth requirement. However, appropriate background and consent of instructor may be required for advanced courses if the student bypasses the core course in a given area.

## RESEARCH CREDITS

All students who will earn a master's degree (i.e., those admitted without an acceptable thesis-based master's degree in psychology, neuroscience, or a related field) must take **exactly six credits of in master's research (Psych 790). After having taken 6 credits of Psych 790, use Psych 890 (Graduate Research) to sign up for research credits.**

Students working on their PhD projects should take some credits in Psych 990 (Doctoral Research). You should begin to enroll in Psych 990 (rather than Psych 890) after you have passed your preliminary exam.

Research credits receive a grade of either Satisfactory or Unsatisfactory. The Department and the Graduate School encourage major professors to provide for their students, in writing, their expectations for a "Satisfactory" grade for each semester. All graduate students and major professors should meet at the beginning of each semester to agree on what

will be required in order to earn a grade of "Satisfactory." A written agreement is the best way to guard against any problems in assigning the grade at the end of the semester.

## **MINORS**

As stated previously, students must complete two minors. A minor consists of two or three courses, depending on the area.

Below are the specific requirements for each of the minors. The faculty in each area determine whether new courses and such courses as Psych 711 (Current Topics in Psychology) count toward curricular requirements. Note that independent studies, research credits, and field placements do not count toward any minor.

### **COGNITION AND PERCEPTION: two courses**

(Take two):  
Psych 503, Perception  
Psych 705, Information Processing [no longer offered]  
Psych 727, Cognitive Neuroscience

### **DEVELOPMENTAL PSYCHOLOGY: three courses**

Core course (Required): Psych 760, Experimental Child Psychology

Advanced courses (Take two):  
Psych 680, Psychology of Aging  
Psych 782, The Aging Brain  
Psych 711, as designated by area faculty  
Ed Psych 640, Human Development

### **NEUROSCIENCE: three courses**

Core course (Required): Psych 854, Behavioral Neuroscience

Proseminar (Required): Psych 754, Proseminar in Biological Psychology

Advanced courses (Take one):  
Psych 657, Neurobiology of Learning and Memory  
Psych 727, Cognitive Neuroscience  
Psych 745, Hormones and Behavior  
Psych 833, Neuropsychology  
Psych 711, as designated by area faculty

## **QUANTITATIVE METHODS: two courses beyond Psych 510/610**

Ed Psych 824 and Ed Psych 825 are the usual courses used toward this minor, but other graduate-level statistics courses can also count toward it, if approved by the Graduate Program Coordinator.

Note: Psych 710 (Survey of Clinical Research Methods) does *not* count toward this minor.

## **PSYCHOPATHOLOGY: two courses**

Psych 712, Professional Ethics and Issues in Clinical Psychology  
Psych 912, Developmental Psychopathology

## **ELECTIVE COURSES AND CERTIFICATE PROGRAMS (OPTIONAL)**

Although they are not required to do so, some students choose to enrich their education by taking additional elective courses offered inside and outside of the department. Also, some students participate in psychology-related UWM graduate certificate programs. Information on the university's numerous graduate certificate programs can be found here: [https://catalog.uwm.edu/programs/#filter=.filter\\_26&.filter\\_20](https://catalog.uwm.edu/programs/#filter=.filter_26&.filter_20)

If you're interested in pursuing a certificate, please be sure to discuss it ahead of time with your major professor and with the Graduate Program Coordinator.

## **COLLOQUIUM**

The department offers several research colloquia every semester. These are announced well in advance through email. All students in residence at UWM are expected to attend colloquia that do not conflict with their classes or teaching duties.

## **CONTINUOUS ENROLLMENT**

All students must be continuously enrolled every semester (fall and spring) from the time they enter until the time they graduate.

Furthermore, you must be enrolled in the semester in which you graduate. Degrees are granted three times during the year: May, August, and December. Usually, you don't have to enroll for credits during the summer. However, if you wish to graduate with the MS or PhD in August, then you have to register for credits in the summer of your MS or PhD

graduation, unless you meet certain early thesis/dissertation submission deadlines, which you should discuss with the Graduate Program Coordinator.

In rare circumstances, the Psychology Department may grant a student an internal leave of absence, which in effect would allow him or her to break enrollment. See the Graduate Program Coordinator for information on how to apply for a leave of absence. Such leaves are given for a definite time, for a definite reason, such as illness. Economic reasons are not normally considered valid. Your time in leave-of-absence status does not stop the “TA priority clock” from ticking, i.e., your priority level continues to increment throughout the leave of absence. Your major professor must sign a letter agreeing to resume his or her duties when you return. Any student on leave of absence who does not have a major professor willing to sponsor him or her back into the program will not be allowed to re-enter the program.

## **COURSELOAD**

The usual courseload is eight to 12 credits per semester. If you wish to take more than 12 credits, you will have to file an exception form with the Graduate School to get permission. See the Graduate Program Coordinator for assistance.

Teaching assistants, project assistants, and research assistants are required to enroll in at least six credits every semester. Fellows are required to enroll in at least eight credits every semester.

Dissertators (students who have completed all requirements except the PhD dissertation proposal and the PhD dissertation) must enroll in exactly three credits, usually Psych 990, each semester; see the section on Dissertator Status (p. 9).

## **POLICY FOR INCOMING STUDENTS WITH PRIOR GRADUATE WORK**

Students admitted with a master's degree in Psychology or a related program that included an acceptable empirically based thesis are exempt from the requirement of earning the MS at UWM.

Students admitted with a master's degree that did not include an empirically based thesis must complete a thesis (which will result in the conferral of a master's degree from UWM). Students must form a committee of at least three faculty, one of whom is the major professor, by March 1 of their first year. Students should enroll in Psych 790 for purposes of completing the thesis.

If you completed some graduate work after earning your bachelor's degree but before enrolling in UWM, you should make an appointment with the Graduate Program Coordinator, who will ask to see a copy of your transcript. The Graduate Program Coordinator will examine your prior graduate work and make suggestions about whether or not specific

courses are likely to be acceptable substitutes for courses in our graduate program. Then, she will direct you to faculty members who teach the corresponding courses in our Department. You should contact these faculty members so that you can show them syllabi and any other materials you have for those courses. The decision about whether you will be able to use your prior coursework toward Departmental requirements rests with the individual faculty member, who will provide a "waiver letter" for any course waivers he or she is willing to grant you based on your prior graduate coursework. Be sure to keep a copy of each letter. When you have completed this process, report the results to the Graduate Program Coordinator.

The above procedures are internal "waiver" procedures that apply to curricular requirements only. They do not result in any transfer of credits. Students in our program rarely need to transfer any credits. However, if for some reason you wish to transfer credits, you should be aware that this process is governed by UWM Graduate School policy, which has many restrictions. Please see the Graduate Program Coordinator if you are thinking about transferring credits.

## **PRELIMINARY EXAMINATION**

Graduate School regulations state that all students must pass the preliminary examination within five calendar years of entering the program. **You are eligible to take the preliminary exam if you have earned your master's degree and have completed the three health psychology courses.** The instructions for the Health Psychology prelin should be obtained from the faculty member in charge of the exam.

For all students, the Graduate School requires an application to take preliminary examinations. This application should be submitted to the Graduate School *after* having passed the preliminary exam, and it must be submitted via the online Doctoral Milestones system. It is very important to contact the Graduate Program Coordinator before submitting this application.

## **DISSERTATOR STATUS**

Dissertator status is a financial designation allowing you to pay a lower rate per credit. It is granted with the understanding that you have completed all coursework and now have nothing left to do except the doctoral dissertation proposal and doctoral dissertation. The following **six criteria** must be met to be eligible for dissertator status:

- All coursework must have been completed, including the major, minor, statistics requirement, and breadth course.
- The preliminary exam must have been passed.

- The Graduate School's residency requirement must have been fulfilled (two consecutive semesters of at least 8 credits each, or three consecutive semesters of at least six credits each).
- A brief summary of the dissertation topic (two sentences minimum) must be provided.
- The cumulative GPA must be 3.0 or higher.
- All grades of Incomplete must have been cleared.

Consult with the Graduate Program Coordinator when you are ready to apply for dissertator status. It is important to contact her first, as she will examine your record and determine if you have satisfied all requirements. If it is determined that you have satisfied the requirements, you will be instructed to apply for dissertator status via the online Doctoral Milestones system.

Once you attain dissertator status, you must enroll in exactly three credits per semester. It is expected that these credits will be research credits (Psych 990) and not course credits. The Graduate School requires you to file an exception form if you wish to request permission to take course credits as a dissertator.

## **PhD DEGREE**

The PhD requires a minimum of 54 credits, at least 27 of which are typically earned after the MS was awarded. (If you entered the program with an acceptable thesis-based master's degree in Psychology or a related field, then you must earn at least 27 credits at UWM.)

## **DISSERTATION COMMITTEE**

The PhD requires a dissertation. Within a semester of having defended the master's thesis, or by March 1 of the first year if the student was admitted with a master's thesis in psychology, the student, in consultation with his/her major professor, must form a doctoral dissertation committee.

Your major professor is not only a member of your committee, but also the chair of it. A doctoral dissertation committee must have a total of at least five members, at least three of whom must be tenure-track or tenured UWM Psychology Department faculty who hold Graduate Faculty status (i.e., those with the rank of Assistant Professor, Associate Professor, or Professor). A maximum of two committee members may be individuals who have doctoral degrees (i.e., PhD, PsyD, EdD, or MD) but who do not have Graduate Faculty status at UWM.

## DISSERTATION PROPOSAL

Before conducting the dissertation research, the student must write a dissertation proposal and orally defend it at a meeting of the dissertation committee known as "the dissertation proposal hearing." **The student is eligible to hold the dissertation proposal hearing after the preliminary exam has been passed, but not before.**

You should *not* collect the data for your dissertation before the proposal hearing, because this practice defeats the purpose of the proposal hearing. After passing your proposal hearing, you must enter the appropriate information into the online Doctoral Milestones system. It is very important to contact the Graduate Program Coordinator before submitting your proposal hearing information.

## DISSERTATION DEFENSE AND DISSERTATION WARRANT

After the research has been completed and the dissertation written, it must be orally defended at another meeting of the doctoral committee (i.e., the dissertation defense).

No doctoral dissertation defense may occur without prior issuance of a warrant for defense by the Graduate School. In order to obtain a warrant, you must email a request (including the date of the defense, the title of the dissertation, and the names of all committee members) to the Graduate Program Coordinator at least two weeks before your defense date.

Part of the dissertation process is to prepare the dissertation in accordance with format and margin rules set out by the Graduate School:

<http://uwm.edu/graduateschool/thesis-dissertation-formatting/>

After the student has passed the dissertation defense and has perfectly formatted the dissertation, he or she submits the dissertation to the Graduate School electronically via ProQuest:

<http://uwm.edu/graduateschool/electronic-theses-dissertations/>

## APPLYING FOR PhD GRADUATION

At the beginning of the semester in which you expect to graduate, you must apply to graduate by submitting an Application for Doctoral Defense and Graduation (available on PAWS) to the Graduate School. See the Graduate Program Coordinator for information about this process.

## **GRADUATE SCHOOL REGULATIONS ON DOCTORAL DEFENSES**

The following is adapted from the Graduate School's "Doctoral Defense Guidelines and Procedures."

The subject of the doctoral defense is the dissertation itself. The defense provides an opportunity for students to demonstrate their expertise and original scholarship following several years of preparatory coursework, research, and writing. Students will also demonstrate their abilities to explain ideas and methods embodied in the dissertation and to defend the implications and conclusions of the research. The defense allows selected faculty members the opportunity to verify the student's independent, scholarly contributions. They may offer guidance regarding possibilities for publication and encourage further research efforts. The major professor is charged with the responsibility of determining the readiness of the dissertation for defense. Students are encouraged to plan defenses during fall and spring semesters. Scheduling during the summer semester may be difficult.

Both the student and the committee members must extend professional courtesies to each other. The student must give each committee member ample time (at least two weeks) to read the completed dissertation. A committee member must not keep the dissertation for an inordinate period of time because of the press of other duties. Service as a doctoral committee member is an integral part of the faculty member's teaching assignment, fully comparable to conducting classes. After the committee members have read the dissertation, they advise the major professor on the readiness for the defense. If substantial revisions are necessary, they must be completed before the defense date is confirmed. The major professor contacts the student to confirm the defense date.

Once the Graduate Program Coordinator has informed the Graduate School of the names of the members of the committee and the date for the defense, these matters must not change without notification of and approval from the Graduate School.

If the decision to defend the dissertation is made against the judgment of one or more committee members, those members cannot resign in order to avoid frustration or collegial confrontation. Readiness for defense, however, is not tantamount to acceptance of the dissertation. It means only that the committee is ready to hear the defense. The decision to hold the doctoral defense, moreover, is not entirely up to the committee. If a student insists on defending the dissertation before the committee believes it ready, the student may defend.

At the conclusion of the defense, the committee must vote either pass or fail (or, in very rare instances, the committee may decide to defer their votes). The warrant (indicating pass or fail) must be returned to the Graduate School within 10 working days of the defense. In order for a student to pass, a positive vote by a simple majority of the committee is required. Students who fail the defense may redefend once after a waiting period, determined by the committee and communicated to the student in writing. The Graduate School requires that this second defense take place within one calendar year of the date of the original defense. A new application for defense and a new warrant are required before this defense can be conducted.

## **SATISFACTORY PROGRESS IN THE PROGRAM**

### **IMPORTANT DATES AND DEADLINES**

- **Year 1**

March 1. Establish master's thesis committee.

- **Year 3**

March 10. To maintain highest possible priority in the TA system, you must defend your master's thesis by March 10 of your third year. *No exceptions are made to this rule, for any reason.*

August. If you do not earn your MS by August of your third year, you are no longer in good standing in the program. You must appeal to the Graduate Program Committee to request an additional year to avoid being terminated for lack of progress.

- **Year 5**

August. You must have passed your prelim. If you have not yet passed your prelim, you must file an exception form with the Graduate School to avoid being terminated for lack of progress.

- **Year 7**

August. Departmental rules stipulate that the PhD must be earned within 7 years of enrolling. If your PhD dissertation has not yet been defended, you are no longer in good standing. To avoid being terminated for lack of progress, you must appeal to the Graduate Program Committee to request an additional year.

- **Year 10**

August. Graduate School regulations stipulate that the PhD must be earned within 10 years of enrolling. You must deal directly with the Graduate School if you wish to apply for an extension of this time limit, which is strictly enforced.

## DEFINITION OF UNSATISFACTORY PROGRESS

Students are not in good standing if they have any of the following 11 problems:

- Any student found guilty of academic misconduct (e.g., cheating, plagiarism, use of unauthorized materials in completing a take-home exam, etc.) may be terminated from the program.
- No major professor. You can't go for more than a year without a major professor, if you decide to change major professors.
- Lack of a full committee. You must have a full master's thesis committee or doctoral dissertation committee, unless you are in transition because of changing major professors.
- Lack of continuous enrollment.
- Cumulative grade point average below 3.0. The Graduate School will place you on academic probation (i.e., "Dean's OK required to continue") unless you maintain a 3.0 cumulative GPA.
- Any two grades of B- or below. Note: **B is the minimum acceptable grade. You will probably be required to repeat any course in which you earn a grade below B.** The Graduate School will issue a warning every time you get a grade below B.
- An indication from the major professor on the annual review form that you are not making satisfactory progress in research or professional development.
- Failure to earn your MS within three years of enrolling. Leaves of absence are counted in determining whether this criterion was met. That is, applying for a leave of absence does not stop the clock.
- Failure to pass the preliminary exam within five years of enrolling.
- Failure to earn the PhD within seven years of enrolling. Leaves of absence are counted in determining whether this criterion was met.
- A majority vote of the Health Psychology faculty that you have engaged in unethical or extremely unprofessional behavior.

## **MECHANISMS OF REVIEW**

Students are evaluated and receive feedback letters from the Graduate Program Coordinator every year. The evaluation is conducted in May through September. Evaluation forms will be distributed for this purpose, and must be returned promptly. Students and major professors must meet with each other to fill out the evaluation form; both must sign it. Feedback letters will be emailed to the student and cc'd to the major professor.

Students may be dismissed if they make unsatisfactory progress in the program, as defined above. Any student in danger of being dismissed for unsatisfactory progress will be notified in writing and given the opportunity to speak on his or her own behalf at a meeting of the Health Psychology Faculty, which will then go into closed session to discuss the case and make a recommendation to the Department. A majority vote of the Department's faculty will be required before a recommendation can be made to the Graduate School to terminate a student. Students will be informed that they are being considered for termination and will be invited to the Department meeting to speak on their own behalf.

In cases where problems are noted by the Graduate Program Coordinator, the feedback letter sent to the student will indicate areas that need improvement, and will specify the actions that need to be taken to clear up the problems. A pattern of unsatisfactory evaluations, e.g., two consecutive evaluations in which unsatisfactory progress was noted, may be taken as grounds for dismissal. For this reason, it is extremely important to correct any problems immediately.

## **TERMINATING THE ADVISER-ADVISEE RELATIONSHIP**

A student may switch to another major professor at any time for any reason, without penalty or retaliation. Please see the Graduate Program Coordinator for assistance if you are thinking about switching major professors. You are not in good standing if you do not find a new major professor within a year of having left your former major professor.

Based on a student's unsatisfactory progress, a faculty member may stop serving as a student's major professor at any time. Independent of a student's progress, a faculty member may stop serving as the student's major professor if the decision is made before the end of the student's third year or an equivalent duration in the adviser-advisee relationship.

## **TITLE IX**

The following information is copied from UWM's Title IX website: <http://uwm.edu/titleix/>. Title IX is a federal law that prohibits sex discrimination. Sex discrimination includes sexual harassment, sexual violence, and any other sex-based misconduct, relationship violence, discrimination based on pregnancy, and the failure to

provide equal opportunity in all areas of schooling such as admissions, educational programs or activities, and athletics.

In compliance with Title IX, UWM will not tolerate discrimination or harassing conduct that is based on a protected status. The University's Discriminatory Conduct Policy, [S-47 DISCRIMINATORY CONDUCT POLICY \(Including Sexual Harassment and Sexual Violence\)](#), prohibits, among other forms of discrimination, sex-based discrimination. Sex-based discrimination is conduct that (1) adversely affects any aspect of an individual's employment, education or participation in activities or programs at UWM; and (2) is based on sex, including gender identity or expression. Sexual harassment is a form of prohibited discrimination and is defined as unwanted conduct of a sexual nature that unreasonably interferes with the individual's work, education or participation in activities or programs at UWM or creates a working or learning environment that a reasonable person would find threatening or intimidating. Sexual harassment may be of any type including oral, written or physical. Sexual violence is also a form of prohibited discrimination, and UWM defines sexual violence as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.

UWM's Discriminatory Conduct Policy also prohibits retaliation. Retaliation is an adverse action made as a result of an individual's complaint about conduct prohibited by the University's Discriminatory Conduct Policy or participation in enforcement of this Policy. Protected activities include reporting discrimination or serving as a witness in an investigation in connection with the same.

Some examples of conduct prohibited by Title IX and UWM's Discriminatory Conduct Policy include but are not limited to:

- Insults about, directed at, or made in the presence of an individual or group based on sex and/or gender identity or expression.
- Physical contact or verbal threats based on sex and/or gender identity or expression.
- Sexual jokes, language, epithets, advances or propositions.
- Comments about a person's body, sexual orientation, sexual prowess or gender identity or expression.
- Touching, whistling, leering, brushing against the body, or suggestive, insulting, or obscene comments or gestures of a sexual nature.
- Requesting sexual favors in exchange for assignments, promotions, grades or promises of the same.
- Stalking.
- Cyber-stalking or cyber-bullying.
- Rape, sexual battery, sexual assault or sexual violence. This includes sexual contact without consent.
- Dating Violence
- Domestic Violence

## TEACHING ASSISTANT APPOINTMENTS

### PRIORITY SYSTEM

Incoming (first-year) doctoral students have the highest priority for TAships, followed by second-year doctoral students, etc. Note that doctoral students in their 7th year or beyond (6th year or beyond for those who entered with the MS) are in Priority 9. *Important: The department reserves the right to deny TAships to students who are not in good standing.*

Priority	Student's Current Year
1	1st year doctoral students (incoming students) (with either BS or MS)
2	2nd year doctoral students (with either BS or MS)
3	3rd year doctoral students (with BS)
4	4th year doctoral students who defended MS by March 10 of their 3rd year (and 3rd year students who entered with MS in psychology with thesis)
5	5th year doctoral students who defended MS by March 10 of their 4th year (and 4th year students who entered with MS in psychology with thesis)
6	6th year doctoral students who defended MS by March 10 of their 5th year (and 5th year students who entered with MS in psychology with thesis)
7	4th year doctoral students who failed to defend MS by March 10 of their 3rd year
8	5th year doctoral students who failed to defend MS by March 10 of their 4th year
9	All other psychology doctoral students
10	Psychology master's specialization students
11	All others (non-psychology graduate students, psychology undergraduates)

## **WORK CONDITIONS**

The standard appointment is .50 FTE, for approximately 20 hours per week. The appointment ordinarily starts one to two weeks prior to the start of the academic semester, lasts the 14 or 15 class weeks of the semester, and continues for one week after finals at the end of the semester. Note that TAs are not permitted to appear the day before classes begin and disappear the day after classes end; they must be on campus and prepared to work throughout the entire contractual period.

The Graduate School publishes a set of guidelines for making appointments, which the Department follows.

## **TUITION REMISSION APPLIES ONLY WHILE YOU ARE A TA, PA, RA, OR FELLOW**

Students are reminded that tuition remission applies only while you are a teaching assistant (or project assistant or research assistant or fellow). If you do not have a TAship or other such appointment, you must pay tuition, and if you are not a Wisconsin resident, you must pay it at the out-of-state rate. The registrar, not the Department, determines resident status. Resident status is rarely granted if students were not Wisconsin residents when they initially enrolled in the graduate program at UWM, regardless of how many years they have lived here while attending graduate school.

## **TEACHING ASSISTANT DUTIES AND RESPONSIBILITIES**

The department assigns teaching assistants as classroom or online TAs and, occasionally, as graders. The difference between the two is that classroom or online TAs provide instruction and hold office hours, whereas graders do not. Otherwise, the responsibilities are likely to be the same: keeping records of grades, grading exams, grading papers, photocopying and collating exams, etc. The faculty member or instructor in charge of the course assigns responsibilities and sets policy. TAs absolutely cannot cancel sessions, change classrooms, or change grades without permission of the faculty member or instructor teaching the course.

TAs are reminded that student grades are confidential. Papers or tests cannot be handled in any way that discloses the student's score to others. Proper care should be taken in posting grades and in handing back graded papers. No part of a student's name or campus ID number should ever be used in posting grades. The order of posted grades should never be by alphabetical order of students' names.

Consistent with Title IX, interactions with students are to be on a professional level. Amorous or romantic relationships with students in your discussion or laboratory sections, even if ostensibly consensual, are not allowed. The asymmetrical power status of the student and the TA may lead, even if unintended, to problems of abuse of authority and harassment.

Even ostensibly "social" relationships have the potential for misunderstanding, so long as the student-TA situation exists. Similarly, off-color jokes in classes, as well as derogatory or demeaning comments related to race, ethnicity, sexuality, sexual orientation, or gender, even in an attempt that you mean only as humorous, interfere with the educational process, and hence are not permitted. All students have the right to be treated with courtesy and dignity in an educational environment. Severe legal problems may result from the violation of these principles.

## **DISPUTES, COMPLAINTS, AND APPEALS**

From time to time, differences in opinion may arise among students and faculty on a wide variety of matters. The Department has a formal procedure to attempt to resolve such differences; the procedure is listed below. However, if you wish to pursue a more informal procedure, please contact the Graduate Program Coordinator for assistance. The position of Graduate Program Coordinator was created in part so that students would have someone to talk to if problems arise. Please feel free to contact her to discuss *anything* that is of concern to you in your graduate career.

Here is the department's formal procedure:

**Step 1:** The student discusses the grievance/appeal with the faculty member within 30 days from the date of the action that prompted the grievance/appeal.

**Step 2:** The student may appeal the Step 1 decision to the department chairperson within 10 working days from the Step 1 decision. The chair may attempt to mediate the problem.

**Step 3:** If the problem cannot be successfully mediated by the chair, he or she refers the problem to the Graduate Program Committee.

**Step 4:** The student may appeal the decision of the Graduate Program Committee to the departmental faculty as a whole. The student has the right to present his or her case to the faculty at a special department meeting called for this purpose. The student has the right to bypass Step 4 if he or she wishes.

**Step 5:** The student may appeal the Step 3 or Step 4 decision to the Graduate School's Associate Dean. The appeal to the Graduate School should be filed within 10 working days of notification of the decision from Step 3 or Step 4.

Consistent with Title IX, UWM has specific policies against harassment, whether it is sexual or any other form. As noted above, all students, including graduate students, deserve to be treated by others with professional respect. Similarly graduate students must treat any others, such as undergraduates and faculty, with professional respect. The appropriate guideline is for everyone to be professional in their interactions with others. As long as professional regard and mutual respect rule the day, problems can usually be avoided.

# SHEETS FOR KEEPING TRACK OF YOUR PROGRESS

Date

## MASTER'S LEVEL STATUS SHEET

1. Form MS committee \_\_\_\_\_
2. Select thesis topic \_\_\_\_\_
3. Pass thesis proposal hearing \_\_\_\_\_
4. Apply to Graduate School for MS graduation \_\_\_\_\_
5. Defense of thesis passed \_\_\_\_\_
6. Format and submit thesis to Graduate School \_\_\_\_\_
7. MS officially awarded \_\_\_\_\_

## DOCTORAL LEVEL STATUS SHEET

1. Form PhD committee \_\_\_\_\_
2. Preliminary exam passed \_\_\_\_\_
3. File Preliminary Examination Application via Online Doctoral Milestones system \_\_\_\_\_
4. Apply to Graduate School for dissertator status via Online Doctoral Milestones system \_\_\_\_\_
5. Pass dissertation proposal hearing \_\_\_\_\_
6. File Doctoral Dissertation Proposal Hearing Form with Graduate School via Online Doctoral Milestones system \_\_\_\_\_
7. Apply to Graduate School for graduation (on PAWS) \_\_\_\_\_
8. Email the Graduate Program Coordinator at least two weeks in advance of scheduled defense to request a defense warrant \_\_\_\_\_
9. Dissertation defense passed (Bring warrant to the defense; return signed warrant to Graduate Program Coordinator immediately) \_\_\_\_\_
10. Format and submit dissertation to Graduate School \_\_\_\_\_
11. PhD officially awarded \_\_\_\_\_

## **AGSIP AND OTHER STUDENT ORGANIZATIONS**

The Association of Graduate Students in Psychology (AGSIP) is a fully chartered UWM student organization that was started in 1999. All graduate students in the psychology department are members, and there is no membership fee. The purpose of AGSIP is to facilitate and promote the research and professional development of graduate students in psychology. In order to meet this goal, AGSIP organizes an annual symposium (usually in April) for graduate students to present their research. The event also includes a featured guest speaker and reception. Election of officers occurs every October. Any AGSIP member can run for president, vice president, secretary, or treasurer. Note: Students in the department have also founded many other, more specialized organizations.

## **GOING BEYOND THE REQUIREMENTS**

This handbook has focused on the minimum course and program requirements you must satisfy to earn a PhD in our department. However, if you really want to be employable once you have that PhD, you must do far more than what is described in this handbook. In particular, if your career goal is to be a professor in a psychology department, just having completed a thesis and a dissertation is not likely to get you a tenure-track faculty job, and will probably not even get you a postdoctoral position. The academic job market is intensely competitive; jobs and postdocs go to those who have published several research articles in respected journals by the time they earn their PhDs. Timely progress in the graduate program, teaching experience, and depth and breadth of knowledge are also important for success in the academic job market.