Vade Mecum

A GUIDE

For

I-O Psychology Graduate Students

AY 2022-23

Industrial-Organizational Psychology Doctoral Program
Department of Organizational Sciences and Communication (OSC)
Columbian College of Arts and Sciences (CCAS)
The George Washington University
600 21st Street, NW, Washington, DC 20052

WELCOME TO THE I-O PSYCHOLOGY DOCTORAL PROGRAM

The information below should help you navigate the GW campus and serve as a resource for you as you progress through the I-O Psychology Program. All faculty offices are in the Organizational Sciences and Communication Building (600 21st St.); Effective Summer 2022, Psychology has moved to 2013 H Street. Offices and other facility locations in Psychology TBA.

DEPARTMENT OF ORGANIZATIONAL SCIENCES AND COMMUNICATION

Department Chair

Meina Liu, meinaliu@gwu.edu, 202-994-1870

Program Directors

Organizational Sciences – Gelaye Debebe, gdebebe@gwu.edu, 202-994-1937
I-O Psychology – David Costanza, dcostanz@gwu.edu, 202-994-1875
Communication – Meina Liu, meinaliu@gwu.edu, 202-994-1870

Departmental Administration

Shaneé Smith, Academic Department Administrator II, shaneealloura.smith@gwu.edu, 202-994-1871
Korie Broadwater-Allen, Senior Secretary, korie.broadwaterallen@email.gwu.edu, 202-994-1878
OSC Department Home Page https://orgsciandcomm.columbian.gwu.edu/

Faculty/Staff Directory

https://orgsciandcomm.columbian.gwu.edu/people

PSYCHOLOGY DEPARTMENT

Although part of the Department of Organizational Sciences and Communications, the I-O Psychology Program continues to have ties to the Psychology Department. As a consequence, I-O Psychology students often need to interact with Psychology Department faculty or staff. This section presents Psychology Department information that is most relevant to the I-O Psychology program. More detailed information can be obtained from the Psychology Department's home page: https://psychology.columbian.gwu.edu/

Department Chair

Sarah Shomstein, shom@gwu.edu

Departmental Assistance

Cecelia Grant Operations Manager, cegrant@gwu.edu, 202-994-2578
Mylz Taylor, Department Administrator, mat236@gwu.edu, 202-994-0434

Faculty/Staff Directory
https://psychology.columbian.gwu.edu/people

CCAS GRADUATE STUDENT SERVICES

There are three individuals in the Columbian College who support the I-O Psychology doctoral program. Melissa Busskohl (mbuss@gwu.edu) Director of Graduate Admissions & Student Services, Katherine Conaty (kconaty@gwu.edu) Associate Director, Graduate Admissions/Fellowships, and Nicole Davidson (nad1@gwu.edu) Manager, Doctoral Students. All three are located in the Academic Center, Phillips T-107.

GETTING STARTED at GW

Getting an E-mail Account

Students are required to have a G-Mail e-mail account, which provides a "@gwu.edu" e-mail address. Note that students have @gwmail.gwu.edu while faculty and TAs have @email.gwu.edu (so you might have both). In addition, the ID and password that one uses for G-Mail is also used for Blackboard, G1 (computer lab), and ACAD (web space) access. You may create an account by visiting https://helpdesk.gwu.edu and clicking on the 'Account Center' link. Your G-Mail e-mail address is the primary e-mail address used by the University and the department to communicate with you regarding your comprehensive exams, course schedule changes, department announcement, etc. OPEN YOUR ACCOUNT TODAY AND STAY INFORMED! You may, if you choose, have your gmail.gwu.edu account forwarded to another e-mail address. Please give your current e-mail and home addresses/phones to the I-O Psychology Program Director for listing on our I-O Listserv, and to OSC office staff, and be sure to update us if any of this information changes.

Getting a GWorld I.D. Card

Every student is required to carry a GWorld Card, the official ID for The George Washington University. You will be required to use this card for entry into the libraries and other buildings. All new students receive the first card free of charge. A current U.S. Driver's license, passport, or other official picture identification must be presented before the GWorld Card will be issued. Also, you must be registered for classes in order to receive your card. The replacement fee for lost or stolen GWorld Card is $25. There is no charge to replace a damaged or worn out GWorld Card. GWorld Program Office is located in the Marvin Center, 800 21st Street, NW, ground floor, 202-994-1795)

Book Purchases

Books for your courses can be ordered on-line (www.gwu.bkstr.com) through the GWU Bookstore, located in the Marvin Center, 800 21st Street, NW, Ground Floor, 202-994-1795 or at your online retailer of choice.

Change of Address and Name

Be sure to notify the OSC office staff and Office of the Registrar of a change of address or name. The Office of the Registrar has a form that you can pick-up from their office at Rice Hall, 2121 Eye Street, NW, Suite 101 or access via the internet at www.gwu.edu/~regweb. For any other inquiries, you may call 202-994-4900.

Numbers to Remember

University Police Department	202-994-6111	Non-Emergency	202-994-6110
GW Information Line	202-994-5050	Operator/Main Line	202-994-1000

Visit the **Campus Advisories Website**, https://campusadvisories.gwu.edu/. You will find resource links for emergency procedures, including GW's Incident Manual. You may also sign up for campus alerts.

For the University's status (closings, delays, etc.), check the Campus Advisories Website or call the GW Recorded Information Line at 202-994-5050. For the latest news, listen to WTOP radio (820 AM, 103.5 FM) or

on the Web at www.wtop.com.
GRADUATE TEACHING ASSIGNMENTS

I-O Psychology students serve as a Graduate Teaching Assistant (GTA) for classes offered by the Organizational Sciences and Communications Department. GTA Assignments are made by the Program Director in consultation with the Department Chair. If you have questions, please speak with your advisor or David Costanza.

RESEARCH AT GWU

Institutional Review Board (IRB)

The IRB is supported by the *Office of Human Research* (OHR) located at 2100 Pennsylvania Ave NW, Suite 300 (https://humanresearch.gwu.edu/, 202-994-2715). The IRB Committee reviews **ALL** research proposals involving human subjects. **ALL** proposals which are part of GWU activities must be approved by the IRB. Questions about the IRB submission process should be directed to your advisor or to the IRB office.

All faculty and students at GWU must complete the on-line CITI training before submitting a proposal to the IRB (https://www.citiprogram.org). Faculty and students in the I-O Psychology Program only complete the *Social and Behavioral Research* (SBR) modules. The CITI training can take anywhere from one to three hours to complete.

Psychology Department's Subject Pool
The *Subject Pool Coordinator* organizes the subject pool from lower level psychology courses and allocates subjects to research projects. All I-O Psychology students have access to the Psychology Department's subject pool. To request participants from the subject pool, you will need to complete a Subject Pool Request form at the beginning of the semester. The deadline for submitting a request form is set by Stephen Dopkins (dopkins@gwu.edu, 4-6315), the *Subject Pool Coordinator*.

Psychology Building Information Technology
I-O Psychology faculty and students have access to certain equipment and research space (e.g., computer labs and observation rooms with audio/video capabilities) housed in the Psychology Building. To schedule a room, you will need to contact the Psychology Department office staff. Questions about the equipment in the Psychology Building should be directed to John Philbeck (philbeck@gwu.edu, 4-6313), the *Information Technology Committee Chair.*

EQUAL EDUCATIONAL OPPORTUNITY

This University, Department, and Program are firmly committed to equal educational opportunity. In particular, we are determined to avoid preferential or discriminatory treatment based on any factor such as age, ethnic or national origin, gender, race, or religion. Any person who feels they have been unfairly treated because of these or other factors irrelevant to their educational activities should consult their advisor, Chair, or the General Counsel for further information.

The University has a policy on sexual harassment, which the OSC Department strongly endorses:

The George Washington University affirms its commitment to maintaining a positive climate for study and work in which individuals are judged solely by relevant factors such as ability and performance and are free to pursue their academic and work activities in an atmosphere that is free from coercion and intimidation. Sexual harassment of students by faculty or administrators is inimical to such an atmosphere and will not be condoned.

See the Graduate Student Handbook for the complete statement. Any person who feels they have been the victim of sexual harassment should consult their advisor, the Chair, or any Dean of the CCAS.

PROGRAM REQUIREMENTS

The I-O Psychology Program only offers a Doctorate of Philosophy (Ph.D.) degree. However, upon request, a Master of Philosophy (M.Phil.) degree may be granted if so desired by Ph.D. students.

I.   DEGREE REQUIRMENTS

A. Master of Philosophy (M. Phil.) Degree

The requirements for receiving a M. Phil. degree include all the requirements for completing a Ph.D. degree except the dissertation requirement. Upon completion of all these requirements, a student may request that the department recommend to the graduate school that this degree be conferred. An application for graduation must be submitted to Graduate Student Services by the deadline indicated in the University Bulletin and Graduate Student Handbook.

B. Doctorate of Philosophy (Ph.D.) Degree

The general requirements for the Ph.D. degree are stated in the Columbian College of Arts and Sciences Graduate Catalogue. The specific requirements for the Ph.D. in I-O Psychology are outlined below.
- A minimum of 72 credit hours
- At least 54 hours of coursework
- Minimum of 6 hours of dissertation credits (PSYC 8999) during which a dissertation is completed
- Three research proficiencies (see section III)
- Review of student performance after each year in the program (see section IV)
- Second year research project (see section VI)
- Comprehensive Exam (see section IV)

II. CURRICULUM REQUIREMENTS

A core curriculum that is required of all students in I-O Psychology Program. See the GWU Bulletin (http://bulletin.gwu.edu) or the IO Psychology website for details. In general, the curriculum requires:

- Research Methods in Organizations (8261) and Psychometrics (8231)
- At least three graduate-level statistics courses. The statistics course requirements may be met be a combination of courses. See your advisor for details and options.
- Seven core IO Psychology courses
- At least two graduate level Psychology courses (6 hrs) outside of I-O psychology as approved by your advisor. One must be a core Social Psychology course and one must be a core Cognitive Neuropsychology course or an approved substitution for either.

III. SECOND YEAR RESEARCH PROJECT

The student must select a *research advisor* to supervise this project. The research advisor must be a tenure track member of the I-O Psychology Program faculty. The research advisor is not necessarily the same as the academic advisor but is generally the same as the mentor. Once the project has been completed and written up to the research advisor's satisfaction, it must be approved by another member of the I-O or affiliated faculty, who serves as the *reader*. When the project is approved by the research advisor and the reader, a letter of approval and a copy of the student's description of the project are submitted to the director of the I-O Psychology Program. If you have questions about the 2nd Year Project Process, please speak with your advisor. NB: All students are <u>required</u> to present the results of his/her Second Year Project as part of the I-O Psychology Program's *Research Discussion Series*.

IV.   ANNUAL REVIEWS AND EXAMINATIONS

There is one main examination for doctoral students and a *Review of Student Performance* after each year.

A. Review of Student Performance:

After each academic year, students will complete a *Review of Student Performance* form which will include courses taken, research work, professional development, and other activities that aid in their progress towards the degree. Students are expected to maintain a B or better average in all academic coursework. See Appendix C for the form. If a student receives one C (in any course) then the I-O Psychology Program faculty will review the student's work and offer advice about actions that should be taken. If a student receives two Cs, the student will be reviewed for probation (i.e., work must be up to satisfactory level by the next semester). If the student receives three Cs, the student will be reviewed for probation or termination from the program. If a student receives a grade of F that causes the student's cumulative degree GPA to fall below 3.0, the program may recommend either Academic Probation or Dismissal from the program. When the grade of F does not cause the student's cumulative degree GPA to fall below 3.0 (or the program's higher required GPA), the program may recommend that the student be placed on Academic Warning, Probation, or Dismissal from the program

B. The General Examination (also known as the Comprehensive Examination):

According to the CCAS Graduate School, all doctoral students must take a general examination in their major field after completing all required course work and the Second Year Research Project (usually after 2 or 3 years). The exam must be taken no later than one semester after course work is finished. It must be passed before the dissertation is begun and is usually taken in the spring. As formats and timing for the exam may vary from year-to-year, if you have any questions, please contact the Comprehensive Exam Coordinator for the I-O Psychology Program, Yisheng Peng.

V.   DISSERTATIONS AND THESES

General information concerning dissertations and theses will be found in two pamphlets: *Information Concerning Theses and Dissertations*, and *Graduate Student Handbook*, both obtainable from CCAS. Please note the due date for M.A. theses and Ph.D. dissertations in the university catalog calendar. Theses and dissertations in I-O Psychology employ the rules of source citation followed by the American Psychological Association in its publications, rather than rules which may be followed in other disciplines (see the *Publication Manual of the American Psychological Association*, 7th ed., 2019).

A. Ph.D. Dissertation:

After completion of the first unit of the doctoral program (i.e., course work, all research proficiency requirements, Special Examinations see I through IV above), the student enrolls for Dissertation Research credits. For procedural details and chronology, the student should carefully read the attached handout, Procedures for the Doctoral Dissertation (see Appendix B) and the appropriate sections in the CCAS Handbook.

The steps involved in completing a dissertation are much more formal than for completing a master's thesis. The student must:

- Choose a Director for the dissertation research
- Choose a Research Committee that will advise, review, and evaluate the research
- Write a formal Research Plan with guidance from the Dissertation Director and by consulting the Research Committee
- Have the Director and Research Committee approved
- Defend the Research Plan at Proposal Orals meeting

- Have the research approved by the University IRB, if the research involves human subjects
- Conduct the research
- Write the dissertation, with guidance of the Dissertation Director and by consulting the Research Committee
- Have dissertation approved as being ready to be defended by the Director and all three Committee members
- Select two additional examiners for the final defense, with approval of the Doctoral Program Committee
- Defend the research and dissertation document at a final orals examination

All students are <u>required</u> to present his/her dissertation proposal as part of the I-O Psychology Program's *Research Discussion Series*.

VI. MENTORSHIP PROGRAM

The I-O Psychology Program uses a Mentorship Program for its entering graduate students; each student is assigned to work with a faculty member once they are admitted to the program. The mentor typically functions as the academic advisor who is consulted for program requirements, advice regarding exams, and so on during the first year, although students are always free to consult with the I-O Psychology Program Director as well. While the Mentor may serve many functions for the student, the principal function is to socialize and guide the entering student into conducting research.

This mentor relationship is expected to last the first year, and, at mutual agreement, may continue. During this time, the student is expected to be involved in a variety of aspects of a research project, including conceptualization, planning, implementation, and analysis. It is hoped this relationship will lead to a project for the second year research requirement. Students who are dissatisfied with their mentor relationship can consult the I-O Psychology Program Director or the Chair of OSC. A student may change mentors without prejudice should an unresolvable problem develop.

VII. ACADEMIC HONESTY CODE

All students are responsible for acquainting themselves with the University's Policy on Academic Honesty and the I-O Psychology Program's Guidelines on Academic Honesty (copy attached as Appendix A). **Ignorance in such matters is NOT considered an excuse or mitigating circumstance.** If you have any questions about a specific situation or regarding the Academic Honesty policy in general, please contact the I-O Psychology Program Director or the Chair of OSC.

VIII. GRADUATE STUDENT RESEARCH

Students are expected to become involved with research as early as possible. There are minimum requirements for research projects (e.g., 2nd year Project, Dissertation) and other opportunities to collaborate with faculty (through courses, independent study, or the Mentorship program) or with other students.

A. Ethics of Research on Human Subjects

The University IRB must approve all proposals and all approved procedures must be carefully followed. The student is warned that there are serious legal and governmental sanctions in cases of violations of subjects' rights. Some of the issues are very subtle; therefore, check before you act.

B. Student Research Expenses

The I-O Psychology Program generally does not cover student research expenses. Students should contact their advisor to discuss financial support for research expenses. The CCAS provides funds to

defray the cost of professional travel for presenting authors (one trip per year). Information on the policy and completing forms may be accessed at the address below. *Please be aware that there are strict rules for reimbursements including requiring pre-approval and tight deadlines for submitting receipts and requesting reimbursement.* **Note that you absolutely, positively, must get pre-approval for any academic related travel in order to be reimbursed. If you wait until after you return to request reimbursement, the request will be denied.**

Thanks to the financial support of I-O Psychology Program alumnus **Dr. Marilyn Gowing**, the program has additional funds to support student conference travel for presenting authors (one trip per person per year). This fund is supplemental to funding provided by CCAS or by an employer, and evidence must be provided that funds from these other sources have been used before requesting Gowing funds. A form is available from the OSC main office to request Gowing Funds. We particularly encourage submissions to the conference of the Society for Industrial and Organizational Psychology (SIOP). Submissions to SIOP occur in mid-September, and decisions in December or early January. I-O Psychology faculty will review travel requests during the spring semester after SIOP acceptances have been distributed.

The Department also has funds available for short courses and other non-conference, academic-related expenses. This program is described below:

Policy for Departmental support to students for non-academic conference activities (short courses, training programs, etc.):

- Students must submit their request using the approved form (via e-mail is fine) detailing the cost of the activity and justification for the request
- If approved, the Department will cover up to 80% of the cost of the activity, to a maximum of $200 per student/year. Any additional cost beyond the Department's contribution is the responsibility of the student
- The total amount available for all requests in any one academic year is $1000 so if student requests exceed this amount, awards will be proportionately reduced.
- Requests will be considered in the order in which they are received. If a student request is funded, their next request goes "to the end of the line" for that academic year. Subsequent requests will only be considered after all other first requests are funded.

Instructions and forms for scholarly reimbursement can be found on the OSC web site under I-O Psychology and Form

C. Special Research Facilities

There are a number of rooms in the Psychology Building that may be used for research. The Psychology Department uses a sign-up procedure for allocating space, handled by the Space Committee and recorded in the department's front office. By arrangement with the Psychology Department, I-O Psychology students may reserve these spaces for research as do students in other psychology specialties. Check with the staff of the main Psychology office to make reservations. If you are part of a research team, you probably will be using some of the space currently connected to a particular project.

D. Computer Equipment

Students in the I-O Psychology Program have access to the computer workstations located in the basement of 2101 F Street, NW. There are seven workstations, each with a connection to a printer and the internet. Students may obtain a key for 2101 F Street from the OSC office staff.

There are also clusters of computers and computer classrooms on campus. These are available for use by graduate and undergraduate students. No extra fee is required. Many students have their own computers. GWU has negotiated significant discounts on computers and related equipment

E. **Assistance with Data Analysis**

Throughout the year, short seminars (no charge) are offered in various software packages through the university's computer center (CIRC/US) in the academic center call 4-0100 for details).

F. **Photocopying**

The student GWorld card is used to pay for copies. There is also a copier in the basement of 601 21st St that may be used *for limited copying only for TAs, Ras, and their course- and project-related needs.* This copier should not be used for large jobs or for non-research based copying.

G. **Survey Software**

GW maintains a subscription to Qualtrics, a powerful survey research tool. Students can obtain a free account by signing up with their GW email address.

H. **Gelman Library Workshops**

Gelman Librarians offer a wide range of workshops on topics such as reference management, professional speaking, Blackboard, and many others. You can view workshop topics here: https://library.gwu.edu/

I. **CARMA**

GW maintains a subscription to the Consortium for the Advancement of Research Methods and Analysis. You can view webcasts on many advanced statistical and analytical methods on their website with a GW ID. https://business.unl.edu/outreach/carma/

IX.   GRADUATE STUDENT LIFE

Many graduate seminars are held in the OSC conference room or a room in the Psychology Building. There are a few other important rooms in this building that are available for use by I-O Psychology students.

Graduate Student Offices (2101 F Street)

In addition to workstations, the space at 2101 F Street includes the student library, filing cabinets for storing faculty and student research materials, a large conference table, a refrigerator, and a microwave. The space is intended to be a place where students can work, eat lunch, have coffee, or just hang out and socialize. As previously mentioned, the door to 2101 F Street is always locked. Students can obtain a key for 2101 F Street from the OSC office staff.

X.   I-O COMMUNITY

Graduate students are encouraged to become involved in the program. The I-O program relies on both faculty and students to maintain and advance program efforts. First-year students have the opportunity to do so by assisting with admissions (advised by David Costanza). Second-year students create the program's newsletter (advised by Tiffany Bisbey). Third-year students coordinate the Research Discussion Series (advised by Yisheng Peng). Note that attendance at RDS is required for students receiving funding and strongly encouraged for all students. Beyond these formal assignments, all students are encouraged to contribute and take an active role in the program.

Pro-Seminar – All first year students are required to participate in the Pro-Seminar for I-O Psychology. These regular monthly meetings will cover topics such as student expectations, advising, professional development, ethics, and also provide new students and faculty a chance to discuss current issues, answer questions, and help build program community.

APPENDIX A - I-O PSYCHOLOGY PROGRAM GUIDELINES ON ACADEMIC DISHONESTY

The guidelines below provide further elaboration of the University's Policy on Academic Dishonesty. A copy of the University Policy is available at the Departmental Office and all Dean's Offices. All I-O Psychology graduate students and faculty members are responsible for acquainting themselves with the University Policy, the Department guidelines, the possible sanctions, and the procedures for dealing with apparent academic dishonesty. Students and faculty should also consult the section on academic dishonesty in the University Catalog. You should also familiarize yourself with the University Code of Academic Integrity.

A. The faculty member detecting an alleged act of non-compliance with the University Policy must decide whether the act is one of academic dishonesty or academic incompetence. In view of the wide publicity given to both the University Policy and these guidelines, any act of non-compliance would, initially at least, be presumed to be an act of academic dishonesty rather than academic incompetence. The faculty member's decision may be made in consultation with the departmental chairperson.

B. Academic dishonesty refers to the following (the specific details are not intended to be comprehensive, but illustrative):

(a) **Plagiarism.** The student shall not copy verbatim material from another source and attribute it to him/herself. Direct copying of material is to be placed in quotation marks and the source cited. Material not directly copied shall have the source cited. Unreferenced close paraphrasing is the same as plagiarism.

(b) **Using another's work**. A student shall not submit another person's work and represent it as his/her own. He/she shall not, for instance, turn in another student's term paper or a purchased paper from an agency and represent these as his/her own. If he/she uses another person's research data (as in laboratory experiment), he/she must get the permission of the instructor.

(c) **Cheating on examinations**. It is cheating to use answers from another student's examination in order to answer questions from one's own examination. Consultation of notes and text materials is likewise cheating, unless explicitly allowed by the instructor (as in an open-book question). Cheating also includes unauthorized access to an examination, and cases where one student takes an examination in lieu of another student. In all cheating, both giving and receiving assistance on an examination represents cheating. It is cheating to submit or use written work that was prepared in advance for an in-class examination (except where explicitly allowed by the instructor, as with take-home questions).

(d) **Fabrication and falsification of research data**. This includes the creation of non-existent data as well as the falsification of existent data.

(e) **Submission of the same paper in two courses is academic dishonesty**.

APPENDIX B - PROCEDURES FOR THE DOCTORAL DISSERTATION

Candidates for the Ph.D. who have been advanced to candidacy should be informed of the I-O Psychology Program and the CCAS guidelines for dissertations. CCAS guidelines are in "Information for Setting Up the Final Oral Examination for Ph.D." The I-O Psychology Program procedures are described below under four headings: **Proposal Oral, Institutional Review Board Approval, Monitoring the Conduct of Research, and Final Oral Examination:**

I.   **PROPOSAL ORAL**

    A.   **Graduate Studies Committee Oversight**

        1.   Dissertation topics and committee composition must be approved prior to conducting the proposal orals. It is important that students and dissertation directors take into account the additional time required for this review process. Committees will be reviewed by the Chair of OSC. If the OSC Chair is also the student's research adviser, the committee will be reviewed by the Director of the I-O Psychology Doctoral Program.

        2.   The main criterion to be used by the Graduate Studies Committee in determining the appropriateness of the dissertation committee is whether the proposed committee (or readers) represents expertise in relevant areas so as to ensure that the student has adequate support to successfully complete the project. In this regard, the Graduate Studies Committee requests that for the proposal orals an abstract (1 page) be submitted along with the title of the research and list of committee members.

    B.   **Committee Composition**

        1.   A Ph.D. candidate at the stage of initiating his/her dissertation must prepare a Research Plan of the proposed dissertation which is submitted to the candidate's Proposal Oral Committee for review at a scheduled meeting of this Committee. The Proposal Oral Meeting is to be chaired by a member of the departmental faculty, and will be designated by the Graduate Studies Committee. The duty of the Chairperson is to insure that both Departmental and CCAS procedures are followed.

        2.   The Proposal Oral Committee shall consist of three people: the dissertation director plus two additional people, one of whom must be unaffiliated with the I-O Psychology program. No more than one member of the Research Committee may be from outside of the Department, however. For a proposed member outside the University, a vita is required and the person must be approved by the Dean of Graduate Studies.

        3.   The Dissertation Director is chosen by the candidate. The Director must be a member of the I-O Psychology program. Typically, a single member of the faculty serves as the Dissertation Director. Where two members of the faculty co-direct a dissertation, the Proposal Oral Committee must be expanded to four persons. This would also be the case where co-direction is by a faculty member and someone from outside of the Department.

        4.   If a Director from outside of the I-O Psychology Program is to be used, a Co-Director from within the program must share responsibilities. The Director from outside must be approved by the Graduate Studies Committee.

        5.   Composition of the Proposal Oral Committee should be decided by the dissertation Director and the Candidate. It must then be reviewed and approved by the Graduate Studies Committee.

C. Distribution of the Research Plan and Setting the Date

1. The candidate must write a Research Plan for the proposed dissertation research. This Research Plan is written with guidance by the Dissertation Director and by consulting with members of the Research Committee. This Research Plan is a formally written document resembling the first few chapters of the intended dissertation, and includes a statement of the hypothesis to be tested and the methods proposed for data collection and analysis.

2. A date for the Proposal Oral Meeting will be arranged by the dissertation Director only after all Committee members have read the Research Plan and indicated that the Candidate is ready for the Proposal Oral. The Graduate Studies Committee will inform the faculty of proposal orals and committees. **Exams should not be scheduled during the two weeks following the day after the last day of classes of the spring and fall semesters.**

3. After the Research Plan has been distributed and read by Committee Members, the Candidate should communicate with each member. Committee members should feel free to make suggestions and recommendations to the Candidate at this time, and these may lead to modifications of the Research Plan. Familiarizing the Candidate with major difficulties, or matters that appear to have gone unnoticed in the Research Plan, might be especially valuable for the Candidate to consider at this time.

4. Where modifications or revisions are made in the Research Plan, a revised Research Plan should be circulated to the Committee members at least three weeks prior to the date for the Oral Proposal meeting.

D. Proposal Oral Meeting

1. The first part of this meeting shall be devoted to an examination of the Candidate on the theoretical merits of the research proposal, his/her knowledge of prior research, and general command of the subject. As this is an examination, the Candidate may/may not pass it.

2. The second part of the meeting will be used for further review of the Research Plan (i.e., details of method, examination of pilot study results, data analysis, etc.). At this stage, Committee members may still make additional recommendations to the Candidate. Thus, it would be unwise for the Candidate to collect anything but pilot study data prior to this meeting and receipt of the Committee's endorsement.

3. The collection and presentation of pilot data are recommended where practical and advisable.

4. The third part of the meeting is devoted to discussion of the Candidate's performance on the examination, and to the quality of the Research Plan. At this point, the Candidate is asked to leave the room.

5. By the end of the Committee's deliberations, there should be a decision as to:

   a. The Candidate's knowledge of the research area, its theoretical significance, and of the methods to be used in his/her research as orally communicated. (Having written this on paper would not be sufficient; a candidate must be able to orally communicate this as well.)

   b. The acceptability of the Research Plan.

6. The Candidate is then informed immediately of the Committee's decisions. The Director is advised to forward the decisions to the Graduate Studies Committee and to the CCAS.

7. Where changes in the Research Plan are recommended, the Candidate would be expected to make the changes in writing, and to present these to the Committee members as revisions, addenda, etc.

8. In cases where the Candidate's knowledge as orally communicated was found to be lacking, re-examination by the total Committee would be required.

9. It should be within the Committee's power to recommend a time limit for re-examination where necessary. Also, even where a student passes the examination, deficiencies might be pointed out, and the student advised to do further study.

II.   INSTITUTIONAL REVIEW BOARD APPROVAL

Research with human subjects must be approved by the Institutional Research Board supported by the *Office of Human Research* (OHR). Remember, IRB approval is required before formal collection of data for the dissertation. This is usually done after the Research Plan is accepted by the core committee; however, if the research requires pilot work before the Proposal Oral meeting, earlier approval by the committee on human experimentation is required.

III.   MONITORING THE CONDUCT OF RESEARCH

A. During the period of data collection and analysis, the Dissertation Director would continue to be the Candidate's principal advisor. This would also be true when it comes to dissertation writing time. But, the additional members of the Research Committee may also serve an important consultative function.

IV.   FINAL ORAL EXAMINATION

A. Composition

1. The three individuals present at the Proposal Oral Meeting plus two new Examiners will constitute the Final Oral Examination Committee. One of the new Examiners <u>must</u> be non-departmental (i.e., from outside the OSC Department, (s)he can be from outside the University).

2. An effort should be made by the Dissertation Director to select an "impartial" outside Examiner. As stated in the CCAS guidelines, **The outside Examiner should not be a candidate's employer, supervisor, or co-worker.** Selection should be cleared, once again, with the Graduate Studies Committee, and the name of the Examiner forwarded to CCAS.

B. Procedure

1. The format is spelled-out in detail in the CCAS publication Procedure for Final Ph.D. Oral Examination.

I-O PSYCHOLOGY PROGRAM CHECKLIST FOR DISSERTATION PROCEDURES

I.   PRELIMINARIES

____   Director agrees to work with candidate after reviewing topic.

____   Candidate and Director suggest remainder of the Committee. (See Procedures A-2 of Appendix B).

____   Director reviews and approves proposal with candidate. Copies are distributed to other members. It is strongly recommended that there be a preliminary meeting with the committee.

____   Schedule proposal oral examination two weeks in advance with OSC office. (Note that exams should not be scheduled during the two weeks following the day after the last day of classes for the semester).

II.   PROPOSAL ORAL PHASE

____   All members of the Committee take part in the Oral Examination. The Candidate is examined on the rationale and the proposed methodology.

____   After the exam, the proposal is revised, if necessary.

III.   INSTITUTIONAL REVIEW BOARD

____   Research approved by GWU's Institutional Review Board.

____

IV.   FINAL ORAL EXAMINATION PHASE

____   Final Examination Committee is approved by Director and OSC Chair.

____   Final Oral Examination is scheduled for at least five weeks after the Final Examination Committee has been approved.

____   Following the Examination, amendments to the Dissertation are made, and final approval is given by the Director and whoever requests to examine the document by signing the Final Dissertation Approval form.

APPENDIX C – STUDENT ANNUAL REPORTS

<div align="center">

EXAMPLE – MAY BE MODIFIED BEFORE DISTRIBUTION

</div>

I-O PSYCHOLOGY GRADUATE STUDENT PERFORMANCE REVIEW

SPRING 2023

NAME: _____

YEAR ENTERED PROGRAM: _____

FIRST YEAR MENTORSHIP ADVISOR: _____

SECOND YEAR PROJECT ADVISOR: _____

DISSERTATION ADVISOR: _____

[ ]   I have attached a copy of my vita.

[ ]   I have attached one product from this year (term paper, second year project, publication, manuscript under review or in progress, conference presentation, etc.). Submit report, CV, and paper to: yishengpeng@gwu.edu

Do you grant permission to allow other students to have access to this product?

[ ]   YES

[ ]   NO

This review is an opportunity for you to review your goals from last year, modify them as necessary, and set new ones for the coming year(s). Please take some time to think through your accomplishments as well as your hopes, and share them with us so that we may better help you achieve them. <u>More detail is better. You will receive feedback from the faculty in July, at which point you should schedule a meeting with your advisor to review the feedback.</u>

Your review is due <u>TBA</u>.

I.   REVIEW OF COURSES: I-O Psychology

INSTRUCTIONS: List the grades for courses that you completed during the current academic year, or mark "IP" if in currently in progress. Include any electives that you took in the spaces provided. Also, please mark with a P the courses you will take next year. <u>For each course, include your reflections in the notes column, along with anything you want us to know about the course.</u>

COURSE	GRADE	Fall 22, Spring 23, Summer 23, or Planned?	NOTES
Stat #1			
Stat #2			
Stat #3			
PSYC 8231			
PSYC 8243			
PSYC 8245			
PSYC 8260			
ORSC 8261			
PSYC 8291			
PSYC 8288*			
PSYC 8398/99			
ORSC 6212			
ORSC 6214			
Social Breadth			
Cog Breadth			
Elective			
Elective			
Elective			

* Current course number used for "Individual Differences and Work Behavior".

II.   PROGRESS REPORT

INSTRUCTIONS: Report progress made this year. First, under the category of "COMPLETED," check those requirements that you have completed in the last year. Second, under "PLANNED," check the requirements you plan to complete over the next year, along with when you expect to complete them.

REQUIREMENT	COMPLETED			PLANNED		
	Sum 22	Fall 22	Spring 23	Sum 23	Fall 23	Spring 24
SECOND YEAR PROJECT						
Idea Stage						
Draft of Proposal						
Data Collection/Analysis						
Review by Readers						
COMPREHENSIVE EXAM						
Set Date for Exam						
Complete Exam						
DISSERTATION						
Idea Stage						
Proposal Meeting						
Data Collection/Analysis						
Defense						

1. For the requirements above that you are in the process of completing, outline your plan of action and set concrete goals for that stage. This will help us monitor your progress.

   a.   What has been done so far?
   b.   Steps to be taken over the next three months and six months (specific goals)?
   c.   What are your responsibilities?
   d.   What do you need from your advisor?

2. Reflect on the past year. Describe how your experiences during the last academic year have changed the way you think about your graduate training in psychology and your career.

   a.   What are your long-term career goals? Consider not only the setting, but the type of work you would like to do, and the type of expertise you would like to have.
   b.   What skills and competencies have you developed in the past year to help meet this goal?
   c.   What skills and competencies would you like to develop in the coming year?
   d.   What do you need to accomplish this?
   e.   What barriers did you encounter this year and what can be done in the future to overcome these barriers?

III.   PROFESSIONAL ACTIVITIES

INSTRUCTIONS: List your accomplishments during the past year, since completing your last report. For each, consider and list the skills you have developed or other ways these experiences have contributed to your goals.

1.   Attending/Presenting at professional meetings
2.   Publications/Submissions/Technical Reports
3.   Teaching Experiences
4.   Internships
5.   Research and Consulting Experience
6.   Memberships and Professional Affiliations

IV.   PROFESSIONAL DEVELOPMENT

INSTRUCTIONS: Consider the overall balance of activities described above. Is it satisfactory? How would you like to improve this for next year? Provide realistic goals for next year and specific plans for meeting those goals. For each area, report on the steps you will take and the resources you need from your advisor/others to be successful.

1.   Attending/Presenting at professional meetings
2.   Publications/Submissions/Technical Reports
3.   Teaching Experience Desired
4.   Internship Desired
5.   Research Projects or Experiences You Would Like To Be Involved In

V.   PROGRAM FEEDBACK

6.   How have you contributed to the GW I-O program this year? Consider contributions to culture, mentorship, etc., as well as more concrete actions. Provide detail. How have others contributed to your success?

7.   What would you like the faculty to know about your experience in the program this year? What was challenging/frustrating/successful/unsuccessful/confusing/rewarding/enjoyable? What changes might you suggest to the program, requirements, etc.?