



**PSYCHOLOGY GRADUATE PROGRAMS
HANDBOOK**

2024-2025

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PREFACE

Welcome to the Department of Psychology at West Chester University!

The department offers M.S. program in Psychology with two concentrations: Industrial/Organizational Psychology and General Psychology.

The department has a rich mixture of faculty with both theoretical and applied research interests. Early in your program you should talk with a variety of faculty to learn their research interests, particularly if you plan to conduct a thesis or pursue doctoral work in future. Many faculty welcome graduate students as research collaborators. Only a limited number of graduate assistantships are available, so the department cannot financially support all students who are interested in conducting research. However, research experience of any kind (e.g., volunteer, PSY 510 – Graduate Research in Psychology, thesis work) will teach you more about your field of study, can be valuable to future employers, and will constitute an important component of your application credentials should you pursue more advanced study.

West Chester M.S. recipients have pursued doctoral work at many fine universities including: Yale University, Pennsylvania State University, George Washington University, The New School for Social Research, Virginia Tech, University of Pennsylvania, University at Albany, Temple University, University of Delaware, Western Michigan University, Widener University, Kent State University, Bowling Green University, Immaculata College, Bryn Mawr, C.U.N.Y., Louisiana State University, Washington State University, Ohio University, University of Virginia, Loyola University, Wright State, Pepperdine University, Indiana University of Pennsylvania, Central Michigan University, PCOM, and University of North Carolina at Greensboro.

In addition, department alumni are employed in numerous area agencies, businesses, hospitals, industries, and universities including **Merck, Meta, WAWA, DuPont, QVC, BP Oil, SAP, Astra Zeneca, Booz Allen Hamilton, Korn Ferry, Sallie Mae, Penske, GE, De Lage Landen, Amazon, Deloitte, PricewaterhouseCoopers, and TD Bank.**

The faculty of the Department of Psychology wish you a productive career at West Chester University. Do not hesitate to contact your advisor, the Graduate Coordinator, or the Department Chair if you have any questions about the Department.

INTRODUCTION

The following is a description of the Graduate Programs offered by the Department of Psychology. It represents current admission policies and requirements in the Department. You should review these and the University policies which are published in the Graduate Catalog, available from the Graduate School Office, or on [The Graduate School](#) web page. **It is the student's responsibility to learn and follow the policies of the Department of Psychology and West Chester University.**

PROGRAMS OF STUDY

M.S. INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

39-42 semester hours¹

The goal of the M.S. program in Industrial/Organizational Psychology (I/O) is to provide students with the knowledge and skills necessary for many of several possible applied I/O careers. The program also prepares students for continued graduate study at the doctoral level. The curriculum is designed to expose students to core I/O content areas including Industrial Psychology and Organizational Psychology, as well as statistics, research methods, and psychometrics. Students also gain applied experience via the required internship. The program provides necessary research skills through the required research report, optional thesis, and the opportunity to work with individual faculty members on their research projects.

COURSE WORK

Required Courses

The I/O program includes 27 semester hours of required course work:

PSY 601 – Introduction to Statistics/Research Methods

PSY 602 – Advanced Statistical Methods

PSY 560 – Advanced Industrial Psychology

PSY 562 – Organizational Psychology

PSY 566 – Advanced Seminar in I/O Psychology

PSY 569 – Ethics and Professional Skills in Organizational Practice

PSY 572 – People Analytics

PSY 600 – Research Report

PSY 630 – Internship

Electives

In addition, 12-15 semester hours¹ of elective courses must be completed. Students may take up to 6 elective graduate hours outside of Psychology (e.g., Human Resource Management courses). Electives must be approved by the advisor.

Common electives include:

PSY 510 – Graduate Research in Psychology

PSY 546 – Systems Analysis

PSY 567 – Psychology and Training

PSY 571 – Workplace Stress and Health

PSY 573 – Assessment and Performance Prediction in the Workplace

PSY 610 – Thesis¹

[See sample course plan](#)

¹ Those students electing to do a thesis must complete 15 credit hours of electives (of which the thesis counts for 3 credits). Those not choosing to do a thesis must complete 12 credit hours of electives.

M.S. GENERAL PSYCHOLOGY

36 semester hours

The M.S. program in General Psychology is designed primarily for those students who seek to improve their knowledge, skills, and research experience in psychology to strengthen their educational background for application to doctoral programs. A strong focus on student research experience helps to prepare students for continuing graduate study at the doctoral level. The program may also prepare students for a range of occupations in business, government, and other non-academic research settings, as students learn critical thinking and data analysis skills that are attractive to both public and private research firms.

Course work for the General Psychology program is designed around a core curriculum of statistics, research design, substantive areas of psychology, and a research-based thesis. Students enrolled in this program are expected to develop an understanding of the fundamental areas of psychology, to acquire a high level of sophistication in statistics, experimental design, data analysis, psychological measurement, and quantitative methods, and to conduct research in a specialized area of study. **The M.S. program in General Psychology does not provide clinical preparation.** Students interested in a career that includes clinical preparation should consider the [Clinical Psychology PsyD program](#).

Required Courses

The General program includes 15 semester hours of required course work:

Foundations in Research

- PSY 510 - Graduate Research in Psychology
- PSY 524 - Psychometrics
- PSY 600 - Research Report
- PSY 601 - Introduction to Statistics/Research Methods
- PSY 602 - Advanced Statistical Methods

Core Foundations

Students will choose 9 semester hours of Core Foundations in Psychology courses from the following:

- PSY 506 – Learning and Cognition
- PSY 512 – Psychology of Personality
- PSY 540 – Multicultural Psychology
- PSY 562 – Organizational Psychology
- PSY 568 – Psychopharmacology
- PSY 605 – Biological Bases of Behavior
- PSY 607 – Cognitive-Affective Bases of Behavior
- PSY 608 – Developmental Bases of Behavior
- PSY 609 – Advanced Social Psychology
- PSY 700 – Adult Psychopathology
- PSY 701 – Child and Adolescent Psychopathology
- PSY 470 – Sensory and Perceptual Processes

Electives

In addition, 12 semester hours of electives must be taken. Electives may include two courses taken outside of the Psychology department. Completing a thesis (PSY610) is optional in the General Psychology M.S. program.

PSY 610 – Thesis

PSY 521 – Issues in Autism: Diagnosis/Treatment

PSY 530 – Human Sexual Behavior

PSY 543 – Psychology of Group Processes

PSY 547 – Interpersonal Relationships within Groups 565 – Psychology of Women

PSY 567 – Psychology & Training

PSY 569 – Ethics and Professional Skills in I/O Practice 570 – Applied Psychology Practicum

PSY 571 – Workplace Stress and Health

PSY 572 – People Analytics

PSY 575 – Disruptive Behavior Across Lifespan

PSY 581 – Eating Disorders

PSY 590 – Topical Seminar in Psychology

PSY 710 – Psychotherapy I

PSY 742 – Program Evaluation

PSY 750 – Community Interventions

PSY 752 – Clinical Neuropsychology

PSY 760 – Adolescence and Emerging Adulthood

PSY 761 – Infant Mental Health

PSY 770 – Trauma and Treatment

PSY 780 – Trauma Interventions

PSY 781 – Ecological Contexts of Trauma

See [sample course plan](#)

ADMISSION PROCEDURES

Applications for admission are available from the Graduate School, McKelvie Hall, 102 West Rosedale Avenue, West Chester University, West Chester, PA 19383. Phone: 610-436-2943. Applications can also be obtained online from the [Graduate School webpage](#)

Admission Requirements for the Degree Programs

The minimum requirements for consideration for admission in Psychology are:

1. An undergraduate overall GPA of 3.0
2. A GPA of 3.25 or more in Psychology courses. Applicants who are not psychology majors may be required to complete undergraduate psychology courses as a condition of admission to the program after review of academic transcript by the Graduate Coordinator.
3. Three letters of recommendation addressing the applicants' areas of growth and specifying the length of time and in what capacity the recommender knows the applicant. At least one of the letters should come from an academic source.
4. A 2000-word personal goals statement addressing the applicants' professional goals, academic background, and professional experiences and why WCU is a good fit for the chosen program of study.

Provisional Admission Policy

Provisional admission is available to applicants at the discretion of the Graduate Coordinator after a complete review of the applicant's file. Provisional admission will be considered if the applicant can demonstrate substantial, but not complete, satisfaction of the requirements for full admission, and if the applicant can demonstrate the strong potential for successful completion of the program. Relevant work experience will also be considered for provisional admittance. Students may be permitted to change from one concentration to other after a review by the Graduate Coordinator.

Admission Information

- Admission to the degree programs is Fall only, with **March 1** as the deadline for initial review. Applications received after March 1 will be reviewed only on a space-available basis.
- Students may not change programs of study in Psychology without approval of the Graduate Coordinator.
- **Students admitted on a Provisional basis** must petition to be admitted to Full status when they have successfully met the provisions specified at the time of their admission.

Course work may also be taken on a non-degree basis. Courses taken may count for degree credit if the student is subsequently admitted to a degree program. *Students admitted on a non-degree basis are only permitted to take up to 9 semester hours, upon completion of which they must be admitted to a degree program to continue taking graduate courses. Admission into any particular course is dependent upon the permission of the Graduate Coordinator and course instructor. Approval to take courses on a non-degree basis does not obligate the Department to admit the student to a degree program.*

DEGREE REQUIREMENTS

1. Students must achieve satisfactory academic progress by maintaining the minimum GPAs for the program and core courses and as indicated in the related sections of the Graduate Catalog of West Chester University.
2. Degree students must repeat required courses for which they received a grade of less than C+. Students may repeat courses to improve their grades, but only two courses may be repeated, and no course may be repeated more than once. A form for reporting repeated courses is available from the Office of Graduate Studies or the Registrar and must be filed with the Registrar at the time of registration for the repeated course. A graduate student earning an 'F' in any course will be dismissed from the university, as will a graduate student whose GPA falls below a 3.0.
3. Admission in the graduate program may be rescinded for reasons other than inadequate academic progress. If, in the judgment of the Graduate Curriculum Committee, the best interests of the student and/or profession require that the student select a different program or withdraw from the graduate program entirely, the student shall be so informed by the Graduate Coordinator. Every effort will be made to make such a decision at the earlier point in the student's tenure. A written summary of the Graduate curriculum committee's reasons for requiring a change in student status will be provided to the student.

GUIDELINES FOR INTERNSHIP

Internship Industrial/Organizational Psychology Program (PSY 630)

I/O students meet with the I/O internship coordinator, who will provide resources to identify internship sites and prepare for internship interviews, however, it is primarily the student's responsibility to secure internship employment. Upon approval by the I/O internship coordinator, the student begins the internship, which requires 300 clock hours of work, distributed over a minimum of 12 weeks for a minimum of 20 hours per week. Bi-weekly evaluations should be submitted to the site supervisor and forwarded to the I/O internship coordinator. The intern completes an internship evaluation paper at the completion of the internship. Failure to submit evaluations or the final paper will prevent awarding of a grade for the internship.

GUIDELINES FOR RESEARCH REPORT AND THESIS

Research Report (PSY 600)

The research report course requires the student to write an integrated review paper on a special topic or develop a thesis proposal. Research reports are generally to be modeled after literature reviews published in professional journals in Psychology. The most recent APA Style manual must be used in preparing the paper. It is expected that students will complete the Research Report in one semester. A more detailed Guide to Graduate Research Report Writing is available on the department's website:

<https://www.wcupa.edu/sciences-mathematics/psychology/ioReport.aspx>

Thesis (PSY 610)

The following guidelines are meant to provide the thesis student and his/her committee with concrete procedures for the initiation and completion of a Master's thesis.

1. The student must: (a) select a research topic; (b) select a thesis committee; and (c) write a comprehensive thesis proposal to be approved by the committee (no formal proposal defense is required).
2. The student should select a primary thesis advisor as chair of the thesis committee whose expertise is close to the chosen thesis topic.
3. The thesis should be completed during no more than two semesters and can be taken for no more than 6 credits. Students usually develop thesis topics from the Research Report (PSY 600).
4. The thesis proposal should at least address the following three areas: (a) a comprehensive review of the literature; (b) a statement of the problem (including objectives and/or hypotheses); and (c) a methodology section. The proposal must be reviewed and approved by the thesis advisor and the committee before beginning data collection. The study should also be approved by the [University Human Subjects Committee \(IRB\)](#) before the student can begin data collection. It is the student's responsibility to complete the [thesis compliance form](#) before data collection for their study.
5. The student should sign up for PSY 610 - Thesis only after committee approval of the thesis proposal (no formal proposal defense is required).
6. After data collection, analysis and write up, the student will defend the thesis in an oral examination, open to all who wish to attend. A date for the oral exam will be established by the student and thesis committee. The exam date will be published two weeks prior to the exam, with notices going to the Psychology Department faculty. Unanimous approval of the thesis by the thesis committee is necessary for a successful defense.
7. The completed thesis, including the signed approval sheet, must be delivered to the library prior to graduation and before a grade is given for the course (PSY 610).
8. Additional information regarding university requirements for the thesis is given in the [Guide To The Preparation Of The Master's Thesis](#). This guide is available from the Graduate School and is "a must" for all thesis students.

The Thesis Committee

1. The thesis committee consists of at least three members, two of whom must be from the Department of Psychology.
2. The third member of the committee may be chosen from the faculty of the University, or from outside the University, and should have some expertise/knowledge about the thesis topic. The third member must be approved by the two Psychology members.
3. The thesis advisor serves as the committee chairperson and is expected to have major responsibility for guiding the student, including helping select committee members. The chairperson must be a member of the Department of Psychology.
4. The grade for the thesis should be determined by the committee and recorded by the advisor.
5. Any exceptions must be approved by the Graduate Curriculum Committee.

CERTIFICATE - INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

12 semester hours

Professionals with an understanding of Industrial/Organizational Psychology principles continue to be in high demand in the workplace. The online certificate program in Industrial/Organizational Psychology at West Chester University prepares students to acquire business, leadership, and psychology skills to help them advance their career in management or human resources.

COURSE WORK

The Certificate program includes 12 semester hours of required course work. Courses are offered in 100% (asynchronous) online format. All courses are taught by members of the West Chester University faculty who are dedicated and experienced in online instruction. A description of courses required in the program and the semesters during which they are offered is provided below:

1. PSY 560: Advanced Industrial Psychology (3 Credits) Fall
2. PSY 562: Advanced Organizational Psychology (3 Credits) Spring
3. PSY 569: Ethics and Professional Skills in Organizational Practice (3 Credits) Fall
4. PSY 572: Introduction to People Analytics (3 Credits) Spring

Course Sequencing and Planned Completion

Students can complete the certificate in one year by taking 2 classes per semester (two in the Fall; two in the Spring). Students that take only one course per semester will complete the certificate in two years. There are no classes available during the summer session.

Admission Requirements for the Certificate Program

The minimum requirements for consideration for admission in the I/O Psychology Certificate program are:

1. A bachelor's degree (not necessary to have in psychology)
2. Two letters of recommendation
3. A letter of intention outlining professional goals and educational objectives for attending the program

GRADUATION

Students must apply for graduation through their West Chester University registration portal during the semester they intend to graduate. The following are deadline dates for applying to graduate:

May graduation -- February 1; August graduation -- June 1; December graduation -- Oct.

1. In the event the student does not graduate the semester they applied; the student must re-apply for graduation.

FINANCIAL ASSISTANCE

The Psychology Department has some Graduate Assistantships available for incoming students. Stipends and full tuition waivers are offered for full-time (20 hrs/wk obligation) appointments and stipends and partial tuition waivers are offered for half-time (5-10hrs/wk obligation) appointments. Graduate Assistants must schedule for the appropriate number of graduate credits (9-15 full-time; 6 credits half-time) throughout the semester and are not permitted to withdraw from graduate course work after the semester begins, without the approval of the Dean of Graduate Studies. Graduate Assistants must maintain a 3.0 cumulative grade point average per semester.

Psychology graduate students also obtain employment and assistantships in other areas of the University. *The Office of Research and Development, Office of Institutional Research, LARC Center, Academic Development Program, Frederick Douglass Institute, and Residence Life* have all supported Psychology graduate students in the recent past. Students interested in being considered for a graduate assistantship in other academic departments should contact the appropriate Department Graduate Coordinator. Additional information on Graduate Assistantships can be found on the Graduate School website https://www.wcupa.edu/_admissions/SCH_DGR/assistantships.aspx

West Chester participates in the National Defense Education Act of 1958 under which long-term loans may be obtained at a low interest rate. The University also participates in the Pennsylvania Higher Education Assistance Act (PHEAA) of 1963 which provides for student loans for Pennsylvania residents through participating banks. Students who wish to apply for either of these loans may obtain application forms and additional information on financial assistance from the Director of Financial Aid at 25 University Avenue, Suite #30.

OUTCOMES ASSESSMENT

The Psychology Department engages in continued assessment of students' general level of achievement as psychology graduate students. As part of this department wide assessment process, data from graduate courses is collected from instructors every semester to identify whether the program is meeting its goals. Results from this assessment procedure are crucial in helping the Psychology Department identify strengths and weaknesses in the ways in which our students are taught. Results will also help the Department to identify ways to improve the curriculum.

Program outcomes for the M.S. Industrial/Organizational Psychology and General Psychology concentrations are listed below.

M.S. Industrial/Organizational Psychology Program Outcomes

I. Basic Foundations of Psychology – I/O Psychology graduate students will be able to:

- **1A)** use the concepts, terminology, and major theories of the discipline to account for psychological phenomena especially in the workplace.
- **1B)** evaluate the appropriateness of scientific explanations of individual behavior and mental processes (especially in the workplace) from the standpoint of psychology's overarching themes (such as attitudes, leadership, motivation, diversity in the workplace, harassment, discrimination, and adverse impact issues in the workplace, etc.)

II. Research Methods & Statistical Skills – I/O Psychology graduate students will be able to:

- **2A)** apply the scientific method to investigate issues of critical relevance to individuals, businesses, and society
- **2B)** evaluate the validity of conclusions derived from psychological research with a focus on evaluating the quality, objectivity, and credibility of scientific evidence used in the drawing of those conclusions
- **2C)** conduct empirical investigations of phenomena of interest in I/O Psychology using the scientific method

III. Professional Skills – I/O Psychology graduate students will be able to:

- **3A)** evaluate policies and procedures related to behavior and mental processes using relevant ethical principles and cultural competence as addressed by the APA Code of Ethics.
- **3B)** able to appraise the quality of various solutions to problems and select an optimal strategy
- **3C)** able to recommend or develop courses of action that could produce beneficial outcomes
- **3D)** well prepared to practice in their field by demonstrating effective communication skills, business writing skills, effective consulting and project management skills.

IV. Information Literacy – I/O Psychology graduate students will be able to

- **4A)** develop sound, integrated arguments based on scientific reasoning and empirical evidence
- **4B)** use appropriate resources to write a research report using APA guidelines

M.S. General Psychology Program Outcomes

- 1.** Psychology graduate students in the General program will be able to apply an understanding of statistical methods in the behavioral sciences to research questions in psychology
- 2.** Psychology graduate students in the General program will demonstrate their ability to evaluate the effectiveness of a particular research method for addressing a research question
- 3.** Psychology graduate students in the General program will demonstrate their ability to evaluate the internal and external validity of a particular research method for addressing a research question
- 4.** Psychology graduate students in the General program will demonstrate an expertise in the major theories and concepts in their chosen area of research specialization
- 5.** Psychology graduate students in the General program will demonstrate the ability to communicate effectively about scientific concepts in their chosen area of specialization within psychology
- 6.** Psychology graduate students in the General program will demonstrate the mastery of the APA writing style
- 7.** Psychology graduate students in the General program will be able to identify appropriate scholarly sources of scientific information to address research questions
- 8.** Psychology graduate students in the General program will be able to develop sound, integrated arguments based on empirical evidence from scholarly sources

RESIDENCE REQUIREMENTS

In order to be eligible for some types of financial assistance, students may have to satisfy a Pennsylvania residency requirement or take a minimum number of credit hours during a semester. Students who wish to apply for a PHEAA loan must reside in Pennsylvania for 30 days immediately prior to the date of filing a loan guarantee application. Students who have problems or questions concerning the residence requirements should contact the University Graduate Studies Office(www.wcupa.edu/grad).

ADVISEMENT

Students will be assigned an academic advisor (usually the Graduate Coordinator) in their program of study when they are admitted. The advisor's name will appear on the letter of admission. It is the student's responsibility to consult his/her advisor about course selection, program progress, internship possibilities and other related issues.

COURSE REGISTRATION

Midway through the semester, registration for the next semester will occur. Students must consult their advisor before registration. Students can register through Ram Portal system. NOTE: Registration for courses outside of the psychology department must be approved by the appropriate Graduate Coordinator prior to registration.

CONTINUOUS ENROLLMENT POLICY

Students have a maximum of six years for degree completion. During that time students are expected to maintain continuous enrollment during fall and spring semesters. Failure to maintain continuous enrollment may affect degree completion due to course availability. Before a semester of non-enrollment, students are encouraged to contact their graduate coordinator, graduate studies, financial aid office (if applicable), and international programs (if applicable) to discuss implications of non-enrollment. A maximum of two semesters of non-enrollment are permitted before a student must enroll or request a leave of absence. Students who fail to reenroll or request a leave of absence are subject to readmission. The [Leave of Absence](#) form can be found on the Graduate School website.

THE GRADUATE CURRICULUM COMMITTEE

The Graduate Committee consists of six voting members: the two Graduate Coordinators, three faculty members, and one graduate student representative from each program. The committee recommends policies regarding the graduate programs to the Department of Psychology, oversees departmental policies, and serves to mediate individual issues regarding graduate policy.

RESEARCH FACILITIES

The department maintains facilities for student and faculty research with both human and animal subjects. Department facilities in the Wayne Hall include rooms for human participant's research, testing rooms and labs for small animal research, computer labs, a video lab, and seminar rooms. In addition, the Psychology Department has space/equipment available for physiological research, including surgical procedures. West Chester University's Academic Computing Center supports all academic departments with

a wide range of statistical packages, available through numerous sites in the department and around campus.

RESEARCH FUNDS

Funds for travel to professional conferences are available through the **Graduate Dean's Professional Development Fund**. Further information can be obtained at this link: https://www.wcupa.edu/admissions/SCH_DGR/conferencefunding.aspx The Graduate Dean's Professional Development Award provides funding to current graduate students to attend conferences that are beneficial to professional development and degree advancement. To be eligible, graduate students must be actively enrolled in classes at WCU, and the professional conference must take place while the graduate student is actively enrolled. Students who are presenting at a conference are eligible for an award of up to \$500 for domestic travel or up to \$1,000 for international travel. Students who are attending a conference domestically are eligible for an award up to \$250 or up to \$750 for international conferences. Students may apply for the award once per academic year. Additional opportunities for research funds are provided through **the College of Science and Mathematics Graduate Student Research Awards**. Nominations are requested each Fall and Spring semester. To be eligible, graduate students must be actively enrolled in classes at WCU, and the professional conference must take place while the graduate student is actively enrolled. Further information can be obtained at this link: <https://www.wcupa.edu/sciences-mathematics/facultyResources.aspx>

APPENDICES

PROFESSIONAL ORGANIZATIONS IN PSYCHOLOGY

- **PSI CHI:** The department sponsors a chapter of Psi Chi, the National Honor Society in Psychology. Membership is by invitation and is determined by demonstrated excellence in scholarship and citizenship. <https://www.psichi.org/>
- **PI GAMMA MU:** Graduate students may apply for this National Honor Society in the Social Sciences. Membership depends upon high academic standing and the completion of specific courses in the social sciences. Information is available from the Department of Political Science. <https://pigammamu.org/>
- **AMERICAN PSYCHOLOGICAL ASSOCIATION (APA):** To become a student affiliate of APA, simply fill out their application form and return it for approval. Forms are generally available in the department from APA members. The APA membership division may also be reached through electronic mail at membership@apa.org or by calling 1-800-374-2721. The Graduate Division of the APA can be reached at APAGS@apa.org or by calling 1-202-336-6093. APA dues also purchase a subscription to the APA Monitor and the American Psychologist. <https://www.apa.org/>
- **ASSOCIATION FOR PSYCHOLOGICAL SCIENCE (APS):** Some students may wish to join this group, which consists primarily of academic and research psychologists. Forms are available from APS or from department members of APS. Student membership includes a subscription to the journal Psychological Science and receipt of the APS Observer. <https://www.psychologicalscience.org/>
- **SOCIETY FOR INDUSTRIAL & ORGANIZATIONAL PSYCHOLOGY (SIOP):** I/O students are strongly encouraged to join SIOP. SIOP is Division 14 of APA and an organizational affiliate of APS. To join, visit SIOP's homepage (www.siop.org) Benefits of membership include reduced conference fees, a subscription to The Industrial-Organizational Psychologist (TIP), and endless networking opportunities.

WCU RESOURCES FOR STUDENTS ON CAMPUS

1. WCU Graduate Student Association: is a student governing body for graduate students that promotes the well-being of graduate students through education, professional and social events at West Chester University and advocates for their needs. Address: McKelvie Hall, 102 West Rosedale Avenue, West Chester, PA 19383; Phone: 610-436-2943; Email: gsa@wcupa.edu Hours: Monday - Friday 8:00am-4:00pm
2. Office of Services for Students with Disabilities (OSSD): Provides Testing and accommodations for ADHD, dyslexia, and other identifiable learning or health issues <https://www.wcupa.edu/universityCollege/ossd/> Address: Lawrence 223 (open M-F 8:00am- 4:00pm); Phone: 610-436-2564; Email: ossd@wcupa.edu
3. University's Center for International Programs (CIP): <http://www.wcupa.edu/international/> 320 Mitchell Hall, Phone: 610-436-3515, Office Hours: Monday - Friday, 8:00am - 4:30pm Provides special assistance, advising and programming for WCU's international community; this office can be especially helpful if you are encountering language-related issues in your classes.
4. The Writing Center: https://www.wcupa.edu/_academics/writingcenter/default.aspx make an appointment online: <https://wcu.mywconline.com/> for help with academic writing.
5. College of Science and Mathematics Librarian Contact: Gary Childs, Francis Harvey Green Library, Room 206, Phone: 610-436-3206 (office) Research Help Desk 610-436-2453

West Chester University Faculty and Student Responsibilities in Culminating Graduate Research Projects

It is the responsibility of all students, faculty, and staff to comply with all applicable university, state, and federal policies and regulations. These manual outlines some of the responsibilities of students and the Faculty Advisor/Committee Chairperson for culminating graduate research projects. Students should also review additional guiding documents available at the department or program level.

Graduate Student Responsibilities

1. Work with your Faculty Advisor/Committee Chairperson to select a committee.
2. Communicate often with the Faculty Advisor/Committee Chairperson until you graduate.
3. Check your WCU email daily. This is the official method of communication with you from WCU.
4. Obtain and complete the Research Compliance Form by the required deadline. If changes occur to the topic or the advisor, a new form must be completed and approved.
5. Submit a protocol for review by the Institutional Review Board for the Protection of Human Subjects (IRB) if appropriate.
6. Submit a protocol for review by the Institutional Animal Care and Use Committee (IACUC) if appropriate.
7. Compose a clear and correct thesis or dissertation manuscript while working closely with the committee at every stage of the composition process. Follow your department's prescribed style manual (APA, MLA, ACS, etc.).
8. Work with Faculty Advisor/Committee Chairperson to fulfill all departmental obligations related to thesis or dissertation preparation.
9. Complete all forms required by the Graduate School. Forms can be found at www.wcupa.edu/thesisdoc
10. Upload the thesis or dissertation to Digital Commons by the appropriate deadlines. Deadlines for submission can be found at www.wcupa.edu/thesisdoc
11. Request that the Faculty Advisor/Committee Chairperson submit a grade change form for all thesis or dissertation credits that have not received a letter grade.

Faculty Advisor/Committee Chairperson Responsibilities

The Faculty Advisor/Committee Chairperson is expected to guide and counsel the Candidate during the thesis or dissertation preparation. The counseling process involves the following specific responsibilities:

1. Communicate often with your student. If you have not heard from your student in a while, contact him or her.
2. Work with your student to select a committee.
3. Ensure that your student is progressing normally; intervene if you have information suggesting that a problem is occurring.
4. Be aware of the time limits for master's and doctoral students. University policy dictates students have a maximum of six years to complete their degree. A link to

the policy can be found here: <https://catalog.wcupa.edu/graduate/academic-policies-procedures/enrollment-policy/> Please review program and department specific policies in case of a different time limit.

5. Assist your student in submitting the protocols for the Institutional Review Board for the Protection of Human Subjects (IRB) and/or Institutional Animal Care and Use Committee (IACUC).
6. Ensure that your student is working closely with the committee at each stage of the thesis or dissertation process.
7. Ensure that your student has corrected formatting, spelling, and/or punctuation errors in their thesis or dissertation. Confirm that the format of the signature page is to standard before you sign it. WCU formatting guidelines can be found at www.wcupa.edu/thesisdoc.
8. Administer all departmental and college requirements such as the defense, and notify the Graduate Coordinator when requirements are completed.
9. Approve and sign the completed thesis or dissertation. Ensure that all other members of the committee have signed before the document is sent to the Graduate School's email at thesisdoc@wcupa.edu.
10. Remind the Candidate to submit a copy of the final approved thesis or dissertation for formatting review to the Graduate School through Digital Commons. Deadlines for submission can be found at www.wcupa.edu/thesisdoc Any questions should be sent to thesisdoc@wcupa.edu.
11. Process a change of grade form for all thesis/dissertation credits.

Safety and Academic Integrity

All research must be conducted in an ethical manner. Graduate students are required to follow the guidelines indicated below if research includes human or animal subjects, and the use of copyrighted materials. and any print or media materials.

If there are concerns about another's conduct and a desire to discuss the matter with a university official or make a formal incident report, the appropriate contact is the **Office of Student Conduct at 610-436-3511**. Concerns involving sexual misconduct or sexual harassment, or any form of discrimination, should be reported to the **Office of Diversity, Equity, and Inclusion at 610-436-2433**.

Animal Subjects in Research

WCU complies with federal regulations and takes responsibility for the humane care and use of animals in research projects. If a student's research involves the use of laboratory animals or even the use of wild animals studied in their natural habitat, the student must have the research approved by the university's Institutional Animal Care and Use Committee (IACUC). Students can obtain the protocol form from the Office of Research and Sponsored Program's website: <https://www.wcupa.edu/admin/research/>

Human Subjects in Research

WCU complies with federal regulations regarding the use of human subjects in research. Research sponsored by, supported by, or conducted by its faculty, staff, or students must not expose people who participate as subjects to unreasonable risk to their health, general well-being, or privacy. Student research projects that involve human beings as subjects must be conducted according to the university policy for the protection of human subjects.

Students apply for Institutional Review Board for the Protection of Human Subjects (IRB) review by completing a protocol form which can be downloaded from:

https://www.wcupa.edu/_admin/research/irb.aspx

Plagiarism

Issues of misrepresentation of another individual or organization's work are serious offenses. As with copyrighted materials, students must acknowledge the work of others that they include in their own research. Students must follow the guidelines for citing other authors' work in the appropriate style guide in their academic field. For details on WCU's policy on plagiarism, visit the Graduate Catalog at www.wcupa.edu/gradcatalog.

Use of Copyrighted Material

Permission to use works in the public domain, (i.e., works on which copyright never existed and those on which the copyright has expired) is not necessary, but all works must be acknowledged. If the material has been published, or if an entire creation (e.g., a cartoon, a photograph, a test, or a completed form) is to be used, written permission from the copyright holder must be obtained that allows the student to use the work in the thesis or dissertation. The purpose of a permission letter is to ensure that you are asking permission for the use of copyrighted material and to make sure that it encompasses the full scope of what you will be using the material for. The objective is to eradicate any ambiguities that could occur and make certain that your letter covers all your needs in using/reproducing the copyrighted material.

Students should inform the copyright holder that the manuscript is being submitted to West Chester University of Pennsylvania and will be available as part of the library's digital holdings in Digital Commons.

A copy of the permission letter must be provided in the appendix of the thesis or dissertation. Proper credit (as instructed in the letter of permission) must be given in the text. More information about use of copyrighted material can be found on Digital Commons or on the website of the Library of Congress at <http://www.copyright.gov/>