

GRADUATE STUDENT HANDBOOK

2011/2012

Boston University
Psychology Department
64 Cummington Street
Boston, MA 02215

Department Directory

Program Affiliation:
 B Brain, Behavior & Cognition
 C Clinical
 DS Developmental Science

Exchanges for phone #s
 are 353 and office addresses
 are 64 Cummington St.
 unless otherwise indicated.
 If no room # is listed, the
 faculty office is off campus

LOA = Leave of Absence
 SAB = On sabbatical
 CARD = Center for Anxiety & Related Disorders (648 Beacon Street - 6th Floor)

<u>Faculty</u>	<u>Room</u>	<u>Phone</u>
Michael Lyons (C) Chairman	147 & *528 *648 Beacon St.	2583 & 3820
David Barlow (C) (SAB SEM II)	CARD	9610
Deborah Belle (DS)	115	5455
Leslie Brody (C)	230 648 Beacon St.	3544
Tim Brown (C)	CARD	9610
Daniel Bullock (B)	214 677 Beacon St.	9486
Barak Caine	137	8-6024
Catherine Caldwell-Harris (B)	123	2956
James Cherry (B) Director of Graduate Studies	402A 2 Cummington St.	3254
Jonathan Comer (C)	CARD	9610
Alice Cronin-Golomb (B, C)	208 648 Beacon St.	3911
Stacey Doan (DS)	105B	8-6270
Tracy Dunne	130	3629
Howard Eichenbaum (B)	200 2 Cummington St.	1426
Todd Farchione (C) Assistant Clinical Program Director	CARD	9610
Trudi Feinstein	122	2590
Michael Grant (DS)	214 648 Beacon St.	8-2037
Margaret Hagen	125	2075
Michael E. Hasselmo (B) (SAB SEM I)	105D 2 Cummington St.	1397
Marc Howard (B)	214 2 Cummington St.	TBA
Stefan Hofmann (C)	430 648 Beacon St.	9233

Faculty (cont.)

	<u>Room</u>	<u>Phone</u>
Fabio Idrobo	100B	7062
Kathleen Kantak (B)	205	9201
	2 Cummington St.	
Deborah Kelemen (DS)	139	2758
David Langer (C)	406	8-2246
	648 Beacon St.	
Jacqueline Liederman (B)	118C	3129
Kathleen Malley-Morrison (DS)	100C	3628
Andrea Mercurio	131	3204
Ennio Mingolla (B)	210	9485
	677 Beacon St	
David Mostofsky (B) (SAB SEM II)	135	2799
Heather Murray (C)	528	8-4306
	648 Beacon St.	
Brid Nic Dhonnchadha (B)	205	8-4381
	2 Cummington St.	
Michael Otto (C)	CARD	9610
Tibor Palfai (C)	410	9345
Clinical Program Director	648 Beacon St.	
Hilda Perlitsh (DS)	119	4089
M.A. Program Director		
Donna Pincus (C)	CARD	9610
Elizabeth Pratt (C)	524	8-4303
Mark Richardson (C)	232	4662
	648 Beacon St.	
Robert Ross (B)	202	1433
	2 Cummington St.	
Michele Rucci (B)	248	7671
Kimberly Saudino (DS)	105A	3679
David Shim	121	3111
Lisa Smith (C)	CARD	9610
CARD & Psychological Service Ctr. Director		
David Somers (B)	209	8-1372
	2 Cummington St.	
Chantal Stern (B) (SAB SEM II)	105C	1396
Brain, Behavior & Cognition Program Director	2 Cummington St.	
Helen Tager-Flusberg (DS)	117	8-5919
Developmental Science Program Director		
Amanda Tarullo (DS)	113	3688
Heather Thompson-Brenner (C)	510	8-4296
	648 Beacon St.	
Martha Tompson (C)	407	9495
	648 Beacon St.	
Rosemary Toomey (C)	514	8-4820
	648 Beacon St.	

<u>Faculty (cont.)</u>	<u>Room</u>	<u>Phone</u>
Angela Utschig (C)	CARD	9610
Takeo Watanabe (B)	154	1103
Eric Zilli (B)	101	1431
	2 Cummington St.	

<u>Academic Administration</u>	<u>Room</u>	<u>Phone</u>
Joanne Hebden Palfai, Ph.D. Director of Academic Affairs Director of Undergraduate Studies	149B	2064
Katie O'Shea Academic Advisor	155	TBA

<u>Business Administration</u>		
Scott Enos Business Manager	136	8-1371
Bethany Leclerc Senior Accounts Coordinator	138	2688
Geri Wilson Fiscal Administrator	143	2582

<u>Administrative Secretary</u>		
Mary Perry Senior Administrative Secretary to the Chairman	145	2583

<u>Program Coordinators/Assistants</u>		
Nicole Clement Program Coordinator Clinical	401	2587
	648 Beacon St.	
Julie McCann Senior Program Coordinator Brain, Behavior & Cognition/Developmental Science/Master's Program	140	6423
TBA Senior Staff Assistant	149	2580

<u>Information Technology</u>		
TBA Laboratory Manager	134	8-1370

Other Faculty

Joint Appointments

Deborah Brief (Medical School/Psychiatry)		232-9500x4689
Domenic Ciraulo (Medical School/Psychiatry)		638-8141
Gary Kaplan (Medical School/Psychiatry & Pharmacology)		2580
Terrence Keane (Medical School/Psychiatry)		278-4551
Daniel King (Medical School/Psychiatry)		232-9500
Linda King (Medical School/Psychiatry)		232-9500
Brett Litz (Medical School/Psychiatry)		232-9500x4131
Mark Miller (Medical School/Psychiatry)		232-9500
Sandra Morissette Baker (Medical School/Psychiatry)		232-9500x2471
John Otis (Medical School/Psychiatry)	CARD	9610
Patricia Resick (Medical School/Psychiatry)	CARD	9610
Barbara Ann Wolfsdorf (Medical School/Psychiatry)	CARD	9610

Adjunct Faculty

Jessica Daniel (Adjunct Associate Professor)		2580
Susan Orsillo (Adjunct Assistant Professor)		232-9500x2867
Lizabeth Roemer (Adjunct Associate Professor)		287-6358

M.A. DEGREE REQUIREMENTS FOR MASTERS STUDENTS IN PSYCHOLOGY

Candidates for the M.A. in Psychology must complete a minimum of eight semester courses (32 credits). The three courses listed below are required:

PS704 A1 CONTEMPORARY TRENDS IN PSYCHOLOGY. This course, offered in the fall semester, is a proseminar in which a number of department faculty present their current work. Topics covered include areas such as brain functioning, language acquisition, cognition, genetic bases of behavior, drugs and behavior and selected topics in social psychology, clinical interventions and human development.

MA 614 STATISTICAL METHODS II. This course reviews all basic concepts covered in a first statistics course (e.g., CAS MA 613) and presents in detail more advanced topics such as analysis of variance, covariance, experimental design, correlation, regression, and selected non-parametric techniques. This is a problem-solving course in which students carry out analysis of data taken from educational and other social science sources.

PS 901 or PS 902 DIRECTED STUDY IN PSYCHOLOGY. Students, working with a faculty supervisor, undertake an independent research project. A written product is expected, which is usually a report of an empirical effort or an extensive literature review with a theoretical contribution.

In addition, students must fulfill the comprehensive requirement. The rationale for the comprehensive requirement is that students should demonstrate proficiency in several major areas of psychology. The intent is that students experience the different methods, substance and area issues rather than simply being exposed to content surveys. M.A. students must demonstrate knowledge of two of the four program areas listed in the columns under Comprehensive Requirement (p.9) and summarized below.

Programmatic Areas of Knowledge:

- Clinical
- Brain, Behavior & Cognition
- Developmental Science
- Outside Department

Methods of Demonstrating Knowledge:

- A. A passing grade in any course listed on p.9. Program directors authorize approval of courses in their areas by signing the Comprehensive Approval Form (p.10). Students should bring evidence of course completion when requesting approval. A non-designated course (e.g., course at another university) must be evaluated by the appropriate program director. Students need to provide a full course description (e.g., syllabus, reading list, requirements, etc.).
- B. A scholarly paper or laboratory research report in an area. This option requires both prior and final approval of the appropriate program director.
- C. A teaching fellowship with a faculty member representing a program area. Only one area requirement may be fulfilled by this option. Prior and final approval of the appropriate program director is required.

- D. Exceptional undergraduate or other work in an area. Generally, undergraduate work is not considered. Exceptions are sometimes made if, for example, a student did an honors thesis in the area or completed two or more advanced courses in an area. Petition must be made to Professor James Cherry, Director of Graduate Studies (Rm. 402A at 2 Cummington St.), for all programmatic areas.
- E. The only means of satisfying the requirement for programmatic areas outside the Department is by taking and passing a graduate course. This should be discussed with the advisor prior to taking the course and must be approved by the appropriate program director, the Director of Academic Affairs and the Chairman.

Any combination of the options on the previous page may be used to complete the Comprehensive Programmatic Area Requirement. Specific questions regarding the comprehensive requirement should be directed to Professor James Cherry (Rm. 402A at 2 Cummington St.) or Dr. Joanne Hebden Palfai (Rm. 149B). The approval form on p. 10, when completed, should be returned to Dr. Palfai.

M.A. DEGREE REQUIREMENTS FOR DOCTORAL STUDENTS IN PSYCHOLOGY

Two categories of requirements are necessary for the M.A. degree en route to all the Ph.D. programs. They should be completed within three years of admission. Specific graduate programs may have their own additional requirements.

- I. Courses: A minimum of eight graduate level courses, including PS711 (Statistics in Psychology I).
- II. Research Activity: Requirements vary by program. For specific questions, see program directors.

Clinical Program: First year graduate students immediately become involved in a clinical research laboratory or program with a faculty member. Students continue to be actively involved in programmatic research throughout their tenure, although some opt to add additional research projects or explore new areas of interest. The student must complete and write up a data based project (in publishable format) by the end of the second year.

Brain, Behavior & Cognition: A research apprenticeship begins with the first semester of study and continues uninterrupted throughout residency. Therefore, students in the Brain Behavior & Cognition Program routinely fulfill this requirement. In addition, the student must complete a project of publishable quality within the first two years.

Program in Developmental Science: Year 1 is an apprenticeship in one of the Developmental Science faculty labs. Students work closely with a faculty mentor chosen early in the fall on the basis of mutual interests. The purpose of the apprenticeship is to familiarize students with the process of research. The research experience is evaluated by the mentor. Year 2 of the ongoing two year research requirement could be taken in a different lab. The student designs and completes a research project under the supervision of the lab director. The research director is responsible for ongoing evaluation and approval of the research. The second year project should result in tangible research products including conference presentation/poster; brown bag presentation; manuscript to be submitted for publication.

M.A. DEGREE CALENDAR

	<u>Jan. 2012 Award</u>	<u>May 2012 Award</u>	<u>Sept. 2012 Award</u>
*Diploma application due in Graduate School Office (forms available at GRS, Rm. 112)	Nov. 1, 2011	Feb. 1, 2012	July 1, 2012

***YOU MAY FILL OUT A DIPLOMA APPLICATION BEFORE YOU SATISFY ALL REQUIREMENTS. PLEASE NOTE THAT THE DIPLOMA APPLICATION IS VALID ONLY FOR THE GRADUATION DATE SPECIFIED; A NEW APPLICATION MUST BE FILED IF YOU DO NOT GRADUATE AS PLANNED.**

COMPREHENSIVE REQUIREMENT

Revised 8/92

MA candidates must satisfactorily complete at least one approved course from two of the four programmatic knowledge areas identified by the Department: Brain, Behavior & Cognition; Clinical; Developmental Science; Outside the Department.

Programmatic Areas

Clinical	Brain, Behavior & Cognition	Developmental Science	*Outside Department
732	520	541	842
755	522	542	844
757	524	544	845
772	525	545	846
773	528	546	847
791	529	548	848
829	530	549	852
855	721	563	862
856	734	564	893
857	737	565	
858	821	572	
860	822	715	
873	823	735	
874	824	742	
875	828	743	
876	831	747	
877	832	748	
878	833	751	
879	835	752	
880	836	761	
881	845	762	
885		764	
886		790	
887		793	
889		840	
890		841	
892			

*You must obtain prior departmental approval for any course you wish to take outside the Department or the University. Please see Dr. Joanne Hebden Palfai (Rm. 149B) for additional information.

Ph.D. DEGREE
2011-2012

The Ph.D. is taken with special emphasis in one of the following programmatic areas: Brain, Behavior & Cognition; Clinical; Developmental Science. Candidates must complete the following requirements for the Ph.D.

- I. Courses: In addition to the 8-course M.A. requirement, Ph.D. candidates shall complete a minimum of 8 graduate level courses, including PS712 (Statistics in Psychology II). Minimum course requirements are greater in some programs.
- II. Qualifying Examination/Requirement: Ph.D. candidates in the Brain, Behavior and Cognition and Clinical programs must pass an examination in the area of specialization. This examination may be taken only upon completion of all coursework by students in the Brain Behavior and Cognition and may be taken after completion of two years of coursework by students in the Clinical Program. The Developmental Science program has a qualifying requirement that includes a set of papers/grants (see page 15 for detailed information). All coursework must be completed by students in the Developmental Science program before beginning the qualifying requirement. The method of completing the qualifying examination/requirement differs in each program. Please see individual programs' sections for specifics. **Please note that the qualifying exam/requirement must be completed prior to development of the prospectus by students in all programs and students in any program who have incompletes are ineligible.**
- III. Residency: Each student must satisfy a residency requirement of a minimum of two consecutive, regular semesters of full-time graduate study at Boston University. Students must also be registered in the semester in which they complete degree requirements and in the preceding semester but do not necessarily have to be registered as full-time students. Full-time study is interpreted to consist of full-time commitment to the student's discipline as determined by the Department. Normally this includes access to libraries, laboratories, instructional staff, and other academic facilities of the Department and University. If the student does not have full-time status, it is necessary to file for full-time certification in order to make use of full-time privileges. It does not necessarily imply full-time course enrollment. In a given semester, doctoral students carrying one and one-half or more semester courses and holding appointments as teaching fellows or research assistants may be considered full-time students for the purposes of residency.

REQUIREMENTS FOR THE PH.D. IN THE BRAIN, BEHAVIOR AND COGNITION PROGRAM

In addition to departmental requirements, there are five requirements of the Ph.D. program in the Brain Behavior and Cognition (BBC) area, which are outlined below.

I. Preliminary research training in the laboratory. Students should designate a research advisor and begin to plan their research training from the day of arrival in the Program. Students are expected to elect directed research with their advisor or some other BBC faculty member, as a regular part of training, from the outset of their participation in the BBC Program.

II. Breadth of knowledge. This goal will be met by successful completion of four courses from the following lists. The courses have been grouped into courses that emphasize Cognition and Behavior and those that examine the Biological Basis of Behavior. Students must complete at least one course from each grouping. The lowest acceptable grade is a B-. Only one B- grade can count toward the breadth requirement. Those individuals who enter the Program with a Master's Degree will have their requirements established on a case-by-case basis.

COGNITION AND BEHAVIOR

Research Methods in Perception and Cognition (PS 520)
Cognitive Science (PS 525)
Neuroplasticity (PS529)
Cognitive Psychology (PS824)
Seminar in Psycholinguistics (PS 828)
Visual Perception (PS 822)
Attention (PS 835)
Human Brain Mapping (PS528)
*General Experimental (PS 721)
Seminar in Neuropsychology (PS 831)
Developmental Neuropsych. (PS 544)
Techniques in Systems & Behavioral Neuroscience (PS 738)

*when taught by Harris, Liederman, Somers, Stern or Watanabe

BIOLOGICAL BASIS OF BEHAVIOR

Learning (PS 821)
Neural Models of Memory Function (PS 530)
Memory Systems of the Brain (PS 737)
Advanced Physiological Psychology (PS 833)
Molecules and Behavior (PS 836)
Psychopharmacology (PS 734)
*General Experimental (PS 721)
Neural Systems (Barbas) (HS 550)
Program in Neuroscience: Cellular & Systems Neuroscience (BI 755)

*when taught by Cherry, Eichenbaum, Hasselmo or Kantak

III. Qualifying Examination. Qualifying exams are structured to provide depth and breadth to the student's training. The goal is for the student to be conversant in several domains that have some relevance to the expected dissertation topic. **All coursework must be complete and incompletes must be resolved before the Qualifying exam can be taken.** It is recommended that students take the Qualifying Exam some time between their second and third year.

The first step is for students to identify three topic areas in collaboration with their thesis advisors. These areas should be non-overlapping topic areas that are complementary to the intended dissertation project. There should also be an attempt for the combined topics to be as multidisciplinary as possible.

The second step is to identify two other members of the Qualifying Exam Committee besides the thesis advisor who are competent in one of the areas. One of these members can be from outside the BBC Program. If the individual does not have a faculty appointment in the graduate school at Boston University, a special service appointment is necessary. Dr. Joanne Hebden Palfai (Room 149B) will guide you through this process.

The third step is to compose a list of 25 readings for each topic along with a brief description and justification for the selection of these three topics. These reading lists should be constructed in collaboration with your committee members. Each member of the committee must be willing to compose two questions based on their list and must be willing to grade the exam.

The fourth step is to forward the topics, descriptions and lists to Professor Chantal Stern at chantal@bu.edu who will send these materials to the BBC faculty for their approval. If you do not receive any negative feedback within two weeks, your topics are approved.

The final step is to arrange a time for the exam. The BBC program administers qualifying examinations any time of the year, contingent upon the approval of the three faculty members on the Qualifying Exam Committee. The examination is administered in the Psychology Department. Students will receive two questions per day for three days, separated by one day of rest. This is a closed book examination. Students do not receive the questions until they sit for the exam. Each faculty person grades their section as pass, fail or honors. Occasionally, a truly outstanding set of answers will be given a grade of honors. In order to pass the examination, students must receive a "pass" grade on their answers to all three sections

Any section that does not receive a passing grade may be re-administered (with new questions) at the discretion of the Qualifying Exam Committee. If the re-written question is not passed, at the discretion of the Qualifying Exam Committee, students may be given the option to take part or all of the exam again or they may be asked to leave the Program. The scheduling and supervision of the qualifying exam must be arranged by the dissertation advisor.

IV. Weekly Colloquia should be attended. They will be held (generally) on Fridays from 12:00-1:30 in Room 109 at 2 Cummington Street. Other colloquia include those from the Program in Neuroscience, the Center of Excellence for Learning in Education, Science and Technology (CELEST), and Cognitive and Neural Systems.

V. The Annual Progress Report must be submitted and a conference with BBC Faculty must be attended.

Once per year, after completion of the spring semester, students will be required to hand in a progress report. (A sample progress report can be obtained from Julie McCann, Senior Program Coordinator, Rm. 140) This will enable the faculty to evaluate students' progress in a variety of domains: 1) course work for the departmental and program breadth requirements; 2) establishment of a committee for the qualifying exam; 3) research (i.e., what students have been doing, whether students have submitted their work for presentation or publication). It will also enable the faculty to help design the student's program for the forthcoming year.

The BBC faculty will meet with each student during the Annual Review Period. This is intended to be a time when the Program faculty get to know the BBC students and their accomplishments and brainstorm, as a group, about their future plans.

REQUIREMENTS FOR THE PH.D. IN THE CLINICAL PROGRAM

Please refer to the Clinical Program's Student Handbook for specific program and licensure requirements.

REQUIREMENTS FOR THE PH.D. IN THE DEVELOPMENTAL SCIENCE PROGRAM

The program in Developmental Science (DS) is designed to provide students with advanced training in the field of developmental psychology, with an emphasis on early childhood. The program represents the breadth of the discipline, offering research opportunities across different developmental domains using multiple methodologies, and exploring the integration of basic developmental science with practice and policy. The coursework and research training focus on the following core themes:

- Continuity and change;
- Major domains – cognition; social cognition; language and socio-emotional development;
- Contexts of development – genetic; neurobiological; family and culture.
- Development in typical and atypical populations

Course Requirements

Among the 8 courses (post-M.A.) required for the Ph.D., PS 844 (Theories of Development), PS 941/942 (Developmental Psychology Practicum) and PS 909/910 (Professional Issues in Psychological Science) are required of all students in the Program in Developmental Science. Additional courses for the Ph.D. in Developmental Science include:

A: At least 3 courses from the following list (or equivalents) of courses on Domains of Development

- CAS PS 544 Developmental Neuropsychology
- CAS PS 545 Language Development
- CAS PS 546 Cognitive Development
- GRS PS 747 Infant Development
- GRS PS 750 Mind and Language
- GRS PS 845 Topics in Perceptual Development
- GRS PS 848 Developmental Psycholinguistics

- GRS PS 825 Early Social Cognition
- GRS PS ----- Word learning and communication (under development)
- GRS PS ----- Socio-Affective Development (to be developed)

B: At least 1 course from the following list of course on Contexts of Development

- CAS PS 560 Cross-Cultural Psychology
- CAS PS 572 Psychology of Women
- GRS PS 790 Family Theory and Research
- GRS PS 793 Family Seminar
- GRS PS 840 Developmental Behavioral Genetics
- GRS PS 847 Atypical Development
- GRS PS 855 Clinical Seminar in Developmental Psychopathology
- GRS PS 893 Contemporary Issues in the Psychology of the Family

Research Involvement

Developmental Science students are encouraged to become actively engaged in research as soon as possible, and to seek out research experiences that will prepare them for their own dissertation research and beyond. Doctoral students should learn about the research interests and activities of faculty in the Developmental Science Program and elsewhere in the Psychology Department (please see the faculty listing at www.bu.edu/psych). Discussions with faculty members and with other students will help new students to locate research opportunities.

Students, in their first semester, should locate a faculty member with whom to work and a lab to join. Activities may include literature review, data collection, coding, data analysis, and report writing. Students may choose to work with more than one faculty member or research group, or may choose to switch from one to another during the year, as long as agreed-upon responsibilities are fulfilled. As they progress through the graduate program, students should undertake more demanding and sophisticated research responsibilities, ultimately leading to the preparation of papers for presentation at professional conferences and for publication. Students should also keep a log of their research experiences and should be prepared to discuss them with their advisors.

Developmental Science Brown Bag and Colloquium Series:

Students in the Developmental Science Ph.D. program are required to attend all colloquia organized by the program and to participate in the regular brown bag series. Students are expected to present their research during these discussion series.

Qualifying Requirements

Students typically complete their Qualifying Requirements, which marks their progress toward their dissertation, during their 3rd year in the program. Students should assemble a Qualifying Committee (3 members of the DS faculty) who will guide, evaluate and provide final approval for the qualifying requirements. The following 3 options are available – students must complete 2 of the 3 options with a passing grade.

- 1) Research Grant Proposal: Following the format for an NIH NRSA F31 research grant. The proposal should be 10-12 pages in length. Students who submit a grant following these general guidelines and are approved for funding do not require further evaluation by the committee. This represents a new option for students.
- 2) Conceptual Paper/Review of Literature: (same as for the former Human Development program) Students select a topic on which they write a scholarly, original conceptually-grounded critical evaluation of the literature on a topic in the field of Developmental Science. The paper will be evaluated in terms of its potential for publication. Review papers that have been accepted for publication in a scholarly journal (e.g., Psychological Bulletin; Cognitive Development; Infancy) do not require further evaluation by the committee. This paper must be written according to APA Publication Manual Guidelines – 6th edition.
- 3) Empirical Paper: A paper presenting original research conducted by the student that is suitable for publication, with the student as first author. The paper will be evaluated in terms of its potential for publication. Empirical papers that have been accepted for publication in a scholarly journal (e.g., Child Development; Journal of Child Psychology and Psychiatry; Developmental Science) do not require further evaluation by the committee. This paper must be written according to APA Publication Manual Guidelines – 6th edition.

A student who fails a qualifying paper may be given an opportunity to re-write the qualifying paper, at the discretion of his or her Qualifying Committee. Students who fail a re-write may be terminated from the Program.

PROSPECTUS AND ORAL EXAMINATION PROCEDURES FOR STUDENTS IN ALL DOCTORAL PROGRAMS

Please note that all coursework and any incompletes must be finished prior to scheduling the prospectus hearing

Development of Prospectus and Selection of Dissertation Committee

After successful completion of the Qualifying Examination the candidate and the first reader proceed to select a dissertation problem and a framework for the research. The first reader must have a primary appointment in the Psychology Department. The Brain, Behavior & Cognition Program requires that the first reader is also a member of the student's program. However, the Program will entertain petitions for exceptions to this policy, subject to the requirement that a member of the Program is actively involved in the student's dissertation research and serves as second reader on the dissertation committee. A second and third reader are chosen and consulted during this period. The second or third reader are, preferably, from outside the student's program area. All three readers critically review the Prospectus drafts. **Please note that all three readers must be physically present at the prospectus hearing.**

Special Service Appointments: Any reader who is not a member of the Graduate School Faculty (cf. Graduate School Bulletin) must receive a Special Service Appointment from Boston University. Initiating such appointments requires a letter from the student's first reader to the Chairman outlining the person's expertise. A current CV must be attached. The letter and CV should be brought to

Dr. Joanne Hebden Palfai (Rm. 149B).

Research Ethics: Research involving human subjects must be reviewed by the University Institutional Review Board. The applications are available at <http://www.bu.edu/irb/application-forms/>. If you have any questions please see Dr. Joanne Hebden Palfai (Rm. 149B). All animal research requires review by the University Institutional Animal Care and Use Committee (IACUC).

Format of the Prospectus

The prospectus should contain: 1) an introduction, 2) a description of methods, 3) a description of research design (including the hypothesis of each experiment and information such as the number of subjects and a data analyses plan), and 4) a bibliography. The abstract should not be included in the prospectus. The abstract is submitted separately. (Please see instructions under prospectus hearing procedures.) The prospectus must not exceed twenty double-spaced pages, not including the title page or the bibliography. The title page should not be numbered. Margins should be 1” on all sides and the font of the entire document, including headers, should not be smaller than 11 point. Appendices should be reserved for non-essential information. Please note that a description of measures is essential information and should, therefore, be included in the text of the prospectus. Students may see Dr. Joanne Hebden Palfai (Rm. 149B) to a look at previously filed copies of prospectuses.

Prospectus Hearing Procedures

I. Two weeks before hearing:

- A) One copy of the full prospectus, which must not exceed twenty double-spaced pages, and four copies of a 2 to 3 page abstract of the Prospectus must be filed with Dr. Joanne Hebden Palfai (Rm. 149B). An invitation to the faculty (p. 19) should be attached to the abstracts and should indicate: 1) time and location; 2) committee members; 3) place (Rm. 149B) where faculty and others may find a full prospectus. Dr. Palfai will assign the hearing room for those students who would like to schedule their defense at 64 Cummington Street. Nicole Clement, Clinical Program Coordinator will schedule the room for those students who would like to schedule their hearing at 648 Beacon Street.
- B) A Dissertation Prospectus Approval Page should be obtained from the GRS web site (www.bu.edu/cas/students/grad-resources/forms under Deadlines, click on 2011 Graduation (PhD), then on Dissertation Prospectus). The Approval Page is used as the Prospectus Cover Sheet.

II. The Hearing:

The candidate, the three readers (**all readers must be physically present at the hearing**) and any other interested faculty meet to assess the Prospectus. The Prospectus must be approved and signed on the Dissertation Outline Approval Page by all three readers, after any required revisions are made by the student. The three readers now become the candidate's permanent Dissertation Committee.

III. After the Hearing and approval by the three readers:

The candidate submits the original and one copy of the prospectus and approval page to

Dr. Joanne Hebden Palfai, who will obtain approval from Professor James Cherry, the Director of Graduate Studies, and Professor Michael Lyons, the Chairman. After approval by Professor Cherry and Professor Lyons, five copies of the Prospectus are submitted as follows:

Two signed copies of the Prospectus to Dr. Joanne Hebden Palfai (Rm. 149B). One of these signed copies will be sent to Martha Khan, GRS, Rm. 112.

The three remaining copies (may be unsigned), are for the readers.

Please be aware that the approved prospectus must be submitted to GRS no later than the first Friday in October for May graduation and the first Friday in April for January graduation.

SAMPLE INVITATION TO PROSPECTUS HEARING
(Attach to abstract)

TO: Psychology Department Faculty

FROM: Your Name

RE: Dissertation Prospectus Hearing

The assessment for my dissertation prospectus will be held on Monday, October 17, 2011 at 10:00 a.m. in the Psychology Department, Room 150, 64 Cummington Street.

The dissertation title is "The Problems Encountered and Pitfalls Avoided in Writing a Graduate Student Guide to the Psychology Department".

The first reader is _____, Ph.D.; the second reader is _____, Ph.D.; and the third reader is _____, Ph.D. of the University of Massachusetts.

Attached is an abstract of the prospectus. A copy of the complete prospectus is on file in the office of Dr. Joanne Hebden Palfai (Room 149B).

Preparing the Thesis

During the process of dissertation research, the candidate is expected to consult with members of the Dissertation Committee. All readers review the candidate's first thesis draft. It is suggested that the thesis be written in a form that need not be radically altered for publication. The APA Publication Manual is available for purchase from:

American Psychological Association
Publications Office
1200 17th Street, N.W.
Washington, D.C. 20036.

All students should also obtain A Guide for the Writers of Theses and Dissertation from the GRS web site (www.bu.edu/cas/students/grad-resources/forms under Dissertation Format Requirements – PhD).

Dissertation Oral Defense

The Orals Committee consists of the three readers and two additional committee members, one of whom serves as committee chair. The first reader and the committee chair must have primary appointments in the Department of Psychology. **All five committee members must be physically present at the defense.** The first reader and the student are responsible for setting the date of the Oral Examination.

AT LEAST FIVE WEEKS BEFORE THE ORALS DATE, students must:

- __ obtain a copy of the PhD Dissertation Defense Abstract Cover Sheet from the GRS web site (www.bu.edu/cas/students/grad-resources/forms under Graduation Requirements - PhD, click on the PhD Graduation Calendar and Forms, then on Dissertation Defense Abstract) or from Dr. Joanne Hebden Palfai (Rm. 149B) and submit it with the abstract to the major professor for approval. After the major professor approves by signing the Abstract Cover Sheet, the abstract is submitted to Dr. Palfai who will obtain approval from the Director of Graduate Studies and the Department Chairman. You may need a longer lead-in time during the summer months because faculty are often away. Please note that the abstract must be written in a clear and accessible manner and must strictly follow University guidelines for formatting and word count. These guidelines are spelled out in detail in A Guide for Writers of Theses and Dissertations, which can be found on the GRS web site (www.bu.edu/cas/students/grad-resources/forms under Dissertation Format Requirements – PhD)

AT LEAST THREE WEEKS BEFORE THE ORALS DATE, students must:

- __ after approval and signatures are obtained from the major professor, the Director of Graduate Studies and the Chairman, submit the dissertation abstract along with the PhD Dissertation Defense Abstract Cover Sheet to GRS, 705 Comm. Ave., Rm. 112 for review by the Deans.

AT LEAST TWO WEEKS BEFORE THE ORALS DATE, students must:

- __ after all necessary revisions are made and GRS approval has been obtained, submit fourteen copies of the dissertation abstract along with the Schedule of the Final Oral Exam Form available on the GRS web site (www.bu.edu/cas/students/grad-resources/forms under Graduation Requirements - PhD, click PhD Graduation Calendar and Forms, then on Schedule of the Final Oral Examination) or from Dr. Joanne Hebden Palfai in Rm. 149B, to GRS, Rm. 112.

__make an appointment with Martha Khan (GRS, Rm. 112) to review the format of the dissertation.

__submit one (1) copy of the full dissertation and one (1) invitation to the Dissertation Defense attached to one copy of the abstract (same format as invitation to the prospectus hearing on p. 19) to Dr. Joanne Hebden Palfai (Rm. 149B).

The responsibility of the Orals Committee is to determine whether the candidate has presented an adequate defense of the Dissertation. Only one FAIL vote is permissible for a pass. If it is determined that a re-examination will be permitted, the Examination Committee will make recommendations regarding any necessary changes in the thesis. The Dissertation must be approved and signed by the Readers. Revisions may be requested.

Upon successful completion of the Orals Examination:

__The signed Examination Report Form (obtained from the first reader) and one final signed copy of the dissertation in a black binder (available at the BU Barnes and Noble Bookstore) should be brought to Dr. Joanne Hebden Palfai (Rm. 149B).

__Two final signed copies of the dissertation must be taken by the candidate to GRS, Rm.112 (binding unnecessary).

2012 GRADUATION CALENDAR
PH.D. DEGREE CANDIDATES

A candidate must be registered for the semester in which degree requirements are completed and during the preceding semester.

	<u>Jan. 2012 Award</u>	<u>May 2012 Award</u>
Prospectus due in the GRS Office	April 1, 2011	Oct. 7, 2011
*Diploma application due in the GRS Office (forms available in GRS Office)	Nov. 1, 2011	Feb. 1, 2012
First draft of dissertation to be submitted to readers	Oct. 7, 2011	Feb. 3, 2012
Dissertation abstract submitted to Department for review	At least five weeks prior to Final Oral Exam	At least five weeks prior to Final Oral Exam
Dissertation abstract (350 words) due in the GRS office for review and approval by Dean	At least three weeks prior to Final Oral Exam	At least three weeks prior to Final Oral Exam
Schedule for Final Oral Examination (arranged with Director of Academic Affairs) due in the GRS office with 14 copies of approved dissertation abstract	Two weeks prior to Final Oral Exam	Two weeks prior to Final Oral Exam
Last date for Final Orals	Dec. 16, 2011	April 13, 2012
**Two copies of approved and signed dissertation due in the GRS Office	Dec. 16, 2011	April 13, 2012

*The diploma application is valid only for the graduation date specified. A new application must be filed if the student does not graduate as planned.

**All Ph.D. requirements are complete only when both copies of the dissertation have been certified as meeting the standards of GRS and accepted by the library.

APPENDIX

A. Guidelines for Shared Authorship

Students often wonder about guidelines concerning authorship, especially when publishing dissertation material. The Ethics Committee of APA developed the following guidelines in February, 1983. They are intended to be criteria for possible authorship for the major professor (the research supervisor).

1. The dissertation author must be the senior author.
2. Second authorship for faculty may be considered obligatory if the supervisor designates the primary variables or makes major interpretative contributions or provides the data base.
3. Second authorship is optional if the supervisor designates the general area of concern or is substantially involved in the development of the design and measurement procedures or substantially contributes to writing up the published report.
4. Second authorship is not acceptable if the supervisor only provides encouragement, physical facilities, financial support, critiques or editorial contributions.
5. In all instances, agreements should be reviewed before the writing for publication is undertaken and at the time of submission. If disagreements arise, they should be resolved by a third party.