

GUIDE TO THE REQUIREMENTS
FOR THE DOCTOR OF PHILOSOPHY DEGREE
IN INDUSTRIAL-ORGANIZATIONAL PSYCHOLOGY

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NOTICE TO STUDENTS:

Students are responsible to know and follow all requirements in the University Catalog. This Guide summarizes those overall guidelines and gives details about departmental procedures. Any questions should be raised with Academic Mentors or the Ph.D. Programs Director.

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Introduction

The university catalog states the following: “The Doctor of Philosophy (Ph.D.) is the highest degree offered by Old Dominion University. Programs leading to the Ph.D. degree are designed to help superior students become creative leaders in their chosen fields. The Ph.D. degree is awarded upon mastery of relevant subject areas, development of appropriate research skills, and a concentration of knowledge in the field of study.”

It is important to recognize that, unlike achievement of the undergraduate degree, attainment of the Ph.D. degree is not merely a matter of accumulating course credits and satisfying minimum requirements set forth by the university. The final basis for granting the Ph.D. degree shall be the candidate's knowledge of the field of study and the demonstrated ability of the candidate to do independent, original, scholarly research.

The purpose of this Guide is to describe the requirements and procedures necessary to obtain the Ph.D. in Industrial-Organizational (I-O) psychology at Old Dominion University. The requirements cited here are consistent with general university policy regarding graduate education. Use of this Guide will be an essential practice for students who enter the program with either a bachelor's degree or a master's degree in psychology or a related field. In addition, students of both types are referred to the University Catalog, which describes the general requirements for completion of the Master of Science degree, which must be satisfied by those entering the program at the pre-master's level. Because certain courses must be completed successfully by all Ph.D. level students, those entering the graduate program with graduate work completed at another university must demonstrate competency in each of the subjects covered by these courses. Moreover, students entering the graduate program with graduate work completed at another university may be asked to take a diagnostic examination to measure readiness for graduate study in the I-O psychology program; transfer of graduate credits previously received is decided on a case-by-case basis. (Note: Appendix A contains a checklist of all requirements and forms for the program).

General Philosophy

The Ph.D. program is designed to adhere to the scientist-practitioner model as endorsed by the Society for Industrial and Organizational Psychology of the American Psychological Association (Division 14). This model requires educational experiences that provide (a) broad doctoral training firmly based on psychological theory and basic behavioral science, (b) greater depth of knowledge broadly spread over the fundamental areas of I-O psychology, and (c) concentration in further depth in one of the areas of I-O psychology. Consistent with the objectives of this model, the general philosophy and plan of the I-O psychology program at Old Dominion University is to provide graduate training consisting of four phases: (1) a core of basic psychology including quantitative and research methods, acquired primarily at the master's level, (2) broad training in the areas of I-O psychology with a greater degree of concentration in at least one area, (3) research and practical experience in I-O psychology, and (4) completion of a dissertation representing a significant contribution to I-O psychology.

Completion of these four phases of graduate training requires approximately five years of study, resulting in 84 or more semester hours of credit including 36 pre-master's credits and 48 post-master's credits. The course of study that each student develops with the help of his or her advisor is designed to train individuals to be effective in a variety of organizational, governmental, and educational settings. It is largely the student's choice to identify the course of study that best suits his or her interests and objectives.

Student Guidance

It is the goal of the faculty in the I-O psychology program to provide personalized guidance to each student. The Ph.D. Programs Director (PPD) and the student's academic mentor (AM) provide this guidance to each student. The AM is the individual faculty member who personally invited the student into the program at recruitment time and who usually continues to work with the student through the student's entire course of study. The AM works with the student to develop a master's degree program of study prior to completion of the second semester of coursework. In addition, it is often the case that the AM serves as the chairperson for the student's Master's Thesis Committee (MTC) and Dissertation Committee (DC). It is important to note, however, that the student, in consultation with the AM and other faculty members, may request to change the chairperson of either of these committees if his or her professional interests change and he or she would be better served by another faculty member. Approval of the request is made by the PPD in consultation with I-O psychology faculty members. The PPD serves an important function in providing general administrative guidance for the student.

Master's Thesis Committee (MTC). The chair of a student's MTC is typically the student's AM. The thesis committee also includes a second faculty member selected by the student in consultation with the AM and a third member assigned by the Psychology Department. The PPD, the Dean, and the Vice President of Research and Graduate Studies must approve members of thesis or dissertation committees who are not members of the ODU faculty in writing. This is necessary even if the proposed committee member is an adjunct faculty member.

Dissertation Committee (DC). After the student passes the candidacy examination, he or she is responsible for forming a dissertation committee (DC) in consultation with the DC chairperson. It is the responsibility of the DC to supervise the dissertation research. The student requests approval of the DC by completing and submitting to the PPD University Form Ph.D. DISSERTATION COMMITTEE.

The DC must contain at least three ODU faculty members; one of these faculty members must be from outside the psychology department. The chairperson of the DC must be certified for graduate level 1 instruction and be an authority in the subject area of the proposed dissertation. ODU and the College of Sciences allow an outside person to serve as a co-chairperson but not sole chairperson of a dissertation committee. Thus, a dissertation committee must have as chairperson a member of the ODU faculty. This chairperson need not be a member of the I-O program or psychology department. Membership on the DC may be extended to a non-university person (as co-chair or member) with special knowledge of the dissertation subject area. The addition of such a non-university person adds a fourth member to the DC. The PPD and College Dean can provide voting privileges to such specialists

upon the recommendation of the DC chairperson. No more than one-third of the committee's members may be individuals external to the university. Anyone serving on the committee must hold graduate faculty status, including adjunct faculty members. Students must complete University Form Ph.D. DISSERTATION COMMITTEE as well to request changes in committee membership and must submit this prior to dissertation defense.

Requirements

A student entering the Ph.D. program with an undergraduate degree is expected to participate in the Master's Program upon arrival, which lasts two years. The Master's Degree requires 36 hours, including 30 hours of classwork, plus six hours toward the master's thesis completion. All students are required to successfully complete PSYC 813 (Research Project I), PSYC 827 (Analysis of Variance and Experimental Design), PSYC 828 (Regression and Correlational Design), PSYC 845 (Psychometric Theory), PSYC 850 (Organizational Psychology), and PSYC 863 (Personnel Psychology). Students must maintain a minimum Grade Point Average (GPA) of 3.0 in all course work in order to remain in good academic standing. If the GPA falls below 3.0 the student may be placed on probation or suspended from graduate study as specified in the University Catalog. Further, if the student receives a C grade or less he or she will also be placed on probation; a second C or worse may result in dismissal from the program. Appendix B provides a representative overview of the courses available for students to take.

Leave of Absence

Students seeking the Ph.D. in Industrial-Organizational Psychology are expected to be enrolled in each Fall and Spring semester (continuous enrollment is also required in the summer when students are on assistantships or when students have begun dissertation work). A student who finds it necessary to be excused from registration for a semester must report formally, before the beginning of the semester, to the PPD and request by petition a leave of absence. The Ph.D. program committee will review the request and decide whether to approve it. During a leave of absence the candidate is not entitled to assistance from their faculty advisor or to the use of university facilities. The leave of absence may not exceed one year and may not be repeated. The granting of a leave of absence does not change the candidate's responsibility for meeting the deadline for the completion of degree requirements. Leave will be granted only under exceptional circumstances.

Master's Thesis Completion

Students entering the doctoral program directly from the completion of an undergraduate degree and master's level students who have not previously completed an empirical-based thesis are expected to complete a master's thesis within two years of admission. Good standing in the program and the availability of financial support are contingent upon the completion of the master's thesis prior to the fall semester of the third year.

Under exceptional circumstances, a student may be allowed an extension to complete the master's thesis. To receive the extension, the student, in collaboration with the director of the master's thesis committee, must submit a letter requesting an extension to the I-O graduate program committee.

The letter must include a clear and concise statement of the reasons the student has not been able to complete the thesis on time and a detailed timeline for completion. With approval of the I-O graduate program committee, the student may continue to take courses, but continued financial support will depend on the availability of departmental funds to support pre-master's students.

A thesis or dissertation must conform in format to the Guidelines established by Old Dominion University. A thesis or dissertation is also expected to follow the format established by the Publication Manual of the American Psychological Association. When the ODU Guidelines and the Publication Manual are in conflict, the ODU Guidelines take precedence. The director of the thesis or dissertation may also impose additional style requirements. Example styles include (1) a traditional style that involves an in-depth literature review and extensive appendices, (2) a journal-ready manuscript, and (3) a traditional style that includes a journal-ready manuscript as an appendix.

Plan of Study

Before November 1st of the first semester of the third year of study, the student must prepare a Plan of Study with the aid and approval of the AM. If a student enters the program with master's requirements satisfied, the student must do so before November 1st of the first semester. Before drawing up and approving the plan, the student should verify with the department that there is on file a set of transcripts of all undergraduate and graduate work the student has taken. Failure to present the Plan of Study on time may prolong the period of study for the Ph.D. degree. After being approved by the AM, the Plan of Study should also be submitted to the PPD for approval. The approved plan is filed in the Department of Psychology.

A Plan of Study is the roadmap that the student plans to follow to acquire the Ph.D. in I-O psychology. The student plans his or her roadmap to completion by identifying the courses in Industrial-Organizational Psychology that will be taken, along with a long-range plan of the research and practical experience he or she will be completing during the doctoral experience.

The Plan of Study must designate all courses that the student is required to take. The successful completion of all work indicated in the approved Plan of Study is a fundamental prerequisite to the granting of the Ph.D. degree. A sample Plan of Study is included as Appendix C.

Minimum requirements for the Ph.D. degree that must be considered in preparing the Plan of Study include:

- (a) satisfactory completion of all master's degree requirements in psychology. At a minimum, this consists of 36 semester hours of course work and master's thesis research (note that this minimum is typically exceeded);
- (b) satisfactory completion of at least 48 semester hours beyond the master's degree;
- (c) demonstrated competency in research skills;

- (d) successful completion of the Ph.D. candidacy examination at the end of the program of coursework;
- (e) optional practical experience (internship) in the area of the student's interest;
- (f) completion of a dissertation representing independent original research worthy of publication in a refereed, scholarly journal; and
- (g) successful oral defense of the dissertation before the student's DC.

A total of six courses are required for the I-O major. Three of these courses must come from the list of four core courses found in Appendix B. Three additional elective courses taught by I-O doctoral faculty must also be completed. If a student chooses to complete all four core courses, the student may choose to use one of the core courses as an elective. Students are encouraged to complete elective courses thematically in line with their personal growth goals, in consultation with their AM.

A major objective of the I-O psychology program is to provide the student with substantial experience in planning, designing, conducting, and reporting results of independent research. Toward this end, a student is expected to engage in a variety of research activities. This expectation is formally reflected in the program's "rule of thumb" that roughly one-third of the required 84 semester hours should consist of research courses (e.g., Thesis, Individual Study [Research], and Dissertation). However, the student is expected to acquire research experiences that go well beyond formal course requirements. These research experiences may take a variety of forms and occur in a variety of settings. For example, the student is encouraged to engage in both laboratory and field research, to conduct research in multiple areas of I-O psychology, and to serve as a member of a larger research team (perhaps serving as a graduate research assistant on an externally-sponsored contract) as well as engaging in independent non-sponsored research. In addition, the student is encouraged to seek out opportunities to conduct research projects (including grants and contracts funded through the Old Dominion University Research Foundation) on his or her own and in collaboration with faculty members. The accumulation of these research experiences is expected to be evidenced by the participation of the student in the presentation of papers at professional meetings, the publication of manuscripts in refereed journals, the publication of technical reports, the submission of contract proposals, and so on. Finally, it is expected that the results of these experiences are evident to the I-O doctoral faculty by an increase in the student's understanding of, appreciation for, and competency in conducting research. The I-O faculty must be satisfied with the student's research competency before they recommend the student for admission to Ph.D. candidacy.

Residence Requirement

Students who enter the I-O psychology program should be prepared to devote the equivalent of five years of full-time study (as many as three years beyond the master's level). An essential feature of the Ph.D. degree is total concentration on the field of study for significant periods of time.

The residency requirements for the program are those of the university. See the University Catalog for further explanation of the residency requirement. However, note that the program encourages students to seek in-state status as soon as possible and if allowable. In-state status decreases costs to the department for tuition waivers.

Practical Experience

The student should consider engaging in practical experiences during the course of graduate training. Such experiences are necessary to adhere to the scientist-practitioner model. An internship is one way of acquiring this experience and is highly recommended for students without substantial field experience before or during the first four years in the graduate program. An internship provides on-the-job training and practice in an organizational setting under the direction of an experienced I-O psychologist. It must be noted that the student can also acquire practical experience by participating in several applied research projects or consulting activities under the direct supervision of Ph.D. psychologists. The student's AM establishes criteria for assessing the student's plan for gaining practical experiences and the adequacy of the planned experiences.

Students opting to complete a formal internship are encouraged to schedule it during a time that creates the least disruption in progress toward the completion of the doctoral degree. One effective way to accomplish this is to schedule it prior to completion of candidacy exams. There are some guidelines that should be seriously considered. First, for a student's experience to be considered an internship, it must be directed by a psychologist with relevant professional education and experience. Second, it is expected that the student be paid for full-time professional employment by the employing organization for the full duration of the internship placement (at a rate that is consistent with the student's professional training and experience). Third, details of the internship assignment (e.g., salary, duration, and work requirements) should be negotiated between the student and the employing organization with guidance and assistance from the student's AM. Final arrangements for the assignment must be approved by the AM. The internship typically requires one full semester for completion. However, there is some degree of flexibility with respect to these points. That is, if there are compelling reasons for doing so, and if the student's AM approves it, the internship may be scheduled for a different time. In addition, the duration of the internship may vary to accommodate the needs of a particular assignment. However, the internship must be completed within a reasonable period of time. Students should be wary of long-term internship commitments as these can seriously slow down and even jeopardize completion of the Ph.D. program.

During the period of the internship, the student can choose to enroll in Psychology 868, which may be taken only one semester for 1 pass/fail credit. Taking this course is not required to complete an internship. However, whether students choose to earn a credit for the experience or not, upon completion of the internship assignment they must submit a written report to the AM describing and evaluating the work experience. This report is to be accompanied by copies of the student's work products (e.g., reports written during the internship) insofar as they are available. Acceptance and approval of the written report by the student's AM constitutes completion of the requirements for the internship.

Students are also required to share their experiences with peers in the I-O psychology program by giving a presentation. It is the responsibility of the student and AM to see that such experiences are shared with others in the program.

Ph.D. Candidacy Examination

There are two options that a student may consider to pass the candidacy exam. In the first option, the student assembles and submits a portfolio of thematically-linked published or in press written work that meets the qualifications described in Appendix D. A memo must be submitted as part of this portfolio describing the candidate's program of research and how each piece in the portfolio is thematically linked to that program of research. For this option to serve as the candidacy exam, the AM in consultation with the full I-O doctoral faculty must approve the portfolio, and all manuscripts must have been accepted for publication. Acceptance of the written portfolio serves as passing the written portion of the candidacy exam. After the portfolio has been accepted, the student must notify the AM at which time an oral exam is scheduled, in which the student presents the contents of the portfolio. During the oral exam, which must take place no later than the end of the following semester, the I-O faculty may ask questions of the candidate on the program of research, materials in the portfolio, and on any related matters. Students should note that because of the lag associated with editorial review and the processing of manuscripts, this candidacy exam option could result in delays. Students who choose this option must pass the written portion of this exam by the end of the summer semester of their fourth year in the program (or second year for those who entered ODU with a master's degree). After that semester, students can no longer use this publication option to satisfy their candidacy exam requirement.

The second option for the candidacy examination is a two-part exam, comprehensive in nature, with written and oral parts (details concerning this exam are included as Appendix E). The examination is designed to test the student's fitness to undertake independent research and professional practice. Through the Ph.D. candidacy examination, the I-O doctoral faculty should be satisfied that the student has demonstrated competency in (a) the subject matter of all areas of the student's selected program, and (b) designing, conducting, and reporting scholarly research. The written exam is taken across two days. On the first day (the Core Exam), the candidate is examined in the broad areas of the I-O discipline and research methods, not merely in a single area of concentration. The student is responsible for all core content, regardless of the specific courses chosen to fulfill course requirements. On the second day (the Specialty Exam), the candidate is examined in their chosen elective areas and their personal research area. Specialty Exams will contain items personalized to each student's coursework and research program (see Appendix E for details). After passing the written exam, the oral exam should be scheduled and taken no later than the end of the following semester.

Students are required to provide a reference list for the citations they used in their candidacy exams. So as not to burden a student with developing the reference list while writing responses, the list should be developed and submitted to the I-O Program Administrative Assistant within one week after the completion of the written exams.

Questions for both parts of the written examination are collected from the I-O faculty by the candidacy exam coordinator, who will be a member of the I-O faculty selected for each examination period. All available I-O faculty members will read and grade both portions of the written exam. More detail on this process is available in Appendix E. Upon passing the written exam, the oral part of the examination is scheduled. The oral part covers the material contained in the written part and possible additional materials.

Regardless of the candidacy option pursued, a student must pass both the written and oral portions in order to pass the candidacy examination (i.e., failing either component counts as a “failed” exam). In the event of two failed exams, the student will be dismissed from the I/O doctoral program. The examination may not be reported as passed if there is more than one dissenting vote. A candidacy examination cannot be passed conditionally. A pass on the examination cannot be made contingent upon other factors such as the completion of additional course work, the preparation of extra research projects, and so on.

If the student fails the written exam, the I-O faculty may permit the student to retake the written exam once more at a time mutually satisfactory but within 12 months from the date of the first written examination. Under no circumstances may the student proceed to the oral exam without first passing the written exam.

If the student fails the oral exam without having failed the written exam, the I-O faculty may permit the student to retake the oral exam once more at a time mutually satisfactory but within 12 months from the date of the first oral examination.

The assigned candidacy exam coordinator submits University Form RESULT OF PH.D. EXAMINATION, which serves to report the results of the candidacy examination to the PPD and College Dean.

Ph.D. Candidacy Examination Prerequisites

Irrespective of the method of the exam, the following prerequisites must be met.

Before taking the candidacy examination, the student must meet all departmental and school requirements and must have the recommendation of the AM. Research skills requirements should be met well in advance. The candidacy examination is usually taken immediately after the semester in which the last formal courses listed in the Plan of Study have been completed.

To be eligible to take the candidacy examination, students must have achieved a GPA of at least 3.0 in all course work. This average must be based on all graduate courses taken at Old Dominion University as well as in all transferred credits.

When the student and AM have determined that the examination should be taken, the student must request permission from the department to take the exam no later than 120 days before the intended examination date by providing an updated plan of study to the AM. The approval comes from the AM and PPD, who will verify that the student meets the prerequisites for the candidacy examination no later than 90 days before the date of the examination. The examination must be taken during the semester for which permission is granted. The written part of the examination is scheduled as necessary near the beginning of each semester (i.e. September, January, and May). The oral part of the examination must be completed no later than the end of the next semester. Once permission has been granted, postponement of the candidacy examination must have the approval of the PPD. A student must be registered for at least one course during the semester in which the examination is taken.

Admission to Candidacy

Admission to candidacy is a formal step that occurs after the student has (1) completed formal course work, (2) passed the Ph.D. candidacy examination, and (3) filed a dissertation topic approved by the Dissertation Chair. Admission to candidacy is requested through the submission of the relevant university form (see the Graduate Program Administrative Assistant).

Dissertation Preparation

The dissertation must represent an achievement in research and a significant contribution to scientific knowledge. Students must demonstrate with their dissertation a high degree of independence in formulation of creative and significant research questions and competent use of research and statistical methods to answer these questions. It cannot contribute more than 24 semester hours of credit to be counted as fulfillment for the Ph.D. degree, although more than 24 semester hours may be taken.

General regulations and procedures governing the submission of a dissertation are given in the Old Dominion University Thesis Guide. Additional information, including detailed procedures and qualifications for undertaking a dissertation, are provided by the student's DC. The dissertation and the final oral defense of the dissertation must have the majority approval of the DC.

A dissertation must conform in format to the Guidelines established by Old Dominion University. A dissertation is also expected to follow the format established by the Publication Manual of the American Psychological Association. When the ODU Guidelines and the Publication Manual are in conflict, the ODU Guidelines take precedence. The chairperson of the dissertation may also impose additional style requirements. Example styles include (1) a traditional style that involves an in-depth literature review and extensive appendices, (2) a journal-ready manuscript, and (3) a traditional style that includes a journal-ready manuscript as an appendix.

Dissertation Load Registration

As described in the ODU catalog, a student who has begun dissertation work must be signed up for at least 1 credit of dissertation research each semester (fall, spring, and summer) until graduation. A candidate who finds it necessary to be excused from registration for a semester must report formally, before the beginning of the semester, to the Dissertation Chair and PPD. The student must also follow university procedures (and prepare the proper form) when requesting such an absence (see the catalog). During a leave of absence the candidate is not entitled to assistance from the DC or to the use of university facilities. The granting of a leave of absence does not change the candidate's responsibility for meeting the university deadline for the completion of degree requirements. Leave will be granted only under exceptional circumstances.

Oral Dissertation Defense

An oral examination in defense of the dissertation must be held. Copies of the dissertation must be delivered to the DC at least two weeks prior to the oral examination.

The time and place of the oral dissertation defense is established by agreement with the DC. It is the responsibility of the student to submit a written memorandum to notify the PPD of the time and place of the oral defense at least two weeks prior to the scheduled time of defense. It is also the student's responsibility to ensure that this information is published in the appropriate university news media (e.g., the university announcements). The oral dissertation defense is open to the entire university community; all interested members are encouraged to attend the defense.

The format of the defense is determined by the DC with the approval of the PPD. The defense is chaired by the chairperson of the DC. The chairperson acts as moderator, ruling on questions of procedures and protocol that may arise during the defense. The chairperson represents the College Dean, to whom he or she makes a complete and prompt report on the defense through the use of the university form documenting result of the defense. The chairperson also provides this report to the PPD.

The aim of the defense is to explore with the candidate the methodological and substantive contributions of the completed dissertation. In this way, the candidate and the DC reach a more extensive understanding of the candidate's research area. Majority approval by the DC members constitutes successful completion of the dissertation and is so reported by the chairperson to the College Dean. In case of failure, the DC may recommend the candidate be dropped from the graduate program or be allowed to reschedule the defense. Satisfactory performance on the oral defense and adherence to all regulations outlined above complete the requirements for the Ph.D. degree in I-O psychology at Old Dominion University.

Dissertation Processing

Following the oral defense and approval of the dissertation by the DC, the candidate must submit the finished, original copy of the manuscript for final approval by the Dean of the College. Upon final approval, the candidate must arrange for either the following choices: (1) the reproduction of four additional copies (for a total of five) for submission to the Office of Student Records for binding. Submission of copies to Student Records should be accompanied by a validated receipt, issued by the Office of Finance, where the student pays the binding fee. Simultaneously and in addition, the university has submission and binding documentation to complete; OR (2) the submission of the dissertation to ProQuest as an electronic dissertation. The university has prepared ETD (Electronic Thesis and Dissertation) protocols which remove the need to produce or pay for bound copies. Students in 2015-2016 have the option of doing option 1 or 2, but beginning Fall 2016 the university's procedures will be to have all theses and dissertations submitted electronically with binding no longer required. Students interested in option 2 in 2015-2016 are encouraged to let the PPD know so that instructions can be shared and questions answered.

Program Documentation Requirements

Each student is responsible to see that the Graduate Program Administrative Assistant receives a copy of all documentation for filing in the student's personnel folder. The documentation includes all

graduate forms, Plan of Study, and annual CVs. Faculty mentors will remind their students of this responsibility. Student may confer with the Graduate Program Administrative Assistant to ensure their status is up-to-date.

Graduation Procedures

All requirements for the Ph.D. degree must be completed within eight calendar years from the date of initial entry into the I-O psychology doctoral program (post-master's). During the semester in which the student completes all degree requirements, he or she must file an Application for Graduation in the Office of Student Records. This application must be accompanied by a Graduation Fee and must be filed by dates specified in the University Catalog and on the Registration for Diploma. All applications are available in the Office of Student Records. The Diploma Option Form should also be submitted to the Office of Student Records during the student's final semester.

Additional and General Considerations Crossing Over All Program Years

The following are either regulations or strong suggestions for students during each year of their program. Please see the PPD if there are any questions.

- 1) All students must complete a human subjects training course to be certified for research activities. Incoming students should complete this training in their first semester. All students are required to complete the CITI training course provided at: <http://www.citiprogram.org>. Complete the Social and Behavioral Research modules.
- 2) It is strongly recommended that students negotiate authorships on projects with their faculty and delineate author order and responsibilities in writing. While there is every reason to expect good faith collaborations in most projects, the sciences (and APA as an example) have paid more attention of late to getting agreements in writing to protect both faculty and student partners.
- 3) Related to #2, students should negotiate with faculty mentors how much time will be allowed to publish thesis or dissertation products with the students as first author. By all rights, students of these works should have first chance to be first authors on these publications. However, it is a common occurrence that students once graduated do not pursue publication of their works in a timely manner. Delay or forgoing publication is not only harmful to the students, it is harmful to faculty members who have invested time and effort on the projects. Therefore, students should negotiate when the works will be submitted with their mentors, and agree when the mentors – after a certain period of time passes (often one year) – may finish the works and submit as first authors with the students then listed as second authors. Again, agreements in writing are critical and expected.

APPENDIX A – Checklist for Requirements for the Ph.D. Degree in I-O Psychology

Date	Checklist Item	Page
	Diagnostic Exam: Passed Waived	3
	Plan of Study Approved: 30 Gen Psych 30 I-O 18 Research	6
	Plan of Study Filed: Psych Dept. Office of Student Records	6
	Research Skills	6
	Research Experience	7
	Residence Requirement Met	7
	Practical Experience	8
	Prerequisites for Candidacy Exam: Courses 3.0 GPA	9
	Request for Permission to Take Ph.D. Candidacy Exam	9
	Result of Ph.D. Candidacy Exam: Written Oral	9
	Admission to Ph.D. Candidacy: Dissertation Prospectus	9
	Appointment of Dissertation Committee: minimum 3 ODU Faculty Members (2 Psychology, 1 Non-Psychology) Permission for Outside Member	4
	Change in Ph.D. Dissertation Committee	4
	Dissertation Preparation	11
	Dissertation Load Registration (Continuous from Candidacy to Grad)	11
	Oral Dissertation Defense: 2 wk schedule lead time 1 wk committee	12
	Result of Oral Dissertation Defense	12
	Dean Review of Dissertation	12
	Binding Fee	12
	Acceptance/Processing Form	12
	Dissertation Delivery	12
	Complimentary Copies for Committee Members	12
	Graduation Procedures	13

APPENDIX B – Lists of Courses by Classification and Course Availability
List of Courses by Classification

M.S. Psychology, Industrial-Organizational Concentration Requirements

Students must complete all courses from this list.

- PSYC 713/813: Research Project I
- PSYC 727/827: Analysis of Variance and Research Design
- PSYC 728/828: Regression and Correlational Design
- PSYC 763/863: Personnel Psychology
- PSYC 750/850: Organizational Psychology
- PSYC 845: Psychometric Theory

Ph.D. Industrial-Organizational Major, Core Courses

Students must complete at least three courses from this list. If four are completed, one can be specified as an elective.

- PSYC 851: Micro-Organizational Psychology
- PSYC 853: Macro-Organizational Psychology
- PSYC 864: Human Resource Development
- PSYC 865: Psychology of Personnel Selection

Ph.D. Industrial-Organizational Major, Elective Courses

Students must complete three elective courses. Any topics course offered by I-O doctoral faculty can be used to satisfy this requirement.

- PSYC 895/896: Topics (TBD)

Ph.D. Industrial-Organizational Major, Recommended Courses

- PSYC 833: Grant and Proposal Writing
- PSYC 836: Multilevel Models: HLM
- PSYC 846: Structural Equation Modeling

Note: Students are required to complete three elective I-O courses, but completion of additional courses is encouraged. All students are directed to take any available quantitative courses beyond PSYC 728/828.

Abbreviated Schedule of Psychology Graduate Course Availability

Master's-level Courses

Fall Semesters

PSYC 827: Analysis of Variance and Research Design

PSYC 863: Personnel Psychology

PSYC 845: Psychometric Theory

Spring Semesters

PSYC 828: Regression and Correlational Design

PSYC 850: Organizational Psychology

Core Doctoral Courses

Fall Semesters (Odd Calendar Years)

PSYC 851: Micro-Organizational Psychology

Spring Semesters (Even Calendar Years)

PSYC 865: Psychology of Personnel Selection

Fall Semesters (Even Calendar Years)

PSYC 853: Macro-Organizational Psychology

Spring Semesters (Odd Calendar Years)

PSYC 864: Human Resource Development

APPENDIX C – Sample Program of Study

Joe Student
Ph.D. Program of Study

Major: Industrial-Organizational Psychology
Expected Graduation: May 20XX

Chronological Listing of Coursework

I. Courses Taken:

Semester	Course #	Course Title	Credit	Grade
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II. Courses Remaining:

Semester	Course #	Course Title	Credit
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Content Listing of Coursework

III. Master's Requirements

A. Required Core Master's Level Courses

Course #	Course Title	Credit	Semester	Grade
Have Taken:				

Total: XX.0

B. Additional Courses

Course #	Course Title	Credit	Semester	Grade
Have Taken:				

Total: XX.0

Note: Master's Degree [to be] Awarded Fall 20XX.

IV. Doctoral Requirements

A. Industrial-Organizational Major Core Courses (9 hours)

Course #	Course Title	Credit	Semester	Grade
Have Taken:				

Total: XX.0

Remaining:

Total: XX.0

B. Industrial-Organizational Major Elective Courses (9 hours)

Course #	Course Title	Credit	Semester	Grade
Have Taken:				

Total: XX.0

Remaining:

Total: XX.0

C. General Psychology Electives (XX hours)

Course #	Course Title	Credit	Semester	Grade
Have Taken:				

Total: XX.0

Remaining:

Total: XX.0

D. Research and Dissertation Courses (XX hours)

Course #	Course Title	Credit	Semester	Grade
Have Taken:				

Total: XX.0

Remaining:

Total: XX.0

Note: Quals to be taken [insert date].

V. Professional Experience

- Teaching Assistant in [insert class, date]
- Research Assistant for [insert project name, date, funding agency]
- Etc.

VI. Membership in Professional Associations

- Society for Industrial and Organizational Psychology
- American Psychological Association
- Etc.

VII. Presentations

- Student, J. (date). My years as a fledgling graduate student. Paper presented at the 1st Annual Meeting of the ODU Graduate Student Association. January 15. Norfolk, VA.
- Etc.

VIII. Publications

- Student, J. (date). How to create programs of study. Journal of academic paperwork, 1, 1, 1-10.
- Etc.

IX. Short-Term Goals / Milestones

- This should include a narrative description of short-term (1-2 years hence) goals, plus a

bulletized list of accomplishments relevant to your chosen career path.

X. Long Term Goals / Milestones

- A narrative description of your long-term (post 2-year) plans and goals, including your desired employment sector, job responsibilities, etc.

XI. Curriculum Vita

APPENDIX D – Details Concerning Publication Option for Candidacy

Candidacy exams are administered to evaluate a student's achievement and understanding of concepts, theories, practices, and empirical facts about I/O psychology. As an alternative to the traditional examination format (see Appendix E), students may elect to complete a publication option to satisfy the candidacy exam requirement.

For the publication option, the student must submit a portfolio of thematically-linked published or in press work worth a minimum of 12 points using the system described below, and at least one journal article must be first-authored by the student. A memo must be submitted as part of this portfolio describing candidate's program of research and how each piece in the portfolio is thematically linked to that program of research. For this option to serve as the candidacy exam, the AM in consultation with the full I-O doctoral faculty must approve the portfolio, and all manuscripts must have been accepted for publication. Acceptance of the written portfolio serves as passing the written portion of the candidacy exam. After the portfolio has been accepted, the student must notify the AM at which time an oral exam is scheduled, in which the student presents the contents of the portfolio. During the oral exam, which must take place no later than the end of the following semester, the I-O faculty may ask questions of the candidate on the material in the portfolio, the program of research, and on any related matters.

Students should note that because of the lag associated with editorial review and the processing of manuscripts, this candidacy exam option could result in delays. Students who choose this option must pass the written portion of this exam by the end of the summer semester of their fourth year in the program (or second year for those who entered ODU with a master's degree). After that semester, students can no longer use this publication option to satisfy their candidacy exam requirement.

Portfolios must be worth at least 12 points assessed using the system below. Students may choose to include more than 12 points worth of manuscripts in their portfolio in order to highlight these manuscripts during the oral candidacy exam. ***One journal article, of any type, must be first-authored by the student to create a complete portfolio.***

- **Refereed empirical/theoretical journal article as first author.** 6 points.
- **Refereed empirical/theoretical journal article as coauthor.** 4 points.
- **Refereed practitioner-oriented journal article as first author.** 3 points.
- **Refereed practitioner-oriented journal article as coauthor.** 2 points.
- **Other peer-reviewed journal article (e.g., commentary) as first author.** 2 points.
- **Other peer-reviewed journal article (e.g., commentary) as coauthor.** 1 point.
- **Book chapter as first author.** 2 points.
- **Book chapter as coauthor.** 1 point.

I/O psychologists publish their work in a variety of outlets, which vary in their quality and reputation in the I/O field. Students pursuing the publication option should be concerned about such matters and are encouraged to discuss publication outlets with their AM and other I/O faculty members early in the publication process. A publication that falls under one of the categories listed above will not necessarily be acceptable for the portfolio. In determining whether a manuscript is appropriate for the portfolio, the I/O faculty will use the criteria that follow. Thus, students are encouraged to use these criteria as a guide in compiling their portfolios:

- The manuscript is clearly thematically linked to the candidate's program of research.
- The manuscript is in press or in print (conditional acceptance is not acceptable), and the candidate is able to document this.
- For all journal articles: the outlet in which the manuscript is published requires peer-review, and the

manuscript has been refereed according to that process. Documentation of the peer-review process may be required for some journals.

For example, assuming the manuscripts are thematically linked to the student's program of research, the following would be considered complete portfolios:

- First author on a focal article in *Industrial and Organizational Psychology Perspectives* (+6), coauthor on an article in *Administrative Science Quarterly* (+4), and coauthor on two book chapters (+2)
- A coauthor on an article in *Journal of Applied Psychology* (+4), first author on an article in *Harvard Business Review* (+3), first author on a commentary in *Industrial and Organizational Psychology Perspectives* (+2), and coauthor on three book chapters (+3).
- First author on an article in *Journal of Management* (+6) and first author on an article in *Personnel Psychology* (+6).

Even if thematically linked to the student's program of research, the following would not be considered complete portfolios because they include no journal article for which the student is first author:

- A coauthor on an article in *Journal of Management* (+4), a coauthor on an article in *Journal of Applied Psychology* (+4), a coauthor on two book chapters (+2), and coauthor on an article in *HR Magazine* (+2).
- First author on four book chapters (+8), and coauthor on an article in *Journal of Organizational Behavior* (+4).

For more detail on “practitioner-oriented journals,” see the following:

Rynes, S. L., Giluk, T. I., & Brown, K. G. (2007). The very separate worlds of academic and practitioner periodicals in human resource management: Implications for evidence-based management. *Academy of Management Journal*, 50, 987-1008.

APPENDIX E – Details Concerning Comprehensive Candidacy Exam

The second option for the candidacy examination is a two-part exam, comprehensive in nature, with written and oral parts. Candidacy exams are administered to evaluate a student's achievement and understanding of concepts, theories, practices, and empirical facts from the I-O major. For the written part, the Core Exam is eight hours in duration, whereas the Specialty Exam is four hours in duration.

The sites for administration of the exams are located in the Mills Godwin Building and are selected to ensure that testing is done in a quiet and isolated environment that is free of walk-through traffic, telephone interruptions, and other distractions that would interfere with exam performance. Room assignments for exam administration are made by the test administrator. If a student prefers a particular room in the Mills Godwin Building, it is the student's responsibility to communicate preferences and make arrangements with the test administrator. Exceptions to the requirement of Mills Godwin as the administration site can be obtained by permission of the I-O doctoral faculty (e.g., due to a physical disability that requires the use of special equipment for exam administration). It is the responsibility of the student to obtain approval for any exceptions to the site requirement.

Study and preparation for the exams are the student's responsibility. Consultation with various faculty members about the exams is useful in setting expectations and guiding study efforts. Some previous exams are available in the Psychology Department Office for students to inspect or copy to aid in preparation for the types of questions likely to be seen. The responses of students who took previous exams may be reviewed, if those students are willing to share their responses; the I-O faculty and test administrator do not provide that information.

For the Core Exam, at least seven questions will be presented. Students will be required to provide responses to six questions. These questions will cover content viewed as foundational knowledge for the I-O doctoral major, based primarily but not exclusively upon the content taught in the Core Courses (see Appendix B). For the Specialty Exam, at least four questions will be presented. Students will be required to provide responses to three questions. These questions will cover the candidates' research programs and elective courses specified in the program of study.

At each administration point, an I-O doctoral faculty member will serve as the candidacy exam coordinator. This person will be responsible for collecting test questions from the faculty and creating exams for all students taking the exam at that administration point. The exam coordinator will serve as the student's primary point of contact regarding their candidacy exam and its grading.

All candidacy exams will be scored by all I-O doctoral faculty members not on leave at the time of the exam. Each faculty member will rate the quality of each answer on a scale of 1 to 4. Individual faculty members may abstain on particular questions on the Specialty Exam if they so choose (for example, if they lack the required expertise), but at least two faculty members must rate each question. A mean score of 3 across questions and across raters is considered passing. If the mean score is below 3, the I-O faculty will discuss the candidacy responses as a committee to make a consensus pass/fail judgment. Mean scores for each question will be provided to students as developmental feedback after scoring of the written exam to help them better prepare for the oral exam.

The scale for grading candidacy exam questions follows:

1. Unacceptable
2. Marginal
3. Good
4. Excellent

Exam responses must be typed or printed via word processor to ensure legibility for faculty scorers. If a student wants to generate hand-written responses, it is the student's responsibility to get those responses typed or printed; a copy of the hand-written responses is made and retained by the test administrator before the responses are typed or printed.

The student is responsible for becoming familiar with word processing software and the particular computer configuration to be used for testing. The student must submit to the test administrator (or a representative) at the end of the exam the exam responses on a suitable recording media. It is the student's responsibility to make a backup of his or her answers. The student is not required to print his or her responses to the exam questions.

A student may use his or her own computer. However, the student is responsible for transportation of the computer to the exam site as well as for the security of the computer. A student may consult books and articles, as well as hand-written, typed, or printed notes during the exams. The student may use the Internet only to access books, articles, and scholarly online databases. The student may also use any material that has been entered onto magnetic media (e.g., word processor files). The student may not consult any person (e.g., other students or faculty members) by any means, including but not limited to phone, text message, chat, discussion forum, social media, or e-mail discussions; the honor code is in operation during the candidacy exams.

After passing the written exam, the oral exam should be scheduled and taken no later than the end of the following semester.