

# **NSU**

## Florida

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College of Psychology  
**NOVA SOUTHEASTERN  
UNIVERSITY**

**College of Psychology**  
**M.S. Program in Experimental Psychology**  
**Handbook**

Supplemental to Nova Southeastern University  
Policy and Procedure Handbook at  
[www.nova.edu/student-handbook](http://www.nova.edu/student-handbook)

2019-2020

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**COLLEGE OF PSYCHOLOGY  
ACADEMIC CALENDAR 2019-2020  
Doctoral, Specialist, & Master's Programs**

<b>Fall 2019 – Full Semester</b>	
Thursday, August 15	Orientation for new on-campus students
Monday, August 19	Fall semester classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, August 25	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, September 1	End of 75% refund
<b>Monday, September 2</b>	<b>Labor Day – university offices closed</b>
Sunday, September 8	End of 50% refund Last day for dropping classes with refund
Monday, October 7 – Saturday, October 12	Mid-Term Exam Dates
Sunday, November 17	Last day to withdraw from classes (no refund)
<b>Thursday, November 28</b> <b>Friday, November 29</b>	<b>Thanksgiving – university offices closed</b>
Monday, December 2- Saturday, December 6	Final Exam Dates
Sunday, December 8	Fall semester classes end
<b>Monday, December 23 –</b> <b>Thursday, January 2</b>	<b>Winter Holiday – university offices closed</b>

<b>Winter 2020– Full Semester</b>	
<b>Monday, December 23 –</b> <b>Thursday, January 2</b>	<b>Winter Holiday – university offices closed</b>
Friday, January 3	University offices reopen
Monday, January 6	Winter semester classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, January 12	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, January 19	End of 75% refund
<b>Monday, January 20</b>	<b>Martin L. King, Jr. Day – university offices closed</b>
Sunday, January 26	End of 50% refund Last day for dropping classes with refund
Monday, February 24- Saturday, February 29	Mid-term Exam Dates
<b>March 4 – March 8</b>	<b>Spring Break</b>
Sunday, April 12	Last day to withdraw from classes (no refund)
Sunday, May 24	Winter semester classes end

Monday, April 27 – Saturday, May 2	Final Exam Dates
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## **M.S. in Experimental Curriculum and Degree Completion Requirements**

The Master of Science in Experimental Psychology degree program provides students with a strong academic foundation in the theories and concepts of experimental psychology. Through focused coursework and the experience of mentored independent research, students are equipped with comprehensive skills in scientific inquiry and research methodology. These skills prepare students for admission into a doctoral program in psychology or for career opportunities that include teaching and research in industrial, government, private consulting, health care, and community settings. This program is offered as a day program on the main campus with courses typically offered in 9:00 am-12:00 noon and 1:00 pm to 4:00 pm time slots and with specific thesis requirements. Student cohorts are accepted into the program each fall.

### **Admissions Requirements**

To be considered for admission to graduate study in the master's program in Experimental Psychology, the applicant is required to present evidence of scholastic ability and a strong interest in the area of psychology and research. The preferred applicant should have a GPA of 3.0 in the last 60 credits of undergraduate study OR completion of a minimum of 18 credits of graduate study with a GPA of 3.0 or better and combined verbal and quantitative GRE score of 300.

To apply for admission to this program, prospective students must each submit:

- Completed online application
- \$50 nonrefundable application fee (due at time of application)
- Transcripts from all previously attended higher-education institutions
- Official GRE report
- Official GRE score for the Subject Test in Psychology (required only for applicants who did not major in psychology as undergraduates)
- Personal statement of approximately 500 words on the applicant's objectives in applying to the program
- Three letters of recommendation on official letterhead from professionals who can speak to the applicant's academic and scholarly accomplishments (e.g., professors familiar with students previous academic work)
- For graduates of foreign institutions (where English is not the primary language of instruction): Demonstrate English-language proficiency by submitting documentation of one of the following: successful completion of a degree at an approved U.S. institution of higher education where English is the primary language of instruction; Test of English as a Foreign Language (TOEFL) official score of at least 213 on the computerized test, at least 550 on the paper test format, or at least 79 on the Internet format; official IELTS score of at least 6.0. Note: The university accepts the Pearson Test of English-Academic (PTE-Academic) as an alternative option to the TOEFL as proof of English proficiency. The minimum required overall score for the PTE-Academic is 54.

All required documentation must be submitted to Enrollment Processing Services (EPS) at the following address:

**Enrollment Processing Services**

Nova Southeastern University  
Attn: College of Psychology  
3301 College Avenue  
P.O. Box 299000  
Fort Lauderdale, Florida 33329-9905

Prospective graduate students must submit all required application materials prior to June 1st in order to be evaluated for fall admission. Official transcript(s) showing all post-secondary coursework to date must be submitted as part of these materials.

**Program Requirements**

The successful M.S. in Experimental Psychology graduate is expected to:

1. Demonstrate knowledge of major concepts, theories, and supportive research in the four non-clinical foundational areas of experimental psychology (biological, cognitive, developmental, and social psychology) and in experimental design and analysis;
2. Apply research skills in at least one area of experimental psychology by carrying out an independent piece of research in at least one area of experimental psychology with collaboration from a faculty mentor, in the form of a thesis;
3. Demonstrate the ability to write experimental reports using APA format and language of the discipline.

**Major Course Requirements (33 credits)**

**Core Courses (12 credits)**

PSYC 5100	Behavioral Neuroscience (3 credits)
PSYC 5200	Cognitive Psychology (3 credits)
PSYC 5300	Developmental Psychology (3 credits)
PSYC 5400	Social Psychology (3 credits)

**Required Methodology Courses (9 credits)**

PSYC 5900	Psychological Quantitative Methods I (3 credits)
PSYC 5910	Psychological Quantitative Methods II (3 credits)
PSYC 5920	Research Methods in Experimental Psychology (3 credits)

**Thesis (6 credits)**

PSYC 6000	Master's Thesis (3 credits, repeatable)
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**Elective Courses (6 credits)**

PSYC 5110	Sleep, Dreams, and Consciousness (3 credits)
PSYC 5120	Comparative Psychology (3 credits)
PSYC 5210	Sensation and Perception (3 credits)
PSYC 5310	Seminar in Self-concept Development (3 credits)
PSYC 5320	Seminar in Gender and Development (3 credits)
PSYC 5330	Seminar in Social and Personality Development in Childhood (3 credits)
PSYC 5410	Evolutionary Psychology (3 credits)

PSYC 5430	Interpersonal Perception (3 credits)
PSYC 5440	The Social Self (3 credits)
PSYC 5510	Personality and Individual Differences (3 credits)
PSYC 5520	Applied Behavior Analysis (3 credits)
PSYC 5600	History and Systems in Experimental Psychology (3 credits)
PSYC 5700	Grant Writing and Getting Published (3 credits)

### **Comprehensive Examination**

Upon completing core content coursework and the first core methodology course, students must take and pass a comprehensive examination with a score of 70% or better. This examination is designed to measure acquired knowledge in the core content areas of the program and basic research methodology. The questions are developed by the psychology faculty members who teach in these areas.

Students have two opportunities to pass the comprehensive examination. Students who do not pass the comprehensive examination after the second attempt will be dropped from the degree program. Comprehensive exams are taken at the end of the students' first year, in May. A second attempt to pass the exam can be completed in August, prior to the start of the second year in the program. Failure to pass the exam within two attempts will result in dismissal from the program. Students can appeal to the department chair for a third attempt at the exam.

### **Thesis**

The thesis represents the culmination of the student's work in this program. Completing and successfully defending the thesis demonstrates that the student can work independently, integrate discipline-specific information, and respond to feedback. The student must complete 6 credits of thesis coursework (at 3 credits per semester) to meet degree requirements.

If a student has not successfully defended his/her thesis after completing 6 credits of thesis coursework, the student must remain enrolled in thesis credits for each additional semester during which he/she is working on the thesis, including the semester of defense. During this time, the student must maintain active status in the degree program. Students may complete a maximum of 12 credit hours of thesis work.

### **Academic Standing**

Students admitted into the program are on track for degree candidacy without an additional formal matriculation process. Students must maintain a cumulative grade point average of 3.0 or greater throughout the program. Students whose cumulative GPA falls below 3.0 will be placed on academic probation for one semester. Students on probation who fail to raise their GPA to 3.0 or higher will be dismissed from the program. Students who receive two grades below a B minus (B-) or a grade of F in any course will be dismissed from the program.

### **Length of Program**

The average length of time to complete the program is 2 years.

### **Model Curriculum**

The following pages contain the model curriculum to be followed by students entering the program in 2019-2020 academic year and descriptions of all required and elective courses offered by the program.



Year 1		
Fall	<b>PSYC 5200</b>	Cognitive Psychology
	<b>PSYC 5400</b>	Social Psychology
	<b>PSYC 5920</b>	Research Methods
Winter	<b>PSYC 5100</b>	Behavioral Neuroscience
	<b>PSYC 5300</b>	Developmental Psychology
	<b>PSYC 5900</b>	Psychological Quantitative Methods I
Year 2		
Fall	<b>PSYC 5910</b>	Psychological Quantitative Methods II
	<b>PSYC 5410</b>	Evolutionary Psychology *
	<b>PSYC 6000</b>	Master's Thesis
Winter	<b>PSYC 5510</b>	Personality and Individual Differences *
	<b>PSYC 6000</b>	Master's Thesis

\* Electives are selected at the cohort level, with consideration given to student interests and faculty availability.

## Experimental Psychology Course Descriptions

### **PSYC 5100 Behavioral Neuroscience (3 credits)**

This course emphasizes the principles of behavioral neuroscience, stressing the methods and rationales used to acquire information and reach conclusions about brain mechanisms underlying behavior. Students will survey topics related to the biology of psychology including: the basic anatomy of the nervous system, the normal physiological functions of the nervous systems, cellular electrophysiology, behavioral disorders, and brain diseases. The course also reviews current research on the role of biological basis of behavior. The relative contribution of heredity and environment will also be examined.

### **PSYC 5110 Sleep, Dreams, and Consciousness (3 credits)**

The focus of this course is to provide students with an in-depth introduction to the biological and behavioral features of various states of consciousness, with a focus on sleeping and dreaming, as well as on several altered states of consciousness. Neural correlates of consciousness form the core of the course.

### **PSYC 5120 Comparative Psychology (3 credits)**

This course will explore research on animal behavior conducted in the field and lab by psychologists, biologists and anthropologists. The course will cover the comparison of behavior and cognition across a broad range of animal species. Includes phenomena, principles, mechanisms, theories, and research techniques. Applications of evolutionary theory emphasized and implications for humans explored.

### **PSYC 5200 Cognitive Psychology (3 credits)**

This seminar reviews historical and current research in cognition. Topics include literature from cognitive psychology, cognitive neuroscience, cognitive development, and social cognition. Students in this course are expected to take an active role in class and express their ideas and opinions in class.

**PSYC 5210 Sensation and Perception (3 credits)**

In this course, students are introduced to the relationship between the process of transducing physical energy into neural energy. This class will also review the interpretation of sensation.

**PSYC 5300 Developmental Psychology (3 credits)**

This course is designed to provide graduate students with a broad overview of current theories and research in developmental psychology. The focus of this seminar is the examination of development during infancy and childhood, including biological, cognitive, social, emotional, and cultural aspects. In particular, we will focus on theories, research, and applications for everyday interactions and contexts to garner an appreciation and understanding of normative and non-normative patterns of development. The principal goal of this course is to help students develop foundational knowledge about child development, and also to develop analytical skills for evaluating and conducting developmental research.

**PSYC 5310 Seminar in Self-Concept Development (3 credits)**

This course will examine theory and research on self-concept development. Current issues will be identified and relevant theoretical and empirical work critically examined. Students will gain a comprehensive overview of the field as well as an introduction to a number of specific empirical areas of research related to the psychological study of self-concept development. Readings will be assigned from both the developmental and the social psychology disciplines, with the goal of integrating information from these two sources so as to identify promising future directions as well as current trends in the field. Prerequisite: PSYC 5300 and PSYC 5400.

**PSYC 5320 Seminar in Gender and Development (3 credits)**

This course introduces students to theories and research on gender role expectations and their influence on the psychosocial developmental experience of men, women, and children. This course will examine the impact of gender and gender role systems on developmental processes. Students will survey contemporary theory and research on gender systems and roles and the impact of gender on psychosocial development and relationship processes. Current gender research will be applied to understanding self-concept, achievement, work, relationships, and violence. Students will gain a comprehensive overview of the field as well as an introduction to a number of specific empirical areas of research related to the psychological study of gender role development. Prerequisite: PSYC 5300.

**PSYC 5330 Seminar in Social and Personality Development in Childhood (3 credits)**

This course will survey theory and research in the field of social and personality development. The general goal of the course is to provide an introduction to the scientific study of processes in personality and social development with an emphasis on basic theory and research rather than applied topics such as child rearing and educational practices. Prerequisite: PSYC 5300.

**PSYC 5400 Social Psychology (3 credits)**

This course is designed to provide graduate students with a broad overview of current theories and research in social psychology. This course will review, in detail, the scientific study of how people's thoughts, feelings, and behaviors are influenced by the real or imagined presence of other people. Topics such as self-perception, judgment and decision-making, rationalization, attitude

change, conformity, social influence, obedience, attraction, love, aggression, violence, altruism, deception, nonverbal communication, and prejudice will be covered.

**PSYC 5410 Evolutionary Psychology (3 credits)**

This course serves as an overview to the theoretical approach of evolutionary psychology as well as a survey of the major topics areas that have been approached from an evolutionary perspective. Adaptationism, the theoretical approach that understands present-day behavior and mental processes as products of past Darwinian selection pressures, is central to this course. Students are expected to develop the ability to evaluate adaptationist hypotheses, to understand the fundamental differences between the evolutionary approach and traditional social science approaches (esp. tabula rasa behaviorism), and to recognize/avoid the common errors of naïve adaptationism. As such, the course will also present necessary information from the field of evolutionary biology (intragenomic conflict, special design criteria, the evolution of sex, etc.).

**PSYC 5430 Interpersonal Perception (3 credits)**

This course examines the psychological processes involved in our perception of others' behavior, personality, and affective states. The goal of the course is to provide students with a broad survey of the factors that influence the way in which we perceive people, and to give students experience with the methods with which experimental psychology investigates these issues. Readings are from such diverse fields as nonverbal communication, social cognition, empathy, gender studies, cognitive development, and personality psychology.

**PSYC 5440 The Social Self (3 credits)**

This course is a study of the social construction of identity. The focus of the course centers on (a) an analysis of identity from early theorists (e.g., James, Mead and Cooley) to more contemporary theorists, and (b) the various social elements of individuals' lives that contribute to a sense of self.

**PSYC 5510 Personality and Individual Differences (3 credits)**

This course serves as an overview to the study of inter-individual variation among humans and is, therefore, a complement to most psychology courses, in which the content is based on the group means from relevant studies. Much of the course will be devoted to personality theories, but variations in intelligence (e.g., 'g' factor intelligence), sexuality (e.g., sexual orientation), emotions (e.g., emotional lability), and localization of brain function (e.g., lateralization of language comprehension) will also be given thorough treatment.

**PSYC 5520 Applied Behavior Analysis (3 credits)**

This course introduces students to ABA through readings, lecture, homework assignments, and exercises; the content, although applicable to the normal population, relates specifically to people with developmental disabilities. The students will learn about basic principles of behavior and how to apply them to produce effective, ethical, and meaningful change in the behavior of people they support. The students learn how to assess the functions or causes of behavior, develop interventions appropriate to those functions, design behavior intervention programs, and assess their effectiveness.

**PSYC 5600 History and Systems in Experimental Psychology (3 credits)**

This course will introduce students to the development of modern psychological thought beginning with the Greeks. While some topics such as dualism, will be discussed in terms of earlier origins, the emphasis will be upon the development of post-renaissance concepts such as mechanism, determinism, and empiricism. The origins of the scientific method and the early attempt to apply this methodology to the psychological issues will also be presented from several perspectives. Particular attention will also be given to the antecedents, formal developments and ultimate fate of the major schools of thought in contemporary psychology.

**PSYC 5700 Grant Writing and Getting Published (3 credits)**

Students in this course will learn how to research and identify potential grant sources and develop the skills needed to successfully write competitive grant proposals. Students will practice writing and reviewing proposals, with specific concentration on the following components: (a) statement of need/ rationale, (b) implementation strategies, (c) outcomes, (d) personnel, (e) evaluation, and (f) budget.

**PSYC 5900 Psychological Quantitative Methods I (3 credits)**

This course will focus on the theory and application of the most commonly used parametric statistical methods in Psychology. Specifically, this course will explore the relationship between advanced statistical methods and psychological research methods by providing students with an advanced understanding of the univariate methods commonly used for the analysis of behavioral data.

**PSYC 5910 Psychological Quantitative Methods II (3 credits)**

Study of multiple-response, multi-factor regression analysis, multivariate analysis of variance, alternative models in factor analysis, moderator/mediator effects, dyadic data analysis, and statistical classification methods. Prerequisite: PSYC 5900

**PSYC 5920 Research Methods in Experimental Psychology (3 credits)**

This course covers the methodological tools used in psychological research studies, with specific emphasis on observational, correlational, experimental, and quasi-experimental designs. Students will develop testable hypotheses, design a quantitative experimental research study, and use APA-format to write a report similar to those found in professional psychological journals.

**PSYC 6000 Master's Thesis (3 credits)**

In this course, the student will conduct and report an extensive independent research project under supervision of a faculty advisor. As part of the master's thesis the student will develop scientific questions and hypotheses, study design, data collection, data analysis, interpretation of the results. The students will also write a report and successfully defend the study to the master's thesis committee in an oral colloquium. This course is repeatable. Prerequisites: Permission of Department Chair.

## **Research Training**

Upon completion of the program, all M.S. students will exhibit research-related competencies that reflect their ability to engage and disseminate scholarly research. These competencies will be developed through a variety of experiences in the program, including coursework and completion of the thesis, as well as through activities associated with dissemination of research.

### **Course work**

It is expected that M.S. students will be actively involved in research throughout their graduate training. The research course sequence is structured both as an apprenticeship in the acquisition of research skills and as a structured individual learning experience. Initially, the required courses PSYC 5920 (Research Methods in Experimental Psychology), PSYC 5900 (Psychological Quantitative Methods I), and PSYC 5910 (Psychological Quantitative Methods II) provide students with the opportunity to gain discipline-specific knowledge in the areas of research methods and statistical analysis.

### **Thesis**

The thesis project is a critical component to the development of M.S. students' research skills. The first step in this process is the identification of a thesis advisor. The thesis advisor must be a full-time NSU Department of Psychology and Neuroscience faculty member in the student's discipline. Ideally, the thesis advisor will have expertise that is relevant to the student's area of study. Students are encouraged to meet with faculty in the department within the first several weeks of the semester to start identifying a thesis advisor, with the expectation that students will have identified an advisor by the end of their first semester.

In consultation with the advisor, students then select additional faculty members to be a part of the thesis committee. Experimental psychology students must select one or two additional committee members who may be any NSU faculty member. A third member of the committee may be an individual external to NSU.

The thesis advisor meets regularly with the student to set goals, review drafts, and ensure progress. Committee members give feedback on the proposal and the final draft, as well as evaluate the Thesis Defense.

### **Writing a Thesis Proposal and Submitting an IRB Application**

After selecting a committee, the student must write a short proposal describing the theoretical background, proposed methods, timeline, and budget (if applicable) for the thesis project and submit it to the committee for approval. Under consultation with the committee, the proposal is reviewed to ensure feasibility, clear focus, and potential for development. When the proposal has been approved by the committee members, the student and committee members sign the Thesis Proposal Approval Form (can be obtained from a faculty adviser), and the committee authorizes the student to complete the IRB application form (if applicable). Students should initiate the thesis IRB application process as early as possible, as the process can be time consuming. The necessary requirements and forms are available at [www.nova.edu/irb/manual/forms.html](http://www.nova.edu/irb/manual/forms.html).

Once completed, the student submits the Thesis Proposal Approval Form to the department chair for review and approval.

Thesis research and data collection should occur according to the approved timeline and IRB specifications (when applicable).

Prior to the defense, the student submits final copies of the project to each committee member and to the department chair.

### **Thesis Defense**

After the student has submitted final copies of the thesis, he/she will schedule a Thesis Defense, with the thesis committee's approval. **The thesis defense must take place during the student's final semester of the program.** The student and the thesis advisor should discuss appropriate presentation of the project prior to the defense. The defense will be before the graduate faculty and an audience of other students and invited guests. During the event, the student summarizes the project, presents the major findings, and addresses questions from the thesis committee. The student's presentation of the project and answers to these questions will be considered as part of the assessment of the thesis project. After the committee finishes asking questions, audience members will have the opportunity to ask questions of the student.

After the Thesis Defense, the committee members will assess all parts of the project and decide whether or not to recommend approval of the thesis. The committee may require that the student complete further work or revisions following the defense. If approval is recommended, the committee will complete the signature page, and the student will submit the thesis for final approval by the department chair. Finally, the student will submit copies of the thesis to the department chair according to the Thesis Format and Style Guidelines (below).

### **Important Deadlines**

**Thesis Proposal due to Department Chair** midterm week of Fall semester

**Thesis due to Department Chair** March 1

**Thesis Defense** April 15

### **Format and Style Guidelines for Thesis**

Students must adhere to the following Thesis Format and Style Guidelines. After successful completion of the Thesis Defense, each student will complete the following steps.

1. Make all final revisions and prepare one final manuscript according to the following guidelines.
  - The manuscript should be double-spaced in Times New Roman, 12-point font.
  - The left margin should be 1.5".
  - All other margins (top, right, and bottom) should be 1".
  - Page numbers should be placed in a header: top right, 0.5" from the top, numeral only.
  - Front matter should be prepared.
2. Submit an electronic copy of the manuscript, including front matter, in one document to the director of the master's program. The director will review the formatting and alert the student to any necessary changes.
3. Once the manuscript has been approved by the director, the student will:
  - Submit one final electronic copy to the chair that will become part of the department's digital thesis archive.

- Print two copies of the complete manuscript, including front matter, on 100% cotton fiber paper. The signature page must include original signatures. Manuscripts should be submitted to the department chair, will be bound, and will become part of the university and department thesis archives.

If the student would like to have a bound copy, he/she must submit an additional manuscript, including front matter and original signatures, and a check for the total amount. Interested students should ask the chair for current pricing information. All manuscripts should be submitted at the same time.

### **Additional Research Engagement**

The master's thesis is the *minimum* research requirement; students are strongly encouraged to conduct other research projects (collaborating with their mentor or other faculty members) in addition to the thesis. Students should make an effort to present their research at professional conferences. This additional engagement in research allows a student to possibly gain authorship on research projects that will be completed prior to the conclusion of the student's thesis. As a result, students are able to gain authorship on posters or publications during their tenure in the program.

In addition to the thesis proposal and thesis defense meetings, students are expected to present the research findings at the monthly graduate student talk series meetings. Students will present one time during each year that they are in the program.

Funding for conference travel is available for students in the program through the university Student Government Association travel funds. The application for the funds occurs twice a year and funds are awarded on a competitive basis. Additional travel funds may be available through the College of Psychology.

### **Research with Human Subjects**

All research conducted at the College of Psychology, including that done with clinic clients, students, or volunteers, must be submitted to the Institutional Review Board (IRB) and receive approval or exemption **prior to beginning the research**. Additional information about IRB procedures are described elsewhere in this handbook. Additionally, IRB policies and procedures can be accessed at the IRB Web site at <http://www.nova.edu/irb/index.html>

## **Evaluation of Master's Students**

### **Grading Policy**

The following policies apply to all academic programs in the College of Psychology. All degree programs in the College of Psychology assign grades to course work according to the following system:

Grade	Points or Percentage Earned	Quality Points
A	93-100	4.00
A-	90-92	3.75

B+	88-89	3.50
B	83-87	3.00
B-	80-82	2.75
C+	78-79	2.50
C	73-77	2.00
C-	70-72	1.75
F	Below 70	0.00

In all courses, a letter grade will be assigned based on the individual instructor’s assessment and evaluation of the student’s work. Some programs may also use the following grades: P (Pass), I (Incomplete), W (Withdrawn), AU (Audit), and TR (Transfer).

### **Remediation Process for Coursework: Grade Failure**

A grade lower than B- in a required course does not satisfy curriculum requirements, and the course must be repeated. If a grade lower than B- is received in an elective, the student has the option of repeating the course or taking another that will satisfy the specific curriculum requirement. Both grades shall remain on the student’s record and shall count toward an accumulation of below B- grades. If a course is repeated, only the higher of the two grades will be counted toward the student’s grade point average.

A student will not be permitted to register for a sequential course when a grade of I or a grade below B- has been received in a prerequisite course. Any student receiving a grade below B- or placed on academic probation is required to meet with the Director of the Experimental Program for advisement.

**Before the first class session, dropped courses will be deleted from the student’s record.** A grade of W is assigned when a student withdraws from a course after the “last day to drop courses,” indicated in the section on withdrawal from classes and before the 11th scheduled class. A grade of W will appear on the student’s official transcript. Students failing to officially withdraw before the 11th scheduled class will be subject to grading as described in the course syllabus. Students should consult the College’s academic calendar for specific dates associated with these deadlines.

### **Grade Reports**

Student grades are disseminated online via SharkLink at <https://sharklink.nova.edu>. Legal provisions prohibit the release of personally identifiable information to anyone other than legally authorized persons. Students are permitted to inspect, review, and challenge such information as provided by law.

### **Incomplete**

A grade of Incomplete (I) is issued in rare cases because of unusual and exceptional circumstances. Students are only eligible for an Incomplete if:

- 50% of the coursework has been completed with a passing grade.
- The remaining coursework must be completed in a time frame agreed upon by the faculty member and not exceeding 10 calendar weeks from the last day of the semester.



It is the student's responsibility to consult the faculty member regarding an Incomplete request. Based on the unusual and exceptional circumstances surrounding the Incomplete request, documentation may be required to be submitted. Both the student and faculty member must sign the Incomplete Grade Agreement Form/Contract prior to the end of the course, and agree upon its conditions.

If the student does not complete the coursework within the agreed upon time period, the Incomplete grade will be changed to the grade earned based on the work accepted by the instructor to date as stipulated in the contract or agreement; the student only gains points for assignments completed that were included in the incomplete agreement. A student who is absent at the final examination without prior approval is generally not eligible to receive an Incomplete grade.

A student must request an "incomplete" from the instructor. If the instructor approves an incomplete, a contract form is signed by the instructor and student and submitted to the Department Chair. The contract must specify the following:

1. The requirements to be completed by the student to remove the incomplete.
2. The time period within which the student must satisfy the incomplete. The time limit is to be specified by the instructor, but must not exceed 10 weeks from the end of the semester.
3. The grade that the student will receive if the incomplete is not satisfied by the conclusion of the specified time period.

Should the instructor choose not to assign an incomplete, the grade assigned will then be based on the instructor's assessment of the quality and quantity of work completed.

A student will not be permitted to register for a sequential course when a grade lower than a B- or an I has been received in a prerequisite course.

## **Student Conduct – Academic Integrity**

### **Standards of Conduct**

Students should refer to the full Code of Student Conduct and Academic Responsibility in the NSU Student Handbook (<http://www.nova.edu/student-handbook>). Nova Southeastern University has established clear expectations regarding student conduct and academic responsibility. When these standards are violated, significant disciplinary action can be expected, including expulsion from the university. Students are expected to abide by all university, college, and program rules and regulations as well as all federal, state, and local laws. Students are also expected to comply with the legal and ethical standards of their chosen fields of study.

### **Academic Integrity in the Classroom**

The university is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. Faculty members are committed to uphold the standards of academic integrity and do their utmost to prevent academic misconduct by being alert to its possibility. If academic misconduct is detected, the faculty member communicates with the student and takes appropriate grade actions within the

scope of the course. Depending on the severity or reoccurrence of the academic misconduct, faculty members file a report with the Professional Standing Committee via the Office of the Dean.

Refer to the NSU Student Handbook (<http://www.nova.edu/student-handbook> ) and the specific program handbook for information on the NSU academic standards.

### **Violations of Standards**

Violation(s) of any academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans, associate deans, or department chairs may, in their discretion, immediately suspend students pending a hearing on charges of academic misconduct or supplementary standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, up to and including, expulsion from the university.

### **Professional Standing Committee**

The Professional Standing Committee of the College of Psychology is appointed by the dean of the college and serves in a variety of capacities related to the review of student professional standing matters. The committee consists of faculty, a student representative and other members as appointed by the dean.

The committee may be asked to review alleged violations of the University Student Code of Conduct, including academic standards and ethical standards of the field. In addition, the committee may conduct reviews concerning emotional, or behavioral problems serious enough to suggest interference with professional functioning, academic performance, or performance in a clinical practicum or internship setting.

The purpose of the committee's review and recommendations are not limited to disciplinary actions; but may encompass efforts to remediate a deficiency or problems so that the student can continue his or her education and function competently as a professional. Committee activities are designed to insure a process by which all relevant facts can be determined, including providing the student with full opportunity to present important information. Actions the committee may recommend to the dean could include, but are not limited to, remediation, referral, warning or sanctions up to suspension or termination.

In instances of complaints regarding violations of Student Conduct and Academic Responsibility, the dean or associate dean may charge the committee with conducting a formal investigation into the facts pertaining to allegations of misconduct. In such cases the committee will adhere to professional standing committee guidelines that insure a timely and complete review of the facts. The process will insure that the student and involved parties have the opportunity to present relevant information.

### **Academic Standing**

The academic standing policy for all graduate programs in the College of Psychology requires students to maintain a minimum cumulative grade point average of 3.0. In addition, other

minimum requirements are in existence as outlined below. Failure to meet these requirements will result either in academic probation or dismissal.

**Probation.** Academic probation will occur automatically when any of the following conditions exist:

1. The cumulative grade point average falls below 3.0.
2. Three concurrent incompletes (I) appear on the transcript.

The student, the Program Director, and the Chair of the Department of Psychology and Neuroscience will be notified in writing of the student's probationary status by the Director of Academic Affairs.

The student is allowed one semester to remove probationary status. While on probation, students must maintain full-time enrollment.

No student on academic probation will be permitted to sit for Thesis defense or register for Thesis Research credit.

Academic probation may affect the student's financial aid status.

**Dismissal.** Automatic dismissal from the experimental program in the College of Psychology will occur when any of the following conditions exist:

1. Academic probation extends beyond one semester.
2. More than two grades below B- are received.
3. One grade of F are received.
4. The Comprehensive Examination is failed a second time.

**Students who are academically dismissed will not be considered for re-admission.**

## Academic Regulations and Information

### Calendar and Classes

**Academic Calendar.** Please refer to the academic calendar in this handbook for specific calendar dates. The academic calendar can also be found on the college's website for the most updated information: <https://psychology.nova.edu/students/current-students.html>

**Academic Year.** The academic calendar is outlined at the beginning of this handbook. The academic year of the M.S. program is divided into two semesters. Students are required to register for Fall and Winter semesters while fulfilling the minimum residency requirement as outlined in the Residency and Full-Time Status section of this handbook.

**Attendance.** Students are required to attend all scheduled learning activities including classes, lectures, seminars, and exams. Anticipated absences should be cleared in advance with

the instructor. Excessive absences may result in a lower grade at the instructor's discretion or may necessitate a withdrawal from the course. Students are required in the first year to attend all program colloquia and/or brown bag meetings scheduled in the fall and winter semesters.

### **Student Enrollment**

**Full-Time Status.** For certain forms of financial aid, full-time and part-time status may be defined differently. Students applying for financial assistance **MUST** clarify this with the Office of Student Financial Services and Registration.

Continuous registration for a minimum of 1 credit in the Fall and Winter semesters must be maintained until the degree is awarded.

**Leave of Absence.** A Leave of Absence (LOA) is a University-approved temporary period of time during which the student is not enrolled, but is not considered withdrawn from the University.

Students must apply in writing for a leave of absence to the Department Chair and/or Director of the Experimental Program. A one year leave of absence will be granted at a student's request. A second year leave of absence will be granted only for extraordinary circumstances. Time spent on an approved leave of absence is not charged against the five year time limit. Students on leave of absence are not permitted to participate in any University related activity, including Comprehensive Exam defense or Thesis. Students returning from a leave of absence must meet with the designated directors to discuss readiness to resume studies. If the designated directors determine that there is sufficient concern about a student's readiness, the case will be referred to the Professional Standing Committee. The committee's deliberations may include an interview of the student. Findings may include a determination that the student is not ready to return and may specify needed remedial actions. Students returning from a leave of absence are governed by the policies and procedures in place on their return. They should contact the Office of Academic Affairs well in advance of their return to register for courses.

A Leave of Absence may impact a student's financial aid status. Students should discuss the impact of such a request with the office of financial aid.

**Time Limits.** To assure that an awarded degree represents up-to-date knowledge and skill competencies needed to enter the profession, students are required to complete their program and be awarded a master's degree within five years from the time of first enrollment.

In the event that a student does not complete all requirements within the five-year time limit (excluding approved leaves of absence), he or she must enroll in and complete 18 credits per year. This must consist of at least 3 credits of course work (including independent study) and, if a thesis is incomplete, 3 credits of thesis supervision each Fall and Winter semester.

**Failure to Register/Withdrawal.** Students who fail to register for a required semester or who voluntarily withdraw from the program without a leave of absence are considered to have withdrawn from their program. Such students must make formal application and go through the entire admission process if they wish to reenter the program at a later date.

## Advising

**Orientation.** All new students are required to attend orientation before the start of the fall semester. At orientation, students are provided with needed information about the College of Psychology and NSU programs, introduced to faculty members and their programs of research and clinical service.

**Faculty Advisors/Mentors.** First-year students begin the program by finding a faculty mentor who will provide advisement on research, academic issues and initial inculcation into the profession of experimental psychology. Students will maintain active and ongoing interactions with their mentors throughout the length of the program. The mentor bears responsibility for integrating all aspects of the mentee's training experiences throughout matriculation including the supervision and guidance of the required research conducted for the thesis.

## Tuition and Fees

Masters tuition for 2019-2020 will be charged at the rate of \$790 per credit hour. **Students should anticipate an annual review of tuition and fees by the University and possible increases.** Students are expected to pay tuition in full at the time of registration. Students receiving financial aid must familiarize themselves with the requirements of that office with regard to payments and may defer payment only if they have been officially notified of an award. Based on an academic year of two semesters, tuition and fees are as follows:

Tuition	\$790 per credit hour
Application Fee	\$ 50 (non-refundable)
Registration Fee	\$ 30 per semester
Late Payment Penalty	\$100 per semester
Student Service Fee	\$500 per semester (4 or more credits) \$250 per semester (under 4 credits)
Textbooks and Supplies	\$1,100 (approximate cost per semester)
Degree Application Fee	\$100
Transcript Fee	\$ 10 per transcript
Student Health Insurance	\$959 for August 1, 2019 thru December 31, 2019; \$1336 for January 1, 2020 thru July 31, 2020; \$2295 total amount charged for August 1, 2019 thru July 31, 2020 (fees subject to change)

The expenses outlined above are to be considered as very general estimates and may vary considerably, depending on individual circumstances. Some courses may require additional fees for laboratory and/or equipment (e.g., calculator, testing materials) and supplemental course materials. **Please note that all above fees are subject to change without notice.**

## Refund Policy

The period in which a student is able to obtain a 100% refund may occur *prior* to the first class meeting. Please note that withdrawal dates are also *prior* to the end of the term (e.g., Fall term withdrawal date is November 17, 2019 and the end of the term is December 8, 2019).

Fees other than tuition are not refundable. Students who would like a tuition refund must notify the Department Chair in writing of their request and their reason for withdrawal. Unless written notification is on file, students are assumed to be active participants and are responsible for tuition payments.

### **Class Cancellation Policy**

The University reserves the right to cancel any class. If a class is cancelled and a replacement is not offered, then students will receive a full refund of tuition paid for the cancelled class. If the student registered for only one class, then the registration fee would be refunded as well.

### **Drop/Add**

The academic calendar outlines the dates and refund schedule for courses dropped or added. A course must be added before the end of the first week of the semester.

A course that is dropped within the time frame indicated on the academic calendar will not appear on the student's official transcript [Before the full-time residency requirement is satisfied, dropping a course that would bring a student's course load below the minimum semester requirements (e.g., 9 credits or 6 credits during the last semester) requires approval by the Department Chair].

The following schedule applies to refunds for each main campus semester class:

100% refund if course is dropped by the last day of the 1<sup>st</sup> week of semester  
75% refund if course is dropped by the last day of the 2<sup>nd</sup> week of semester  
50% refund if course is dropped by the last day of the 3<sup>rd</sup> week of semester

### **Withdrawal from a Course**

When the student withdraws from a course prior to the first class, the course is deleted from the student's record. A "W" grade is assigned when a student withdraws from a course after the last date indicated on the academic calendar to drop courses with a refund and prior to last published date to withdraw for the term. If the student fails to withdraw by the final published date to withdraw for the term, the student will be assigned a grade of "F."

A withdrawal on the official transcript will be included in attempted credit hours. A withdrawal from a course may affect student's financial aid status.

Students withdrawing from their program will not be considered for readmission.

### **Transfer of Credit**

All transfer credit must be awarded during the student's first academic year in the program. Consideration will be given only to master's level courses taken before matriculation in the doctoral program. Request for transfer credit for **FIRST SEMESTER COURSES** must be made during the summer, before July 20. Request for transfer credit for **ALL OTHER COURSES** must be made during the fall, before September 30.

Transfer credits will be awarded when the course being evaluated meets all of the following criteria:

1. Courses were earned while enrolled in a terminal masters or doctoral program.
2. No transfer credits may be applied to thesis or electives.
3. It was completed no longer than five years before the student's first enrollment in the program.
4. Courses were not applied to a completed degree program.
5. A grade of B- or higher was received.

A grade of P (pass) or CR (credit) or other such grades cannot be accepted as equivalent unless it can be officially verified.

The course is not offered solely in an online format.

The student must provide the Program Director and Department Chair with the syllabus and catalog description of courses for which transfer is sought. Faculty members evaluating transfer courses will consider the quality/rigor, currency, standardization, and fairness of the method of establishing the knowledge of courses being evaluated. Faculty members evaluating transfer courses may require the student to provide further documentation and supporting material such as class notes and to meet with them. The resulting evaluations are reviewed by the Department Chair who makes the final determination.

The maximum number of credits transferred that will be credited toward graduation is 15. Although credits awarded beyond this number may be used to excuse a student from a particular course, an equivalent number of elective credits must be taken in order to fulfill the degree requirements.

Federal regulations require that veteran students MUST report all prior credit and training, and that the school MUST evaluate such and grant credit as appropriate, with training time and tuition reduced proportionately and with the VA and student so notified.

### **Degree Conferral**

Students who have completed all requirements for the doctoral degree must submit an online application for degree. **Forms are available via the Office of the University Registrar's website: <http://www.nova.edu/registrar/instructions.html>** . A fee is required upon submission of the degree application form. Degrees are conferred at the following times only:

End of Fall Semester

End of Winter

End of Summer Session

Applications require approval by the Office of the Dean, University comptroller, registrar, and librarian. These offices verify that requirements are met and that the student's accounts, records, etc., are in good standing. The date supplied by the Office of the Dean for completion of academic requirements is the date that demarcates predoctoral from postdoctoral training and

supervision. The date is included on the transcript, and the Office of the Dean will verify it to licensing boards. Upon approval, the application is presented to the NSU Board of Trustees for conferral. Following the official conferral of the degree, which is noted on the transcript, a diploma is mailed to the student. Students are encouraged to submit their degree applications following completion of their thesis and final coursework.

### **Graduation**

Graduation exercises for Nova Southeastern University take place each summer. Eligibility to graduate is determined by having completed all requirements before the graduation date. M.S. students are eligible to participate at graduation if their thesis chair expects them to finish their Thesis by August 31<sup>st</sup> of that year.

Students eligible to participate in graduation may contact the Office of the University Registrar for information about graduation ceremonies.

### **Student Grievances and Appeals**

The College of Psychology faculty and staff value professionalism, honesty, and ethical conduct in the handling of student concerns. At all times, matters are handled in the spirit of education and development. The purpose of the student grievance and appeals process is to allow for the orderly resolution of student grievances concerning a policy, procedure, or administrative action. At all times, the respect and protection of students is of utmost concern.

Evaluation of course work and competency examinations reside within the expertise of faculty who are uniquely qualified by their training experience. Such evaluations and grades are not subject to formal appeal under this section unless there is an allegation of federally/state protected discrimination, but rather are subject only to appeal under the policy on grade disputes.

#### **Informal Procedure**

Before initiating a formal appeal, the student must first meet with the party against whom the complaint is being made and present supporting information in an attempt to resolve the matter informally. If this does not result in an acceptable resolution, the student shall bring all academic matters to the attention of the Program Director. This appeal should be presented to the appropriate Director within 30 working days of its occurrence, where informal resolution will continue. Should the Director find insufficient evidence or if this step fails to bring about an acceptable resolution, the student must next request intervention through the Dean of the College of Psychology within another 30 days.

#### **Formal Procedure**

1. A student wishing to proceed with the grievance must file a written appeal with the Dean. This document should contain a concise statement of the particular manner of harm, along with all relevant facts and compelling supporting evidence.
2. Upon receipt of a written appeal, the Dean shall review the document to determine if the complaint warrants further review.
  - a. If the Dean decides that no further action should be taken, the appeal will be terminated and a brief written explanation will be submitted to the student.



- b. If the Dean decides that a further review should occur, the appeal shall be referred to the College's standing Appeals Committee.

The Committee will conduct a substantive review of all facts it deems pertinent to the appeal. The Committee, at its discretion, may interview the student or any other pertinent person that it judges has information relevant to the review. No persons may have legal counsel accompany them or appear in their behalf.

3. The Appeals Committee will file a written recommendation, with justification, to the Dean, including whether sufficient evidence exists to uphold or overturn the action being grieved. The Dean will notify the student of a determination in writing within a reasonable period following the filing of the appeal. The program will make all reasonable efforts to expedite reviews and conclude the Formal Appeal procedure within 60 days from the date the formal written appeal is submitted to the Dean. However, based upon the individual circumstances and nature of the appeal, the Dean has the discretion to extend the period of time in which to complete the appeal and will inform the student of such in writing.
4. If the student has evidence that there have been any procedural irregularities within the appeals process, such irregularities must be presented in writing to the Dean within five days of the notification of determination. The Dean will review the document and notify the student of a decision. Should any irregularities have occurred, the Dean will return the appeal to the Appeals Committee for consideration consistent with the process described in this student policies & procedures handbook.
5. Following a review of the Committee's report, the Dean's decision shall be final. Students acknowledge upon their acceptance into this program that the above procedure provides for adequate review of University action by any other outside parties or jurisdictions. Further, the jurisdiction for all grievance issues related to policies, procedures, and/or administrative action shall be Broward County, Florida.

### **Grade/Academic Grievances**

Grade disputes shall be limited to concerns about the method(s) (i.e., error in calculation of grades) by which grades are determined. A student seeking to dispute a decision regarding a course grade and/or other evaluation should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

- a. Course Instructor/Supervisor
- b. Director of Experimental Program
- c. Department Chair

A student seeking to resolve a grade problem or dispute through the administrative channels cited above must initiate such action in writing within five (5) business days (excluding official school holidays and weekends) from the date that the grade was recorded on WEBSTAR. The grade appeal should include a concise statement of the basis of the appeal and shall not exceed one (1) page. The student will then have five (5) days from the time of notification of the decision at each level in order to proceed to the next level in the administrative channels cited above (i.e., if the

student receives notification of an unfavorable decision by the course instructor/supervisor, the student must proceed with his/her appeal to the program administrator within five days of said notification). Where a student fails to either initiate this process or proceed through this process within the specified time frame, the student will be deemed to have waived his/her right to dispute the grade in question.

In the case of a grade dispute or other appeals relating directly to a student's academic performance, an administrator may not substitute his/her judgment for the performance appraisal of the faculty member rendering the grade or assessing the students' work.

## **College of Psychology Student Aid and Employment**

### **College of Psychology Student Aid Programs**

College Scholarships: The College of Psychology maintains a limited amount of scholarship funds. Information on various scholarships, including COLLEGE OF PSYCHOLOGY, is available at: <http://www.nova.edu/financialaid/scholarships/>

### **College of Psychology Student Employment**

Student employment opportunities are available within the College of Psychology or its affiliates. These positions are generally awarded on a competitive basis and usually require a 10- to 20-hour time commitment per week.

**Assistantships.** A limited number of assistantships may be available for College of Psychology students through the College. Included are clinical positions within the various clinics, graduate assistantships, research assistantships, and teaching assistantships. Contact the Director of employee services for information regarding the availability of assistantships.

**COLLEGE OF PSYCHOLOGY**  
**Department of Psychology and Neuroscience Organization**

Karen S. Grosby, Ed.D.	Dean
Glenn Scheyd, Ph.D.	Chair, Department of Psychology and Neuroscience
Jonathan Banks, Ph.D.	Director of M.S. in Experimental Psychology program
William Collins, Ph.D.	Director of B. S. in Psychology program
Alex Cuc, Ph.D.	Director of M.S. in General Psychology program
Frank De Piano, Ph.D.	Director of M.S. in Forensic Psychology program
Jaime Tartar, Ph.D.	Director of B.S. in Behavioral Neuroscience program

**Full-Time Faculty**  
**Department of Psychology and Neuroscience**  
**2019-2020**

**Jonathan Banks, Ph.D.**, University of North Texas, associate professor. Impact of stress on cognitive processes; working memory and executive functioning; mind wandering; mindfulness.

**Leanne Boucher, Ph.D.**, Dartmouth College, associate professor. Behavioral measures of cognitive flexibility; understanding the neural correlates of response inhibition; psychophysics.

**Myron Burns, Ph.D.**, Tennessee State University, associate professor. HIV/AIDS; minority health; stress-process of health outcomes; drug prevention; family therapy.

**William (Matt) Collins, Ph.D.**, McMaster University, associate professor. Cognitive psychology; cognitive neuroscience; memory development.

**Mercedes Fernandez, Ph.D.**, University of Arizona, professor. Neuropsychology; human electroencephalography; executive control in bilinguals.

**Allie Holschbach, Ph.D.**, Michigan State University, assistant professor. Behavioral neuroendocrinology; social behavior; anxiety-like behaviors; serotonin; hormones; brain plasticity; neural underpinnings of social and emotional behavior; hormones and behavior; sex differences in the brain and behavior.

**Justin Landy, Ph.D.**, University of Pennsylvania, assistant professor. Social cognition of moral judgment and decision-making, especially moral reasoning, judgments of moral character, and related processes; meta-science and reproducibility.

**William Kochen, Ph.D.**, George Mason University, assistant professor. Effects of environmental changes on Traumatic Brain Injury pathology and treatment; translational animal and human research. Stress, diet, social factors.

**Mindy Ma, Ph.D.**, University of Miami, professor. Cardiovascular behavioral medicine; HIV prevention; minority health; health risk behaviors; stress and coping.

**Madhavi Menon, Ph.D.**, Florida Atlantic University, associate professor. Developmental costs of high self-esteem; gender identity development; narcissism and psychosocial adjustment; social development in middle childhood and emerging adulthood; peer and parental relationships in middle childhood and emerging adulthood.

**James Munoz, Ph.D.**, Tulane University, assistant professor. Factors that regulate the proliferation, migration, and differentiation of neural stem cells.

**Tim Razza, Psy.D.**, Nova Southeastern University, associate professor. Clinical psychology; child and adolescent psychopathology; psychological assessment; treatment of anxiety and disruptive behavior disorders; assessment of suicide in children and adolescents.

**Glenn Scheyd, Ph.D.**, University of New Mexico, associate professor. Evolutionary psychology; human mate selection; individual differences in attractiveness perception; intrasexual competition.

**Aya Shigeto, Ph.D.**, University of Illinois, associate professor. Social and emotional development in infancy and early childhood; family systems theory; child temperament; parenting behavior; parent-child relationships.

**Valerie Starratt, Ph.D.**, Florida Atlantic University, associate professor. Evolutionary psychology; verbal and physical domestic abuse; mate value and mate retention behaviors; resource management strategies; neurophysiology of evolved psychological mechanisms.

**Weylin Sternglanz, Ph.D.**, University of Virginia, associate professor. Interpersonal perception; nonverbal decoding accuracy; deception detection; empathic accuracy; romantic attraction.

**Jaime Tartar, Ph.D.**, University of Florida, professor. Physiological consequences of stress; influence of emotion on attention; influence of sleep loss on cognition and emotion.

**Michael Voltaire, Ph.D.**, Florida International University, associate professor. Applied behavior analysis; developmental disabilities; life-span human development; autism.

### **Professors Emeriti**

**Tom Fagan, Ph.D.**, Virginia Tech. Forensic psychology.

**Allan Schulman, Ph.D.**, Pennsylvania State University. Animal behavior; ethology; behavioral ecology.

## NSU Resources

<b>College of Psychology Graduate Program Information</b>	Nova Southeastern University College of Psychology 3301 College Avenue Fort Lauderdale, Florida 33314-7796	(954) 262-5790 Toll free: 1-800-541-6682 Ext: 25790 Email: <a href="mailto:gradschool@nova.edu">gradschool@nova.edu</a>
<b>Admissions</b>	Nova Southeastern University College of Psychology Graduate Admissions Office 3301 College Avenue Fort Lauderdale, Florida 33314-7796	(954) 262-5760 Toll free: 1-800-541-6682 Ext: 25760 Fax: (954) 236-3893 Email: <a href="mailto:gradadm@nova.edu">gradadm@nova.edu</a> <a href="http://www.psychology.nova.edu">www.psychology.nova.edu</a>
<b>Financial Aid</b>	Nova Southeastern University Office of Student Financial Assistance Horvitz Administration Building First Floor 3301 College Avenue Fort Lauderdale, Florida 33314-7796	(954) 262-3380 Toll free: 1-800-806-3680 <a href="http://www.nova.edu/cwis/finaid">www.nova.edu/cwis/finaid</a>
<b>Housing</b>	Nova Southeastern University Office of Residential Life & Housing 3301 College Avenue Fort Lauderdale, Florida 33314-7796	(954) 262-7052 Toll free: 1-800-541-6682 Ext: 27052 <a href="http://www.nova.edu">www.nova.edu</a>
<b>International Student Advisement</b>	Nova Southeastern University Office of the University Registrar International Student Advisor 3301 College Avenue Fort Lauderdale, Florida 33314-7796	(954) 262-7240 Toll free: 1-800-541-6682 Ext: 27240
<b>Veterans' Benefits</b>	Nova Southeastern University Office of the University Registrar Coordinator of V.A. Benefits 3301 College Avenue Fort Lauderdale, Florida 33314-7796	Toll free: 1-800-541-6682 Ext: 27236
<b>Other NSU Programs</b>	Nova Southeastern University Office of the University Registrar 3301 College Avenue Fort Lauderdale, Florida 33314-7796	(954) 262-7255 Toll free: 1-800-541-6682 Ext: 27255 <a href="http://www.nova.edu">www.nova.edu</a>

## Appendix 1

### Master's Thesis Format and Style Guidelines

Students must adhere to the following Thesis Format and Style Guidelines. After successful completion of the Thesis Defense, each student will complete the following steps.

1. Make all final revisions and prepare one final manuscript according to the following guidelines.
  - The manuscript should be double-spaced in Times New Roman, 12-point font.
  - The left margin should be 1.5".
  - All other margins (top, right, and bottom) should be 1".
  - Page numbers should be placed in a header: top right, 0.5" from the top, numeral only.
  - Front matter should be prepared.
2. Submit an electronic copy of the manuscript, including front matter, in one document to the director of the respective master's degree program. The director will review the formatting and alert student to any necessary changes.
3. Once the manuscript has been approved by the director, the student will:
  - Submit one final electronic copy to the chair that will become part of the department's digital thesis archive.
  - Print two copies of the complete manuscript, including front matter, on 100% cotton fiber paper. The signature page must include original signatures. These copies should be submitted to the department chair, will be bound, and will become part of the university and department thesis archives.

If the student would like to have a bound copy, he/she must submit an additional manuscript, including front matter and original signatures, and a check for the total amount. Interested students should ask the chair for current pricing information. All manuscripts should be submitted at the same time.

## **Appendix 2**

### **Thesis Proposal Approval Form**



Nova Southeastern University  
College of Psychology  
Department of Psychology & Neuroscience

M.S. in Experimental Psychology: Thesis Proposal Approval Form

**Section I. To be completed by the student.**

---

Name \_\_\_\_\_ NSU ID# \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Title of Study \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_

ATTACH TO THIS FORM A SUMMARY OF YOUR PROJECT

\_\_\_\_\_  
(Date) (Typed or printed name and signature of student)

**Section II. To be completed by the Thesis Committee:**

Having affixed my signature below, I hereby approve this thesis proposal and agree to serve on the above student's thesis committee.

\_\_\_\_\_  
(Date) (Typed or printed name and signature of Faculty Thesis Advisor)

\_\_\_\_\_  
(Date) (Typed or printed name and signature of Faculty Committee Member)

\_\_\_\_\_  
(Date) (Typed or printed name and signature of Faculty Committee Member)

**Section III. To be completed by the Chair of the Department Psychology & Neuroscience.**

Having affixed my signature below, I hereby approve this thesis proposal and committee.

\_\_\_\_\_  
(Date) (Signature of the Chair of the Department of Psychology & Neuroscience)

**IF CHANGES OCCUR, EITHER IN COMMITTEE MEMBERSHIP OR TOPIC, A NEW FORM MUST BE COMPLETED AND APPROVED.**



## **Appendix 3**

### **Master's Thesis Front Material Sample**

TITLE OF THESIS

A Thesis  
Submitted in Partial Fulfillment of the  
Requirements for the Degree  
Master of Science in Experimental Psychology

Anne Douglas  
College of Psychology  
Nova Southeastern University  
May 2010

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College of Psychology  
Nova Southeastern University

We hereby approve the thesis of

Anne Douglas

Candidate for the degree of Master of Science in Experimental Psychology

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joan H. Smith, Ph.D.  
Professor of Psychology, Thesis Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Beth Jones, Ph.D.  
Associate Professor of Psychology

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jesse Jones, Ph.D.  
Associate Professor of Psychology

ACCEPTED

\_\_\_\_\_  
Date

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