

NSU

Florida

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

2020-2021

Table of Contents

NSU COVID-19 Return of the Sharks Protocol	4
Resurgence of COVID-19	5
ACADEMIC CALENDAR	6
INTRODUCTON TO THE COLLEGE OF PSYCHOLOGY	7
M.S. in Experimental CURRICULUM AND DEGREE COMPLETION	
REQUIREMENTS	7
Admissions Requirements	7
Program Requirements.....	8
Major Course Requirements	9
Comprehensive Examination	9
Thesis	10
Academic Standing	10
Length of Program	10
2020-21 Model Curriculum	10
Experimental Psychology Course Descriptions.....	11
Research Training	14
Course Work	14
Thesis	15
Writing a Thesis proposal and Submitting an IRB application	15
Thesis Defense	15
Important Deadlines.....	16
Format and Style Guidelines for Thesis.....	16
Additional Research Engagement.....	16
Research with Human Subjects	17
Grading Policy	17
Policy for Grading Disputes.....	18
NSU CODE OF STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY	19
Purpose.....	19
PROFESSIONAL STANDING COMMITTEE	19
ACADEMIC STANDING	20
Probation.....	20
Dismissal.....	20
Degree Conferral.....	20
Graduation.....	21
ACADEMIC REGULATIONS AND INFORMATION	21
Academic Year.....	21
Attendance	21
Religious Holidays.....	21
STUDENT ENROLLMENT	21
Full-Time Status.....	22
Leave of Absence.....	22
Time Limits.....	22
Failure to Register.....	22
Advising.....	22

Orientation	22
Faculty Advisors/Mentors.....	23
REGISTRATION	23
Registration Policies and Procedures.....	23
Payment of Tuition and Fees	23
Tuition and Fees.....	23
Refund Policy.....	24
Class Cancellation Policy	24
Drop/Add	25
Withdrawal from a Course.....	25
Transfer of Credit.....	25
PROVISIONAL ADMISSIONS	26
STUDENT RIGHTS AND RESPONSIBILITIES	27
ETHICAL ISSUES IN THE MASTER’S PROGRAMS	27
Dual Relationships between Faculty Members and Students	27
STUDENT GRIEVANCES AND APPEALS	27
Informal Procedure	28
Formal Procedure.....	28
Remediation Policy.....	29
Readmission.....	29
OTHER POLICIES AND INFORMATION	31
Course Attendance and Engagement	31
Force Majeure	31
Image Use Statement	31
Classroom Recording Policy.....	32
Religious Holidays Policy.....	33
Student Facilities.....	33
Notice (Bulletin) Boards.....	33
College of Psychology Student Aid Programs	33
College Scholarships.....	33
College of Psychology Student Employment	33
Assistantships.....	33
COLLEGE OF PSYCHOLOGY DEPARTMENT OF PSYCHOLOGY AND NEUROSCIENCE ORGINIZATION	34
Full-Time Faculty	34
Professors Emeriti.....	36
NSU Resources/Important Telephone Numbers.....	36
Appendix I: Thesis Guidelines.....	37
Appendix II: Thesis Approval Form.....	38
Appendix II: Thesis Format Sample	40

NSU COVID-19 Return of the Sharks Protocol

Nova Southeastern University (NSU) considers the health, safety, and well-being of its students and community to be one of its top priorities. In the midst of these unprecedented pandemic conditions, NSU continues to follow federal, state, and local guidelines to put in place extensive provisions and protocols to mitigate the spread of COVID-19 in NSU facilities and locations. NSU takes its responsibilities seriously, and the university counts on its students to take their responsibility to comply with safety practices and protocols seriously as well, understanding that some risks lie outside of anyone's control. NSU cannot guarantee a completely COVID-19-free environment. However, to address the health and safety of the NSU community and reduce the risk of transmission of the COVID-19 virus, NSU has created policies and protocols for mitigating the spread of COVID-19. Taking steps to mitigate the risk of COVID-19 infections at NSU is a shared responsibility. It is critical that all students adhere to these policies and protocols, as well as national, state, and local guidelines, for their own well-being and the well-being of those around them. Students are expected to comply with the NSU safety policies and protocols related to COVID-19, including the protocols set forth in the Return of the Sharks Student Guide. Residential life students are also required to comply with the Addendum to the 2020–2021 Residential Life and Housing Contract and the Residential Life COVID-19 Preparedness Guide, which include additional health and safety protocols and policies specific to residential life. The NSU policies and protocols for responding to COVID-19 may be updated at any time, as additional information about COVID-19 is obtained, and/or as additional guidance is issued from federal, state, and local governmental bodies and agencies. As such, students are responsible for continuing to monitor their NSU email for any updates to this handbook, as well as nova.edu/ehs/cv19-resources/index.html for additional updates. Failure to comply with the NSU safety policies and protocols related to COVID-19 may result in immediate removal from campus and a referral to the Office of the Vice President of Student Affairs, or the applicable college/academic program, for disciplinary action in accordance with the university's Code of Student Conduct and Academic Responsibility. By returning to any NSU campus, as well as living in NSU housing or sponsored housing, students assume the risk of exposure to certain dangers, including, but not limited to, possible exposure to communicable diseases such as the COVID-19 virus. COVID-19 is a highly infectious, potentially life-threatening disease declared by the World Health Organization to be a global pandemic. There is no current vaccine available to the public for COVID-19. The disease's highly contagious nature means that contact with others, or contact with surfaces that have been exposed to the virus, can lead to infection. Additionally, individuals who may have been infected with the COVID-19 virus may be asymptomatic for a period of time, or may never become symptomatic at all. Because of its highly contagious and sometimes "hidden" nature, it is currently very difficult to control the spread of COVID-19 or to determine whether, where, or how a specific individual may have been exposed to the disease. Again, you have NSU's commitment to continually enhance its efforts to maintain a safer environment. However, by making the decision to return to any NSU campus or reside in NSU housing or sponsored housing, each student is acknowledging

that he or she fully understands the risks associated with COVID-19 and is doing so freely and voluntarily. We are all in this together as we all commit to follow proper, known protocols to better contain COVID-19 here in our shared community.

Resurgence of COVID-19

NSU is committed to both providing the highest quality education, as well as, keeping safety at the forefront of every decision that the university makes. The 2020–2021 academic year will require a significant amount of flexibility that will enable the university to be prepared for any change in circumstances. In that regard, NSU is planning to use the BlendFlex model for the majority of its course offerings. This model simultaneously offers face-to-face and online delivery of instruction. NSU BlendFlex courses include a portion of the students attending in a traditional classroom setting, while the remaining students attend from a remote location using videoconferencing type technologies, including Zoom and Canvas. There may be certain programs that do not lend themselves to the BlendFlex model, including courses requiring experiential learning, such as those containing laboratory and clinical components. Students should consult directly with their programs for further information regarding their course delivery model.

In the event of a resurgence of COVID-19, NSU may take certain steps to protect the health and safety of the university community. These may include transitioning back to a fully online platform. In making this transition, NSU will continue to provide the same high-quality education that students receive face-to face, while striving to limit disruption to student learning during this transition.

ACADEMIC CALENDAR 2020-2021
Doctoral, Specialist, & Master's Programs

Fall 2019 – Full Semester	
Thursday, August 13	Orientation for new on-campus students
Monday, August 17	Fall semester classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, August 23	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, August 30	End of 75% refund
Sunday, September 6	End of 50% refund Last day for dropping classes with refund
Monday, September 7	Labor Day – university offices closed
Monday, October 5 – Saturday, October 10	Mid-Term Exam Dates
Sunday, November 15	Last day to withdraw from classes (no refund)
Thursday, November 26 Friday, November 27	Thanksgiving – university offices closed
Monday, November 30- Saturday, December 5	Final Exam Dates
Sunday, December 6	Fall semester classes end
Monday, December 21– Thursday, December 31	Winter Holiday – university offices closed

Winter 2020– Full Semester	
Monday, December 21– Thursday, December 31	Winter Holiday – university offices closed
Friday, January 1	University offices reopen
Monday, January 4	Winter semester classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, January 10	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, January 17	End of 75% refund
Monday, January 18	Martin L. King, Jr. Day – university offices closed
Sunday, January 24	End of 50% refund Last day for dropping classes with refund
Monday, February 22- Saturday, February 27	Mid-term Exam Dates
March 1 – March 7	Spring Break
Sunday, April 11	Last day to withdraw from classes (no refund)
Sunday, May 2	Winter semester classes end
Monday, April 26 – Saturday, May 1	Final Exam Dates

The most updated academic calendar is available on the college's website (psychology.nova.edu).

INTRODUCTION TO THE COLLEGE OF PSYCHOLOGY

The College of Psychology welcomes you to graduate study at Nova Southeastern University. The College of Psychology, first organized in 1967 as the Behavioral Sciences Center, is concerned with integrative graduate training, research, and service in psychology and counseling. Because of the competitive nature of the application process for the Masters (M.S.) in Experimental Psychology, your admission signifies that you have distinguished yourself by your academic and professional achievements.

The College has many resources available to you during your training years. In addition to the faculty and your fellow graduate students, you will have access to libraries, computer labs, schools, hospitals, clinics, and professional organizations. It is important that you remember, however, that the successful completion of your graduate training rests with you more than anyone else.

This *Policies & Procedures Handbook* was designed to familiarize you with the specific policies and procedures governing the M.S. experimental psychology program. Knowledge of the contents of this handbook and of the *College of Psychology Catalog*, available at <http://psychology.nova.edu/>, is essential to ensure the smooth functioning of your graduate training. You are urged to read this handbook at the start of your program and to make frequent reference to it. **Ignorance of policies and procedures in this handbook is not an acceptable defense for failing to abide by them.** The graduate programs continue to evolve, and periodically there may be changes in curriculum, research, or other requirements. Because these changes occur to improve the training of experimental psychologists, changes will become part of the requirements for graduation for all students at the discretion of the Dean, regardless of the student's status in the program.

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 2020-2021 academic year and descriptions of all required and elective courses offered by the program.

Year 1		
Fall	PSYC 5200	Cognitive Psychology
	PSYC 5400	Social Psychology
	PSYC 5920	Research Methods
Winter	PSYC 5100	Behavioral Neuroscience
	PSYC 5300	Developmental Psychology
	PSYC 5900	Psychological Quantitative Methods I
Year 2		
Fall	PSYC 5910	Psychological Quantitative Methods II
	PSYC 5410	Evolutionary Psychology *
	PSYC 6000	Master’s Thesis
Winter	PSYC 5510	Personality and Individual Differences *
	PSYC 6000	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 (intra-genomic 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. experimental psychology 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 adviser must be a full-time NSU Department of Psychology and Neuroscience faculty member in the student's discipline. Ideally, the thesis adviser 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 adviser, 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 adviser 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. 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 adviser 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 three 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. One bound copy will be provided to the student.

If the student would like to have any additional bound copies, 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>

GRADING POLICY

The following policies apply to all academic programs in the College of Psychology. All degree programs in the College of Psychology programs assign grades to coursework 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
I	Incomplete	-
PR	Progressing	-
W	Withdraw	-

In all courses, a letter grade will be assigned based on the individual instructor's assessment and evaluation of the student's work.

Before the first class session, dropped courses will be deleted from a 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. A grade of W will appear on the student's official transcript and will be included in attempted credit hours. **Students failing to officially withdraw before the "last day to drop courses" will be subject to grading as described in the course syllabus.**

A "PR" (Progressing) grade indicates that clinical or research activities are ongoing. It is used for practicum and internship.

An "I" (Incomplete) indicates that the student has not completed the course requirements during the scheduled time and the instructor has given additional time to do so. An "I" grade is not routinely assigned in courses. An "I" grade is not assigned by faculty members when students fail to complete the course requirements. Students cannot be assigned an "I" to finish extra credit work.

A student must request an Incomplete from the instructor. If the instructor approves an Incomplete, a contract form is signed by the instructor and the student and submitted to the master's program office. 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 upon 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" (incomplete) has been received in a prerequisite course.

Policy for Grading Disputes

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. Program Coordinator
- 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 business days (excluding official school holidays and weekends) from the date that the grade was recorded in Self-Service Banner/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 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.

NSU CODE OF STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY

Purpose

This code seeks to promote high standards of behavior and academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership. Please refer to the NSU Student Handbook for more details: www.nova.edu/student-handbook

PROFESSIONAL STANDING COMMITTEE

The Professional Standing Committee of the College of Psychology is appointed by the Dean and serves in a variety of capacities related to the review of student professional standing matters. The committee consists of faculty, concentration adviser, 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 and behavioral problems serious enough to suggest interference with professional functioning (e.g., in relation to staff and faculty, other students in the program, and/or those in practicum and internship sites), 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 students can continue their education and function competently as professionals. Committee activities are designed to ensure 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 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 ensure a timely and complete review of the facts. The process will ensure 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.

DEGREE CONFERRAL

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

Degree applications require approval by the Office of the Dean, University Comptroller, Registrar, and Library. These offices verify that requirements are met and that the student's accounts, records, etc. are in good standing. 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 at least one month prior to the completion of their program.

GRADUATION

Graduation exercises for Nova Southeastern University take place each summer. Eligibility to graduate is determined by having completed all requirements prior to the graduation date or by the end of the **summer** term. Students eligible to participate in graduation may contact the Office of the University Registrar for information about graduation ceremonies.

Academic Regulations and Information

Academic Year

The academic year for students is two 16-week semesters. Students are expected to register for classes at the designated time in accordance with procedures outlined in this text and in program literature unless they have an approved leave of absence (see section below on Student Enrollment).

Students are responsible for accessing and reviewing the academic calendar available in the handbook and at <https://psychology.nova.edu/students/current-students.html>.

Attendance

Students are expected to attend all scheduled learning activities including classes, lectures, and seminars. Anticipated absences should be approved 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.

Religious Holidays

See the *NSU Student Handbook*, Religious Holidays Policy section. Visit nova.edu/studentconduct/religious-holiday-policy.html for more information.

A student with a personal religious belief, requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall notify the NSU Assistant Dean for Student Development at mmichell@nova.edu or (954) 262-7281 within three (3) calendar days after the start of the semester.”

STUDENT ENROLLMENT

All degree seeking students are considered fulltime students when they register for two or more courses per semester. This requirement is independent of the number of transfer credits the student may receive.

In order to maintain an active student status, all students are to be in continuous registration (minimum of 3 credit hours, including summer) until they receive their degree unless prior approval is received from the master's program office. **Failure to remain in continuous registration will be considered formal withdrawal from the program. Students who do not complete courses for two consecutive semesters will be considered not in continuous enrollment and will be reviewed by the program office.**

Full-time Status

Students are considered to be full-time if they complete six credit hours each semester. A student on financial aid considering completing less than the scheduled credit hours in any given semester should discuss this with the master's program office and the Office of Student Financial Services and Registration prior to the time of registration. It is the responsibility of the student to seek advisement of options available for completing the Master's Program.

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. A student may request a leave when a good cause can be demonstrated. A request for leave due to poor academic performance is not considered good cause.

Matriculated students (degree candidates) who must interrupt their studies for an adequate reason such as illness may be granted a leave of absence. Students must apply in writing for a leave of absence to the master's program office. If granted, the leave shall be for a stated period of time, not to exceed one year. Under normal circumstances students should apply for a leave of absence prior to registration for each semester. Time spent on an approved leave of absence is not charged against the five-year time limit requirement for completion of the program.

Students who interrupt their studies without a leave of absence or register in absentia will be assumed to have terminated their studies. Such students must make a formal application for readmission if they wish to continue the program at a later date.

It is the student's responsibility to review any potential financial aid implications resulting from a leave of absence.

Non-degree seeking students who must interrupt their studies for an adequate reason, such as illness, must inform the Master's Program Office.

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.

REGISTRATION

All students are expected to be in continuous enrollment every semester until they receive their degree (see section on Student Enrollment). Arrangement with the Bursar’s Office regarding payment of tuition and fees is part of the registration process and registration is a prerequisite to class attendance.

Non-degree seeking students who are not registered for two consecutive semesters will be withdrawn from graduate study.

Registration Policies and Procedures

Students register directly on the university system: <http://webstar.nova.edu>.

All students must complete the Student Enrollment Agreement (SEA) form in order to register for classes. The SEA requires students to agree with NSU standards and policies regarding course registration and withdrawal, financial responsibility, a release of liability, and more. Students registering for courses will be prompted to complete the form as part of the registration process on Sharklink (<https://sharklink.nova.edu/>) and Self-Service Banner/WebSTAR (<http://webstar.nova.edu>).

Payment of Tuition and Fees

Payment of tuition and fees is due within 30 days of the beginning of a particular semester. Students awarded financial aid will have fees/tuition deducted before receiving a refund.

Arrangement with the Bursar’s Office regarding payment of tuition and fees is part of the registration process and **registration is a prerequisite to class attendance.**

Tuition and Fees

Master’s tuition for 2020–2021 will be charged at the rate of \$815 per credit hour. **(Students should anticipate an annual review of 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. Once a loan check is disbursed, students will be responsible for making all appropriate payments.

Tuition	\$ 815 per credit hour
Application Fee	\$ 50 (nonrefundable)
Registration Fee	\$ 30 per semester

Late Payment Penalty	\$ 100 per semester
Textbooks and Supplies	\$1,100 (approximate cost per semester)
Student Services Fee	\$ 500 per semester (4 cr. or more)/\$250 per semester for less than 4 credits
Application for Degree Fee	\$ 100
Transcript Fee	\$ 10 per transcript
*Student Health Insurance	\$900 for August 1, 2020 thru December 31, 2020; \$1246 for January 1, 2021 thru July 31, 2021; \$2146 total amount charged for August 1, 2020 thru July 31, 2021 (fees subject to change)

*All NSU students are required to maintain adequate health insurance. Students who already have comparable coverage may waive out of the NSU plan. Fees are assessed per semester. For details, visit the NSU Student Health Insurance website: <https://www.nova.edu/bursar/health-insurance/index.html>

NSU offers to all students—on campus, online, clinical or hybrid—the same quality education and many opportunities for student benefits depending on the student’s choice of educational modality. Therefore, the University sets the overall student fees on an aggregate, student-centric basis for the entire student body. The overall costs exceed the amount collected from student fees charged to all students. These student fees are blended together to create INSU with high-tech systems, student activities, and many other essential student services that make a complete, integrated university. This mission transcends the development and ultimate determination of the amount of student fees for all students, irrespective of their choice of learning modality.

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

Any student in good standing enrolled in the **Experimental Psychology Program** wishing to withdraw from classes because of illness or some other satisfactory reason must contact the Master’s Program Office immediately at 954-262-5757 or email: rschenck@nova.edu, (Regina Schenck). Adjustment of tuition fees will be computed from the date on which the notice is received by the Program Office.

- (a) No part of the application fee or the registration fee will be refundable upon withdrawal.
- (b) The refundable percentage of total tuition (paid or due) will be computed as provided by the program office.

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 that is dropped within the time frame indicated on the academic calendar will not appear on the student's official transcript. Once a semester begins, Master's students must contact the program office to drop a course.

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." Withdrawal from a course may affect the student's financial aid status.

Transfer of Credit

All transfer credit must be awarded during the student's **first academic year in the master's program**. Students requesting transfer of credit must submit a written request for transfer along with supporting documentation to the master's program office. Sufficient documentation is required to allow for evaluation by faculty committee and the Department Chair, including an official transcript from the institution where the course was taken and a course description as listed in the institution's catalog. Other documentation may be required, such as syllabi, course notes, or other material.

The number of transfer credits that will be credited towards graduation is six. Transfer of credits will be awarded when the course being evaluated meets all of the following criteria:

1. It is a graduate level course taken at an institution accredited as degree-granting by a recognized regional accrediting body for higher education at the time the course was completed. A graduate level course is defined as one that would be credited toward a master's degree at the institution where the course was taken. At minimum, this must be verified in the school's catalog or a letter from the chair of the department.
2. It is equivalent in content to a required course in the curriculum.
3. It was completed no longer than five years prior to the student's first enrollment in the program.
4. 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 as such.

It will be the responsibility of the student to satisfactorily demonstrate the equivalence of the course(s) proposed in order for credits to be awarded. Course work submitted from a foreign institution will be evaluated for equivalency in accordance with accreditation standards.

Courses completed at other institutions after the student has enrolled in the master's Program will be considered only if there has been prior approval by faculty committee and the Department Chair.

Typically, such transfer credit is granted only under special circumstances. Transfer credits are not taken into account when computing the student's grade point average.

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.

Credits earned at Nova Southeastern University are transferable only at the discretion of the receiving school.

PROVISIONAL ADMISSIONS

Students may be provisionally admitted to a degree-seeking program based on a review of unofficial transcripts or other specific program admission requirements. However, this admission includes a condition that final and official documents and requirements must be received within 90 calendar days from the start of the term. If these final and official documents and/or requirements are not received by that time, the student will not be allowed to continue class attendance. Financial aid will not be disbursed to a provisional/conditional student until he or she has been fully admitted as a regular student (all admission requirements have been approved by the college/program admissions office).

STUDENT RIGHTS AND RESPONSIBILITIES

ETHICAL ISSUES IN THE MASTER'S PROGRAMS

Dual Relationships between Faculty Members and Students

Faculty members and students are urged to be sensitive to and aware of the existence of dual relationships and to enter into these with full awareness of their implications.

Sexual relationships between a university faculty member or administrator and a student who are not married to each other or who do not have a preexisting analogous relationship are inappropriate whenever the university faculty member or administrator has a professional responsibility for the student in such matters as teaching a course or otherwise evaluating, supervising, or advising a student as part of a school program. Even when a university faculty member or administrator has no professional responsibility for a student, the university faculty member or administrator should be sensitive to the perceptions of other students that a student who has a sexual relationship with a professor may receive preferential treatment. A university faculty member or administrator who is closely related to a student by blood or marriage or who has a preexisting analogous relationship with a student should eschew roles involving a professional responsibility for the student whenever possible. Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may be or appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct for a faculty member to engage in a romantic or sexual relationship with a student enrolled in the faculty member's class.

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

It is specifically required that when either a faculty member or any agency, corporation, or program under the auspices of a faculty member employs a student, or whenever a student or any agency, corporation, or program under the auspices of a student employs a faculty member, both parties shall document the existence of this dual relationship in a letter to the Dean of the College of Psychology. This documentation shall be retained in both the student's and the faculty member's permanent files. As necessary, an ad hoc committee shall be appointed to review any complaints that might arise as the result of dual employment relationships.

Further, no services provided by a faculty member or any agency, corporation, or program under the auspices of a faculty member shall result in academic credit being granted to a student unless the services are officially rendered as part of the recognized curriculum (e.g., practicum work, supervised university research, internship, or course work). Approval of such rendering of service must be in writing and approved by the Dean.

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 assessment of competency resides within the expertise of faculty who are uniquely qualified by their training experience. Such evaluations and grades are not subject to student grievances and appeals under this section, unless there is an allegation of federally/state protected discrimination, but rather are subject only to appeal under the Policy for Grading Disputes where applicable.

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 Coordinator within 30 working days of its occurrence, where informal resolution will continue in consultation with the Department Chair or Designee. Should the Department Chair or Designee 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 should 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, which 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 to the Dean with justification, 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.
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 director within 5 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 director will return the appeal to the Appeals Committee for consideration consistent with the process described in this policies and 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.

REMEDIATION POLICY

A student receiving a grade of F in any course must repeat and successfully complete the course within one year (excluding leaves of absence). Both grades shall remain on the student's record and shall count toward the cumulative total of below B minus (B-) grades; however, only the higher of the two grades will be counted toward the student's grade point average.

Progress in the degree program requires that students maintain good course grades, academic standing, and professional functioning as outlined in academic standing policies, core performance standards for admission and progress, and criteria for evaluation of students as listed in this handbook.

Progress in the degree program requires that students maintain a cumulative grade point average (GPA) of 3.0 or better, and professional functioning as outlined in academic standing policies, core performance standards for admission and progress, and criteria for evaluation of students as listed in this handbook.

Students may be referred to the Professional Standing Committee for a review of areas needing remediation, for violations of the academic code of conduct, or other concerns about professional functioning in the program. The committee reserves the right to dismiss students from the program.

In the event students are unsuccessful with remediation, they will be referred to the college's professional standing committee for review. The committee reserves the right to dismiss students from the program.

A student will not be permitted to register for a sequential course when a grade of I, C, or F has been received in a prerequisite course.

READMISSION

Students dismissed from the program may petition for readmission after one academic year. Applicants should supply documentation regarding remediation. Readmission petitions should be submitted to the College of Psychology Admissions Office. Students will have their records examined by the master's program admission committee. Upon approval, the student will be readmitted to the program in effect at that time. Only those courses, previously completed in the

College of Psychology master's program within the past five years with grades of B or better and that are equivalent will be applied toward the master's degree.

OTHER POLICIES AND INFORMATION

COURSE ATTENDANCE AND ENGAGEMENT

Students are expected to engage with the course on the first day of class. Students not attending the course by the 14th day of class will be marked as non-attending and may be withdrawn from coursework in accordance with University Registrar and Roster Reconciliation policies.

FORCE MAJEURE

The school's duties and obligations to the student shall be suspended immediately without notice during all periods that the school is closed because of force majeure events including, but not limited to, any fire or any other casualty, flood, earthquake, lightning, explosion, strikes, lockouts, prolonged shortage of energy supplies, riots or civil commotion, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the school's control. If such an event occurs, the school's duties and obligations to the student will be postponed until such time as the school, in its sole discretion, may safely reopen. Under no circumstances, except as otherwise required by statute, will the school be obligated to refund any portion of tuition, housing, meal plans, activity fees, or any other cost or charge paid for any period of time during which the school remains closed.

IMAGE USE STATEMENT

As part of the Student Enrollment Agreement (SEA), which students must complete with their first registration each academic year, students are required to agree with the following Image Use Statement:

I permit and authorize Nova Southeastern University (NSU) and its employees, agents, representatives, contractors, and personnel who are acting on behalf of NSU at any NSU-related events or at any public areas on NSU's property to take and/or obtain and use my photograph, name, alias, a video and/or audio recording, or other likeness of myself (hereinafter collectively referred to as "My Likeness"). I grant NSU permission to take and use My Likeness for purposes related to the educational mission of NSU, including instructional and/or educational purposes, as well as publicity, marketing, promotion, or other commercial ventures for NSU and its various programs without compensation to me. I understand my Likeness may be copied/reproduced and distributed in any media format. I further understand that My Likeness may be subject to reasonable modification and/or editing. I acknowledge that NSU has the right to make one or more reproductions of My Likeness in any media. I waive any right to inspect or approve the finished product or material in which NSU may eventually use My Likeness. I acknowledge that NSU owns all rights to My Likeness. I understand that, although NSU will endeavor to use My Likeness in accordance with standards of good judgment, NSU cannot warrant or guarantee that any further dissemination of My Likeness will be subject to NSU supervision or control. Accordingly, I release NSU from any and all liability related to the dissemination, reproduction, distribution, and/or display of My Likeness in any media format, and any alteration, distortion, or illusionary effect of My Likeness, whether intentional or otherwise, in connection with said use. I also understand that I may not withdraw my permission for use of My Likeness which was granted.

CLASSROOM RECORDING POLICY

NSU recognizes that recordings of live class content can be a valuable tool in enhancing the academic experience for students and in supporting the University's goals in improving the delivery of education. As such, course instructors are permitted to record their live class content (e.g. lectures, presentations, student participation, etc.) and make it available for review utilizing the tools provided by NSU and subject to the requirements of this policy. Students, faculty, staff, and visitors should not have an expectations of privacy while they are in recordable spaces at NSU, such as classroom/lecture halls (including online participants), common areas, or other spaces that are generally open to members of the NSU community. Any course where class content may be recorded should include a syllabus statement detailing the terms and conditions associated with such recordings, such as statement included in this policy detailed below.

Recordings depicting personally identifiable information of students (such as images, audio recordings, or documents) are considered education records subject to the Family Educational Records Privacy Act ("FERPA"). As such, student access to recorded class content will be limited to those students registered to participate in the live offering of the class, regardless of a student's section, discipline, or if they are participating online. ***(Some class lectures/content may be delivered to students form separate courses, colleges, or disciplines, in a single classroom setting. For purposes of this policy, all students registered to participate in the class, including those participating online, will be permitted to access and review the recorded course content.)***

Faculty members seeking to grant access to or share recordings of class content with students or third parties who were not registered to participate in the live offering of the class must obtain written approval from their college's Dean or designee before doing so. If approved, the faculty member must make the following steps before making the recording available to students or third parties who were not registered to participate in the liver offering of the class:

1. Review the lecture recording for any personally identifiable student information and remove or redact any such information from the recording (e.g. blurring the student's image, altering the student's voice, removing sections of the recording featuring student information, etc.); or
2. Obtain written consent from any student whose personally identifiable information appears in the recording (including video, audio, or student documentation) using the Distribution Student Recording Classroom Consent Form. The college must provide a copy of the signed form to the NSU Registrar's Office to be maintained in accordance with the student's educational records. Faculty members cannot compel or require students to give consent to the release of their information.
3. Nothing in this policy restricts access to or disclosure of classroom recordings where in such access or disclosure is otherwise permissible in accordance with the Family Educational Rights and Privacy Act ("FERPA").

Students are prohibited from recording audio or video or taking photographs in classrooms in all modalities (including online classes) without prior written permission from the instructor or pursuant to an approved disability accommodation. Students are further prohibited from

reproducing, sharing, or disseminating class content recordings, or any portion thereof with individuals who are not registered for the class. Engaging in such activities will be considered a breach of the Student Code of Conduct and subject to disciplinary action.

Individuals seeking guidance on issues related to student consent and FERPA should contact Nova Southeastern University's Office of the University Registrar at (954) 262-7263 or nsuregistrar@nova.edu.

RELIGIOUS HOLIDAYS POLICY

A student with a personal religious belief, requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall notify the NSU Assistant Dean for Student Development at mmichell@nova.edu or (954) 262-7281 within three (3) calendar days after the start of the semester. See the *NSU Student Handbook*, Religious Holidays policy section. Visit nova.edu/studentconduct/religious-holiday-policy.html for more information.

STUDENT FACILITIES

Notice (Bulletin) Boards

After approval from the Office of the Dean, students may post notices on the bulletin boards located in the first floor lounge, the student carrel area, and designated bulletin boards on the second floor. Other boards are for department or university use only. Students are prohibited from posting, altering, or removing notices or messages from these boards. No announcements or notices may be posted anywhere on doors, walls, or in the elevator.

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:

<https://www.nova.edu/financialaid/scholarships/index.html>

<https://psychology.nova.edu/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

Graduate Assistantships are available for College of Psychology students through the college. Contact the coordinator of employee services in NSU Human Resources for information regarding the availability of graduate 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
2020-2021

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.

Travis Craddock, Ph.D., University of Alberta, assistant professor. Cellular information processes; molecular neuroscience; biophysics of neurological/neurodegenerative diseases: Alzheimer's, Parkinson's, Traumatic Brain Injury; network theory in systems biology.

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

College of Psychology Graduate Program Information	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: gradschool@nova.edu
Admissions	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: gradadm@nova.edu www.psychology.nova.edu
Financial Aid	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 www.nova.edu/cwis/finaid
Housing	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 www.nova.edu
International Student Advisement	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
Veterans' Benefits	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
Other NSU Programs	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 www.nova.edu

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 three 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. One bound copy will be provided to the student.

If the student would like to have additional bound copies, 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 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 2020

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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

Glenn Scheyd, Ph.D.
Chair, Department of Psychology and Neuroscience
College of Psychology
Nova Southeastern University

ACKNOWLEDGEMENTS

This page is optional. If you do choose to use this page, please format it this way.

Table of Contents

Section	Page
1 ABSTRACT.....	1
2 INTRODUCTION.....	2
3 METHODS.....	18
Participants.....	18
Procedures.....	19
Materials.....	19
4 RESULTS.....	23
5 DISCUSSION.....	35
6 REFERENCES.....	51
7 APPENDICES.....	53
8 TABLES.....	60
9 FIGURES.....	64