New Mexico Highlands University

Master's of Science in Psychology Program

Graduate Students' Handbook

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General Information

New Mexico Highlands University is located in Las Vegas, New Mexico. It was founded in 1893. More information about NMHU can be found on the World Wide Web at http://www.nmhu.edu More information about Las Vegas can be found at http://www.lasvegasnewmexico.com More information about the psychology program can be found at http://www.nmhu.edu/psychology.

This document is designed to provide students with information regarding the master of science program in psychology at NMHU. This document includes information regarding general university policies as well as information specific to the psychology program. While some of the information contained in this document is taken straight from the NMHU Graduate Catalog, it is not meant to serve as a substitute for that catalog. Students should obtain a copy of the Graduate Catalog and the Student Handbook and familiarize themselves with both of those documents in addition to this one.

Mission Statement

It is the mission of the master of science program in psychology at NMHU to train master level psychologists who can utilize critical thinking skills, an understanding of the scientific method, and knowledge of major disciplines of psychology to their work as teachers, researchers, or practitioners. The program is designed to prepare students for either work as master level clinicians or continued study in psychology at the doctoral level. This mission is achieved through a high level of professor-to-student interaction, ample opportunities for research and practical experience, and exposure to a multicultural community setting.

Overview of the Program

The department offers two tracks that lead to a master of science degree in psychology. The **General Psychology** track requires 36 credit hours and is in tended to provide a background similar to that given in many Ph.D. programs. This track is organized around a general core of courses designee to educate the student in all areas of psychology. In addition, the thesis and elective hours permit the student an opportunity to pursue further an area of interest such as physiological, experimental, neuropsychological, or social psychology. This track is especially useful for those students whose goals include either entering a Ph.D. program or working in a non-clinical position (research, etc.) upon completing the master's degree.

The **Clinical Psychology/Counseling** track is a 66-credit hour emphasis area which is unique in that it is one of the only programs in the U.S. that provides comprehensive training in psychological training and assessment. This emphasis area takes a minimum of two years (including summer semesters) to complete.

In addition to the general core of courses required in the General Psychology emphasis area, this track provides the opportunity to gain solid psychological testing and assessment skills in four areas: neuropsychological, behavioral, intelligence, and personality. This Clinical Psychology/Counseling track is designed to prepare students to continue their education at the doctoral level or to work as a master's level clinician. The student successfully completing this track will qualify for licensure as a counselor in the state of New Mexico as well as a master's level clinician in approximately 40 other states.

Both options emphasize the science of psychology. Students will be expected to graduate from the programs with the skills and knowledge necessary to plan, conduct, analyze, and report sound scientific research. Students in both programs are required to complete a research-based thesis in order to practice these skills and demonstrate this knowledge. Neither option is appropriate for those students whose only area of interest is the provision of psychotherapy. Those students whose interests encompass both the art and science of psychology are generally well pleased with our program.

Evaluation of the Program

The psychology faculty is committed to ensuring that the graduate program remains current and continues to meet the needs of our students, even as those needs may change. Because of this commitment, the psychology program undergoes continuous evaluation of both a qualitative and a quantitative nature.

This evaluation is based, in large part, on an assessment of how well the program is meeting its intended outcomes. A copy of our Outcomes Assessment Plan is included in this document as Appendix A.

Applying to the Program

Although the psychology program adheres to the NMHU admission guidelines, the program conducts its own selection and admissions process for all graduate applications. Applications are generally for full-time enrollment only, part-time study is discouraged. Applications are reviewed on an on-going basis each spring until the class for the fall semester is full. Although there is no application deadline, students are encouraged to apply early. Students who are interested in applying for assistantships in particular are encouraged to apply early, since assistantships are granted based in part upon date of admission to the program.

Students should submit an application form (available from the Graduate Student Office), a personal statement, copies of all transcripts, and three letters of reference from individuals familiar with the students academic abilities, work experience, and personal characteristics. GRE scores are recommended but not required.

To gain admission to the program, students should have at least a 3.0 overall GPA (based on a 4.0 scale) and the equivalent of a major or minor in psychology. Students who do not meet these requirements but who demonstrate other strengths may be admitted to the program on a provisional status while they make up deficiencies.

Successful applicants should demonstrate the ability to perform well in a challenging academic program, the interest and ability to perform sound scientific research, and the personal characteristics and integrity necessary for the practice of psychology. The successful applicant will possess goals and a career orientation that are congruent with the psychology program's philosophy and emphasis.

Program Requirements

The program is designed to facilitate student intellectual and professional growth. The program requirements reflect this, and students are given regular feedback on their performance in both these areas. In order to emphasize the importance of meeting appropriate standards in both these areas, students are asked to sign the Academic and Behavioral Agreement (Appendix B) at the time they first enroll in the program. This document summarizes the academic and behavioral expectations for students enrolled in the program. Violation of this agreement may constitute cause for disciplinary action including dismissal from the program.

Required Coursework

Coursework Required From All Students.

Psych 601	Data Analysis and Statistics	3 cr hrs.
Psych 602	Behavioral Research Methods	3 cr hrs.
Psych 605	Memory and Cognition	3 cr hrs.
Psych 612	Psychopharmacology	3 cr hrs.
Psych 621	Advanced Social Psychology	3 cr hrs.
Psych 640	Advanced Developmental Psychology	3 cr hrs.
Psych 651	Professional Ethics and Issues	3 cr hrs.
Psych 671	Advanced Psychopathology	3 cr hrs.
Psych 608	Introduction to Neuropsychology	3 cr hrs.
Psych 699	Thesis	3 cr hrs.
Subtotal		**30 cr hrs.**

General Psychology Track

In addition to the core required coursework, students in the General Psychology track must also complete 6 credit hours of electives, including at least one Assessment course (3 hours credit), which are selected in consultation with an

advisor. Advisors work with the student in order to structure the elective courses in accordance with the student's career goals.

Elective courses (including an Assessment course)=	**6 cr hrs.**
Total credit hours for General Psychology M.S.=	**36 cr hrs.**

Clinical Psychology/Counseling Track

In addition to the core required coursework, students in the Clinical Psychology/Counseling track must also complete the following required coursework for a total of 66 credit hours:

Psych 525	Introduction to Group Psychotherapy	3 cr hrs.
Psych 677	Multicultural Psychotherapy and Counseling	3 cr hrs.
Psych 672	Introduction to Counseling and Therapy	3 cr hrs.
Psych 674	Individual Intelligence Testing	3 cr hrs.
Psych 675	Personality Assessment	3 cr hrs.
Psych 679	Behavior Therapy and Assessment	3 cr hrs.
Psych 681	Neuropsychological Assessment	3 cr hrs.
Psych 627	Career Development	3 cr hrs.
Psych 634	Practicum	12 cr hrs.
	Subtotal:	**36 cr. hrs.**
	Core Coursework Subtotal:	**30 cr. hrs.**

Total credit hours for Clinical/Counseling M.S. = 66 cr hrs.

Time Limitations

From the time of initial enrollment in the graduate program, students have five calendar years to complete the program requirements. This includes successful completion and defense of the thesis. Work accepted for transfer from other institutions must have been completed within this same time period.

Students who, for reasons beyond their control, are unable to complete the work within the five-year limit may petition the Academic Affairs Committee for an extension of one year, giving good and valid reasons for the delay. The psychology faculty and the Dean of the College of Arts and Sciences will be requested to make a recommendation as to the currency of the course content in question. If approved, the student may be required to update the work by assigned readings and possibly by the preparation of a paper for each outdated course.

Any additional extension of time will require a testing-out examination on all out-dated work as stated in the Testing-Out of Classes by Special Examination section of the Graduate Student Catalog.

Academic Probation/Suspension

Students must have a grade point average of at least 3.0 in the graduate courses listed on the Program of Study to receive a master's degree. Failure to maintain a satisfactory average will result in probation or suspension. No course in which a grade below a "C" is earned will be given graduate credit, but it will be counted in determining the grade point average.

Any student whose grade point average in graduate work falls below 3.0 in any semester will be placed on probation. Any student whose cumulative average falls below 2.4 may be suspended. A student on graduate academic probation for two consecutive semesters may be suspended. After one year, suspended graduate students may apply to the Academic Affairs Committee for readmission.

Standards for Professional Behavior

Graduate students are viewed as "junior colleagues" by the faculty and as such are expected to follow the ethical standards of our field. In psychology, these are spelled out by the American Psychological Association in the Ethical Principles of Psychologists and Code of Conduct. Each student is provided with a copy of the Ethical Principles in the beginning of his or her first semester of the program. In addition, the Ethical Principles are covered in detail in the fall semester of Psych 651, Professional Ethics and Issues, which each student is required to enroll in during his or her first semester in the program.

In addition to the APA's Ethical Principles, students in the program are expected to abide by the New Mexico Highlands University Code of Student Conduct. Students are provided with a copy of this code when they begin the program.

Advisement and Program of Study

Advisement is an important part of the graduate program. Students are assigned a member of the psychology faculty to act as his or her advisor at the time the student is accepted to the program. A student may change advisors at any time as his or her interests evolve. To change advisors, the student must notify the former advisor, the new advisor and the coordinator of the psychology program.

Students are required to meet with their advisors on a regular basis to review their progress in the program. In addition, the advisor will discuss with the student the results of the Faculty Review of Student Progress (Appendix C), which is conducted at the end of each student's first and second semesters in the program.

Students should meet with their advisors to review their plans before registration for each term. Students should also meet with their advisors to complete a

Program of Study. This form should be completed by the end of the student's first semester in the program.

Advisors are also available to discuss with students their career plans, personal concerns that are affecting progress in the program, and to make referrals for additional help when necessary and appropriate.

Transfer, Workshop and Institute Credits

A student may transfer up to 6 semester credits from another accredited institution, provided that the hours were earned in graduate residence at that institution with "C" or higher grades, were completed within the specified time limitations, and were earned in courses acceptable for a graduate degree at the institution where they were earned.

Acceptability of transfer credits will be determined by the psychology faculty, the Dean of the College of Arts and Sciences, and the Vice President for Academic Affairs. The request for transfer of credit must be submitted on a special application provided for this purpose, and should be listed on the Program of Study. These transfer credits will not be used in computing grade point averages to determine probation or eligibility for assistantships and graduation.

The final 8 semester credits (not including independent study or research) will be in courses offered in residency by New Mexico Highlands University.

No workshops or institute credits may be used toward a graduate degree.

Graduation/Commencement/Posting of the Degree

Students need to apply for graduation on a form available in the Registrar's Office. A one-time, non-refundable graduation fee is charged for each degree. Graduation is subject to completion of all requirements, and students are reminded of the importance of the Final Degree Check. A student **must complete all degree requirements** before commencement in order to be allowed to participate. The degree earned will be recorded on the student's transcript at the end of the semester during which all requirements are completed and after the grades have been received by the Registrar.

Schedule of Classes

Below is an example of a typical schedule for a student in the Clinical Psychology/Counseling track.

Year 1

Fall	Spring	Summer

Data Analysis and Statistics	3	Behavioral Research Methods	3	Group Psychotherapy	3
Intro to Counseling and Therapy	3	Neuropsychological Assessment	3	Practicum	3
Intro to Neuropsychology	3	Advanced Psychopathology	3	Career Development	3
Individual Intelligence Testing	3	Advanced Social Psychology	3		
Professional Ethics and Issues	3	Personality Assessment	3		
	15		15		9

Year 2

Fall		**Spring**		**Summer**	
Behavior Therapy and Assessment	3	Psychopharmacology	3	Thesis	3
Memory and Cognition	3	Advanced Developmental Psychology	3	Practicum	3
Practicum	3	Multicultural Psychotherapy	3		
		Practicum	3		
	9		12		6

Financial Aid and Graduate Assistantships

Highlands offers a comprehensive financial assistance program. Funds for student financial assistance come from University, state, and federal sources.

Assistantships, fellowships, work-study hours, and loans are awarded on the basis of need, in most cases, while scholarships are awarded mainly on academic ability and, in some cases, need. The Office of Financial Assistance is located in the Felix Martinez Building, Suite 201. The office is open Monday-Friday from 8 a.m. to 5 p.m.

To apply for financial assistance, students must submit a Free Application for Federal Student Aid. These forms are available in the University's Office of Financial Assistance. Students should apply for financial aid by the priority deadline **March 1**. Only U.S. citizens or eligible non-citizens will be considered for financial aid, and must not be in default on any educational loans or owe repayment of any educational grant received at any institution. Recipients must also maintain satisfactory academic status to continue receiving aid and must abide by all Financial Aid policies and procedures.

For more information, forms, or assistance, contact the Office of Financial Assistance (505) 454-3318, or write to the office in care of New Mexico Highlands University, Las Vegas, NM 87701.

Graduate Assistantships

The psychology program has available a number of teaching and research assistantships that are awarded to graduate students. Application for an assistantship should be made by March preceding the beginning of the academic year in which the assistantship is to be held. Information provided in the student's application to the program is used to determine which incoming students will be awarded assistantships. Assistantships are awarded after the applicant has been admitted into the program and has been recommended by the faculty and Dean and approved by the Vice President for Academic Affairs.

Full-time assistants are expected to devote 20 hours per week to their duties. Part-time assistants should devote time proportional to their award. The psychology program has a commitment to financially support as many graduate students as possible who express a desire for an assistantship and who posses the necessary qualifications. Because of this commitment, the majority of assistantships awarded are half to three quarters time. It is rare for the faculty to award a student a full assistantship, although this may occur if the needs of the position require it.

Students who are awarded an assistantship receive payment of their tuition in relation to the size of their assistantship (for example, students awarded a half-time assistantship receive half of their tuition for that semester). In addition to tuition, graduate assistants also receive a stipend. Currently (2006-07) the stipend equals $3,250 per semester. Assistantships do not cover additional fees or room and board, however, any student awarded at least a half-time assistantship is assessed the remainder of his or her tuition at the New Mexico resident rates.

Assistantship awards are for one semester only. Students should be aware that checks from assistantships **do not continue over winter and summer breaks** and should budget accordingly. The award of an assistantship in one semester does not guarantee the student an assistantship in any other semester.

Graduate students who hold assistantships and whose cumulative grade point averages falls below 3.0 at the end of any semester may, with the advice of the faculty and Dean, have the assistantships revoked by the Vice President for Academic Affairs.

Other activities by graduate students that would interfere with the satisfactory performance of assistantship duties may not be undertaken. While students may have more than one part-time contract, the sum of the contracts and the work

required shall not exceed the equivalent of one full-time graduate assistantship (20 hours of work per week).

A student who has been admitted to the program but who has not earned a bachelor's degree prior to his or her first semester of graduate study may not hold a graduate assistant position.

Students who are interested in a receiving an assistantship should apply, in writing, to the psychology program coordinator. Assistantships are only awarded to students admitted with regular status to the program.

Assistant ships will be awarded only to those students enrolled full time (a minimum of 9 credit hours) in psychology courses during the first two semesters of their graduate program. Students should be aware that dropping below 9 psychology credit hours during the semester could result in the loss of an assistantship. After the first two semesters, the minimum number of psychology credits necessary to qualify for assistantships can be determined in consultation with and approval of a psychology faculty member.

Some assistantships require particular skills or experience. These will be awarded to qualified students who posses the necessary skills.

Assistantships that do not require unique skills will be awarded to qualified students according to their date of acceptance into the psychology graduate program. Qualified students with the earliest acceptance dates will be awarded assistantships first, and awards will continue according to date of acceptance until all assistantships have been distributed.

An assistantship is a job, and, like any other job, in order to maintain an assistantship students must perform the work adequately. Inadequate performance can result in the loss of an assistantship.

Although the assistantships available vary somewhat from year to year, a description of the positions generally available, and the requirements for the positions, is available from the department.

Tuition

NMHU has extremely low tuition rates for New Mexico residents. In the 2005-06 school year these were $1,212 for a full-time, resident graduate student taking 12-18 credit hours. The full-time tuition for non-resident graduate students was $5,124. Thus, it is to every student's advantage to try and achieve residency status.

Residency Status

Due to the large difference between resident and non-resident tuition rates it is to every student's benefit to become a legal resident of New Mexico. A student who enters and remains in this state principally to obtain an education is presumed to continue to reside outside this state and such presumption continues in effect until rebutted by clear and convincing evidence of bona fide residence. A student determined to be financially dependent on a parent or guardian also assumes the residency of that parent or guardian. The "burden of proof" is on the student. The student must secure and file the petition with the appropriate documents of evidence in the manner described herein. All documents submitted for this purpose will be kept confidential.

To become a legal resident of New Mexico, four basic requirements must be completed by the student. Each person must meet these requirements individually.

- The 12-month Consecutive Presence Requirement.
- The Financial Independence Requirement.
- The Written Declaration of "Intent" Requirement.
- The Overt Acts Requirement.

Other persons and their dependents who provide appropriate evidence of moving into New Mexico to work full time, practice a profession, conduct a business full-time, or formally retire shall not be required to complete the 12-month duration requirement.

Other relevant factors many be considered along with those listed above. There is a reciprocity agreement between the states of Colorado and New Mexico to allow a limited number of Colorado residents to attend NMHU and pay only resident tuition. Students interested in this must complete the proper application. Any Native American student who is a citizen of the United States is entitled to resident student status. Again, the proper application must be filed.

Students enrolling for six hours or less during the regular semester will be charged resident tuition rates regardless of residency classification. Students enrolling for the Summer Session will be charged resident tuition regardless of residency status. Students awarded a graduate assistantship which includes the payment of at least half their tuition costs will be assessed the remainder of their tuition costs at the resident rate, regardless of residency status.

A brochure explaining all requirements for establishing New Mexico residency and residency petitions is available from the Registrar's Office. Residency petitions will be accepted until the first day of each semester in the Registrar's Office. **For more information, please call (505) 454-3233.**

Student Involvement in the Department

Given their status of “junior colleagues”, graduate students are invited and encouraged to participate in as many aspects of the psychology program as possible. There are numerous opportunities for involvement in research and teaching activities and graduate students are encouraged to not only take advantage of these opportunities, but to also give their feedback and suggestions regarding these aspects of the program. In addition to teaching and research activities, there are also several more formal avenues for students to become involved with the program and to give feedback and suggestions.

Psi Chi

Highlands has had an active chapter of Psi Chi, the National Honor Society in Psychology, for over 50 years. In the past decade, the officers of the NMHU Psi Chi chapter have utilized this organization as a mechanism for providing both graduate and undergraduate students with speakers on topics of interest, social activities, and opportunities for service. In addition, Psi Chi members raise funds that are then used by students as travel funds to attend professional conferences. All students, both graduate and undergraduate, are encouraged to join Psi Chi.

Graduate Student Representative

Each year the graduate students chose a representative who is charged with serving as an official liaison between the graduate students and the faculty. The representative attends all faculty meetings, and is involved in virtually all decisions regarding the program. The representative also brings concerns of the graduate students to the attention of the faculty, and seeks input from the students on current issues in the program.

Course Feedback

Students complete course evaluation forms at the end of every course. This is an opportunity for students to comment on the structure and content of courses, the appropriateness of reading materials, and the strengths and weaknesses of the professors teaching styles.

Grievance Procedure

The mechanism by which student concerns are addressed in the department depends upon the nature of the concern. If the issue is of general interest to the graduate students, it should be discussed at a meeting of the students and then brought to the attention of the faculty by the graduate student representative.

If the issue is limited to one student, there are a number of ways the problem could be addressed. These are outlined below, from least to most formal. It is strongly suggested that the student attempt to resolve the issue informally before

moving on to more formal procedures. For issues of an academic or non-academic nature, the first steps are the same.

1. The student should first try to address the problem through an informal conversation with the professor or university staff member involved.

2. If the issue is still unresolved, it is suggested that the student discuss the matter with another member of the faculty, who may suggest another meeting.

3. If this is unsuccessful, the student has the option of discussing the matter with the Chair of the Department involved or with the supervisor of the staff member involved. It is recommended that the student write a letter to the Chair or supervisor, outlining in detail the nature of the concern, and the desired outcome. The Chair or supervisor will attempt to mediate a resolution.

4. If no resolution is met, the student has various options, depending upon the nature of the problem.

    a. For issues of an academic nature, the student should write a letter to the school or college dean. Carefully explain the concern, include appropriate documentation, and describe the desired outcome. If the issue is not resolved at this level, the student may write a letter to the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs will be final. If the concern is in regard to a specific grade received, the student may want to use a Student Grade Appeal Form available in the Office of the Vice President of Academic Affairs.

    b. For issues of a non-academic nature, the student should write a letter to the Dean of Students. Carefully explain the concern and include appropriate documentation. The Dean may refer the matter to an advisory group. The decision of the Dean of Students will be final.

If a student has a concern regarding a campus club, the student should first try to resolve the issue by meeting with the members of the club and the club's faculty advisor. If the issue is unresolved, the student may write a letter to the Office of Campus Life, describing the situation, including appropriate documentation and a description of the desired outcome. If the matter is still unresolved, the student may write a letter to the Dean of Students. The decision of the Dean of Students will be final.

For more information on grievance procedures, please refer to the NMHU Student Handbook.

The Thesis

The graduate program in psychology at NMHU is based upon the scientist-practitioner model of psychological training. For this reason every student enrolled in the program, regardless of his or her occupational goals, is expected to fully master the theory and practice of designing, collecting, analyzing, and critiquing scientific research. The capstone experience in the program through which the student is expected to demonstrate mastery of the scientific method is the thesis. The goal of the psychology faculty is that every student's thesis project results in a successful learning process and a product in which both the student and the faculty can take pride.

Outline of the Thesis Process

This outline is intended as a guide to help the student successfully complete a thesis. These steps have been formalized in order to ensure that all interested parties are aware of their rights and responsibilities in the thesis process. This document is intended to clarify and formalize the process so that misunderstandings can be minimized. The primary purpose of this document is to ensure that the student's time and effort can be put to best use.

1. Thesis Topic.

The student is to select a research topic or area in which the thesis will be completed. An integral step in selecting and refining an appropriate area of the thesis is to enroll in the Psych 651 course offered each spring and required of all students. In this class students will begin developing a thesis proposal. By the end of the course students will have stated a research problem, conducted a preliminary review of the literature, and outlined a research method.
The student should note that it is not necessary to delay progress on the thesis until the spring semester and the PSY 651 course. The student is encouraged to begin selection of a topic and completion of the following steps as early as possible. The focus on thesis in PSY 651 has traditionally been during the spring term to meet the needs of the majority of our students. However, there certainly have been students who began work on the thesis before the spring term and utilized the PSY 651 course for further refinement and assistance on their thesis research.

2. Thesis Committee.

After deciding on an area of research, the student should select a thesis chairperson. The chairperson should be a psychology faculty member who has a background in the student's area of interest since this individual will typically be the primary resource person for the student in carrying out the research. The student should also select another psychology faculty member to serve as a second committee member (second reader) and a faculty member from outside

of the psychology discipline to serve as outside reader. There may be additional members of the committee, but there must be at least two psychology faculty members (one of whom is the chair) and at least one member who is not on the psychology faculty.

The student is first to contact the psychology faculty member whom the student wishes to be the chair and discuss the student's research interests. Upon agreement by the faculty member to serve as chair, the student will then discuss with the chair the selection of the other members of the committee. These committee members should be selected with the advice and consent of the thesis chair. Upon identification of other faculty as prospective members of the committee, the student will then be responsible for contacting and securing the agreement of these individuals to serve on the committee.

After the formation of the committee, the student is to complete the Thesis Committee Form (see Appendix D) and have it signed by all committee members. After obtaining the signature of each member of the committee, the student is to provide a copy of the form to each member and file a copy in the departmental office.

After completion of the Thesis Committee Form, any changes in committee membership desired by the student must be formally approved. A written statement which clearly specifies the reason(s) for the requested change is to be submitted to the chair. The student is also to provide a copy of the written statement to the committee member identified in the request.

If the committee member is in agreement with the student on replacement, the committee member will provide the thesis chair with a written statement requesting withdrawal from the committee. If the member withdrawing from the committee is the chair, the other psychology member (second reader) will be provided with the written statement from the chair requesting withdrawal. At this point, the second reader would assist the student in formation of a new committee and resubmission of the Thesis Committee Form.

If agreement between the committee member and the student cannot be reached regarding replacement, the student can request a hearing on the matter at which time all involved parties may be heard. A hearing board of four faculty members would be designated and would be comprised of two psychology faculty members not serving on the student's committee and two faculty members from the other disciplines in the Department of Behavioral Sciences. The board would then attempt resolution of the matter and would make recommendations for such resolution to the thesis committee chair (as appropriate) and to the head of the Department of Behavioral Sciences.

In the event that a member must withdrawal from the committee, the member is to submit to the chair a written statement specifying reason(s) for the requested

withdrawal. If the member requesting replacement on the committee is the chair, the written request would be submitted to the second reader. A copy of the statement requesting withdrawal would be provided to the student by the member requesting replacement. As described above, a new committee would then be formed and the Thesis Committee Form would be resubmitted.

3. Thesis Proposal.

The student should prepare for the thesis chair a formal thesis proposal in accordance with the attached guidelines and requirements pertaining to the proposal. Under the direction of the thesis chair, the proposal will be revised as necessary until acceptable to both the chair and student. While there may be significant involvement of the other committee members in the development and revision of the proposal, a formal presentation of the proposal may not be scheduled without approval by the chair.

Upon determination by the chairperson that the proposal is acceptable a presentation and defense of the proposal are to be made by the student. The presentation is to be made to at least the chair and second reader, whereas the outside member is optional. The presentation will be open to all interested faculty and students and will be announced. At the conclusion of the presentation, the proposal may be: 1) accepted without further revisions; 2) accepted with revision required; 3) not accepted in present form. When the proposal is accepted with no further revision necessary, the student must complete the Thesis Proposal Approval Form (see Appendix E) and obtain signatures of the psychology faculty members (and the outside member if present at the presentation). One copy of the form will be provided to the chair and one copy filed in the department office.

ONLY AFTER THE PROPOSAL HAS BEEN FORMALLY ACCEPTED AS SPECIFIED ABOVE MAY THE STUDENT BEGIN DATA COLLECTION. Furthermore, before any data may be collected, research involving the use of human participants must be approved by the University Human Subjects Committee and research involving the use of animal subjects must be approved by the University Animal Research Committee.

4. Conducting Thesis Research.

Any departures from the research method as specified in the proposal must be approved before implementation in writing by the thesis chairperson.

5. Writing of the Thesis.

As the student progresses on the writing of the thesis, drafts of the thesis chapters should be submitted to the chair. In general, the thesis is to be written in APA style (see latest edition of the Publication Manual of the American

Psychological Association). Specifically, the thesis is to conform to the guidelines set out by the psychology faculty of the Department of Behavioral Sciences as described in this thesis manual. Upon consultation with the chair, other members may also be provided copies of the draft. The student should expect to make revisions and to rewrite until the thesis meets widely recognized standards. (Please refer to the current university catalog for thesis specifications.) The student must arrange submission of the thesis material to the chair in such a way that regular academic schedules are observed and recognition of the many other demands and duties of faculty is given. For example, the first two weeks and last two weeks of a semester are traditionally extremely demanding on faculty time and the student should avoid expectations of immediate assistance on the thesis during these times. The student should expect an average minimum of two weeks for response to thesis material.

6. Oral Examination and Thesis Defense.

When the chair has determined the thesis to be acceptable, the student is to schedule the oral examination and defense of the thesis with the thesis committee. At this time the Request for Graduate Oral Examination form (see Appendix F) will be completed. (Please refer to the current University catalog for description and specifications of the graduate oral examination.) The oral examination will be open to all interested faculty and students and will be announced. The student will be evaluated both on his or her performance on the oral examination and on the quality of the thesis. The student's performance on the oral examination may be: 1) passed; 2) not passed. The thesis will receive a grade of: 1) Satisfactory; 2) Unsatisfactory; 3) No Grade. A grade of Unsatisfactory indicates that the thesis is completely unacceptable and that only a totally new thesis will be considered. A grade of No Grade indicates that the thesis as it stands is unsatisfactory but that the thesis will be reconsidered after revisions have been made.

7. Final Copy of Thesis.

The student is responsible for making any additional revisions necessary for final acceptance of the thesis. The thesis must conform to all departmental and university guidelines for thesis format and style, as well as other university requirements for final acceptance of the thesis. (Please refer to current guidelines of the library as stated in Appendix G and other academic standards of the university.)

8. Thesis Credit.

Students are required to take three credit hours of Psych 699, Thesis. After initial enrollment for thesis credit, the student must continue to be enrolled for at least one credit hour of Thesis until the thesis is accepted.

Cost of the Thesis

All thesis projects involve expenses, even if those expenses are only copying costs. Some theses, of course, require much more than that, such as the purchase of laboratory animals, chemicals, supplies, testing materials, and participant remuneration. The cost of conducting thesis research is the responsibility of the student. The psychology program and NMHU have no regular funds that may be used to help defray the cost of conducting student research.

There are funds, such as money from faculty research grants and other forms of small grants, which graduate students have successfully used to help defray the cost of conducting student research in the past. If a student is interested in conducting thesis research that will involve a significant expenditure of money, he or she should discuss with the appropriate faculty exactly where this money will come from before committing to the project.

Practicum

Students in the clinical track must complete 12 credit hours of Practicum. Completion of the 12 credits hours ensures that each student in this track gains 720 hours of direct clinical experience while completing the program.

Practicum placements are arranged through cooperative planning by the student, the program, and the agency. Students from our program have been placed with the following agencies: The Las Vegas Medical Center (Forensic Unit, Adolescent Unit, and Adult Units); San Miguel/Guadalupe Community Mental Health Center; the New Mexico Boys' School; the Las Vegas City Schools; Susan Cave, Forensic Psychologist; Ayudantes; and many others.

The following requirements apply to all students enrolled in Practicum.

1) The practicum student must work at the practicum site for 4 hours a week per credit during the normal semester. These will add up to 60 hours per credit hour per semester.

2) All work done for practicum credit must be in addition to any work for which the student receives payment or other credit.

3) The student shall receive at least one hour per week face-to-face supervision with a staff member at the practicum site with appropriate training and experience.

4) The practicum site, nature of work, and identity of the supervisor will vary depending upon the needs and talents of the student. However, all of these issues will be determined at a meeting between the on-site supervisor, NMHU

faculty supervisor, and the student before the student may register for practicum credit.

5) The student, in consultation with the on-site supervisor, will complete a list of goals and objectives for him or herself at the beginning of the semester, along with a list of activities the student will engage in to meet those goals and objectives.

6) The on-site supervisor will complete an evaluation of the student twice during the semester, once approximately midway through the semester, and once at the end.

7) The student's grade for the practicum will be determined by the NMHU faculty supervisor based upon the on-site supervisor's evaluations and the evaluations of the NMHU faculty supervisor of the student's performance.

8) The student will complete a one page summary of the practicum at the end of the semester. The student will also complete an evaluation of the practicum experience.

9) The student will meet with other practicum students and the NMHU faculty supervisor on a weekly basis during the semester to share practicum experiences and to report on the progress of the practicum.

9) The NMHU faculty supervisor will maintain regular contact with the on-site supervisor, and will meet with the student and the on-site supervisor at least three times during the semester, once at the beginning of the semester, once approximately midway through the semester, and once at the end.

10) The student, on-site supervisor, and NMHU faculty supervisor will all sign a contract specifying the above information.

Other University Policies

This section includes some general university policies of which students should be aware. This section is by no means complete, and students should refer to the NMHU Graduate Catalog and the Student Handbook for other relevant information.

Sexual Harassment Policy

It is the policy of New Mexico Highlands University to maintain a community in which students, faculty, staff and administrators are free to work, study, and reside without being subjected to sexually harassing behavior. Such behavior subverts the mission of the University and threatens the careers, educational experience, and productivity of all involved. Sexual harassment is therefore

prohibited on campus an din programs and activities sponsored by New Mexico Highlands University. It is further the policy of the University to prohibit sexual harassment of applicants for employment by, or admission to New Mexico Highlands University. These prohibitions shall extend to contractors and grantees of the institution.

The University is committed to protecting victims of harassment from retaliation. Therefore, it is a violation of this policy for the individual charged, or anyone who might reasonably be construed to be under their power or influence, to discriminate against, harass, intimidate, or seek reprisal against anyone as a result of bringing complaints or participating in an investigation of complaints. It is also a violation for anyone to file an intentionally false and malicious accusation of sexual harassment. New Mexico Highlands University is committed to taking swift and appropriate action against any of its officials, employees, or students who violate any portion of this policy. The information obtained as a result of this policy is confidential and will not be disclosed except to personnel with a legitimate need to know or by order of a court. **More information on this policy is available from the Affirmative Action Office at (505) 454-3308.**

Appendix A

STUDENT OUTCOMES ASSESSMENT PLAN
M.S. IN PSYCHOLOGY

Mission Statement

It is the mission of the master's program in psychology at NMHU to train master level psychologists who can utilize critical thinking skills, demonstrate an understanding of the scientific method, and apply their knowledge of major disciplines of psychology to their work as teachers, researchers, or practitioners. The program is designed to prepare students for either work as master level clinicians or continued study in psychology at the doctoral level. This mission is achieved through a high level of professor-to-student interaction, ample opportunities for research and practical experience, and exposure to a multicultural community setting.

Intended Outcomes

Students who receive a master's degree in psychology from New Mexico Highlands University will be able to:

1. Read psychological literature critically and suggest ways to improve research designs.
2. Develop hypotheses based on a body of research, and design and implement a research methodology to test those hypotheses.
3. Present research results in both written and oral form.
4. Integrate information from diverse sub-fields of psychology into a coherent understanding of human behavior.
5. Adopt a high standard for ethical behavior and work performance.
6. Apply knowledge of cross-cultural difference to the understanding and practice of psychology.
7. Apply theoretical knowledge and interpersonal skills to therapeutic relationships.

Assessment Activity

1. Review of Student Work.

   Each year the department will establish a portfolio of student papers from Psychopharmacology, Advanced Psychopathology, and Advanced Social Psychology. Two faculty members will assess these papers using the departmental "Portfolio Checklist for Outcomes Assessment". This activity is designed to assess outcomes 1, 4, and 6.

2. Thesis.

   Each year the department will request that the Department Chair review all theses defended during that year using the departmental “Evaluation of Thesis” form. In cases in which the Department Chair served on the thesis committee the review will be completed by the Dean of the College of Arts and Sciences. This activity is designed to assess outcomes 1, 2, 3, and 4.

3. Faculty Review of Graduate Students.

   Each year the department will compile data from the “Faculty Review of Graduate Students”. This activity is designed to assess outcome 5.

4. Practicum Reviews

   Each year the department will compile data from the Field Supervisors’ review of practicum students placed in that year. This activity is designed to assess outcomes 5 and 7.

5. Exit Survey

   Graduating students will complete the “Psychology Master’s Program Exit Survey”.

6. Alumni Survey

   Periodically, the department will complete a survey of alumni of the master’s program in psychology. The survey is designed to assess how well our graduates are prepared for doctoral level education and masters level clinical work in the field of psychology.

Appendix B
NEW MEXICO HIGHLANDS UNIVERSITY
Graduate Program in Psychology
Academic and Behavioral Agreement

The following represents an outline of the academic and behavioral expectations of all students enrolled in New Mexico Highlands University's Graduate Program in Psychology.

Academic Expectations:

All graduate students are expected to maintain an overall grade point average of no less than 3.0 per semester. Graduate students are also expected to make substantial, regular and acceptable progress toward completion of the master's thesis. After enrollment for thesis credit, each student must enroll for at least one credit hour of thesis in each subsequent semester (including summer term) until completion of thesis.

In the event that these standards are not met, academic action may be taken. It must be noted that the procedures of due process do not pertain to academic action and thus a hearing is not required. The student will be advised in respect to academic deficiencies and be made aware of failure or impending failure to meet standards prior to action being instituted. Failure to meet the academic standards of the Graduate Program in Psychology may result in loss of graduate assistantship, suspension, or termination from the program of study at the discretion of the Department Chair in consultation with the program faculty.

Behavioral Expectations:

All graduate students are expected to conduct themselves in accordance with the guidelines articulated by both the New Mexico Highlands University (NMHU) and the American Psychological Association (APA). The NMHU code of conduct is articulated in the Code of Student Conduct and Disciplinary Procedure while the APA guidelines are presented in the Ethical Principles of Psychologists and Code of Conduct (1992) which include the principles of competence, integrity, professional and scientific responsibility, respect for people's rights and dignity, concern for others' welfare, and social responsibility.

In the event that these behavioral expectations are believed to have been violated, disciplinary action may be taken. It must be noted that the procedures of due process as articulated in the NMHU's Code of Student Conduct and Disciplinary Procedure Manual do pertain to matters of perceived misconduct. Following the procedures of due process, possible consequences include oral warning, censure, disciplinary probation, loss of graduate assistantship, suspension, or expulsion. In the case of academic dishonesty, possible penalties include automatic failure in a class, suspension, or termination from the program.

By signing this document, the student is agreeing to perform and conduct him or herself in a manner commensurate with the standards articulated or referred to by this document.

_____ _____
Student Signature Date

_____
Print Name

Appendix C
Faculty Review of Student Progress

SEMESTER_____ NAME _____

For purposes of your academic and professional development, the following areas of performance during the past semester have been reviewed by the psychology faculty. If you have questions or wish to discuss any of the following areas, you are encouraged to meet with any faculty member(s).

Excellent = 5
Good = 4
Average = 3
Needs Improvement = 2
Unacceptable = 1

	AREA	RATING
1.	Overall academic performance.	_____
2.	Overall job performance.	_____
3.	Professionalism.	_____
4.	Interaction with faculty.	_____
5.	Dependability.	_____
6.	Motivation.	_____
7.	Initiative.	_____
8.	Coping with stress and deadlines.	_____
9.	Task completion in a timely manner.	_____
10.	Accepting responsibility for own learning.	_____
11.	Oral communication skills.	_____
12.	Written communication skills.	_____

Appendix D
APPROVAL OF THESIS COMMITTEE
DEPARTMENT OF BEHAVIORAL SCIENCES
NEW MEXICO HIGHLANDS UNIVERSITY

Date: _____

Name of Candidate: _____

Thesis Title: _____

_____

Thesis Committee

_____
Thesis Chairperson

_____
Department Member

_____ _____
External Member Department

_____ _____
Optional Member Department

_____ _____
Optional Member Department

_____
Signature of Department Chairperson

Appendix E
THESIS PROPOSAL APPROVAL FORM
Master's Program in Psychology
Department of Behavioral Sciences
New Mexico Highlands University

We have read the thesis proposal written by _____

and the following is our report:

_____ACCEPTABLE

_____ACCEPTABLE WITH THE FOLLOWING REVISIONS: _____

_____

_____

_____NOT ACCEPTABLE - REASONS: _____

_____

_____

TITLE OF THESIS:_____

_____

_____

_____	_____	_____	_____
Chairperson	Date	Psychology Reader	Date
_____	_____	_____	_____
Department Reader	Date	Outside Reader	Date

Appendix F
REQUEST FOR GRADUATE ORAL EXAMINATION

DATE
STUDENT'S NAME I.D.#
EXAM TO BE SCHEDULED AT:
DATE TIME
PLACE
COMMITTEE MEMBERS ARE: (BE SURE PROFESSOR IS AVAILABLE BEFORE SUBMITTING HIS/HER NAME.)
COMMITTEE CHAIRPERSON
DEPARTMENT MEMBER
OUTSIDE MEMBER
OTHER MEMBER (OPTIONAL)

APPROVAL OF DEPARTMENT HEAD
APPROVAL OF SCHOOL DEAN
APPROVAL OF REGISTRAR
AFTER ALL APPROVALS ARE OBTAINED, THE REGISTRAR IS TO MAKE COPIES
AND SEND TO THE FOLLOWING:
DEPARTMENT HEAD
COMMITTEE MEMBERS
STUDENT

Appendix G

NEW MEXICO HIGHLANDS UNIVERSITY
DONNELLY LIBRARY

THESIS INFORMATION SHEET

PAPER:

Two clean copies (no corrections), to be submitted to the Library, must be on bond paper with 50% cotton fiber content or higher. This is minimum; better grades may be used. Please have the original thesis approved by the librarian before making additional copies in the event changes are required. Additional copies may be on any paper desired by the student, although a good grade of typing paper is recommended. Your personal copy will look better longer on good paper. E-Z Raze, Racerase, Corrasable, Onion Skin, and other easily erased or these papers are not acceptable as library copies. If you have a question concerning paper quality or copy quality, check with the librarian.

GRAPHIC MATERIALS:

Charts, graphs, tables, etc., which cannot be typed may be reproduced by hand, by Photostat, by photograph, or by photocopy. No other copy process will be allowed. If a photographic reproduction is full-page size (8 ½ x 11), the photographic paper is to be lightweight, flexible, and with matte finish. Glossy finish photographs may not be used except when smaller than full-page size. These are to be securely glued to the regular thesis paper. Rubber cement is a good gluing medium. Hand-drawn graphic materials are to be done with black ink, preferably, India ink. Polaroid photographs must be suitably fixed as prescribed by the manufacturer.

LETTER OF TRANSMITTAL

Be sure to complete the Letter of Transmittal and turn it in with thesis copies to the Library.

TITLE PAGE AND APPROVAL PAGE:

The first page of the thesis will be the title page (sample attached) and the second page must be the approval page (sample attached). The approval page must be signed by all members of the examining committee, the Graduate Program Coordinator or the Department Chair, the Dean, and by the Provost before final submission to the Library. The two library copies should have original signatures on the approval page.

MANUAL

Please consult with your graduate program coordinator or department chair for the appropriate style manual to use. The left margin on all pages must be at least 1 ½ "; all other margins must be at least 1". Be particularly careful to maintain proper margins. Please ensure that landscape documents face the right margin; the title should be at the left margin.

FEES

A binding fee for the original and one copy must be paid to the Business Office and the receipt shown to the librarian. If additional bound copies are desired, the extra binding fee must be paid. The current fee is $13.00 per bound copy.

LETTER OF TRANSMITTAL

TO: Donnelly Library **DATE:**_____

FROM:_____ **SS#:**_____

Major_____ **/ Concentration/Emphasis** _____

Transmitted are two copies (both with original signatures) of a thesis entitled

_____

_____

submitted in partial fulfillment of the requirements for a Master's or an Educational Specialist degree at New Mexico Highlands University.

The two copies with original signatures are for the library, an additional copies is for the _____ _____ Dept./division (if required). Please distribute the additional copies as follows:

Copy No._____ Sent to: _____
Address: _____
_____

Copy No._____ Sent to: _____
Address: _____
_____

Copy No._____ Sent to: _____
Address: _____
_____

Personal Information:
Address_____
Telephone No: _____

(DO NOT WRITE BELOW THIS LINE)

TO: Vice President for Academic Affairs DATE:

FROM: Donnelly Library

The thesis of _____entitled

_____

_____

has been received by the library.

( ) The thesis is in acceptable form
( ) The thesis is unacceptable because

_____

and has been returned to the writer for corrections.

Signed:_____
Librarian Date

Approved:_____
Vice President for Academic Affairs Date

Sample Title Page

TITLE

A THESIS

Presented to the Graduate Division

Department of Behavioral Sciences
New Mexico Highlands University

In Partial Fulfillment
of the Requirements for the Degree
Master of Science

by
Name
Date

Sample Approval Page

(TITLE)

A Thesis Submitted to the Graduate Division
Department of Behavioral Sciences
New Mexico Highlands University
by
(Name)

Approved by Examining Committee:

Chairman of Committee,
Department of Behavioral Sciences

Department of

School Dean Department of