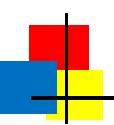
Department of Psychology University of Memphis



**Graduate Programs Orientation** 

**August 21, 2024** 



#### **This Session**

- Dr. Randy Floyd, Department ChairWelcome to the Department
- Dr. Helen Sable
   Associate Chair of Learning
   Initiatives and Graduate
   Coordinator
  - □ General Information



- Dr. Melloni Cook, Associate Chair of Research Initiatives
  - □ *Ethics and Standards*



#### WE'RE GLAD YOU'RE HERE!

- RANDY G. FLOYD
- DEPARTMENT CHAIR
- CONTACT ME AT
   RGFLOYD@MEMPHIS.EDU

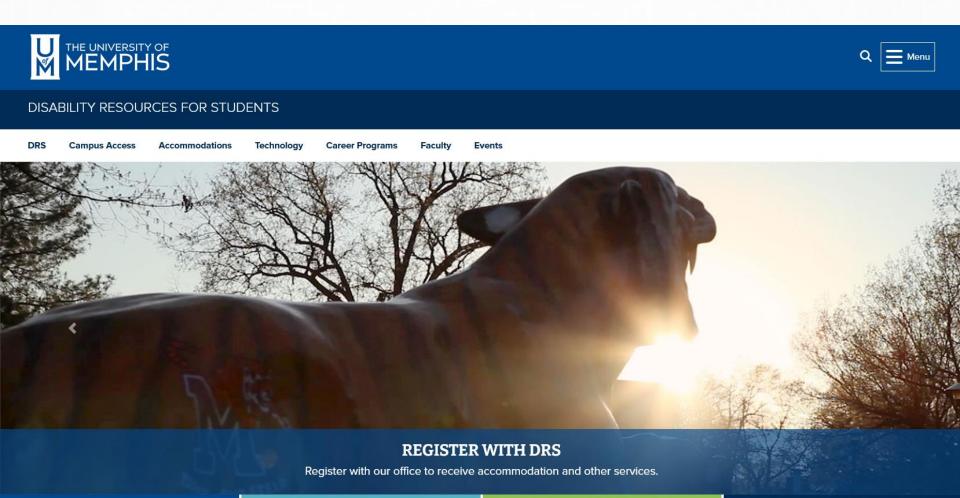


#### WHY STUDY PSYCHOLOGY IN MEMPHIS?

- EXPERT, NATIONALLY AND INTERNATIONALLY RECOGNIZED FACULTY
- TWO APA-ACCREDITED AND A NASP-APPROVED GRADUATE PROGRAMS
- GRADUATE STUDENT EMPOWERMENT AND ENGAGEMENT (ESPECIALLY PGSA)
- COMMITTED ADVISORS/MENTORS AND INDIVIDUAL ATTENTION
- BALANCE OF RESEARCH AND PRACTICE
- LARGE, MULTI-RACIAL UNDERGRADUATE POPULATION
- MONEY FOR TRAVEL AND RESEARCH, GRADUATE ASSISTANTSHIPS FOR MANY, AND HIGH-QUALITY HEALTH INSURANCE AVAILABLE
- ACCESSIBLE CAMPUS AND PLENTY OF SPACE IN BUILDING
- STRIVING TO IMPROVE DIVERSITY, EQUITY, AND INCLUSION
- INCREASING TRANSPARENCY AND COMMUNICATION
- MULTI-LEVEL INVOLVEMENT (INCLUDING MORE THAN 900 UNDERGRADUATE MAJORS AND MINORS IN PSYCHOLOGY) WITH OPPORTUNITIES TO TEACH, MENTOR, AND SUPERVISE



#### DISABILITY RESOURCES FOR STUDENTS



#### **COUNSELING CENTER**





#### **COUNSELING CENTER**

About

Wellness & Resources Relaxation Zone Training

Outreach

**Suicide Prevention** 



#### REASSURANCE AND CAVEATS

- TAKE CARE OF YOURSELVES AND EACH OTHER.
- BUILD RELATIONSHIPS WITH PEERS—ESPECIALLY IN YOUR COHORT.
- COMMUNICATE YOUR NEEDS AS WELL AS FEARS AND ANXIETIES.
- KNOW THE RESOURCES AVAILABLE ON CAMPUS TO SUPPORT YOU.
- STAY ENGAGED WITH THE PGSA, SPA, CAJAL CLUB, AND ALANA GROUP AND LGBTQ+ AFFINITY GROUPS
- FACULTY AND STAFF ARE PREPARED TO LISTEN.
- MAKE YOUR PROGRAM DIRECTOR YOUR FIRST CONTACT, BUT DON'T FORGET ABOUT THE GRADUATE DIRECTOR (SABLE), ASSOCIATE CHAIRS (COOK AND SABLE), AND CHAIR (FLOYD).



# TAKE CARE AND STAY IN TOUCH

# Graduate Programs Orientation: General Information

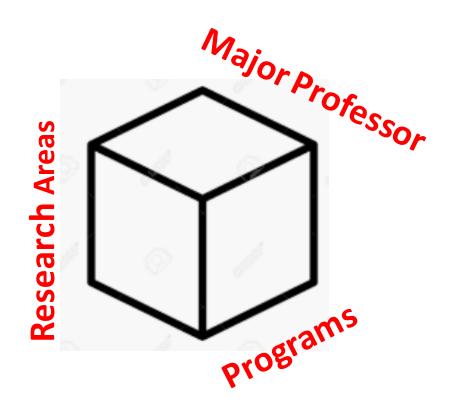
#### -Helen Sable

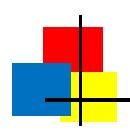
**OVERVIEW** 

STRUCTURE OF THE DEPARTMENT GRADUATE STUDENT ACTIVITIES

STUDENT EVALUATIONS SOURCES FOR HELP FINAL COMMENTS

# Structure of the Department





# Structure of the Department: **Programs**

#### **Program**

#### **Director**

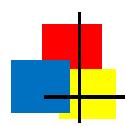
Clinical Dr. Leslie Robinson

Experimental Dr. Helen Sable

School (MA/EdS)Dr. Ryan Farmer

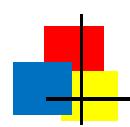
School (PhD)
Dr. Beth Meisinger

General (MSGP)Dr. Gina Caucci



# Structure of the Department: Research Areas

- Behavioral Neuroscience
- Child and Family Studies
- Clinical Health Psychology
- Cognitive Psychology
- Psychotherapy Research



# Structure of the Department: Major Professor

- Doctoral Programs: Assigned
- MSGP Program: Assigned or with assistance from Director
- MA/EdS: Drs. Sarah Irby/Ryan Farmer
- Importance of the Major Professor/Student relationship
  - Apprenticeship model
  - Milestones
  - You are not an undergraduate any more!

# **Graduate Student Activities**

Courses Research Milestones



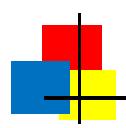




# **Graduate Student Activities: Courses**

- Requirements vary by Program
  - See Graduate Catalog and Grad Student Handbook
- 6 hours is generally considered full-time
  - Exceptions to this for Clinical and School Students
  - Need Program approval to register for > 9 hours
  - Does not cover summer hours
- Consult with Major Professor
- First Year Colloquium
  - One semester
  - Attendance is <u>required</u>; registration is not
  - First session: Friday, August 30<sup>th</sup>,
     1:00 2:00

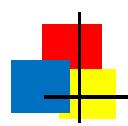




# **Graduate Student Activities: Research**

- Research involvement required every semester for students in doctoral programs
  - Credit hours
    - Milestone "courses"
    - Research practica
- Research area meetings
- Lab meetings



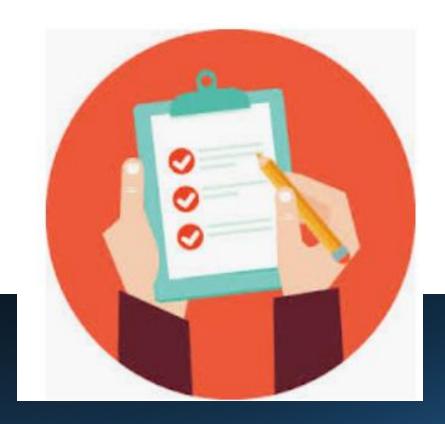


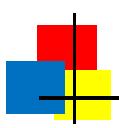
# **Graduate Student Activities: Milestones**

- For MSGP program students:
  - Masters Thesis or Specialty Review
- For MA/EdS program students:
  - MA: Oral exam
  - EdS: Praxis
- For **Doctoral program** students:
  - Masters Thesis
  - Mid-Point Project (Options by Program)
  - Dissertation
- See Department Graduate Handbook for committee membership, forms, etc.



# **Student Evaluations**





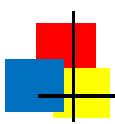
#### **Student Evaluations**

- First-year students in clinical and experimental are evaluated after completion of the fall semester
  - Evaluation by program faculty
- A// students for all Programs are evaluated in May/June
  - Evaluation by program faculty
- Important to meet with Major Professor before and after evaluation meetings.

### **Sources for Help**

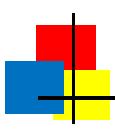






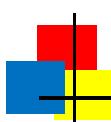
### **Sources for Help**

- Graduate Catalog
  - □ <a href="https://catalog.memphis.edu/content.php?catoid=9&navoid=219">https://catalog.memphis.edu/content.php?catoid=9&navoid=219</a>
- Department Graduate Handbooks and Milestone forms
  - https://www.memphis.edu/psychology/resources/mediaresources.php
  - Clinical Handbook
  - School MA/EdS and PhD Handbooks
- Health Insurance
  - Subsidized for full-time graduate assistants
  - Opt-in deadline: SEPT 6<sup>th</sup>
    - https://apply.memphis.edu/register/FTGAoptin



### **Sources for Help**

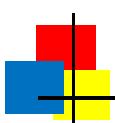
- Psychology Graduate Student Association
  - Represent you at faculty meetings and on the Graduate Coordinating Committee
  - Great source of information
  - Distribute travel funds
- Faculty
  - Chair
  - Program Directors
  - Me



### **Sources for Help: Staff**

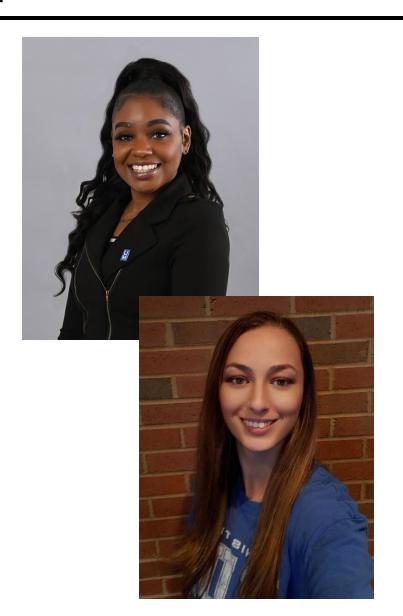
- Graduate Secretary: Cynthia Walker
- Some of her duties
  - Issues permits for restricted courses
  - Manages student files
  - Communicates deadlines, etc.
    - She will communicate with you through your memphis.edu address

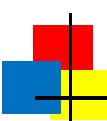




### **Sources for Help: Staff**

- Administrative Associate:
   Tinese Harris
- Office AssistantRebecca Moore
- Some of their duties:
  - Assist students, faculty, & staff
  - Assign offices
  - Distribute supplies
  - Organize student workers
  - Coordinate course scheduling
  - Handle room reservations & special functions
  - Organize mail & copy room
  - Address building issues



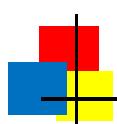


### **Sources for Help: Funding**

- Business Officer: Chaquieta Williamson
- Some of her duties:
  - Develop GA contracts
    - Distributed via email three times a year
  - Problem-solves fees
  - Travel reimbursements
- Pre-award coordinator Crystal Caulfield
  - Assists with grant applications





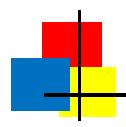


### **Sources for Help: Tech**

Local ComputerTechnical SupportProvider:

**James Beel** 





## **Final Comments**

Importance of understanding:

The structure and activities of the Department The roles of faculty, staff, and students within these.

Importance of being both proactive and active.

We are happy that you are here, and we look forward to collaborating with you in the future.

# Embodying Ideals as a Graduate Student: Professional and Research Ethics, Respect for Diversity, and Institutional Protections

Melloni Cook Associate Chair Department of Psychology





TAKE ACTION

Home > Office of Student Accountability

REPORTING UNIVERSITY CONCERNS OR COMPLAINANTS

#### Welcome to Student Accountability!

#### **Guiding Principles**

- Maintain an environment which is conducive to academic success;
- •Promote a safe and secure campus by protecting the rights of all members of the University of Memphis community;
- Encourage students to assume self and social responsibility;
- Provide opportunities for individual growth and development;
- Enhance student decision making and conflict resolution skills;
- Advance the development of student ethical values.

### Code of Student Rights and Responsibilities

Code of Student Rights & Responsibilities



- 1. Plagiarism/cheating
- 2. Fabrication of information
- 3. Interfering and tampering with the work of others
- 4. Unauthorized sale, distribution, or solicitation of course materials
- 5. Disruptive classroom behavior



### Department of Psychology Graduate Student Handbook

THE UNIVERSITY OF MEMPHIS.

DEPARTMENT OF PSYCHOLOGY

#### GRADUATE STUDENT HANDBOOK

REVISED 11/2020

- General Information
  - Ethical Behavior
- Funding
- Courses
- Grades and Retention
- Changing Major Professors or Programs
- Leaves of Absence
- Grievance Procedures
- Program Milestones
  - Institutional Review Board (IRB)
- Committees, Chairs, and Graduate Faculty
- General Information about Graduate Student Forms

## **APA Ethical Principles**





#### Including 2010 and 2016 Amendments

Effective date June 1, 2003 with amendments effective June 1, 2010 and January 1, 2017. Copyright © 2017 American Psychological Association. All rights reserved.

- f Introduction and Applicability
- Preamble
  - General Principles

- 2. Fidelity and Responsibility
- 3. Integrity
- 4. Justice
- Section 1: Resolving Ethical Issues 5.
  - Respect for People's Rights and Dignity

Beneficence and Non-Maleficence

- Section 2: Competence
- Section 3: Human Relations

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# **APA Ethical Principles**

1		
2,	Competence	6.03
2.01	Boundaries of Competence	
2.02	Providing Services in Emergencies	6.04
2.03	Maintaining Competence	6.05
2.04	Bases for Scientific and Professional	6.06
	Judgments	
	• 0	
3.	Human Relations	7.01
3.01	Unfair Discrimination	
3.02	Sexual Harassment	7.02
3.03	Other Harassment	
3.04	Avoiding Harm	7.03
3.05	Multiple Relationships	7.04
3.06	Conflict of Interest	
3.07	Third-Party Requests for Services	7.05
3.08	Exploitative Relationships	
3.09	Cooperation With Other	7.06
	Professionals	
3.10	Informed Consent	7.07

		$\overline{}$	
8.	Research and Publication		
8.01	Institutional Approval	aining	
8.02	Informed Consent to Research	,	
8.03	Informed Consent for Recording	ınd	
	Voices and Images in Research	iiid	
8.04	Client/Patient, Student, and		
	Subordinate Research Participan	ts	
8.05 Dispensing With Informed Consent			
	for Research		
8.06	Offering Inducements for Resear	ch	
	Participation		
8.07	Deception in Research		
8.08	Debriefing	36	
8.09	Humane Care and Use of Anima	ls	
	in Research		
8.10	Reporting Research Results		
8.11	Plagiarism		
8.12	Publication Credit		
8.13	Duplicate Publication of Data		
8.14	Sharing Research Data for Verifica	ation	

### INSTITUTIONAL REVIEW BOARD APPROVAL

### Cayuse IRB



#### **Cayuse Research Suite**

3.8.0

#### Research Administration Modules

- Cayuse SP (Sponsored Projects)
- Cayuse 424
- Cayuse IRB (Human Studies Compliance)

#### **System Administration Applications**

- Backbone
- · Research Contacts
- Workflow

#### **Application Help**

Research Suite Support Center

https://www.memphis.edu/research/researchers/compliance/irb/cayuse irb.php

# CITI Training Prior to IRB Approval

http://www.citiprogram.org





Subscriptions \*

Courses \*

CE/CMEs

Tools

Support •

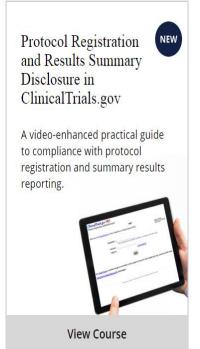


Register

Log In

#### Research Ethics and Compliance Training









# CITI Training Prior to IRB Approval

# CITI Training Modules http://www.citiprogram.org

- Complete "U of Memphis Courses" and "Social & Behavioral Research Basic/Refresher"
- 17 modules
- Achieve an average of 80% on all quizzes

#### Required Modules

University of Memphis (ID: 14523)

Belmont Report and CITI Course Introduction (ID: 1127)

Students in Research (ID: 1321)

History and Ethical Principles - SBE (ID: 490)

Defining Research with Human Subjects - SBE (ID: 491)

The Federal Regulations - SBE (ID: 502)

Assessing Risk - SBE (ID: 503)

Informed Consent - SBE (ID: 504)

Privacy and Confidentiality - SBE (ID: 505)

Research with Prisoners - SBE (ID: 506)

Research with Children - SBE (ID: 507)

Research in Public Elementary and Secondary Schools - SBE (ID: 508)

International Research - SBE (ID: 509)

Internet-Based Research - SBE (ID: 510)

Research and HIPAA Privacy Protections (ID: 14)

Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)

Conflicts of Interest in Research Involving Human Subjects (ID: 488)

# INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

All University of Memphis faculty, staff, and students who propose to engage in *any* research activity involving the use of animal subjects-including research for theses and dissertations must have prior approval of IACUC. IACUC is responsible for safeguarding the welfare of animal subjects, whether funded or non-funded.



#### Prior to working with Animals or being granted access to the Animal Care Facilities, an individual MUST complete the following:

- 1. Orientation and training for laboratory animal care and use in research
  - a. Video orientation/training by Dr. Tim Mandrell, Attending Veterinarian

2. Enrollment in the Animal Care Occupational Health and Safety Program **-UTHSC Health Services** 

3. Orientation to the Animal Care Facilities -Donny Ray, Assoc. Dir. Animal Care Facilities

b. CITI Program Training Modules http://citiprogram.org

University of Memphis

Working with the IACUC Stage 1 - Basic Course

Required

Must complete at least one additional module relevant to individual's research

University of Memphis

Working with Genetically Modified Mice in Research Settings Stage 1 - Basic Course

University of Memphis

\*other species- specific (i.e., Rats, etc.) courses listed in CITI

University of Memphis

Reducing Pain and Distress in Laboratory Mice and Rats

Stage 1 - Lab Animal Research

University of Memphis

RCR Basic Course

Stage 1 - Basic Course

### Family Educational Rights and Privacy Act

- https://my.memphis.edu/
- Graduate Assistant tab
- FERPA channel

#### **FERPA**

- FERPA Tutorial
- Privacy of Education Records policy
- FERPA completion status look-up

#### University of Memphis FERPA Tutorial

Family Educational Rights and Privacy Act (FERPA)

University of Memphis Policy UM1248 - Privacy of Education Records

#### PROTECT OUR STUDENTS PROTECT OURSELVES

To be allowed access to student records, you must carefully review the material presented in this site. Maintaining the confidentiality of student records is everyone's responsibility -- faculty, staff, and students.

#### Why?

- 1. Because federal law requires us to do so.
- 2. Because failure to maintain the confidentiality of student records can result in the following severe consequences:
  - Loss of University funding from the Department of Education.
  - Sanctions against the University imposed by the Department of Education.
  - Disciplinary action, including possible dismissal, against University employees.

## Department of Psychology Graduate Student Handbook

THE UNIVERSITY OF MEMPHIS.

DEPARTMENT OF PSYCHOLOGY

#### GRADUATE STUDENT HANDBOOK

REVISED 11/2020

- General Information
  - Respect For Diversity
- Funding
- Courses
- Grades and Retention
- Changing Major Professors or Programs
- Leaves of Absence
- Grievance Procedures
- Program Milestones
- Committees, Chairs, and Graduate Faculty
- General Information about Graduate Student Forms

## DEPARTMENT DIVERSITY STATEMENT

THE UNIVERSITY OF MEMPHIS DEPARTMENT OF PSYCHOLOGY SEEKS TO UNDERSTAND AND ADDRESS ISSUES OF CULTURE, DISABILITY, ETHNICITY, GENDER, GENERATION, SEXUAL ORIENTATION, NATIONAL ORIGIN, PRIVILEGE, RACE, SIZE, AND DIFFERENT VIEWS ON RELIGION IN EDUCATION, POLICY, RESEARCH, PRACTICE, RECRUITMENT, AND RETENTION OF DIVERSE POPULATIONS. IN THIS, IT STRIVES TO OFFER RESOURCES THAT PROMOTE GOALS OF CULTURAL HUMILITY, MUTUAL RESPECT, AND SOCIAL JUSTICE AT THE LEVEL OF THE DEPARTMENT, **UNIVERSITY, AND BROADER COMMUNITY** 

FOR MORE INFORMATION CONTACT: DRS. MOLLIE ANDERSON (MBANDRSN@MEMPHIS.EDU) AND JIA WEI ZHANG (IZHANG11@MEMPHIS.EDU); CO-CHAIRS

# DIVERSITY, EQUITY, AND INCLUSION INITIATIVES

#### WELCOMING DIVERSITY FORUM

- FRIDAYS, 12:00 TO 12:55 P.M.
- CLINICAL AND SCHOOL PHD STUDENTS ARE REQUIRED TO ATTEND.
- WELCOMING DIVERSITY
   COLLOQUIUM SERIES AND FACULTY
   WORKSHOPS
- LBGTQ+ TASK FORCE
- ALANA (AFRICAN AMERICAN, LATINO/LATINA, ASIAN AMERICAN, NATIVE AMERICAN) PSYCHOLOGY GROUP
- DIVERSITY AND INCLUSION CELEBRATION
- INTERNATIONAL PRONOUNS DAY



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DEPARTMENT OF PSYCHOLOGY

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#### HARASSMENT AND DISCRIMINATION GRIEVANCE PROCEDURES

THE UNIVERSITY OF MEMPHIS.

GRADUATE STUDENT

HANDBOOK

REVISED 11/2020

No form of sexual or racial harassment will be tolerated.

All faculty members, students and staff . . . are responsible for taking reasonable and necessary action to prevent and discourage sexual or racial harassment and are required to promptly report conduct that could be in violation of institutional policies and guidelines. Such reporting should occur when information concerning a complaint is received formally or informally.

resources/handbookforfall2022.pdf

University Policy on Harassment and Discrimination. No form of sexual or racial harassment will be tolerated. Retaliation is Prohibited. You have the right to raise concerns and ask questions about our policies prohibiting harassment or discrimination. You also have the right to submit a complaint under any of our policies. The University procedures for dealing with suspected harassment and discrimination may be found at:

<u>memphis.edu/oie/harrassment/index.php</u>. Please note that formal harassment or discrimination complaints are handled by the University Office of Institutional Equity (http://www.memphis.edu/oie/complaint.php) and not by the Psychology Department.

It should be noted that, as part of these procedures, "All faculty members, students and staff, particularly management and supervisory personnel, are responsible for taking reasonable and necessary action to prevent and discourage sexual or racial harassment, and are required to promptly report conduct that could be in violation of institutional policies and guidelines. Such reporting should occur when information concerning a complaint is received formally or informally." Therefore, if you describe a harassment or discrimination situation to any university employee (including faculty), they are mandated to report this to the University Office of Institutional Equity.

#### GRIEVANCE PROCEDURES (NEW)



Please utilize this form to describe specific concerns you may be having that you hope for GSCC to help address. You may report anonymously or include your name and details if you would like to be contacted by a GSCC representative. Please note that complaints related to harassment or discrimination cannot be kept anonymous must be addressed in accordance with the following policy:

University Policy on Harassment and Discrimination. No form of sexual or racial harassment will be tolerated. Retaliation is Prohibited. You have the right to raise concerns and ask questions about our policies prohibiting harassment or discrimination. You also have the right to submit a complaint under any of our policies. The University procedures for dealing with suspected harassment and discrimination may be found at: <a href="mailto:memphis.edu/oie/harrassment/index.php">memphis.edu/oie/harrassment/index.php</a>. Please note that formal harassment or discrimination complaints are handled by the University Office of Institutional Equity (http://www.memphis.edu/oie/complaint.php) and not by the Psychology Department.

It should be noted that, as part of these procedures, "All faculty members, students and staff, particularly management and supervisory personnel, are responsible for taking reasonable and necessary action to prevent and discourage sexual or racial harassment, and are required to promptly report conduct that could be in violation of institutional policies and guidelines. Such reporting should occur when information concerning a complaint is received formally or informally." Therefore, if you describe a harassment or discrimination situation to any university employee (including faculty), they are mandated to report this to the University Office of Institutional Equity.

Please contact the GSCC Wellness Representative with any questions you may have.

Name/email (leave blank if you wish to remain anonymous)

- The PGSA (formerly GSCC) has established a single reporting form for student concerns
- Concerns can be raised anonymously, or more detail can be added.
- In accordance with university policy, concerns related to discrimination or harassment cannot remain anonymous and must be reported to the University.

https://memphis.col.qualtrics.com/jfe/form/SV\_5BGhmNl6HqVKSrA

## OFFICE FOR INSTITUTIONAL EQUITY

**Policies** About EOAA Harassment Title IX ADA **Events** Resources

If you have any questions about the complaint process or require assistance with completing any of our complaint forms, please contact the Office for Institutional Equity (OIE) at 901.678.2713, Monday through Friday from 8:00 A.M. to 4:30 P.M. or email us at oie@memphis.edu.

For other concerns, please refer to University's central reporting site: https://www.memphis.edu/report/submit-a-report/index.php.

## File a Complaint

#### Title IX & Sexual Misconduct

The University of Memphis is committed to providing an environment that is free from discrimination on the basis of sex to our campus community, in compliance with Title IX of the Education Amendments of 1972 and the Violence Against Women Reauthorization Act of 2013.

Sexual misconduct is a form of sex discrimination strictly prohibited by the University, which includes, but is not limited to, **sexual assault, sexual harassment, domestic/dating violence or stalking**. As such, all reported allegations of sexual misconduct, as defined by **GE2031 - Sexual Misconduct and Domestic Violence policy,** will be investigated and adjudicated accordingly. If you have experienced or have knowledge of any form of sexual misconduct involving a student, staff, faculty member or affiliated organization, please complete the following form:

FILE A SEXUAL MISCONDUCT COMPLAINT >

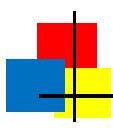
## File a Complaint

### Discrimination, Harassment & Retaliation

The University of Memphis is committed to ensuring that each member of the campus community works or studies in an inclusive and respectful environment, in compliance with Titles VI & VII of the Civil Rights Act of 1964.

Students, faculty and staff are entitled to a place of work and study, free from any form of unlawful discrimination or harassment that is based on *race, color, religion, age, disability, sex, national origin, marital status, veteran status, sexual orientation, gender identity/expression or any legally protected class or basis.* As such, all reported allegations of discrimination or harassment, as defined by **GE2030 – Non-Discrimination and Anti-Harassment**, will be investigated and adjudicated accordingly. If you have experienced or have knowledge of any form of discrimination or harassment, involving a student, staff, faculty member or affiliated organization, please complete the following form:

FILE A DISCRIMINATION COMPLAINT >



## **Remaining Sessions Today**

2:15-3:00 pm

Psychology Graduate Student Association
Overview of PGSA Activities

Room 206

Chris Hartless, GSCC President

Break

15 Minutes

3:15-3:45 pm Graduate Program Meetings (required of all grad students)

Clinical Dr. Leslie Robinson Room 208

Experimental Dr. Helen Sable Room 206

School Dr. Beth Meisinger and Dr. Ryan Farmer Room 230

MSGP Dr. Gina Caucci Room 204

3:50-4:30 pm Teaching Assistants and Room 206

**Graduate Student Teachers Meeting**Drs. Mollie Anderson & Gina Caucci

6:30 pm Faculty, Staff, and Graduate Student Gathering

Rock 'n Dough Pizza & Brewery
Orleans Station/Madison Ave Location

704 Madison Ave