

DOCTORAL GRADUATE STUDENT HANDBOOK

*Rice University
Department of
Psychological
Sciences*

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Program Structure

Research Interest Groups (RIGs)

All students must be members of at least one Research Interest Group. The current RIGs are:

Cognitive & Affective Neuroscience
 Human-Computer Interaction & Human Factors
 Industrial-Organizational Psychology
 Psychometrics & Quantitative Psychology (secondary RIG only—must already be a part of one of the other three RIGs)

Advisor

All students must have an advisor throughout their graduate career; this advisor must be a tenured or tenure-track faculty member within the department. On entering the program, you will be assigned an advisor based on your research interests.

You will likely be in contact with your advisor during the summer prior to your matriculation, and you should meet with him or her the week before classes begin. The morning of the Friday before classes begin, all first-year students will attend a departmental orientation led by the director of the graduate program in Psychological Sciences. At that meeting, you will be informed about various departmental rules, requirements, and procedures, as well as receive general advice on course selection. If you have not already met with your advisor by then, you should plan to meet in the afternoon following the departmental orientation.

You may change advisors, as long as you have the permission of the new advisor and the department chair. No special permission is required to change RIGs, but you should keep in mind that you will need to fulfill all the degree requirements of your new RIG. It is your responsibility to keep the Graduate Coordinator informed of any advisor and/or RIG changes.

Academic Requirements

Course Requirements

Each RIG sets its own course requirements. Please see Appendix A for a full listing by RIG.

As you progress through the program, you should continue to consult your advisor as needed while selecting courses to fulfill your RIG's course requirements, and, bearing in mind the time boundaries discussed in later sections of this handbook.

General Requirements

There are a few courses that are required of all Psychological Sciences graduate students, regardless of RIG.

1. PSYC 529 (“Cog Tea”), PSYC 532 (“Health Tea”), PSYC 531 (HF/HCI Research Seminar), PSYC 533 (“I-O Brown Bag”) and other research seminars

Each RIG has its own weekly lunchtime research seminar with its own specific requirements, and a few other research seminars are offered on occasion. Each week's seminar is presented by a different person—sometimes students, sometimes faculty, and sometimes outside guests. This allows students to familiarize themselves with presenting to an audience, in addition to learning about their field from different perspectives than those offered by their instructors.

2. PSYC 571, PSYC 572, PSYC 700, and PSYC 800 (First-Year Project, Second-Year Project, Thesis Research, and Dissertation Research)

Students are expected to engage in research throughout their time in the program. While specific requirements may vary depending upon the stage of the research, students are expected to make substantial progress. The student's advisor will inform the student of the exact requirements, which will include some or all of the following: writing a comprehensive literature review, proposing experiments, analyzing data, and writing a report including discussion of the theoretical and practical implications of the research. The student is expected to work 10 hours per week for each credit hour signed up for.

First Year

Coursework

You will meet with your advisor during orientation week to discuss course enrollment for the first semester. In addition to the general courses listed above, most first-year students take PSYC 502 (Advanced Psychological Statistics I) in the fall and PSYC 503 (Advanced Psychological Statistics II) in the spring; a good foundation in statistics is essential to your academic career, and all the RIGs include these two courses as core requirements.

First-Year Project

All first-year students must complete a first-year project. By the last day of finals of the fall semester, you should have completed and submitted to your advisor a paper containing a literature review, proposed research, and a description of research accomplished (if any).

Submit two copies of your project, one in PDF format to the Graduate Coordinator and the other to your advisor in his/her preferred format (hard copy or PDF), by 5:00 pm on the last day of finals of the spring semester.

Progress Reports

All first-year students are expected to provide a brief written report of what they have accomplished during the semester at the end of both the fall and the spring semesters. A form to be used for this purpose can be downloaded from the department website (<https://psychology.rice.edu/sites/g/files/bxs1061/f/GRADUATE%20STUDENT%20PROGRES%20REPORT.pdf>). You should submit two copies, one in PDF format to the Graduate Coordinator and the other to your advisor in his/her preferred format (hard copy or PDF), by 5:00 p.m. on the last day of classes. Please note that this is **earlier** than the deadline for the first-year project.

All students in the I-O RIG are also required to submit an I-O supplemental progress report to the Graduate Coordinator and the I-O head by April 15 to participate in an annual review in the spring as well (see [Appendix B](#)). Note that this deadline is **earlier** than the department's deadline for progress reports. The I-O supplemental progress report can be found on the I-O RIG website here: <https://psychology.rice.edu/industrialorganizational-psychology>.

Second Year

Coursework

You should bear in mind to your RIG's course requirements when selecting your second-year courses, as all RIG requirements for master's candidacy must be completed before the beginning of your third year.

Second-Year Project

During the second year, students are required to complete a second-year project. Although students who enter with a "relevant" master's degree in psychology (or a related field) from another university are not required to complete a second master's thesis at Rice, *they are still required to submit a second-year project*.

The second-year project requirement can be satisfied by submitting (1) a master's thesis or a near-final draft of the master's thesis or (2) a written report of a research project conducted at Rice.

Submit two copies of your project, one in PDF format to the Graduate Coordinator and the other to your advisor in his/her preferred format (hard copy or PDF), by 5:00 pm on the last day of finals of the spring semester of your second year. This is a hard deadline and not subject to extension. If your research is not completed by this time, hand in a report on what you have accomplished by the deadline.

Forming Your Master's Committee

You will assemble a master's committee composed of your advisor and two other faculty members from the department. The main functions of this committee will be to guide you through your master's-level research and to ensure that your thesis meets the standard for the M.A. degree. At a minimum, you will meet with your committee at your proposal meeting and for your thesis defense. If circumstances require that your thesis research deviate meaningfully from the proposed research, then you must have another meeting to get the changes approved. In some cases, the committee may agree that it is sufficient to communicate individually with each member of your committee about the proposed changes. You should ask potential committee members to join your master's committee before April 15 of your second year of graduate study.

Progress Reports

Second-year students are expected to provide a brief written report of what they have accomplished since the previous report at the end of both the fall and the spring semesters. A form to be used for this purpose can be downloaded from the department website (<https://psychology.rice.edu/sites/g/files/bxs1061/f/GRADUATE%20STUDENT%20PROGRES%20REPORT.pdf>). You should submit two copies, one in PDF format to the Graduate

Coordinator and the other to your advisor in his/her preferred format (hard copy or PDF), by 5:00 p.m. on the last day of classes. Please note that again, this is **earlier** than the deadline for the second-year project.

All students in the I-O RIG are also required to submit an I-O supplemental progress report to the Graduate Coordinator and the I-O head by April 15 to participate in an annual review in the spring as well (see [Appendix B](#)). Note that this deadline is **earlier** than the department's deadline for progress reports. The I-O supplemental progress report can be found on the I-O RIG website here: <https://psychology.rice.edu/industrialorganizational-psychology>.

Master's Degree

All students except those entering the program with a “relevant master’s” (a prior master’s degree approved by your advisor and the director of graduate studies as relevant to your degree work at Rice) are required to complete a master’s degree.

Candidacy

All students must petition for approval of candidacy for a master's degree before their fifth semester. You will not be able to defend your thesis without establishing candidacy. Each RIG specifies course requirements for candidacy; at the master’s level, there are no additional (non-coursework) requirements for candidacy. Please note that the master’s candidacy petition is independent of the thesis proposal; you may petition and gain candidacy prior to making your official proposal to your committee. See your Graduate Coordinator for the necessary paperwork.

Candidacy Paperwork

Download and complete the Petition for Approval of Candidacy for a Master’s Degree, found on the website of the Office of Graduate and Postdoctoral Studies, or given to you by your Graduate Coordinator. You will need to attach a completed checklist indicating that you have fulfilled your RIG’s course requirements; the checklist form is available for download on your RIG’s webpage. You can also get this checklist from your Graduate Coordinator. You will also need to download the “Completion of Requirements” form and get each of your committee members to sign it, indicating you have completed all necessary coursework. Contact your Graduate Coordinator to get this form.

Present the petition form, checklist, and “Completion of Requirements” form to the department’s director of graduate studies or the department chair, who will sign the petition form. Then submit everything to your Graduate Coordinator, who will sign the form, prepare a copy of your transcript, and submit the completed paperwork electronically to the Office of Graduate and Postdoctoral Studies.

Please remember you cannot defend your thesis until you have submitted your candidacy paperwork!

Proposal

A formal proposal is required for your master’s thesis. The proposal should contain a literature review, but not necessarily as comprehensive a literature review as is required for the final version of the thesis. The literature review should make clear the research questions you are

going to address and how these questions fit into the existing literature. The method(s) to be used in your research should be spelled out in detail. Depending on your research topic and the wishes of your thesis committee, you may be required to give details about how your data are to be analyzed and possibly do a power analysis. In all cases, you should make clear how the data you collect are going to be used to address your research questions. Although there are not strict page limitations and the length of your proposal will depend on many things, most committees will expect the proposal to be between 20 and 50 double-spaced pages. You should use APA format with the exception that figures and tables should be inserted in the text rather than at the end of the document.

Your proposal must be approved by your thesis advisor before it is distributed to the other committee members. Be sure to allow ample time for your advisor to read your proposal and provide feedback for revisions.

Once your advisor judges that your proposal is ready to be presented to the committee, you should provide a copy of your proposal to the committee members and arrange a formal proposal meeting to get feedback on ways to improve the proposed study. At the end of the meeting, you and the committee members should agree on the exact nature of the study and whether or not another proposal meeting is required.

Defense

A complete draft of your thesis should be given to your advisor one month before it is given to the whole committee. The full version of the thesis (complete with all references, figures and tables) should be given to your committee at least one week prior to the scheduled defense; a copy should be emailed to the Graduate Coordinator as well.

The oral examination **must be advertised at least one week ahead of time**; if you fail to do so, you will not be permitted to proceed with the defense as scheduled. To advertise your defense, complete and submit the form at <https://events.rice.edu/rgs/>, which will post to the Graduate Studies calendar. The Office of Graduate and Postdoctoral Studies will email your Graduate Coordinator, who will send out an announcement to the department.

Be sure to follow the thesis procedures described on the Office of Graduate and Postdoctoral Studies website (<http://graduate.rice.edu/oraldefense>).

Timeline

1. Ask potential committee members to join your master's committee before April 15 of your second year.
2. Petition for approval of candidacy for a master's degree before the beginning of your fifth semester at Rice. If you plan to receive your degree the same semester, you must submit your petition before November 1 for mid-year degree conferral or before February 1 for May conferral.
3. Defend your master's thesis before the end of your eighth semester at Rice. Provide public notice of the oral defense at least one week in advance.

4. Submit your final, revised thesis to the Office of Graduate and Postdoctoral Studies no more than six months after your defense. If you fail to do so, you may be forced to complete your defense again.

Master's students are required to complete their program, including thesis defense, within five years of initial enrollment. This includes any period in which the student was not enrolled or was enrolled part-time, for any reason.

Doctoral Degree

Candidacy

The attainment of candidacy marks the completion of all requirements for the doctoral degree other than those related to research leading to the writing, submission, and defense of the thesis. Since faculty and students in this department have diverse research interests and philosophies of education, we believe that a flexible system for admission to candidacy is preferable to a uniform set of requirements; thus, a student's candidacy requirements are determined by his or her admission to candidacy committee.

As soon as you have finished your master's thesis (or earlier if you had a master's degree when you enrolled at Rice), you should form your admission to candidacy committee. A student's admission to candidacy committee is often the same as the master's committee, but it does not have to be.

Once you have chosen your admission to candidacy committee, they should meet to decide on a set of candidacy requirements. You should initiate this process by giving each member of the committee a summary of your progress in the program. Your statement should include publications, research in progress, presentations, courses taken (with grades), and any other relevant information. The committee will use your statement as a basis for preparing candidacy requirements. Requirements may include (but are not limited to):

1. A completed version of the master's thesis, in a form suitable for submission to an appropriate journal.
2. Successful completion of at least one additional research project that has been written up in a form suitable for submission to a journal.
3. Presentation at a conference.
4. Completion of additional courses or reading necessary to fill in gaps in background.
5. A written exam.

Please note that your formal dissertation proposal is not a prerequisite for attaining candidacy and may be completed following successful admission to candidacy.

Once you have completed the candidacy requirements, obtain a signature from each member of your committee on a statement that your admission to candidacy requirements have been met. You can download a "Completion of Requirements" form from the department, or contact your Graduate Coordinator.

After the candidacy committee approves your admission to candidacy, decide on a thesis committee for your dissertation. This committee will be responsible for reviewing your dissertation and for examining you on the subject matter contained therein. The committee must be comprised of at least three members: the chair and one other member must be department faculty, and the third “outside” member must be a Rice faculty member whose primary appointment is in **another department within the university**.

Candidacy Paperwork

Download and complete the Petition for Approval of Candidacy for a Doctoral Degree, found on the website of the Office of Graduate and Postdoctoral Studies or through your Graduate Coordinator. You will need to attach the signed “Completion of Requirements” form mentioned above, along with a completed checklist indicating that you have fulfilled your RIG’s course requirements; the checklist form is available for download on your RIG’s webpage.

Present the petition form, checklist, and “Completion of Requirements” form to the department’s director of graduate studies or the department chair, who will sign the petition form. Then submit everything to your Graduate Coordinator, who will sign the form, prepare a copy of your transcript and submit the completed paperwork electronically to the Office of Graduate and Postdoctoral Studies.

Proposal

The doctoral dissertation represents the culmination of a student's graduate training and involves an original piece of research that advances psychology as a science. Typically, work on the dissertation begins with a series of conversations between you and your advisor. Once a clear direction for the research is established, you will write a formal dissertation proposal summarizing the relevant literature and outlining in detail the methods to be used in the dissertation research.

Depending on your research topic and the wishes of your thesis committee, you may be required to give details about how your data are to be analyzed and possibly do a power analysis. In all cases, you should make clear how the data you collect are going to be used to address your research questions. Although there are not strict page limitations and the length of your proposal will depend on many things, most committees will expect the proposal to be between 20 and 50 double-spaced pages. You should use APA format with the exception that figures and tables should be inserted in the text rather than at the end of the document.

Once your advisor judges that your proposal is ready to be presented to the committee, you should provide a copy of your proposal to the committee members and arrange a formal proposal meeting to get feedback on ways to improve the proposed study. At the end of the meeting, you and the committee members should agree on the exact nature of the study and whether or not another proposal meeting is required.

Progress of Research

It is critical that you keep your advisor updated on the progress of your dissertation research and any changes and decisions made along the way. Your advisor must decide if any deviations from the proposed research warrant review by the rest of the committee.

At a minimum, you will meet with your committee at your proposal meeting and for your dissertation defense. If circumstances require that your dissertation research deviate meaningfully from the proposed research, then you must have another meeting to get the changes approved. In some cases, the committee may agree that it is sufficient to communicate individually with each member of your committee about the proposed changes.

Differences of opinion within the committee on any aspect of the research should be resolved as follows: (a) at the proposal meeting, anyone who does not accept the general process agreed upon by the majority should resign from the committee and be replaced by another faculty member and (b) any disagreement about any phase of the conduct of the research must be resolved in a timely fashion by the entire committee. If an agreement cannot be reached by any other means, a vote must be taken. Those in the minority must then either accept the majority decision or appeal the matter to the department chair. If the chair cannot resolve the issue through discussion with the parties involved, he or she may replace the minority members through consultation with the majority and the student. The dissenting members may appeal the chair's decision by calling a special meeting of the entire department faculty.

If you feel that your committee's instructions are unclear or ambiguous, or that different members are making different or conflicting demands, it is your responsibility to obtain clarification. It is your prerogative to call a committee meeting if you want assurance that the matter is resolved. Students accept verbal understandings with individual committee members at their own risk; the best procedure is to put all changes of plans in writing for the committee members.

Once your research is complete, you begin the process of writing and rewriting your dissertation. This revision process often takes several rounds before your advisor judges that the document is ready to distribute to the committee for the final dissertation defense.

Defense

A complete draft of your dissertation should be given to your advisor at least one month before it is given to the whole committee. A full version of your dissertation (complete with all references, figures and tables) must be submitted to the committee at least two weeks prior to the scheduled defense; a copy should be emailed to the Graduate Coordinator as well.

A public oral defense is required for all Ph.D. degrees. **Public notice must appear at least two weeks in advance of the oral examination**; without sufficient notice, you will not be permitted to proceed with the defense as scheduled. To arrange for public notice, complete and submit the form at <http://events.rice.edu/rgs/>, which will post to the Graduate Studies calendar. The Office of Graduate and Postdoctoral studies will email your Graduate Coordinator, who will send out an announcement to the department.

Be sure to follow the thesis procedures described on the Office of Graduate and Postdoctoral Studies website (<http://graduate.rice.edu/oraldefense>).

Timeline

1. Form your admission to candidacy committee as soon as you have finished your master's thesis.
2. Petition for approval of candidacy for a doctoral degree before the beginning of your ninth semester at Rice. If you plan to receive your degree the same semester, you must submit your petition before November 1 for mid-year degree conferral or before February 1 for May conferral.
3. Defend your dissertation before the end of your 16th semester at Rice. Provide public notice of the oral defense at least two weeks in advance.
4. Submit your dissertation to the Office of Graduate and Postdoctoral Studies no more than six months after your defense.

Ph.D. students are required to complete their program, including thesis defense, within 10 years of initial enrollment. This includes any period in which the student was not enrolled or was enrolled part-time, for any reason.

Academic Progress and Expectations

Expectations

The program has a strong research orientation. Students are expected to spend a large portion of their graduate years actively engaged in research whether or not they plan to pursue a research career.

All graduate students are expected to perform well in classes and in conducting scholarly research throughout their time in the program.

Every graduate student's academic progress is evaluated at the end of each academic year. Although both course performance and research progress are considered in the evaluation, students whose cumulative grade point average or the average for the most recently completed semester (including the summer semester) falls below 3.0 are placed on probationary status.

Grades of B- reflect marginal but passing performance and grades below B- are considered failing. Students making below a B- in a required course are typically required to retake the course. However, the faculty may allow a student with a grade of C+ to retake the final or do other work demonstrating mastery of the material in order to satisfy the requirement. Normally, only one make-up chance will be granted. If there are extenuating circumstances, a student may appeal to the full faculty for a second make-up chance; in the case of PSYC 502 or PSYC 503, however, this option is not open.

Research progress is expected every semester, although the form of the progress will vary depending on the year of the student and the specific aspects of the research project. However, a high level of scholarly work is expected at all phases of the research.

For the university's policies on academic probation and dismissals, please refer to the General Announcements: <https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/>.

Evaluations

All first-year students are reviewed after each semester at a faculty meeting. Students receive an evaluation letter from the director of the graduate program written based on the discussion at the faculty meeting, especially the evaluation from the student's advisor.

Beyond the first year, students who have not been performing at the expected level will be evaluated every semester. All students are evaluated in this manner at the end of each year and receive an evaluation letter from the director of the graduate program.

Students are evaluated in terms of course grades, research, and TA performance. Doctoral students are expected to do well in courses and achieve a relatively high proportion of their grades in the A range. Simply passing all courses is not a doctoral-level performance. Research progress is assessed in a number of dimensions, including the student's ability to understand the research issues and formulate research to address these issues, carry out the research in a careful and timely manner, conduct an appropriate analysis, and write up the research in a clear, complete, and accurate manner. Naturally, the level of competence expected on each of these dimensions will increase with time in the graduate program.

If a student is not making adequate progress, a description of the areas in which progress is not adequate will be spelled out and steps required by the student to remedy the problem(s) will be contained in the written evaluation.

Petitions and Appeals

Petitions and appeals involve exceptions to academic requirements, regulations, and judgments.

Academic Requirements and Regulations

A student wishing to substitute a course for a required course must obtain the approval of his or her advisor and then his or her RIG. The RIG then recommends the substitution to the graduate director, who decides whether or not to approve the recommendation. If the course to be used as a substitute is on the same topic as the required course, then the advice of the current instructor of the required course will be sought. If the recommendation is not approved by the graduate director, the RIG can appeal the decision, first to the graduate committee and then to the whole faculty. Confirmation of the approval will be placed in the student's file and will be included in their candidacy paperwork that is submitted to the Office of Graduate and Postdoctoral Studies.

Petitions seeking exceptions to academic requirements or regulations should be submitted in writing at least 30 days before the requirement or regulation takes effect.

Academic Decisions

If a student wishes to appeal an academic decision made by a faculty member, he or she should present, in writing, an appeal to the graduate committee, who will reconsider the decision in view of the information provided in the petition and consult with the department chair when appropriate. This committee may choose to return the matter to the faculty, acting as a committee of the whole, for further consideration.

Petitions regarding academic decisions must be submitted in writing within 15 days from the time that the student knew or should reasonably have known of the decision being petitioned, or within 15 days after an unsuccessful effort to resolve the situation informally.

For the university's policies on academic probation and dismissals, please refer to the General Announcements: <https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/>.

Student Wellbeing

Financial Support

Most graduate students in the Psychological Sciences Department receive financial support from the program, in the form of stipends and tuition waivers. Continuation of support (departmental stipend and associated tuition waiver) is dependent upon satisfactory performance, reasonable progress toward your degree, and the availability of funds. The department's policies on reduction or termination of financial support are consistent with the university's policies, which can be found in the General Announcements (<https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/>).

Graduate Travel

The Department of Psychological Sciences will provide up to \$400 per year for a graduate student to travel to a conference(s) if you are first author on a poster or a paper presentation, or have some other significant involvement in the conference, such as chairing a session. If you are presenting at a conference outside of the U.S., you can request up to \$600 per year.

Complete and submit the Travel Request Form for your travel request **BEFORE** your travel. Although the department maximum is \$400 per year (or \$600 for international trips), additional funding may be available to you – check with your advisor. These funds can be used for any travel expenses/registration and can be used for more than one trip in a fiscal year (7/1 - 6/30) up to the max of \$400/\$600 total. As mentioned above, to receive these funds you must be **FIRST AUTHOR** on a poster or a paper presentation or have some other significant involvement in the conference, such as chairing a session. **Attach a copy of the letter inviting your conference participation or a copy of the program showing your involvement to this request.** Turn this form in to the department office **BEFORE YOUR TRAVEL.**

You will need to submit your travel receipts for reimbursement through Concur as soon as you return from your trip. We cannot reimburse any expenses prior to the completion of your travel, including hotel deposits or conference registrations. If advance expenses cause a problem, talk

with Carrie or Lanita and we'll look at options. Create an Expense Report for the trip with the appropriate dates of travel. You can use per diem for your meals instead of individual receipts for meals. Please do not submit a Concur Expense Report for more than you can be reimbursed from your funding sources. If you are receiving additional funds from another source, you can split the funding sources on one Concur Report. For your funds from the grad travel fund, charge that to A1-846900. If you are receiving additional funding from other sources, please indicate on the travel form and on your Expense Report which fund should be charged. Give as much detail as possible in the "business purpose" and "comments" section in the Concur Report.

Mentorship

The department provides strong sources of mentoring, both from faculty and students, both formal and informal. Your mentors will help you as you adjust to graduate student life, in both the academic and the non-academic arenas. The department as a whole is very welcoming, and you can always go to your advisor or the department staff when you need advice or assistance.

Title IX

Rice encourages any student who has experienced an incident of sexual, relationship, or other interpersonal violence, harassment, or gender discrimination to seek support. There are many options available both on and off campus for all graduate students, regardless of whether the perpetrator was a fellow student, a staff or faculty member, or someone not affiliated with the university.

Students should be aware when seeking support on campus that most employees are required by Title IX to disclose all incidents of non-consensual interpersonal behaviors to Title IX professionals on campus who can act to support that student and meet their needs. The therapists at the Rice Counseling Center and the doctors at Student Health Services are confidential, meaning that Rice will not be informed about the incident if a student discloses to one of these Rice staff members. Rice prioritizes student privacy and safety, and only shares disclosed information on a need-to-know basis.

If you are in need of assistance or simply would like to talk to someone, please call Rice Wellbeing and Counseling Center, which includes Title IX Support, at x3311 (713-348-3311).

Policies, including Sexual Misconduct Policy and Student Code of Conduct, and more information regarding Title IX can be found at <https://safe.rice.edu>.

Grievances and Problem Resolution

Grievances

Unlike petitions and appeals, which involve academic exceptions, a grievance is a complaint regarding inappropriate conduct by other students, faculty members, or staff. Inappropriate conduct encompasses both inappropriate personal conduct, such as sexual harassment, and inappropriate official conduct, such as violation of University policies. Specific policies exist to address grievances based on discrimination or sexual harassment, and those policies must be followed in situations involving such issues.

Grievances against another student may be raised with the Assistant Dean of Student Judicial Programs and addressed under the Code of Student Conduct. In other cases, a student may present a grievance in writing at the lowest appropriate level, typically the department or school. If a satisfactory resolution is not obtained at that level, the student may appeal the outcome of the grievance by presenting the problem at the next administrative level, such as the school, Office of Graduate and Postdoctoral Studies, Provost, or President. Grievances against non-faculty staff members may also be brought to the Employee Director in Rice's Human Resources office.

The procedures for handling grievances are analogous to those for handling petitions and appeals. Students submitting grievances must so indicate in their submissions.

Problem Resolution

During the course of graduate studies, problems that do not fall under the category of grievances, described above, may arise in the relationship between a graduate student and his/her program or his/her advisor. Students should attempt to resolve such problems by informing the appropriate faculty members and working together to resolve the problem. When attempts to resolve the problem informally are unsuccessful, the following problem-resolution procedure will be used:

1. The student will submit the problem in writing to the department's graduate program director, who will then attempt to resolve it, consulting with the department chair when necessary.
2. If the student remains unsatisfied, the problem will be presented to the department Graduate Committee for resolution. This is a standing committee independent of the student's thesis/dissertation committee; its current members are Dr. Chris Fagundes, Dr. Randi Martin, Dr. Fred Oswald, and Dr. Mikki Hebl. Both the student and the graduate program director will submit a written record of their views to this committee.
3. If the student remains unsatisfied, the problem will be referred to a standing subcommittee of the Graduate Council composed of three faculty members (representing diverse disciplines within the university) and a graduate student, with the Dean of Graduate and Postdoctoral Studies as an ex-officio member. A written report of proceedings at stage 2 will be presented to the Chair of Graduate Council for forwarding to the subcommittee, along with all other written materials generated during the investigation. The decision of this subcommittee is considered final.

The time frame for handling problem resolution is similar to that for handling petitions, appeals, and grievances.

For the university's policies on grievances and problem resolution, please refer to the General Announcements: <https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/>.

In addition to being in agreement with the regulations stated in this departmental handbook, students must also be in agreement with the General Announcements and the Code of Conduct.

If there is conflicting information, university-wide regulations take precedence over department-wide regulations, which take precedence over research group-wide regulations.

When in doubt, students should seek help first at the department level (Graduate Coordinator, Director of Graduate Studies, advisor, and/or Department Chair) and then at the central administration level (Office of Graduate and Postdoctoral Studies).

Appendix A: Course Requirements by RIG

Cognitive & Affective Neuroscience

Master's Course Requirements

Note: Students choose either the *Cognitive Track* or the *Affective/Health Track*

Core Courses (all required)

1. PSYC 502 – Advanced Psychological Statistics I
2. PSYC 503 – Advanced Psychological Statistics II
3. PSYC 520 – Foundations of Cognitive Psychology

Weekly Research Seminar (Students must pick one of the following two and attend that seminar throughout their enrollment in the relevant track)

1. PSYC 529 – Weekly Cognitive Research Seminar – every semester
2. PSYC 532 – Weekly Health Research Seminar – every semester

Neuroscience Core Courses (first two required)

1. PSYC 574 – Introduction to Cognitive Neuroscience
2. PSYC 577 – Introduction to Functional Neuroanatomy

(Students must pick two of the following three)

3. PSYC 575/NEUR 501 – Advanced Cognitive Neuroscience: Attention and Perception
4. PSYC 576/NEUR 502 – Advanced Cognitive Neuroscience: Higher Cognitive Functions
5. PSYC 586/NEUR 503 – Advanced Cognitive Neuroscience: Social and Affective Neuroscience

Cognitive Track Core Courses (1 required)

1. PSYC 524 – Memory
2. PSYC 525 – Psycholinguistics
3. PSYC 527 – Decision Making/Problem Solving
4. PSYC 581 – Vision Science

Affective/Health Track Core Courses (1 required)

1. PSYC 546 – Psychoneuroimmunology
2. PSYC 547 – Foundations of Health Psychology
3. PSYC 550 – Foundations of Social Psychology

Electives (2 required)

1. PSYC 511 – History and Systems of Psychology
2. PSYC 522 – Information Processing and Attention
3. PSYC 524 – Memory
4. PSYC 525 – Psycholinguistics

5. PSYC 527 – Decision Making/Problem Solving
6. PSYC 543 – Computational Modeling of Cognitive Processes
7. PSYC 546 – Psychoneuroimmunology
8. PSYC 547 – Foundations of Health Psychology
9. PSYC 550 – Foundations of Social Psychology
10. PSYC 552 – Emotion Regulation
11. PSYC 575/NEUR 501 – Advanced Cognitive Neuroscience: Attention & Perception
12. PSYC 576/NEUR 502 – Advanced Cognitive Neuroscience: Higher Cognitive Functions
13. PSYC 586/NEUR 503 – Advanced Cognitive Neuroscience: Social & Affective Neuroscience
14. PSYC 578 – Methods and Theory in Cognitive Neuropsychology
15. PSYC 579 – Functional Magnetic Resonance Imaging Applications
16. PSYC 580 – Developmental Cognitive Neuroscience
17. UT GS140024 – Systems Neuroscience
18. PSYC 581 – Vision Science
19. PSYC 590 – Advanced Topics in Neuroscience (may be taken once)
20. PSYC 620 – Topics in Cognitive Psychology (may be taken once)
21. PSYC 621 – Topics in Memory (may be taken once)
22. PSYC 622 – Topics in Psycholinguistics (may be taken once)
23. PSYC 665 – Seminar in Genes and Cognition
24. PSYC 681 – Perceptual Organization
25. NEUR 430 – Human Neuroimaging
26. NEUR 505 – Optical Imaging in Neuroscience
27. NEUR 511 – Integrative Neuroscience Core I
28. NEUR 512 – Integrative Neuroscience Core II
29. NEUR 671 – Methods in Cognitive Neuroscience
30. BIOE 592 – Sensory Neuroengineering
31. BIOE 685 – Fundamentals of Medical Imaging
32. UT School of Public Health – PHM 1111 – Health Promotion Theory & Methods I
33. UT School of Public Health – PHM 1112 – Health Promotion Theory & Methods II

The following are required before you can defend your Master's thesis:

1. All three Core Courses
2. Weekly research seminar
3. One course from Neuroscience Core Courses

Doctoral Course Requirements

Note: Students choose either the *Cognitive Track* or the *Affective/Health Track*

Core Courses (all required)

1. PSYC 502 – Advanced Psychological Statistics I
2. PSYC 503 – Advanced Psychological Statistics II
3. PSYC 520 – Foundations of Cognitive Psychology
4. PSYC 574 – Introduction to Cognitive Neuroscience
5. PSYC 577 – Introduction to Functional Neuroanatomy (Baylor) or equivalent UT course
6. PSYC 660 – Professional Issues

Weekly Research Seminar (Students must pick one of the following two and attend that seminar throughout their enrollment in the relevant track)

1. PSYC 529 – Weekly Cognitive Research Seminar – every semester
2. PSYC 532 – Weekly Health Research Seminar – every semester

Neuroscience Core Courses (2 required)

1. PSYC 575/NEUR 501 – Advanced Cognitive Neuroscience: Attention and Perception
2. PSYC 576/NEUR 502 – Advanced Cognitive Neuroscience: Higher Cognitive Functions
3. PSYC 586/NEUR 503 – Advanced Cognitive Neuroscience: Social and Affective Neuroscience

Cognitive Track Core Courses (2 required)

1. PSYC 524 – Memory
2. PSYC 525 – Psycholinguistics
3. PSYC 527 – Decision Making/Problem Solving
4. PSYC 581 – Vision Science

Affective/Health Track Core Courses (all required)

1. PSYC 546 – Psychoneuroimmunology
2. PSYC 547 – Foundations of Health Psychology
3. PSYC 550 – Foundations of Social Psychology

Electives (2 required)

1. PSYC 511 – History and Systems of Psychology
2. PSYC 522 – Information Processing and Attention
3. PSYC 524 – Memory
4. PSYC 525 – Psycholinguistics
5. PSYC 527 – Decision Making/Problem Solving

6. PSYC 543 – Computational Modeling of Cognitive Processes
7. PSYC 546 – Psychoneuroimmunology
8. PSYC 547 – Foundations of Health Psychology
9. PSYC 550 – Foundations of Social Psychology
10. PSYC 552 – Emotion Regulation
11. PSYC 575/NEUR 501 – Advanced Cognitive Neuroscience: Attention & Perception
12. PSYC 576/NEUR 502 – Advanced Cognitive Neuroscience: Higher Cognitive Functions
13. PSYC 586/NEUR 503 – Advanced Cognitive Neuroscience: Social & Affective Neuroscience
14. PSYC 578 – Methods and Theory in Cognitive Neuroscience
15. PSYC 579 – Functional Magnetic Resonance Imaging Applications
16. PSYC 580 – Developmental Cognitive Neuroscience
17. UT GS140024 – Systems Neuroscience
18. PSYC 581 – Vision Science
19. PSYC 590 – Advanced Topics in Neuroscience (may be taken once)
20. PSYC 620 – Topics in Cognitive Psychology (may be taken once)
21. PSYC 621 – Topics in Memory (may be taken once)
22. PSYC 622 – Topics in Psycholinguistics (may be taken once)
23. PSYC 665 – Seminar in Genes and Cognition
24. PSYC 681 – Perceptual Organization
25. NEUR 430 – Human Neuroimaging
26. NEUR 505 – Optical Imaging in Neuroscience
27. NEUR 511 – Integrative Neuroscience Core I
28. NEUR 512 – Integrative Neuroscience Core II
29. NEUR 671 – Methods in Cognitive Neuroscience
30. BIOE 592 – Sensory Neuroengineering
31. BIOE 685 – Fundamentals of Medical Imaging
32. UT School of Public Health – PHM 1111 – Health Promotion Theory & Methods I
33. UT School of Public Health – PHM 1112 – Health Promotion Theory & Methods II

Human-Computer Interaction & Human Factors

Master's Course Requirements

Core Courses (both required)

1. PSYC 502 – Advanced Psychological Statistics I
2. PSYC 503 – Advanced Psychological Statistics II

Four additional courses (all required)

1. PSYC 520 – Foundations of Cognitive Psychology
2. PSYC 540 – Foundations of Human Factors/Engineering Psychology
3. PSYC 541 – Human-Computer Interaction
4. PSYC 609 – Methods in Human-Computer Interaction

Course Requirements for Provisional Admission to Master's Candidacy:

1. Both core courses
2. Two of the four additional courses listed above

Doctoral Course Requirements

Core Courses (all required)

1. PSYC 502 – Advanced Psychological Statistics I
2. PSYC 503 – Advanced Psychological Statistics II
3. PSYC 520 – Foundations of Cognitive Psychology
4. PSYC 531 – Weekly HF/HCI Research Seminar
5. PSYC 540 – Foundations of Human Factors/Engineering Psychology
6. PSYC 541 – Human-Computer Interaction
7. PSYC 609 – Methods in Human-Computer Interaction
8. PSYC 660 – Professional Issues

Five of the following courses

1. PSYC 504 – Computer Applications in Psychology (or other approved programming experience)
2. PSYC 522 – Information Processing and Attention
3. PSYC 524 – Memory
4. PSYC 525 – Psycholinguistics
5. PSYC 527 – Decision Making/Problem Solving
6. PSYC 530 – Foundations of I-O Psychology
7. PSYC 535 – Human Factors/Ergonomics
8. PSYC 543 – Computational Modeling
9. PSYC 581 – Vision Science
10. PSYC 601 – Multivariate Statistics
11. PSYC 602 – Psychometrics
12. PSYC 630 – Training
13. PSYC 634 – Personnel Selection
14. PSYC 640 – Topics in HF/HCI (can be repeated for credit)
15. PSYC 547 – Foundations of Health Psychology

Industrial-Organizational Psychology

Master's Course Requirements

Core Courses (all required)

1. PSYC 502 – Advanced Psychological Statistics I
2. PSYC 503 – Advanced Psychological Statistics II
3. PSYC 530 – Foundations of I-O Psychology
4. PSYC 533 – Weekly I-O Research Seminar
5. PSYC 634 – Personnel Psychology
6. PSYC 636 – Organizational Psychology

One of the following courses

1. PSYC 507 – Research Methods
2. PSYC 601 – Multivariate Statistics
3. PSYC 602 – Psychometrics
4. Other approved methodology course

Course Requirements for Provisional Admission to Master's Candidacy:

1. PSYC 502 – Advanced Psychological Statistics I
2. PSYC 503 – Advanced Psychological Statistics II
3. PSYC 530 – Foundations of I-O Psychology
4. Any other of the required master's courses listed above

Doctoral Course Requirements

Core Courses (all required)

1. PSYC 502 – Advanced Psychological Statistics I
2. PSYC 503 – Advanced Psychological Statistics II
3. PSYC 530 – Foundations of I-O Psychology
4. PSYC 533 – Weekly I-O Research Seminar
5. PSYC 634 – Personnel Psychology
6. PSYC 636 – Organizational Psychology
7. PSYC 660 – Professional Issues

Three of the following courses

1. PSYC 511 – History and Systems of Psychology
2. PSYC 520 – Foundations of Cognitive Psychology
3. PSYC 540 – Foundations of Human Factors/Engineering Psychology
4. PSYC 547 – Foundations of Health Psychology
5. PSYC 550 – Foundations of Social Psychology
6. PSYC 631 – Foundations of Individual Differences

Two of the following courses

1. PSYC 507 – Research Methods
2. PSYC 601 – Multivariate Statistics
3. PSYC 602 – Psychometrics
4. Other approved methodology course

Three additional courses for breadth and depth

To be selected according to students' individual interests from the set of special topics courses taught by I-O faculty and other advanced courses taught by other Psychological Sciences faculty.

Psychometrics & Quantitative Psychology

Who is the target audience for this Major Concentration?

ALL Psychological Sciences Ph.D. students. Graduate students who are currently involved in any of the RIGs within the department have the opportunity to add a secondary major concentration in Psychometrics & Quantitative Psychology. Students in this RIG obtain specialized skills related to the substantive development; statistical modeling and analysis; and resulting interpretation of psychological measures, experiments, and interventions.

Please note: Students must be affiliated with the Industrial-Organizational RIG, the Human-Computer Interaction & Human Factors RIG, or the Cognitive & Affective Neuroscience RIG **in addition to** the Psychometrics & Quantitative Psychology RIG.

Secondary Major Concentration

Even as a secondary major concentration, at least one graduate student research project (thesis, publication) is required to have a department-approved component pertaining to psychometrics and quantitative methods. This requires approval by a faculty member involved in this major concentration, who then informs the major advisor.

Core courses (all required)

1. PSYC 502 – Advanced Psychological Statistics I
2. PSYC 503 – Advanced Psychological Statistics II
3. PSYC 507 – Research Methods
4. PSYC 602 – Psychometrics
5. PSYC 631 – Foundations of Individual Differences

Plus three other approved psychometrics and quantitative methods courses:

1. PSYC 543 – Computational Modeling for Cognitive Processes
2. PSYC 601 – Multivariate Statistics
3. PSYC 635 – Multilevel Modeling in Psychological Research
4. PSYC 637 – Meta-Analysis
5. PSYC 638 – Structural Equation Modeling
6. Department-approved courses outside of the Psychological Sciences Department

Appendix B: I-O RIG Annual Review

As part of the I-O program, all students will meet with the entire I-O faculty at the end of every academic year to review progress. Students will complete two forms in preparation for this meeting: (a) the progress report for Rice's Psychological Sciences Department (found here: <https://psychology.rice.edu/sites/g/files/bxs1061/f/GRADUATE%20STUDENT%20PROGRESS%20REPORT.pdf>), and (b) a supplement for the I-O area (found here: <https://psychology.rice.edu/node/486/>). The supplement is designed to assess students on a broad array of I-O-related activities (publications, grants, conferences, teaching, service, and applied work). These forms are due to the I-O area head by April 15 of each year. The department's progress report should be sent to the student's advisor and the Graduate Coordinator as well.

Each student's review meeting will be held in late April/early May (after the SIOP conference) and will be about 20 minutes long. Students should expect to receive suggestions about additional projects/activities for the coming year at this meeting (e.g., develop a review paper, run an experiment, look for an internship).

Last updated 2/17/20