

University of Alabama at Birmingham

*Lifespan Developmental Psychology
Doctoral Program*

Policies, Procedures & Guidelines



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REVISED: 07.21.2008

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^a Please note: Consult the UAB Graduate School Policies and Procedures Manual for the most up to date Graduate School Policies. In the event of any discrepancies between this and the Graduate School manual, the UAB Graduate School Policies override policies within this manual.

Policies and Procedures

A. Developmental Psychology Program

1. Administration

The Director of the Developmental Psychology Program has primary responsibility for administering the program. All core developmental faculty will be involved in the management of policies and procedures for the program, including recruitment, admissions decisions, and overall governance.

2. Admissions

Admission policies and procedures are overseen by the Director. A Developmental Admissions Committee will be formed each year, and will be responsible for recruiting the most qualified developmental psychology students and for balancing the interests of the developmental program with the financial resources available. This committee will meet in the early fall of the year to address recruiting issues and again in the winter to consider admissions. The timeline for application for admission to the Developmental Psychology Program is January 15. That is, the application file at the graduate school should be complete no later than January 15 for admission to the program for the following fall semester. Notification of admission will be made around April 1. The UAB guidelines for admission to graduate programs are followed.

3. Financial Support

There are several possible sources of support including:

- (a) Federal Research Grants
- (b) Federal Training Grants
- (c) Externally Funded Predoctoral Fellowships
- (d) University Fellowships
- (f) Center for Aging
- (g) The Civitan International Research Center
- (h) Center for Research on Applied Gerontology
- (i) Teaching Assistantships

One especially important source of student support is from research assistantships on faculty research grants. The Developmental Psychology Program is based on a research mentor model, making research assistantships on faculty research grants a natural and essential component of this program.

Students are encouraged to write grant proposals for externally funded predoctoral fellowships to provide themselves support during their dissertation year. National Institutes of Health (NIH), National Science Foundation (NSF), Department of Transportation (DOT), and private foundations provide such funds and students are encouraged to consult with their mentor and Program Director for opportunities to pursue such funding.

The Developmental Psychology Program currently has funding for a maximum of four fellowships, two from the UAB Graduate School, and two from the School of Social and Behavioral Sciences. Because the course load is necessarily heavy in the first-year curriculum, new students are supported by these fellowships during their first year. They are supported by other sources in their subsequent years when the course load is somewhat lighter and when they have more laboratory experience.

B. Master's Thesis: Steps for Completion

1. Steps Prior to Master's Proposal

Development of a research problem with mentor

As mentioned previously, based on research interests and the availability of funds, students will be given names of possible mentors. During their first 1-2 years the student will complete a research project under the supervision of this faculty member. This project will fulfill the requirement for the Master's thesis. The student will not bear responsibility for designing an original project; i.e., in most cases this project will be a part of the mentor's ongoing research program. Secondary data analysis is acceptable as long as it represents independent thoughts and contributions by the student. Ideally, the mentor and student will decide among several possible projects for the student.

2. Master's Thesis Committee (referred to as *Graduate Study Committee* in the UAB Graduate School Handbook)

(a) Master's Thesis Committee. Members: Three - Chair plus two additional faculty members. One member must be from outside the student's graduate specialization. In some instances faculty within the Psychology Department who had expertise and perspectives clearly distinct from Developmental, have been appointed as "outside specialty" members. The committee is subject to approval by the Program Director and the Graduate School Dean.

The Master's Thesis committee members are selected in consultation with the committee chair and the program director. The program director must appoint the committee through the graduate school before the student can register for Master's Thesis Research (PY 699), and this must occur at least one semester before the M.A. is to be received.

(b) Master's Thesis Committee meets with student as necessary to develop the research problem.

3. Role of Committee Members.

Role of the Thesis Chairperson. A thesis chairperson agrees to supervise the student's thesis or project research in a specific problem area that falls within his/her area of professional expertise. It is important for the student and advisor to agree upon a tentative timeline, taking into account future plans of both parties (sabbaticals, leaves of absence, changes in employment, etc.).

It is the responsibility of the chairperson to ensure that a thesis or project proposal of professional quality is presented to the thesis/project committee. The thesis/project proposal should contain:

- (1) INTRODUCTION - A complete up-to-date review of the literature, a statement of the research problem, and an explicit statement of the hypotheses to be tested.
- (2) METHOD - A description of the methodology to be used in the collection of the data.
- (4) RESULTS - Proposed Statistical Analyses
- (5) DISCUSSION - A statement of the theoretical and/or practical importance of the research.

The chairperson is responsible for supervising the collection of data. Supervision of research technique and advice concerning professional and ethical problems may be required.

The chairperson assumes the responsibility for the quality of the final written product with consultation from other committee members as appropriate. The thesis should meet the professional standards of the chairperson and the committee prior to being scheduled for defense and prior to submission to the Director of the Developmental Psychology Program and the Graduate School. The thesis should be in the format outlined by the UAB Graduate School, "Dissertation and Thesis Guide".

Role of the Other Committee Members. Other committee members serve as consultants with expertise related to the thesis problem. While they may be called upon for advice and counsel, major responsibility for the quality of the thesis proposal and final write-up of the thesis problem resides with the student and the committee chairperson.

4. Defense of Master's Thesis

The date of the Master's Thesis defense needs to be scheduled with the Master's Thesis Committee and the Program Director at least 3 weeks in advance. A public announcement regarding the date and time of the defense is to be made to the Psychology Department (through e-mail and/or signs posted in appropriate campus buildings) at least 2 weeks in advance. An ad announcing the date and time should also be placed in the UAB Reporter.

Preceding the formal defense of the thesis with committee members, students present publicly their research findings via a colloquium format, typically of 30 - 45 minute duration. A brief (5 - 10 minute) question and answer session follows the presentation. Then, the student meets exclusively with committee members for a more formal defense of the thesis.

5. Approval of Master's Thesis

- a. Program Director should be informed at least three weeks in advance of scheduled defense date.

- b. It is the student's responsibility to advertise the defense within the Psychology Department including (email and/or flyers) and in the UAB Reporter at least one week prior.
- c. IRB approval forms are required as part of the material submitted to the Graduate School with your thesis.
- d. One copy of the committee-approved version of thesis to the Graduate School Office (no later than 20 days before the end of the term in which the candidate is expected to complete all degree requirements).
- e. Two copies of final version of thesis to Graduate School Office (no later than 10 days after the return of the unbound thesis).
- f. Conferring of degree at commencement and receipt of diploma.

C. Teaching Practicum

The Developmental Psychology Faculty believe that preparation and actual experience in undergraduate classroom teaching is an important aspect of preparing graduate students for a professional career in Developmental Psychology. The six credit hours of PY 796, Practicum in the Teaching of Psychology, is required in the Developmental Psychology Program. It is recommended that the student complete this practicum in his or her third year. It is also recommended that the student take the Graduate School Professional Development Course, GRD 705, "Teaching at the College Level and Beyond", which is usually offered in the Spring semester.

1. Steps Prior to Teaching Practicum

As part of compiling the teaching schedule for the next year, Dr. Carl McFarland, Chairperson of the Department of Psychology, sends a memo to all graduate students concerning their interest in teaching the next year. During the fall or spring semester of the student's second year the student should consult with his or her mentor and Dr. McFarland concerning which undergraduate course may serve as the practicum course, and the availability of this course in the prior term for observation.

2. First semester of practicum year (Take 3 credit hrs. of PY 796)

- A. In the first semester of the third year, each student should arrange to serve as a T.A. for the class he or she will be teaching in the second semester. In addition, early in this semester, students should schedule a brief meeting with Dr. Carl McFarland to discuss undergraduate teaching.
- B. The Graduate School also offers training courses in teaching that many students have found helpful. These are free of charge. Contact the Graduate School for additional information.

- C. Prepare a syllabus and a plan for the course. Focus time on writing lectures.
- 3. Second semester of practicum year (Take 3 credit hrs. of PY 796).**
 - A. Students will have responsibility for teaching an undergraduate course.
 - B. The teaching advisor and one other faculty member to be identified by the student will observe one class, take notes, and provide the student with feedback.

D. Doctoral Dissertation: Steps for Completion

1. Steps Prior to Comprehensive or Qualifying Exams

- a. Formation of Dissertation committee in consultation with mentor and program director.
- a. Dissertation Committee approves review paper topic.

2. Comprehensive or Qualifying Exams

The comprehensive exam requirement of the graduate school is intended to broaden the student's expertise beyond their identified research area. The "comprehensive exam" will consist of a review paper. This paper is meant to, and should represent a substantial effort from the student. The paper should be a hybrid of the traditional Psychological Bulletin and Psychological Review formats (i.e., presenting a new conceptual framework and reviewing existing literature). The paper should ideally result in a conceptual model that can guide future research. It is not sufficient to descriptively review existing studies in a given domain; the paper should critically review the literature and integrate issues in the elaboration or development of a conceptual model. It is essential that the student integrate related areas into the work in which he or she is engaged. The dissertation committee and any ad hoc committee members invited by the Committee Chair to provide required expertise will read the paper. The student and committee will meet in a closed session to discuss the paper, if this is deemed appropriate by the committee. The committee will have the option of requesting that the student revise the paper if, in their judgment, the requirement has not been fulfilled adequately. The review paper may form the basis for the student's dissertation proposal. If so, it may be reviewed as a part of the proposal meeting rather than in a separate session.

The student's dissertation committee and the Program Director will have the responsibility for approving the student's proposal for completing the qualifying process. The committee will consist of at least five graduate school faculty members (as defined by their website); at least three should be affiliated with the Developmental Psychology program. In addition, two members must be from outside the student's graduate specialization. This committee must be approved by the Graduate School Dean.

3. Dissertation Proposal and Admission to Candidacy for Doctoral Degree

- a. Dissertation Committee meetings as necessary to develop the research problem for dissertation.

The student should complete their review paper before fully developing their dissertation proposal. The logic of this is that often the review paper will lead to new conceptualizations of research issues. In turn, the review paper may be shortened and used as the introduction to the dissertation.

- b. Dissertation proposal written in the form of an NIH grant.

The student should precisely follow the NIH guidelines for preparing such an application. For example, students should follow the page limitations, and also fill out all the forms of the PHS 398 packet, including the budget. The proposal should include a thorough review of the literature and should clearly delineate the specific aims of the project as well as the hypotheses to be tested. The Developmental Psychology Faculty feel that this is an important exercise because students will need grant-writing skills during their careers. This format has also been chosen because it could lead to a predoctoral fellowship submission that would provide financial support to the student. If necessary, students may be asked by their dissertation committees to submit additional written material to amplify certain aspects of the proposed research not discussed in detail in the grant proposal. Secondary data analysis for the dissertation will only be acceptable in instances where the proposed analysis represents the independent ideas of and substantial contributions by the student.

Students are strongly encouraged to submit a predoctoral fellowship application to NIH, NSF, or other government or private agency, to help support their dissertation research. Although this is not a requirement of the developmental program, it seems in the best interest of both the student and the program to encourage this type of activity. The decision to prepare a predoctoral fellowship application will be made by the advisor and student. The Graduate School offers a professional development seminar (usually in the Fall) to help in this regard, “GRD 706 Grant and Fellowship Writing 101: How to Obtain Funding”.

- c. Present plan for research project to Dissertation Committee (at least two semesters before desired graduation date). The Program Director should be informed of the proposal meeting date and time and least 3 weeks in advance.
- d. The Dissertation Committee recommends approval of the research project.
- e. Dissertation Committee and Program Director recommend admission to candidacy.
- f. Written proposal and application for admission to candidacy sent to graduate school by the Program Director. It is the responsibility of the student and committee chairperson to inform the Program Director, in advance, of plans for admission to

candidacy, of the composition of the doctoral committee, of proposed changes in the composition of the committee, and of dates for the scheduled defense.

4. Dissertation Completion

Role of the Dissertation Chairperson. The chairperson agrees to supervise the student's dissertation research in a specific problem area that falls within his/her professional expertise. It is important for the student and advisor to agree upon a tentative timeline, taking into account future plans of both parties (sabbaticals, leaves of absence, changes in employment, etc.)

It is the responsibility of the chairperson to ensure that a dissertation proposal of professional quality is developed in consultation with the Dissertation Committee.

The chairperson is responsible for supervising the collection of data. Supervision of research technique and advice concerning professional and ethical problems may be required.

The chairperson assumes responsibility for the quality of the final written product. The dissertation should meet the professional standards of the chairperson and department.

Role of the Other Committee Members. Committee members are viewed as consultants with expertise related to the dissertation problem. While they may be called upon for advice and counsel, major responsibility for the quality of the dissertation proposal and the final write-up of the dissertation problem resides with the student and the committee chairperson.

Doctoral Dissertation Committee. Members: chair plus at least four additional Graduate School faculty (as defined by its web site). At least three members should be from the Developmental Psychology Program. Faculty members of the Developmental Psychology Program include primary and secondary faculty members who are involved with developmental psychology students with regard to teaching, active and ongoing research and funding, and thesis/dissertation committee work. Two members need to be outside the student's area of graduate specialization. It is preferred that these members be from outside the Psychology Department. In some instances faculty within the Psychology Department who have expertise and perspectives clearly distinct from Developmental, have been appointed as "outside specialty" members. Please keep in mind that the committee is subject to approval by the Program Director and the Graduate School Dean.

Selection Procedure: chosen by the student, with consultation and approval from the Committee Chair, the Developmental Psychology Program Director and the Graduate School Dean.

Duties: Evaluate dissertation proposal, recommend admission to candidacy, guide project progress, review and approve final write up, conduct final defense.

5. Defense of the Dissertation.

The date of the defense must be scheduled with the Dissertation Committee, Program Director, and the Graduate School at least 3 weeks in advance. The date and time of the

defense should be publicized on the UAB campus (through ad in the UAB Reporter and signs posted in appropriate campus buildings). The defense should take place at least 30 days before the expected date of graduation.

Preceding the formal defense of the dissertation with committee members, students present publicly their research findings via a colloquium format, typically of 30-45 minutes duration. A brief question and answer session follows the presentation. Then, the student meets exclusively with committee members for a more formal defense of the dissertation.

6. Approval of Dissertation

- a. Program Director should be informed at least three weeks in advance of scheduled dissertation defense date.
- b. It is the student's responsibility to advertise their dissertation defense in the UAB Reporter at least one week prior to the scheduled defense.
- c. IRB approval forms are required as part of the material submitted to the Graduate School with your dissertation.
- d. Dissertation Committee and Program Director give final approval.
- e. One copy of committee-approved version of dissertation to the Graduate School Office (no later than 20 days before the end of the term in which the candidate is expected to complete all degree requirements).
- f. Two copies of final graduate school approved version of dissertation to Graduate School Office (no later than 10 days after the return of the unbound dissertation).
- g. Conferring of degree at commencement and receipt of diploma.

E. Annual Review

The progress of each Developmental Psychology student is reviewed by the Developmental Psychology Faculty once each academic year (currently done in June/July). The student provides the Developmental Psychology administrative associate, Sonya Williamson (kreative@uab.edu) the following written materials before the review, but no later than June 15th: (a) a current curriculum vitae, including publications, in press and submitted manuscripts, conference presentations, and research activities, and (b) a current progress summary form completed jointly by the student and mentor. The progress summary form will be distributed to students by the Director of the program. The review form can be found at the end of this manual.

Students are to schedule an appointment with their mentor to review progress in the last year and to complete a proposed schedule for the next two years.

F. Grading Policy

The policy is as follows:

Receipt of Grades C or F.

1. Receipt of a grade of C or F does not count as credit toward a degree. The receipt of a grade of C or F in a required course necessitates that the student re-take the course. Receipt of a second grade of C or F in a required course that is repeated results in termination from the program.
2. Receipt of a grade of C or F in two or more required courses results in termination from the program.
3. Students receiving a C in an elective course are not required to retake the course in which the grade was received.
4. Students receiving an F in a developmental course must re-register and retake the course in which the grade was received.

Courses graded on a Pass-Non-pass Basis. It is a policy of the Graduate School that P-NP (Pass-Non-pass) graded courses must be approved in advance and listed as such in the class schedule. PY 798 (Predoctoral Research) and PY 799 (Doctoral Dissertation Research) are examples. Letter grades may not be assigned in P-NP courses. Receipt of an NP will place students on academic probation (unless the NP is offset by a P), but is not calculated in the students grade point average.

Receipt of the Grade of I. The computer in the Registrar's Office automatically converts an I (Incomplete) to F (Fail) if the I is not changed before the end of the next semester. In order for an I to be changed to a satisfactory grade, the course requirements must be met before the end of the following semester in which the course is taken.

G. Leave of Absence Policy

A leave of absence will be considered on a case-by-case basis. A leave of absence must be for serious and substantial reasons. Requests for leave of absence must be submitted to the student's mentor, the Developmental Psychology Program Director, and the Graduate School, in that order. Re-entry must be negotiated at the time a leave is requested. Per Graduate School policy, a student who is absent for more than one year must complete a readmission application. Re-entry may be restricted to meet course sequence requirements and the student may be required to re-enter at the same point in the curriculum at which he/she left.

H. Length of Time Permitted for Degree Attainment

The length of time permitted from entry into the Program to degree attainment before re-certification, such as re-examination or additional coursework required, is seven (7) years. The most desirable scenario is for students to complete the program in 4-5 years.

I. Benchmarks, Probation and/or Dismissal Policy

Failure to meet minimally adequate benchmarks is grounds for the LDPP to place student on program probation. The LDPP has established the following benchmarks for student progress through the program:

By end of Year ...	Recommended Progress is:	Minimally Adequate Progress is:
1	Thesis area identified Thesis proposal defended	
2	Thesis data collected Thesis defended	Thesis area identified Thesis proposal defended
3	Dissertation area identified Dissertation proposal defended	Thesis data collected Thesis defended
4	Dissertation data collected Dissertation defended Graduation	Dissertation area identified Dissertation proposal defended
5		Dissertation data collected
6		Dissertation defended Graduation

Notes:

- For students coming into the program with a Masters, it is recommended they graduate within three years.
- These are suggested guidelines, and individual circumstances are also considered when evaluating student progress.

Probation: A student may be placed on probation by the LDPP for reasons related to academic performance, professional conduct, interpersonal conduct within the department and/or graduate college, or failure to meet the expected benchmark dates as outlined above. When a student is placed on probation, a letter from the LDPP is sent to the student and the Graduate School, where it will become an official part of the student's record. The LDPP will follow the same procedure for removing the student from probation.

A student who is placed on probation must be informed as to the reasons for probation. He/She must be given a deadline by which time the situation, grade, condition, or behavior is to be remedied. He/She will also be given feedback pertaining to specific areas requiring change. If the deadline is not met, the decision to extend the deadline or dismiss the student from the program is at the discretion of the LDPP.

Dismissal: A student can be dismissed from the program after failing to successfully reconcile the grounds for probation. Students may also be dismissed from the program for unethical conduct or behaviors committed to the extent that their further participation in the program is detrimental to themselves, others, and/or the integrity of the Lifespan Developmental Psychology Program or profession of psychology. In this respect, students may be dismissed from the program without being first placed on probation.

Required Coursework (Minimum of 100 hrs)

A. Developmental Psychology	B. Research Design and Statistics	C. General Psychology and Related Disciplines	D. Teaching	E. Research
<i>21 hrs</i>	<i>15 hrs</i>	<i>9 hrs</i>	<i>6 hrs</i>	<i>48 hrs (any combination)</i>
708 Developmental Psychology	716 Intro Stat	753 Overview Behavioral Neuroscience	796 Practicum	698 Pre-masters
729 Adolescent Development	717 Applied Stat	Elective C choose 2 from:	796 Practicum	699 Masters
785 Psychology of Aging	719 Multivariate Stat	704 Social Psychology		798 Predoctoral
710 (x3) Contemporary Issues	Elective B choose 1 from:	720 Human Neuropsychology		799 Doctoral
Elective A Choose 3 from:	727 Longitudinal Data Analysis	730 Seminar in Cognitive Science		
711 Seminar in Cognitive Development	718 Research Design	731 Health Psychology I		
712 Seminar in Social Development		732 Health Psychology II		
713 Seminar in Language Development		706 Sensory & Perceptual Processes		
741 Developmental Bases of Personality & Psychopathology		702 History & Systems		
783 Developmental Disabilities		707 Cognition		
2 of the 3 Elective A's can choose from:		*Other courses may apply with written permission of Program Director		
GER 540/BY280 Biology of Aging		703 Theories of Personality		
GER 610/HCO610 Health and Economics of Aging				
GER 655/SOC655 Minority Aging				
GER 759/SOC759 Social Gerontology				
*Other courses may apply with written permission of Program Director				

Semester Plan (Full time status is minimum of 9 hrs/semester)

Year 1 (May need 32 hours in first year based on funding source)

Fall Semester

PY 716 Introduction to Statistics	4 hrs.
PY 708 Developmental Psychology	3 hrs.
PY 710 Cont. Issues in Devel. Psychology	1 hr.
PY 753 Overview of Behavioral Neuroscience	4 hrs.

Spring Semester

PY 717 Applied Statistical methods	4 hrs.
PY 710 Cont. Issues in Devel. Psychology	1 hr.
PY 698 or Elective A, B or C	4+ hrs.

Summer Semester

PY 698 and/or Electives A or C	total of 9 hrs.
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Year 2 (27 hours minimum for full time status– Must have at least 9 hours each semester)

Fall Semester

PY 719 Multivariate Statistical Methods	4 hrs.
PY 710 Cont. Issues in Devel. Psychology	1 hr.
PY 699 Master's Thesis Research	4 hrs.

Spring Semester

PY 729 Seminar on Adolescent Development	3 hrs.
PY 785 Psychology of Aging	3 hrs.
PY 699 Master's Thesis Research	3 hrs.

Summer Semester

PY 699 and/or Electives A, B, or C	total of 9 hours
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Year 3 (27 hours minimum for full time status– Must have at least 9 hours each semester)

Fall Semester

PY 796 Practicum in Teaching of Psychology	3 hrs.
PY 798 Predoctoral Degree Research	3 hrs.
Elective A, B or C	3 hrs.

Spring Semester

PY 796 Practicum in Teaching of Psychology	3 hrs.
PY 798 Predoctoral Degree Research	3 hrs.
Elective A, B or C	3 hrs.

Summer Semester

PY 798 Predoctoral Degree Research	9 hrs.
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Year 4 (27 hours minimum for full time status– Must have at least 9 hours each semester)

Fall Semester

PY 799 Doctoral Dissertation Research	6 hrs.
Elective A, B, or C.	3 hrs.

Spring Semester

PY 799 Doctoral Dissertation Research	6 hrs.
Elective A, B, or C	3 hrs.

Summer Semester (If needed)

PY 799 Doctoral Dissertation Research	9 hrs.
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Course Requirement Distribution:

The course requirements can be completed in 4 years. However, the time it takes to earn the Ph.D. depends primarily on progress in research and completion of the thesis and dissertation. Below are planned course offerings

Fall Semester in Even Years, i.e., 2004, 2006, 2008, 2010, etc.

PY 708	Developmental Psychology
PY 710	Seminar in Contemporary Issues
PY 716	Introduction to Statistics
PY 753	Overview Behavioral Neuroscience
PY 719	Multivariate Statistical Methods
PY 727	Longitudinal Data Analysis

Spring Semester in Even Years

PY 710	Seminar in Contemporary Issues
PY 717	Applied Statistical Methods
PY 741	Developmental Bases of Personality & Psychopathology
PY 783	Developmental Disabilities
PY 785	Psychology of Aging

Fall Semester in Odd Years, i.e., 2005, 2007, 2009, 2011, etc.

PY 708	Developmental Psychology
PY 710	Seminar in Contemporary Issues
PY 713	Seminar in Language Development
PY 716	Introduction to Statistics
PY 719	Multivariate Statistical Methods
PY 753	Overview Behavioral Neuroscience

Spring Semester in Odd Years

PY 704	Social Psychology
PY 710	Seminar in Contemporary Issues
PY 712	Seminar in Social Development
PY 717	Applied Statistical Methods
PY 720	Human Neuropsychology
PY 729	Seminar in Adolescent Development
PY 785	Psychology of Aging

Summer Semester Every Year

PY 732	Health Psychology II
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When Offered

PY 702	History & Systems
PY 703	Theories of Personality
PY 706	Sensory & Perceptual Processes
PY 707	Cognition
PY 711	Seminar in Cognitive Development
PY 718	Research Design
PY 731	Health Psychology I
GER540	Biology of Aging
GER610	Health and Economics of Aging
GER655	Minority Aging
GER759	Social Gerontology

Lifespan Developmental Psychology Program Annual Evaluation Form

STUDENT NAME:	CURRENT SEMESTER: (e.g., Fall 2000):
MENTOR:	DATE ENTERED PROGRAM:
Month/Year Master's Received:	LAST Undergraduate College/University:
List Date and Degrees Earned:	

I. PROGRESS TOWARDS COURSE REQUIREMENTS

Course #	Course Title	Credits	Semester Completed
A. Developmental Psychology		21 required hours	
PY 708	Developmental Psychology	3	
PY 729	Seminar on Adolescent Development	3	
PY 785	Psychology of Aging	3	
PY 710	Seminar in Contemporary Issues	1	
PY 710	Seminar in Contemporary Issues	1	
PY 710	Seminar in Contemporary Issues	1	
	Elective A (please specify):	3	
	Elective A (please specify):	3	
	Elective A (please specify):	3	
B. Research Design and Statistics		15 required hours	
PY 716	Introduction to Statistics	4	
PY 717	Applied Statistical Methods	4	
PY 719	Multivariate Statistical Methods	4	
	Elective B (please specify):	3	
C. General Psychology and Related Disciplines		10 required hours	
PY 753	Overview of Behavioral Neuroscience	4	
	Elective C (please specify):	3	
	Elective C (please specify):	3	
D. Teaching		6 required hours	
PY 796	Practicum	3	
PY 796	Practicum	3	
E. Research (Note: The graduate school requires admission to candidacy in order to register for PY699 or PY799. You must be admitted to candidacy at least one semester prior to obtaining your Masters degree and at least two semesters prior to your Doctoral degree)		48 required hours (any combination)	
PY 698	Pre-masters		(Enter total hrs)
PY 699	Masters		(Enter total hrs)
PY 798	Pre-doctoral		(Enter total hrs)
PY 799	Doctoral		(Enter total hrs)

List Dissertation Committee Members: Student's Mentor Graduate School Faculty Member Graduate School Faculty Member Faculty Member outside of the Developmental specialization Faculty Member outside of the Developmental specialization	
Review paper (<i>Comprehensive Examination</i>) completed and approved by committee	
Dissertation proposal approved by committee	
Applied for Doctoral degree candidate status (<i>must be done at least two semesters prior to graduation</i>)	
Admission of Candidacy for Doctoral Degree Granted:	
Applied for Doctoral graduation (<i>Must be done within the first 3 weeks of the term of expected graduation</i>)	
Dissertation defended and approved by Graduate School	

IMPORTANT REMINDER:

E. Annual Review

The progress of each Developmental Psychology student is reviewed by the Developmental Psychology Faculty once each academic year (currently done in June/July). The student provides the Developmental Psychology administrative associate, Sonya Williamson (kreative@uab.edu) the following written materials before the review, but no later than June 15th: (a) a current curriculum vitae, including publications, in press and submitted manuscripts, conference presentations, and research activities, and (b) a current progress summary form completed jointly by the student and mentor. The progress summary form will be distributed to students by the Director of the program. The review form can be found at the end of this manual.

Students are to schedule an appointment with their mentor to review progress in the last year and to complete a proposed schedule for the next two years.

b

^b Please make sure that you refer to the Graduate School's "Dissertation and Thesis Guide" for the most detailed and up to date requirements.

III. Research Progress

4. Are there any special needs, circumstances, or conditions anticipated in the next year that may impede progress and should be shared among the mentor, student, and director (e.g., sabbatical leave by mentor, pregnancy leave)

5. Please list citations for any publication(s) which are in preparation, submitted for review, in press, or published where you are listed as an author since your last progress report. If you have previously listed the publication but there has been a change in the status, please note the change. Please e-mail a PDF copy of any published articles to Sonya Williamson at kreative@uab.edu. **Do not write in “see CV”.**

6. Please list citations for any presentations you have made or have been listed as an author on since your last progress report. Make sure to include both the month and year of presentation.



Lifespan Developmental Psychology Program Travel Fund Policies and Guidelines

Lifespan Developmental Psychology Program (LDPP) travel funds are limited and encumbered on a first come, first service basis. In fairness to all students, funds from the LDPP may only be requested one time each year per student, and may not be carried forward to the next year. Travel funds will be awarded in accordance with available funds, and the policies and guidelines for requesting travel funds. Should special circumstances arise, students may submit more than one application per year, but must also include a justification of the special circumstances request.

Following are the Lifespan Developmental Psychology Program's travel policies and guidelines which were adapted from the GSA travel policies and guidelines.

All applications must be received by Pam Gore at least **30 days** in advance of the conference dates.

Any LDPP student applying for travel funds must be currently enrolled in the Lifespan Developmental Psychology Program, in good academic standing, and enrolled at the time of travel.

Original receipts for travel as well as the LDPP Travel Reimbursement Checklist must be turned in within two weeks of travel end date.

Mail is picked up at least once each week from the Department of Psychology. Any mail for Pam Gore may be placed in Dr. Karlene Ball's mail box in CH 415, just make sure you write Pam's name on the envelope <<OR>> you may send the information through Campus Mail to Pam Gore, HMB 109.

A letter of endorsement from the applicant's faculty advisor must accompany the application. The letter should include the following information:

- That the applicant is currently a graduate student in good standing
- That the applicant will be attending a professional conference or academic training session. The name and dates of the conference or academic training session must be given.
- The status of the applicant at the conference (i.e. presenter or attendee) or the reason for the academic training session

If the applicant is presenting, a copy of the abstract including the title and authors must accompany the application.

Pam Gore will discuss each application with Dr. Karlene Ball, the Program Director. Notification of awards will be sent via e-mail by Pam to the applicant. If the student prefers to receive notification via Campus Mail, the student must place her/his campus mail address on the application.

If funds are available for requested travel, the student may request that Pam obtain airline ticket through the UAB Travel Center, as opposed to incurring the cost themselves. The cost of the ticket will be deducted from the awarded funds. **NOTE:** "Travel by private automobile will be authorized only when it is advantageous to UAB."

In order to process a reimbursement, the traveler must sign the "Signature of Traveler" line of the travel reimbursement request certifying the conditions and terms of reimbursement.

Application for LDPP travel funds may be found on page 25.

LDPP Travel Reimbursement Checklist may be found on page 26.

LDPP TRAVEL APPLICATION ~ PLEASE PRINT INFORMATION

Date: ____ / ____ / 200__

Travel Period: ____ / ____ / 200__ to ____ / ____ / 200__

Name: (last) _____, (first) _____

Last four digits of Social Security Number: ____ _

Student ID Number: ____ _

US Mailing Address: _____

E-Mail: _____

Campus Address (mandatory if no e-mail address)

Faculty Advisor: _____

Name of Conference / Academic Session: _____

Title of Presentation / Poster (if applicable):

*Note: if you are a presenter you must attach a copy of the presentation abstract including authorship

Applicant's Signature: _____

FOR PROGRAM USE ONLY:

Graduate Program Director's Approval: _____

Approval Date: ____ / ____ / 200__

LDPP Travel Reimbursement Checklist

- ORIGINAL, ITEMIZED RECEIPTS** for all expenses are attached
 - Registration and printed registration form, as well as documents on how registration was paid
 - Hotel invoice, showing a zero balance
 - Airline ticket and boarding passes are attached. Airline ticket must show purchase information. If Pam obtained ticket from UAB Travel, she will have information ~ attach boarding passes only.
 - All meals (Breakfast, lunch and dinner). Per diems are not allowed. If more than one person's meal is on a receipt, each person must have an original receipt. A list of all people present at the meal must be listed on the ticket and whether or not each person is or is not a UAB student/staff/faculty member.

- Conference Program
 - Cover page showing conference name and dates is attached
 - Program page showing student presentation / poster is attached

- Please go to the following website:
<http://uabfinancial.infomedia.com/content.asp?id=142525>
 - Scroll down and choose the appropriate form (make sure to check dates):
 - Employee Out-Of-State Travel
 - Employee Intra-State Travel Voucher
 - Fill in all fields, except the following:
 - Supplier Number
 - GL Date
 - Payment Request Number
 - Airline Ticket Requisition Number
 - Where the form asks for the name and number of the person to contact concerning this form, you will type in Pam Gore, extension 4-2610.
 - Once you have completed the form, print the form, and sign it.
 - The signed form should be placed with your original receipts and conference documents, before being turned in to Pam Gore for reimbursement.