

## Overview of Graduate Program in Psychology

Year 1: Research Apprenticeship

- •PSCH 591: MA or related research
- •Statistics, department, and major courses
- •First-year project report at end of 2<sup>nd</sup> semester

Year 2: MA
Defense

- •PSCH 598: MA Prospectus by 3<sup>rd</sup> semsester
- Major and minor courses, declare minor (if opting to complete)
- •Defend MA Thesis by end of 4th semester

Year 3: Preliminary Exam

- •PSCH 596: preliminary dissertation research
- •Finish courses, plan dissertation
- •Complete Preliminary Exam by end of 6<sup>th</sup> semester

Year 4: PhD Prospectus

- •PSCH 599
- •Conduct dissertation research
- •Complete PhD Prospectus by end of 8th semester

Year 5: PhD Defense

- •PSCH 599
- Complete and defend PhD

# Department Administrative & Support Staff

Name	Email address	Title / Duties
Demetria Ward	deward@uic.edu	Graduate Student/Program Coordinator- Graduate student academic progress, Admissions, Applications, Visiting Day, Student events
Choh, Jhin	jhinc@uic.edu	IT Director- Technical support, Computer/network related activities, System access
Jessie Morris- Forristall	jmorri7@uic.edu	HR Associate- Onboarding, Job searches, Payroll, Appointment management, Compliance, Foreign National invitations, Performance management, Medical leaves
Kim, Seung Hun	seunghun@uic.edu	IT Associate- Technical support, IT/Computer purchases, System issues and access, Computer/network issues, Listservs
Kundrat, Michelle	mkong5@uic.edu	Office Support Specialist- Purchasing, Reimbursements, Travel arrangements, Program advances, Order/Package receiving, Department forms, Department event support
Pavlik, Kelly	khpavlik@uic.edu	Animal Care Technician- Research animals, Lab facilities, animal care & orders
Rivera-Ruiz, Karla	mkdcrt1@uic.edu	Administrative Assistant- Course planning & timetable, TA assignments, Course requests, External room reservations, Candidate & guest visits, P&T, After-hours building access, Internal room reservations backup
Rogers, Deborah	dsrogers@uic.edu	Administrative Aide- Facilities, Keys, Inventory, Purchasing card, Vendor/consultant contracts, Externship/internship agreements, Telecomm/Phones
Kevin Hogan	khogan@uic.edu	Administrative Aide- Front office/reception, UPS & Campus mail, Internal room reservations, Exam copies, Photocopier, Department event support, Program advances (Subjects payment), Honorariums
ТВА	_	Business Manager-, Oversight of department budget, operations & purchasing, Pre & Post grant management, Grant applications, Account inquiries

#### Master's Thesis

Courses

- •PSCH 591 (4cr), 598 (6cr)
- •Stats (PSCH 541, 543, & 545), PSCH 507, and PSCH 508
- Declare Minor by end of 3rd semester if opting to complete: MINOR APPROVAL FORM
- •Major courses + some minor total of 32 credits

Committee

- •3 members: Chaired by academic advisor in Psychology
- •1 must be full member of Graduate College
- •1 must be tenured UIC faculty member
- •2 must be faculty or affiliate faculty of Psychology

Prospectus

- •1 week before Prospectus meeting, get DGS signature on COMMITTEE MEMBERS AND PROSPECTUS APPROVAL FORM
- •within **48h** after Prospectus meeting, return completed COMMITTEE MEMBERS AND PROSPECTUS APPROVAL FORM to Grad Program Coordinator

Semester of MA Defense

•by end of **week 3** of Fall/Spring semester (or **week 2** of Summer) complete INTENT TO GRADUATE FORM at my.uic.edu

Before Defense

- •at least **3 weeks prior** to the MA Thesis defense, turn in COMMITTEE RECOMMENDATION FORM to Grad Program Coordinator, signed by Advisor and DGS
- program code: 20FS0338MA

MA Defense

- Just before defense, pick up EXAMINATION REPORT FORM from Grad Program Coordinator
- •within **48h** after defense, return completed EXAMINATION REPORT FORM to Grad Program Coordinator

Graduate MA

- •Validate Thesis with iThenticate, submit via ETD system
- Complete GRAD COLLEGE TRANSFER OF CREDIT FORM to designate 32 credits of MA coursework

### **Preliminary Exam**

Courses

Nearly complete

Committee

- •5 members\*: Chaired by academic advisor in Psychology, who is full member of Grad College
- •3 must be full members of Graduate College
- •2 must be tenured UIC faculty members
- •3 must be faculty or affiliate faculty of Psychology
- •1 outside member recommended, not required

Before Exam

- •at least **3 weeks prior** to the Preliminary Exam, turn in COMMITTEE RECOMMENDATION FORM to Grad Program Coordinator, signed by Advisor and DGS; include CV of outside member if applicable
- •program code: 20FS0338PHD

After Exam

- •Grad Program Coordinator receives EXAMINATION REPORT FORM from the Graduate College and keeps
- •Reading committee oversees written/oral portion of exam and reports to full Preliminary Exam Committee

Advance to Candidacy

- Preliminary Exam Committee completes EXAMINATION REPORT FORM
- •Student returns EXAMINATION REPORT FORM to Grad Program Coordinator

\*note: for Clinical and CPR students, the Head and DGS serve as 2 committee members

#### **Dissertation and Defense**

Courses

- PSCH 599 (at least 12 credits)
- •Complete Departmental, Major, and Minor courses total of 96 credits

Committee

- •5 members: Chaired by academic advisor in Psychology, who is full member of Grad College
- •2 must be full members of Graduate College
- •2 must be tenured UIC faculty members
- •3 must be faculty or affiliate faculty of Psychology
- •1 outside member required

Prospectus

- •1 week before Prospectus meeting, get DGS signature on COMMITTEE MEMBERS AND PROSPECTUS APPROVAL FORM
- within 48h after Prospectus meeting, return completed COMMITTEE MEMBERS AND PROSPECTUS APPROVAL FORM to Grad Program Coordinator

Semester of PhD Defense •by end of week 3 of Fall/Spring semester (or week 2 of Summer), complete INTENT TO GRADUATE FORM at my.uic.edu

Before Defense

- Grad Program Coordinator completes Degree Check for standing, completion of requirements
- •at least **3 weeks prior** to the Dissertation Defense, turn in COMMITTEE RECOMMENDATION FORM to Grad Program Coordinator, signed by Advisor and DGS; include CV of outside member
- •program code: 20FS0338PHD
- •2 weeks prior to defense, email defense details to DGS (title, abstract, committee, date/time/location, and future plans
- •Just before defense, pick up EXAMINATION REPORT FORM from Grad Program Coordinator
- within 48h after defense, return completed EXAMINATION REPORT FORM to Grad Program Coordinator

PhD Defense

PhD

- •Validate dissertation with iThenticate
- •Submit dissertation via ETD system