



Department of Psychological
Science and Counseling

Undergraduate

Handbook

(Updated February 2016)

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Department of Psychological Science and Counseling

The Department of Psychological Science and Counseling at APSU, the "Psychology Department" (<http://www.apsu.edu/psychology>) has a main office that is located in 205 Clement Hall. This is the location of the Department Chair, Dr. Nicole Knickmeyer and the Department's Administrative Assistant. The department has 16 tenure-track faculty, whose offices are also located on either the second or third floors of the Clement Building. A directory of faculty is in the main hall just outside of the Main Office and can also be found online (<http://www.apsu.edu/psychology/faculty>).

The Psychology Faculty are recognized for our outstanding teaching, research and advising, having won awards in all three. The faculty also come from diverse backgrounds, cultures and concentrations of psychology. Therefore, students should not have any problems finding a faculty member to match up with and receive mentoring in all areas.

The Psychology Department offers both graduate and undergraduate degrees: The B.A. and B.S. in Psychology, M.S. in Industrial/Organizational Psychology (Coordinator: Dr. Uma Iyer) and an M.S. in Counseling (with two concentrations: Mental Health Counseling (Coordinator: Dr. Shunda Brown) and School Counseling (Coordinator: Dr. Deborah Buchanan). For more information about the graduate degrees, please visit: (<http://www.apsu.edu/psychology/grad>)

The requirements for the B.S. degree in Psychology include 26 hours of required courses and 15 hours of electives that include almost entirely upper-division electives (See [Appendix A](#)). A B.A. in Psychology also requires 6-12 additional hours of foreign language. The required courses cover areas that are considered to be instrumental for any psychology major to have knowledge (e.g., General Psychology, Developmental, Social, Personality and Abnormal Psychology). Three of the required courses make up our research sequence: Statistics, Research Methods and then two laboratory courses, one from each pairing of Physiological or Sensory Processes and Cognitive Processes or Learning & Motivation. Students then have 23 elective courses (22 upper division) to choose from in addition to Special Topics courses, Research Experience courses and our two Honors Courses of Research and/or Field Experience.

The only difference between choosing the B.A. vs. B.S. is the additional 6 hours of foreign language at the intermediate level required for the B.A.

How to Become a Psychology Major

Becoming a psychology major is an easy process. First, log into OneStop, then click the Web Self Service Tab. Next click the 'Student' link and then click the 'Registration' link. You will then see the 'Change or Declare Major, Concentration, and/or Minor' link, where you can then make the appropriate changes. You will then be assigned an academic advisor who you will meet with every semester to plan out your course schedule and discuss your career goals.

Minor in Psychology

The same process described above will also help students declare a minor in psychology. A minor in psychology requires the completion of 18 hours, which include PSY 1010, and then 15 elective hours, 12 of which must be upper-division hours (3000-4000). No more than 8 hours may count towards another major.

Undergraduate Coordinators

The undergraduate coordinators for the department are Dr. Jessica Hatz (jhatz@apsu.edu; 931-221-7229) and Dr. Kevin Harris (harrisk@apsu.edu; 931-221-6505). Dr Hatz is located in CL 223C and Dr Harris is located in CL 217A. Their office hours are posted outside their doors. Feel free, though, to stop by his office anytime his door is open. If not busy, they will be more than happy to talk with students. They will also be available by appointment. Their job is to help students navigate through the major through scheduling, advising, and creating experiential opportunities for the undergraduate students.

Academic Advisement

Fulltime faculty are the advisors for students in the psychology department. They help guide students through their academic journey, so it is essential for students to develop positive relationships with their advisors.

It is also important for students schedule an appointment to meet with their advisor each semester (usually in early-mid-November for spring semester and early-mid-April for summer and fall semesters). The Registrar will send emails telling students when they can register online. Students need make an appointment to see their advisor before this date in order to be cleared to register for classes. During pre-registration, advisors will have signup sheets outside of their doors or will use an online method for scheduling. Juniors and seniors should try to get the first appointments available so that they can register for classes they need to graduate. It is important for students to have an idea, ahead of time, of what classes they want to take for the following semester.

Statistics, Research Methods, and Lab Classes

MATH 1530: Elements of Statistics, PSY 2010: Statistics for the Behavioral Sciences, PSY 3180 Research Methods, and two lab classes are required of all Psychology majors. Students should try to take behavioral statistics and research methods during their sophomore year. That way, students will have time to get their lab classes completed, since they are smaller classes and fill up fast. Also, it is not recommended that students take both lab classes in the same semester, due to the extensive work load.

IMPORTANT ADVISING NOTES

1. Advising for Spring semester occurs during early to mid-November. Advising for Summer and Fall occur during early to mid-April.
2. It is the student's responsibility to see an advisor and receive advising. Faculty will email students when they have placed a sign-up sheet on their door for students to sign-up for a day and time for advisement. **DO NOT MISS THE MEETING!**
3. If you do not know who your advisor is, you can find this information on OneStop.
4. Students need to come to advising with either their degree audit or transcripts and some idea of which courses they would like to take the following semester(s).
5. Students must meet with their advisors in person, not via telephone or email to be cleared for registration.
6. If a course has a pre-requisite, the pre-requisite course must be completed with a grade of "C" or higher in order to take the next course that requires the pre-requisite. Exceptions will not be made for students to enroll in both during the same semester. The most important sequence is the MATH 1530, PSY 2010, PSY 3180 and the two lab courses.
7. Students must complete 120 hours for a Bachelor's degree and 41 credits for the Psychology Major. In addition, a minimum cumulative GPA of a 2.0 (C) must be met overall, the Major, courses taken at APSU, and the 38 Upper division credits (3000-4000 level courses). Psychology Majors must also take the Psychology Exit Exam, in addition to the APSU Exit Exam. Please see the APSU Undergraduate Bulletin for more information about graduation requirements.
8. Students are not required to have a minor to complete the requirements of the Bachelor's in Psychology; however, this may not be true for other majors. Psychology students should discuss whether or not they will declare a minor with their advisor at pre-registration.
9. Never accept advising recommendations from students; you should consult your faculty advisor or the APSU Undergraduate Bulletin if you have questions.
10. Students do not need to be in the Honor's Program of APSU to enroll in the Honor's: Field Experience or Research, but must have a minimum of a 3.0 GPA.

Academic Success

Tutoring

The academic support center is located in the Marks building. Usually, they have tutors for core classes, especially math. They will also have tutoring for select Psychology courses. It is best to ask your professor for help first. It may also be helpful to ask other psychology majors, but always confirm with the professor about how assignments are to be completed and due dates, if this information is not found on the course syllabus.

Importance of Going to Class and Good Note Taking

Many professors do not penalize students for not attending class regularly. That tempts many students to not go to class. However, skipping class often impacts students' grades negatively. Going to class regularly shows that students are taking responsibility for their own learning and mastery of the course material.

While in class, it is important to remain focused and take good notes of lectures. Being distracted by neighbors, texting, etc, will affect your abilities to focus, take notes, ask questions, and understand the material. Try to avoid these distractions in class and do not sit close to students who will distract you from the lecture.

How to Search for Academic Psychological Journals

Many psychology classes require students to research topics for papers. Academic journals should be main source of information to include in these research projects. Journals can be found electronically on the library website. Go to www.apsu.edu and under quick links go click on Felix G. Woodward library. If the computer is in the library, click on internet Explorer and it goes directly to the library page. At the top of the page click on "search and find" and scroll down to article databases. To the right of that, click on databases by subject area. Then click on psychology. A list of databases should appear. In the databases, students should search a variety of keywords. Students will likely find links to many full text articles; however, if an article is not available from the APSU library, requesting it through interlibrary loan is a quick and easy process. Interlibrary loan will locate the article at another university, scan it, and send a message through your email so you can download it from the Library website. Interlibrary loan typically takes a week or less to process.

Cheating and Plagiarism

Cheating is a serious offense and will not be tolerated in this department. Cheating includes plagiarism (taking credit for what other people have written). Remember to cite sources according to APA format. Describing information from an article needs to be done using paraphrasing, not using the direct words of the article's authors. Punishment may range from receiving an F on the assignment to being expelled from the university. With each additional offense, the penalty will be worse.

Career Advisement

Roughly half our majors choose to obtain a job directly after their undergraduate degree, while the other half choose to apply to graduate school. Whatever your choice, the Psychology Program is designed to help you in either choice. Keep in mind, a choice in a particular career is personal, faculty can only offer advice or direct the student as to where to find information. The Psychology Department gives you the tools, through course offerings, to become marketable, however, it is up to the student to take advantage of all opportunities available to students.

Bachelor's Level Jobs

Students that decide to obtain a job directly after the Bachelor's, most often work in business related jobs. The next most common is mental health related positions, typically as a case manager or psychological technician. These students do not counsel, but instead manage client's care and make sure they receive all the help they can to become better. Other areas that students work is in the area of Research, either at another university or hospital, sales, management, Human Resources, education and law enforcement, including the FBI. Completion of a field experience (you could start this anytime after your second year of college if you have at least a 3.0 GPA) would be critical to gain experience in the career you are deciding and would make a student more competitive in the job market. There are books located in Clement 212, the Undergraduate Student Resource Room, as well as Dr's. Brian Hock, Nanci Woods, and Kevin Harris offices that will aid in the process of finding a job. Students can also take advantage of APSU Career Services, which also has many valuable resources that may aid in finding a job. It is best to begin looking for a job the beginning of your last semester as it can easily take months before you may even start the interview process. Keep in mind, you must find your own job, APSU will not find one for you.

Graduate School

Students also apply and have been accepted into either Master's or Doctoral programs (Ph.D. or Psy.D.) in various areas of psychology. Most of our students go into the counseling field (community, school or marriage and family), however, students have also been accepted into Clinical, Industrial/Organizational, School Psychology, and the diverse areas of Experimental Psychology. Students have been accepted into our own

Master's programs, and others, but also Ph.D. and Psy.D. programs. Our students have been accepted to such schools as Indiana University, University of Tennessee, Kent State University, East Tennessee State University, New Mexico State University, University of Central Arkansas, and Trevecca Nazarene University, to name a few.

Acceptance to graduate school is much more competitive than undergraduate. The three main criteria for acceptance are your GPA, which you need a minimum of a 3.0, but the higher the GPA the greater your chance for acceptance, GRE scores, and letters of recommendations from faculty. The Graduate Record Exam is much more difficult than the ACT or SAT and students will want to buy a GRE prep book and study months in advance! For faculty letters of recommendation, you will want someone that will be able to write a strong letter and s/he will need at least two-weeks notice to do so. Faculty you have worked with outside of class and written papers for in class are better able to write students a strong recommendation. Also, outside classroom experience, either a field experience or research experience are critical for acceptance into graduate school. Students may want to begin these after their second year of school.

There are books located in Clement 212, the Undergraduate Student Resource Room, as well as Dr's. Brian Hock, Nanci Woods, and Kevin Harris offices that will aid in the process of applying to graduate school. Students will want to begin the process the end of their third year of school, as most graduate applications are due starting December/January of your last year for the following Fall enrollment.

Getting Involved

Getting involved and gaining experiences outside the classroom are important and will aid in becoming more competitive in the job market or being admitted to graduate school. Students have many opportunities to get involved in the diverse areas of psychology. One important way is to become involved in Psychology Club and Psi Chi. A bulletin board is located in the main hall by room 206 that reports events throughout each semester and lists the officers.

Everyone that is a psychology major or minor is already considered to be in the Psychology Club. Emails will be sent periodically to students about different upcoming events

If you'd like to receive these emails, go to PeayLink and join the organization "Psi Chi-Psychology Club."

Psi Chi is the International Honor Society in Psychology (<http://www.psichi.org/>). Students who have completed 9 credit hours of Psychology courses and have a 3.0 GPA overall and in the major can apply directly on the Phi Chi website (link above).

FIELD EXPERIENCE

If a student is interested in obtaining a job after the Bachelor's degree, it is critical to obtain a Field Experience, which is analogous to an internship. Students may find their own in an area of their choice, but also may check our website for previous student Field Experiences (<http://www.apsu.edu/files/psychology/field.pdf>). Students may either volunteer or take course credit (PSY 4850: Honors: Field Experience) while performing an onsite field experience. Students wishing to receive course credit must identify a faculty advisor to supervise and have a minimum GPA of 3.0.

RESEARCH EXPERIENCE

If a student is interested in applying to graduate school after the Bachelor's degree, it is critical to obtain Research Experience. Several faculty members are conducting research at different times. If you are interested in working with a specific faculty member, ask them if they have any current research projects that you could help with. You can do this at

any time during the semester, but will most likely wait until after your second year. Research projects may go through various phases at different times, so there's virtually always one just getting started. Professors very rarely announce these projects in their classes, so take the initiative and ask. You can look at faculty web pages to see their research interests or look at the research board in the hallway by the main office. Students may volunteer or receive course credit through either PSY 4641-4643: Research Experience or PSY 4840: Honors: Research. The Research Experience courses are for students that are helping out with a research project developed by others, where as the Honors: Research course requires the student to develop their own research project and carry it out. Students doing Honor's: Research do not have to be in the Honor's Program, but must have a minimum of a 3.0 GPA and a Faculty Mentor.

Students might also look to the Presidential Research Scholar's grant (<http://www.apsu.edu/our/presidential-research-scholars-program>) through the Office of Undergraduate Research. This grant provides students with funds to perform research and may also pay the student to perform the research, depending on the amount of money needed for supplies.

Psychology (B.A., B.S.)*Suggested 4-year Program of Study*

<u>Freshman Year</u>	<u>CR</u>	<u>Sophomore Year</u>	<u>CR</u>
APSU 1000	1	PSY 2010*, 3180*	6
PSY 1010*	3	PSY 3100	3
MATH 1530*	3	BIOL 1040 & another SCI ^{1,2}	8
HIST 2010, 2020	6	COMM 1010 ²	3
Minor or PSY Elective Courses	3	ENGL 2030	3
SOC BEH SCI Core ¹	3	Minor or Elective Courses	7
HUM/Fine Arts Core ¹	6		
Total Hours	31	Total Hours	30
<u>Junior Year</u>	<u>CR</u>	<u>Senior Year</u>	<u>CR</u>
PSY Core 3010 or 3040 ³	4	PSY Elective Courses	12
PSY Core 3020 or 3030 ³	4	Minor or Elective Courses	18
PSY 3300	6		
PSY Core 4350 or 4360	3		
PSY Elective Courses	3		
Minor or Elective Courses	9		
Total Hours	29	Total Hours	30

**These pre-requisites require a grade of C or better to take the next course.*

1 Refer to Liberal Arts core requirements in Undergraduate Bulletin

2 Recommended Liberal Arts core courses

3 PSY 3040 and 3020 are typically offered in Fall with 3010 and 3030 offered in Spring. *The department does not recommend taking two labs in the same semester.*

Graduation also requires a minimum 2.0 GPA in four areas: 1) overall cumulative GPA; 2) courses completed at APSU; 3) major; and 4) minor, if applicable. A minor is not required for Psychology.

Students must also complete 39 upper-division (3000-4999) course credits.

Note: The above recommendation is for B.S. degree in Psychology. Foreign language courses are an additional requirement for the B.A. degree. The B.A. degree requires proficiency in a foreign language equivalent to completion of two years of college level work (1010, 1020, 2010, 2020) that may be completed at any point in the 4-year plan.

(updated January 18, 2015)

APPENDIX A

Psychology Major Requirements Bulletins 2013-14 to present (Updated Fall 2014)

(41 hours are required, only 8 hours which count toward another major can be used for the Psychology major.)

Prerequisites require a grade of "C" or better before taking the next sequence

Psychology Core:	8 required courses (26 hours)	(Proposed PSY Major Program)
1)___	PSY 1010 General Psychology (3)	Prerequisites: none
2)___	MATH 1530 Elements of Statistics (3)	
3)___	PSY 2010 Behavioral Statistics (3)	Prerequisites: Math 1530
4)___	PSY 3180 Research Methods (3)	Prerequisites: 1010, 2010
5)___	PSY 3020 Physiological Psychology (4) or PSY 3030 Sensory Processes (4)	Prerequisites: 1010, 2010, and 3180 Prerequisites: 1010, 2010, and 3180
6)___	PSY 3040 Cognitive Process (4) or PSY 3010 Learning and Motivation (4)	Prerequisites: 1010, 2010, and 3180 Prerequisites: 1010, 2010, and 3180
___	PSY 3330 Social Psychology (3)	Prerequisites: 1010
___	PSY 3100 Developmental Psychology (3)	Prerequisites: 1010
___	PSY 4350 Psychology of Personality (3) or PSY 4360 Abnormal Psychology (3)	Prerequisites: 1010 and Jr., Sr. standing Prerequisites: 1010 and Jr., Sr. standing
Psychology Electives: Take any 5 (15 hours)		
___	PSY 3010 *Learning and Motivation (4)	Prerequisites: 1010, 2010, and 3180
___	PSY 3020 *Physiological Psychology (4)	Prerequisites: 1010, 2010, and 3180
___	PSY 3030 *Sensory Processes (4)	Prerequisites: 1010, 2010, and 3180
___	PSY 3040 *Cognitive Processes (4)	Prerequisites: 1010, 2010, and 3180
___	PSY 4350 *Psychology of Personality (3)	Prerequisites: 1010 and Jr., Sr. standing
___	PSY 4360 *Abnormal Psychology (3)	Prerequisites: 1010 and Jr., Sr. standing
___	PSY 2210 Human Interaction (3)	Prerequisites: none
___	PSY 3050 Career Development in Psychology (3)	Prerequisites: 1010 & Psych Major Status
___	PSY 3110 Child Development (3)	Prerequisites: 1010 or EDUC 2100
___	PSY 3120 Adult Development (3)	Prerequisites: 1010
___	PSY 3130 Introduction to Educational Psychology (3)	Prerequisites: 1010 or EDUC 2100
___	PSY 3140 Infant and Toddler Development (3)	Prerequisites: 1010
___	PSY 3200 Adolescent Development (3)	Prerequisites: 1010 or EDUC 2100
___	PSY 3210 Psychology of Women (3)	Prerequisites: none, (1010 recommended)
___	PSY 3230 African-American Psychology (3)	Prerequisites: none, (1010 recommended)
___	PSY 3290 Introduction to Psychological Measurement (3)	Prerequisites: 2010 or Math 1530
___	PSY 3340 Health Psychology (3)	Prerequisites: none, (1010 recommended)
___	PSY 3500 Consumer Psychology	Prerequisites: none, (1010 recommended)
___	PSY 4000 History and Systems (3)	Prerequisites: 1010 and Jr., Sr. standing
___	PSY 4010 Death, Dying and Bereavement (3)	Prerequisites: Jr, Sr. standing or permission
___	PSY 4020 Forensic Psychology (3)	Prerequisites: 1010 or permission of instructor
___	PSY 4030 Introduction to Occupational Health Psychology	Prerequisites: none
___	PSY 4050 Applied Psychopharmacology (3)	Prerequisites: 1010 or permission of instructor
___	PSY 4060 Group Dynamics (3)	Prerequisites: none, (1010 recommended)
___	PSY 4120 Human Factors (3)	Prerequisites: 1010 and Jr., Sr. standing
___	PSY 4140 Learning and Behavioral Disorders (3)	Prerequisites: 1010 or 3130, 3110 recommend
___	PSY 4150 Behavior Modification (3)	Prerequisites: 1010
___	PSY 4370 Introduction to Clinical Psychology (3)	Prerequisites: 4360 and Jr., Sr. standing
___	PSY 4380 Military Psychology (3)	Prerequisites: 1010
___	PSY 4444 Cross-Cultural Psychology (3)	Prerequisites: none, (1010 recommended)
___	PSY 4500 Psychology Applied to Work (3)	Prerequisites: none, (1010 recommended)

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___ PSY 4610 Special Topics (3)

Prerequisites: 1010 and permission of instructor

___ PSY 4641, 4642, 4643 **Research Experience** (1-3 credit hours)

Prerequisites: 1010 and permission of instructor

(Only 6 hours of PSY 4641, 4642, and 4643 may be taken and only 3 hours can count toward the Psychology Electives)

___ PSY 4840 **Honors: Research** (3)

Prerequisites: ≥ 3.0 GPA; & permission

___ PSY 4850 **Honors: Field Experience** (3)

Prerequisites: ≥ 3.0 GPA; & permission

* Can serve as an elective *if not fulfilling* Psychology core requirement.