

Additional Information about the Psychology Graduate Program

Formal Requirements

Research Supervisor (Advisor)

Each incoming student should identify a faculty member as a research supervisor as soon as possible during the first semester. Ordinarily, a faculty advisor has been tentatively assigned prior to the student's arrival, but the student has the option to work with any of the faculty, if a mutually acceptable arrangement can be established. This, in turn, will depend upon mutually compatible research interests and the availability of faculty time and resources. The research supervisor usually represents the student's main research area of interest and serves as the student's primary source of advice, guidance, criticism, and support. Normally, the research advisor will be a full-time member of the Department of Psychology. In extraordinary circumstances, exceptions may be made by a vote of the faculty.

By the beginning of the second semester, a second advisor will also be selected. In addition to serving as an additional source of advice, the second advisor will be present at annual feedback meetings described below.

The Proseminar

All first year students are required to take Proseminar: Social Psychology (PSY 500) and Proseminar: Cognitive Psychology (PSY 501). These courses provide a survey of advanced general psychology. Students must pass each course with a grade of B- or better. A student who does not attain a grade of B- will be required to take that component of proseminar again in his or her second year, or take a relevant undergraduate course. Students pass the proseminars based on the judgment of the faculty, taking into account the pattern of grades they have received.

Quantitative Requirement

Each student must demonstrate an ability to analyze and communicate quantitative material; this will ordinarily be established by successful completion of Quantitative Analysis in Psychological Research (PSY 503). This course should be taken in the first or second year. Additional quantitative training should be planned in consultation with a student's advisor. Students must pass this course with a B- or better. A student who does not attain a grade of B- or better will have to retake the exam.

Ethics Requirement

Each student must complete a 6-week course, Responsible Conduct of Research (PSY 591a). This course is normally by the end of the second year.

Research Seminars

Each student must enroll in Design & Interpretation of Social Psychological Research (PSY 551) or Research Seminar in Cognitive Psychology (PSY 543) every semester. If seeking a joint degree in neuroscience, Current Issues in Neuroscience and Behavior (PSY 511) should also be taken every semester. Additional courses should be considered when appropriate, in consultation with the student's advisor.

Progress Report And Feedback Procedures

Dialogue between students and faculty is essential for providing information to students about how faculty perceive their academic progress, and for students to communicate their questions and concerns about their

research and career development. No formal procedure can take the place of day-to-day interaction between a student and his or her advisor. Students are encouraged to consult the faculty on a regular basis. In addition to encouraging ongoing contact between faculty and students, the department provides annual occasions for global feedback and dialogue described below, in which students are asked to summarize and discuss their yearly progress with their first and second advisers.

Late February: Progress Report Due

This report should describe the year's research activities and plans for research during the next year. This document, approximately three double-spaced pages, should be sent electronically to the Graduate Administrator in the following format:

- 1) 2-3 paragraphs that summarize work in the previous year
- 2) 1-2 paragraphs that summarize plans for future work
- 3) List of manuscripts published, in press, submitted, and in preparation
- 4) All conference presentations in the past and proposals submitted for next year
- 5) List of any awards and honors so far
- 6) Teaching assignments
- 7) Name of primary and secondary advisor

March: Schedule Progress Meeting

Each student will meet with his or her advisor and second advisor. The student and faculty members will discuss the student's progress report and the advisors will relay to the student the impressions that the departmental faculty have of his or her progress.

April: Readmission Decisions

Decisions on the readmission of each student to the program for the next year are made every year by the full faculty. The faculty gather in April to consider each student's research progress and course performance. The decision will be conveyed to the student by the Dean of the Graduate School.

Milestones

Exact dates will be provided by the Graduate Administrator every year.

All Students

Early September: graduate student registration via TigerHub

Mid September: classes begin

Late February: progress report due

March: feedback meeting with advisors

First Year

No additional milestones.

Second or Third Year

General Examination

All components of the examination must be passed before a graduate student can advance to candidacy for the Ph.D. degree. A decision as to whether the student has passed the General Examination is made by the full faculty acting on the recommendation of the examining committee. The basic criterion for passing the

examination is the faculty's conviction that the student is prepared to begin pulling together his or her doctoral dissertation.

Research Report. The research report is ordinarily in the form of a finished research paper. However, it may also be in the form of a research progress report of the sort submitted to granting agencies. In either case, the paper should characterize the student's research activity in sufficient detail for the faculty to consider advancing him or her to candidacy for the Ph.D. degree. Note: If a student submits a Research Report that is under review or published at a journal, he or she must be first author on the manuscript. The paper should contain a one-page abstract.

Theoretical Review Paper. In lieu of a qualifying exam, students will write a theoretical review paper. Just as a qualifying exam would require students to have mastery over the relevant literature, a theoretical review paper should demonstrate a thorough understanding of the literature in the student's research specialty. This represents a broader review than the literature covered by your research report, and can take the form of meta-analysis of an area of research, a new theoretical question posed out of a larger review of previous theories, or a summary of theoretical developments across time in a sub-area.

The three components of the general exam (research report, theoretical review, general orals) can be completed either in:

Spring of second year:

Early April: research report

Mid April: theoretical review

May: general orals

Fall of third year:

Early August: research report

Mid August: theoretical review

October: general orals

Third Year

Thesis Proposal

Early April: Submit an electronic copy of a draft thesis proposal to the Graduate Administrator. The student should then schedule a meeting with his or her committee members before the end of April. Because thesis proposal meetings are open to all interested faculty, the proposal abstract will be circulated to faculty in advance. If the committee does not approve the proposal, the student should revise and resubmit the proposal according to a schedule worked out by the committee.

Fourth and Fifth Year

The students and their committee members should keep in mind that in order to graduate in the spring of the 5th (or 4th) year, the thesis proposal must be accepted by September of the 5th (or 4th) year.

During the fourth and fifth years, the student is expected to dedicate his or her time to mastering methods and techniques in the relevant area of study, completing thesis-related research, and writing the thesis. In addition, the student is expected to write and submit for publication the thesis work, as well as other research

that has been conducted thus far. This time should be used to finalize ongoing projects and bring them to a publishable state, thus preparing the student to leave the program and move on to their next stage, be it a post-doctoral training period or the job market.

Dissertation Reading Committee

The advisor and student will recommend to the Director of Graduate Studies a committee of three faculty members as the student's Dissertation Reading Committee. This committee usually consists of the student's advisor, second advisor, and a faculty member outside of the student's area.

Final Public Oral Committee

The final public oral committee consists of the student's research advisor and two other faculty members who did not serve on the reading committee (one in the student's area and one outside of the student's area, both approved by the Director of Graduate Studies).

Submission Process

Once the student's research is completed, a first draft of the dissertation is to be submitted to the research supervisor. During the development of this draft, the student is advised to consult with both his or her research supervisor and the members of his or her reading committee. Once a draft is submitted to the supervisor, s/he is expected to make suggestions for revision. The student then revises the draft accordingly until such time that the supervisor agrees that it is an acceptable draft. Copies of this draft should then be submitted to the Graduate Studies Office for formal distribution to the reading and oral committees. This must be done early enough to provide members of the reading committee at least four weeks prior to the deadline date to review the draft.

Students are reminded that it is normal for the committee to suggest many changes to the thesis. Several weeks should be left prior to university deadlines for making these changes and receiving approval. Exceptions to this schedule must be approved at a faculty meeting, or failing that, by the Director of Graduate Studies in consultation with the reading and oral committees. When the reading committee has read the thesis, the dissertation supervisor should schedule a meeting with the reading committee members, and, if they desire, with the student. At this meeting the reading committee will indicate whether or not they found the thesis acceptable or want revisions. The student's advisor will also communicate any revisions called for by the oral committee. If the student makes revisions, it is the student's responsibility to make sure that the reading and oral committee members receive a copy of the revised dissertation. The reading committee will also decide whether they wish to schedule another meeting before approving the dissertation.

These decisions should be recorded on a form provided by the Graduate Studies Office and returned immediately after the meeting. When all members of the reading committee have found the thesis acceptable, the advisor and the "in-area" committee member must each submit a Reader's Report which contains comments and their signature to the Graduate School.

The dissertation abstract will then be given to each member of the faculty. The reading committee will request approval of the dissertation from the full departmental faculty at its next meeting. Normally, the faculty will not meet during the summer to approve dissertations or to hold final orals. Petitions for any exception to this rule must be considered at a faculty meeting during the regular school year. Five week days (Monday through Friday) must elapse between the circulation of the abstract and the faculty meeting (these five days can include the day of distribution of the abstract and the day of the faculty meeting).

Following faculty approval of the dissertation and no later than the Final Public Oral, students must submit to the Graduate Studies Office one professionally-bound copy of the dissertation. After the Final Public Oral Examination, the bound copy of the dissertation will be submitted to the Seeley Mudd Library.

The final public examination covers the student's dissertation topic and his or her field of study. It may also extend to other areas of psychology as well. Ten week days (Monday through Friday) must intervene between the faculty meeting at which the dissertation is approved and the examination (counting both the day of the faculty meeting and the day of the oral examination). This is to provide time for approval by the Dean of the Graduate School, public notice, dissemination of the abstract and preparation by the oral committee. No final oral examination is to be scheduled unless a majority of the full-time faculty are in residence.

The examination is chaired by the second member of the student's final public oral committee (usually the faculty member in the student's area). The duration is not more than two hours with the first 20 minutes representing a brief presentation by the student of the nature and principal findings of the dissertation. The oral committee members ask questions of the student following the initial summary. Afterward, other questions may be fielded from the audience. Regular faculty members who are present at the examination will then meet with the oral committee to discuss the student's performance and decide whether the student has passed. A report form is signed by the members of the oral committee and is submitted to the Director of Graduate Studies for submission to the Dean of the Graduate School as the department's recommendation.

The final dates the University will accept the written report of the public orals, the degree application forms and other related papers can be discussed with the Graduate Administrator.

Summary of Responsibilities

First Year

Locate a faculty research supervisor and begin a program of research.
Take Psychology 500 and 501 (Proseminar).
Complete one course to satisfy the quantitative requirement and one course to satisfy the ethics requirement.
Submit progress report and attend feedback meeting with advisor(s).

Second Year

Continue research, and courses when appropriate.
Complete the quantitative and ethics requirements, if not yet completed.
Identify second advisor.
Submit progress report and attend feedback meeting with advisors.
Submit research report and theoretical review and take general oral exam.

Third Year

Continue research, and courses when appropriate.
Submit research report and theoretical review and take general oral exam, if not yet completed.
Apply for master's degree (optional).
Submit progress report and attend feedback meeting with advisors
Submit the thesis proposal.
Schedule thesis proposal meeting.

Fourth and Fifth Years

Complete and submit the dissertation.

File pre-oral examination forms.

Take the final public oral exam.

File oral exam forms and bound copy of dissertation.

Submit progress report and attend feedback meeting with advisors if not defending.

Committee Make-up

First Year

Research supervisor and second advisor (if chosen).

Second Year

Research supervisor and second advisor.

Third Year

General examination committee approved by the Director of Graduate Studies: research supervisor, faculty member in the student's research area (normally second advisor), and a faculty member outside of area.

Fourth and Fifth Years

Dissertation reading committee: research supervisor, faculty member in the student's research area (normally second advisor), and a faculty member outside of area.

Final public orals committee: research supervisor and two faculty members who did not serve on the dissertation reading committee (one in the area, one outside the area).

Graduate School Procedures For The Awarding Of Advanced Degrees

Doctor Of Philosophy Degree

THE STUDENT is awarded a Ph.D. degree after fulfilling the requirements stated in the Graduate School Announcement. Students must follow the procedures listed below:

- The student's faculty advisor will present his/her Ph.D. dissertation at one of the Department's faculty meeting.
- Provided that the student's Dissertation Reading Committee approves the dissertation:
 - On the Monday before the Ph.D. is presented at the Friday faculty meeting, the student must submit to the Graduate Studies Office , via e-mail, or on disk:
 - Long abstract (600 words) – this abstract is submitted to the Psychology faculty.
 - Short abstract (350 words) – this abstract is the same that is included in the final dissertation.
 - Title Page
 - Degree application (submitted directly online)
 - On the day of the student's Final Public Oral, the following must be submitted to the Graduate Studies Office:
 - One professionally-bound copy of dissertation
 - Check made out to Princeton Univ. Library for \$15 maintenance fee

- ProQuest's UMI ETD confirmation email (confirming online submission)
- Exit questionnaire confirmation page (confirming online submission)
- Completed end of enrollment form
- Completed department check-out form

Master's Degree

The MASTER OF ARTS degree is normally awarded as an incidental degree, for which doctoral students are encouraged to apply after passing the general examination. The degree application should be submitted online. The MA degree is awarded by the Trustees at their next meeting after the degree list has been passed by the faculty, NOT retroactively to the semester in which the general examination was passed.