

MSIO

HANDBOOK OF THE MASTER OF SCIENCE IN PSYCHOLOGY,
OPTION IN INDUSTRIAL/ORGANIZATIONAL PROGRAM

2019-2020

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I. INTRODUCTION

A. History of the MS in Psychology, Option in Industrial/Organizational Psychology Program

The Psychology Department began its graduate program in 1952 with a general Master of Arts (MA) degree. This program was, and continues to be, well-suited to the needs of students planning to enter doctoral programs, teach at community colleges, and/or enter professional settings that make use of their training in psychology.

The MA program served the needs of students interested in industrial psychology or community-clinical psychology. It was clear, by the end of the 1960s, that each of these expanding applied professional areas could be better taught in separate programs.

Accordingly, in 1972, the Master of Science degree was initiated, with options in Industrial Psychology (MSI) and Community-Clinical Psychology (MSCC). The MSCC was eventually phased out of the Psychology department, as it was duplicated through what is now the Advanced Studies in Education and Counseling department's master's programs. In 1988 the MSI degree was renamed Master of Arts in Industrial-Organizational Psychology (MAIO), and in 2007 changed to a Master of Science (MSIO). Beginning 2013 two options were offered: Applied/Portfolio track and Research/Thesis track, demonstrating a focus on research versus the practice of I/O Psychology.

B. MSIO Program Student Learning Outcomes

The primary goal of the MSIO program is to provide each student with the skills necessary to succeed in applying psychology to resolve problems and improve worklife and work efficiency in organizations. The program also provides an adequate background for PhD study in psychology (Research/Thesis track). Necessary skills for success include: research methodology, statistics, written expression, oral expression, and content knowledge.

Knowledge Base in I-O Psychology

By the time of completion of the Master's degree, students will:

1. Describe key concepts, principles, and overarching themes in I-O psychology.
 - a. Including (but not limited to) information related to the following topics:
 1. Measurement of Individual Differences
 2. Criterion Theory and Development
 3. Job and Task Analysis
 4. Employee Selection, Placement, and Classification
 5. Performance Appraisal and Feedback
 6. Training: Theory, Program Design, and Evaluation
 7. Work Motivation
 8. Attitude Theory; Small Group Theory and Process
 9. Organization Theory
 10. Organizational Development

Scientific Inquiry and Critical Thinking

By the time of completion of the Master's degree, students will:

1. Use scientific reasoning to interpret I-O psychological findings.
2. Engage in innovative and integrative thinking and problem solving.
3. Interpret, design, and conduct I-O psychological research.
4. Appropriately apply and properly conduct descriptive and inferential statistical analyses.

Ethical and Social Responsibility in a Diverse World

By the time of completion of the Master's degree, students will:

1. Demonstrate an understanding of the ethical and legal implications of conducting research in and the practice of I-O psychology.

Communication

By the time of completion of the Master's degree, students will:

1. Demonstrate effective writing skills.
2. Exhibit effective presentation skills.
3. Engage in active and meaningful discussion/dialogue on I-O psychological topics.

Professional Development

By the time of completion of the Master's degree, students will:

1. Apply I-O psychological content and skills to succeed in professional and academic endeavors.
2. Demonstrate the ability to work effectively both independently and in group settings.
3. Develop meaningful professional direction for a career after graduation.

II. MSIO STUDENT CODE OF CONDUCT

Purpose

The following rights, responsibilities, and codes of conduct are offered as guidelines for students in the Masters of Science in Industrial and Organizational (MSIO) Psychology Program. This guide is meant to facilitate the development of students' professional capabilities and maintain the highest ethical standards while in the program and once graduated. If professors (or the Director) of the MSIO program should feel there are violations appropriate action may be taken or meetings may be called; and, if students feel the rights are threatened they may bring issues to the Director of the MSIO program or the Chair of the Psychology Department at any time.

Student Rights

- You have the right to be in a supportive, safe teaching-and-learning environment.
- You have the right to learn, or feel like you've gained knowledge or skills.
- You have a freedom of communication, while maintaining class order.
- You have the right to mutual respect and understanding between peers, as well as between instructors and students.
- You have the right to evaluate or provide feedback.

Student Responsibilities

- You are expected to show dedication to the educational process and program requirements.
- You should attempt to learn the content and adhere to professional standards.
- You must adhere to the rules protecting individuals and sensitive information.
- You must adhere to the rules of academic integrity at CSULB, as well as the codes of conduct from the larger I/O societies.
- You must approach instructors and students with respect for diversity in all forms.

Attendance and Class Behavior

- Regularly attending both lectures and labs is mandatory, except under special circumstances cleared by the MSIO program Director and/or CSULB policy.
- Respect your fellow classmates and the instructors by avoiding distractions during class.
- Our program has a zero tolerance policy for aggressive behavior and harassment, both inside and outside of the classroom.
- Participate in class discussions and/or team meetings based on these suggested ground rules:
 - o All points should be respected and considered.
 - o It is OK to be occasionally silent, as well as to lead discussions.
 - o The instructor may police interruptions or the direction of conversations.
 - o It is OK to disagree but it is not OK to attack others or their ideas.
 - o Gather ideas early; evaluate ideas later.

Professional and Ethical Standards

You are expected to uphold academic, professional, and ethical standards while working in this program. Specifically, you must adhere to appropriate professional and ethical standards during all personal and business transactions associated with the program, internships, and service-learning projects. If you are ever uncertain about appropriate behaviors, please consult your work site supervisor, the instructor, or guidelines published by the APA or other governing bodies. For example, you must not disclose any proprietary information, and personal and/or confidential information must be treated with care and responsibility.

Plagiarism and Cheating

Plagiarism, and/or other forms of academic dishonesty will not be tolerated in this program, and may result in failing a course (not just the paper/project). Further, all cheating will be reported to departmental administrators and the department chairperson. Please refer to your student handbook or schedule of classes for specific penalties associated with academic dishonesty including cheating and plagiarism at the university level. If you are unclear on the definition of cheating or examples of specific violations (e.g., the difference between summarizing and plagiarizing) please see below, or you may speak with the program director personally.

Cheating and Plagiarism Policy (from University Policy Statement #85-19):

Definition of Cheating: Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination would include, but not be limited to the following: copying, either in part or in wholes, from another test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an exam without the permission of the instructor; using or displaying notes; “cheat sheets,” or other information or devices inappropriate to the prescribed test conditions, as when the test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same.

Definition of Plagiarism: Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one’s own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

III. GENERAL PROCEDURES

Students interested in pursuing an MSIO degree must apply to the Psychology Department as well as the University.

1. Orientation

After gaining acceptance into the graduate program, students will be invited to attend an informative orientation session. This meeting is held during the summer before the Fall semester. Students will be introduced to members of the program faculty. Coursework and other program requirements and opportunities will be discussed.

2. Registration

Prior to registration each semester, students will receive information from the University regarding registering for courses; instructions are provided via the students' MyCSULB account. A tentative list of Psychology graduate level courses will be posted on the department web site as soon as available.

3. Graduation Writing Assessment Requirement (GWAR) Placement Exam (GPE)

Graduate students are required to satisfy the GWAR requirement, which must be completed before advancement to candidacy. *Students who have previously (1) received a degree from an accredited college or university in the United States; or (2) received a degree from an accredited non-US institution located in a country where English is a primary language of communication; or (3) attained an appropriate score on the analytical writing component of an approved test are exempt from the GPE.* Students who are exempt will have this noted on their records at the time of admission beginning Fall 2013. Additional information may be found on the following web page: <http://catalog.csulb.edu/content.php?catoid=2&navoid=32#graduation-writing-assessment-requirement-gwar->

4. Advancement to Candidacy

Advancement to Candidacy is the filing of an approved Program (formal request to Advance) by the Graduate Advisor. This request will be made based upon the Program Coursework listed in the CSULB Catalog at the time of program entry to Enrollment Services; it may include additional approved substitution courses. This information will be used to help perform the student's "grad check." After the student completes a minimum of 6 units towards fulfillment of the MSIO degree, and successfully fulfills the GPE requirement, the student should advance to candidacy. (This usually happens during the second semester in the program.) Program coursework requirements are available via the department web site and Graduate Office, and also appear on the last page of this handbook. MSIO students should make themselves familiar with their required coursework. The Graduate Advisor will schedule Advancement to Candidacy workshops throughout the academic year. CSULB requires master's students to meet with their Graduate Advisor in person to complete this important step towards Candidacy. A student must be advanced to candidacy before the last semester of taking program coursework and prior to filing for a "grad check" (AKA "Request to Graduate").

5. Grad Check AKA Request to Graduate

At least one semester prior to the last semester of regular coursework, students are required to file a Request to Graduate ("grad check") through their MyCSULB Student Center. This will start the process for informing and advising the student of progress made toward completing his or her graduation requirements. Please note that the GPE requirement must be fulfilled before a grad check can be requested.

6. GPA Requirements

All students must maintain a minimum cumulative 3.0 GPA throughout the program. Students whose cumulative GPA falls below this level will be placed on academic probation (see online CSULB Catalog for details), and may eventually result in dismissal if not corrected in a timely manner. ***There is no "repeat/delete" for graduate students.*** A minimum 3.0 GPA in MSHF program coursework, as set by the student's Advancement to Candidacy, is also required to graduate. Note: Lower Division coursework (100 - 200 level) is not included in the cumulative GPA.

7. Seven Year Rule

All requirements of the degree, including thesis or research/portfolio project, must be completed within seven years of the date of the student's first program course.

8. MSIO Student Program Responsibility

The CSULB MSIO program is a full time, two year program, in which students go through their courses as a cohort. It is strongly advised that academic coursework take precedence over internship experiences or other extra-curricular activities. Students who do not follow the proper sequence of coursework within the two years are subject to Administrative Academic Probation, and possible dismissal from the MSIO program.

9. Communication

Be sure to use your CSULB email address to correspond with faculty and staff. But also notify the Graduate Advisor of any changes to your personal email address. Do update your home and mailing addresses both via your MyCSULB Student Center and with the department.

Important program information will be disseminated via email and mailing, and also posted on the department web site (www.csulb.edu/psychology). CSULB now requires departments to use students' CSULB email addresses. However, the Psychology department will send out email to alumni, after their school email account has expired. Please provide the department with an alternate email contact.

10. Student Responsibility

Students are responsible for information covered through university publications, including the Catalog. These publications cover such topics as plagiarism, GPA requirements, educational leave, academic/administrative probation and disqualification, registration instructions and deadline, and much, much more. The CSULB Catalog is available on-line at <http://web.csulb.edu/divisions/aa/catalog/>. The MSIO program adheres to CSU Executive Order #970 (Student Conduct Procedures: www.calstate.edu/eo/EO-970.html).

IV. MSIO DEGREE PREREQUISITES AND REQUIREMENTS

Program Prerequisites

1. Applicants must have a bachelor's degree with a major in Psychology OR a bachelor's degree in another field of study, 8 upper division courses of Psychology, and the equivalency of four CSULB lower division courses (General Psychology, Introductory Statistics, Research Methods, and Psychobiology):
2. PSY 220 (Research Methods), PSY 310 (Intermediate Statistics), PSY 314 (Psychological Assessment) OR PSY 315 (Principles of Psychological Testing), PSY 332 (Human Cognition) OR PSY 333 (Learning), and PSY 351 (Social Psychology) OR PSY 381 (Introduction to Industrial/Organizational Psychology) OR PSY 453/553 (Group Dynamics). Students may be admitted to the MSIO program if they lack only one required course (with the exception of PSY 314 or 315 AND PSY 381 or 351 or 453/553, which are prerequisites for the first semester program coursework). The missing course must be completed during the first semester of graduate study.

Degree Requirements

1. The student must complete a minimum of 36 units of Psychology graduate courses including: 515; 581; 582; 585; 683; 686; 688; two of the following: 511, 512, 513, or 523 (must include 511 or 512); and one or two courses (depending upon track) chosen from 501, 518, 527, 533, 544, 553, 575, 634, 637, 651, 656, or HRM 445. The Thesis track requires six units of PSY 698 and one Elective; the Portfolio track requires PSY 699 and two Electives.
2. A preliminary oral examination on the thesis proposal and a final oral examination in defense of the completed thesis are required for the Research/Thesis track. A review of the portfolio project is required for the Applied/Portfolio Track.

V. STUDENT REQUIREMENTS FOR MSIO SEMINARS

Although the requirements for graduate seminars obviously vary from one class to another, MSIO students should expect at least 70 pages of reading per week per seminar course. These readings are usually a combination of assignments from a text book, journal articles, and book chapters. Course requirements vary, but are generally comprised by some combination of several of the following: course participation, papers, professional class presentations, exams, and individual or team-based term projects.

These course requirements are pleasantly challenging, but demanding. It has been our experience in the past that most MSIO students choose to have some sort of part-time job while completing their graduate studies. While we respect the need to earn money and possibly obtain MSIO-related work experience, students are strongly encouraged to minimize work obligations during their first year of graduate study. It is impossible to work 20 or more hours while maintaining the appropriate amount of effort in scholastic pursuits. We are careful to select only those students who we feel hold special promise for the field of Industrial-Organizational Psychology - we ask that you fulfill your potential by making your academic pursuits your primary concern.

VI. PRACTICUM

1. The primary purpose of the practicum (PSY 688) is to provide each MSIO candidate with practical experience in industry. Students will apply their particular psychological skills to real business problems. This second year course is designed to be a bridge between theory and practice. By the end of the semester the student should develop both greater insight into the process of applying psychology in industry and skill interacting with employees in a variety of work places.
2. Students are primarily responsible for the selection of a specific organization that will allow them to fulfill the requirements of the course. You should start looking for an internship after your second semester in the program. If any student is having difficulty finding a placement in an organization, the instructor will assist on a limited basis, but cannot guarantee a placement. The PSY 688 requirements may be completed/fulfilled in a large or small business, branch of local government, school system, church, etc. The only constraint in selecting a place to be assigned is that it must provide a situation in which it will be possible to practice, develop, and demonstrate IO psychology skills. Information received by the Graduate Advisor regarding possible opportunities will be passed on via email.
3. In whatever organization the student chooses to work, a responsible person in the organization must be identified to supervise the student at the work site on a day to day basis. This person should have at least some minimal experience in supervising the work of others.
4. The practicum project will take approximately 12 to 15 hours a week, for 10 consecutive weeks. These hours are suggested as a guideline. Your project may take more or less time to complete within the 10 week timeframe. Before beginning the project, the student will present a proposal of the work to be done. Upon completion of the project, a final written and oral report will be submitted for evaluation.

Former Practicum placements have included positions with Bassett USD, City of Los Angeles, City of Long Beach, CODESP, County of Los Angeles, County of Orange Resources and Development Dept., CSU Chancellor's Office, CSUDH Institutional Research, Assessment & Planning, Hacienda La Puente USD, Los Angeles Dept. of Water and Power (LA-DWP), Los Angeles Times, Los Angeles USD, Orange County Register, Rockreation Sport Climbing Center, Sempra Energy (The Gas Company), Southern California Edison, and TransAmerica.

VII. RESEARCH AND PORTFOLIO COURSE - PSY 699 (APPLIED/PORTFOLIO TRACK)

The research and portfolio projects are considered the capstone of the MSIO Applied/Portfolio track. Students will gain research experience by working closely on a project with a department faculty Advisor, while simultaneously developing the required portfolio.

Research Project

The student is expected to gain knowledge of the research process through participating in developing, conducting, and/or analyzing research along with a faculty member Advisor in the psychology department. The student will actively engage in a research project approved by the Advisor, which may be part of the faculty member's research program, assessment or consulting work, or an independently proposed project of a student, lasting approximately one full work week (30-40 hours).

Professional, scientific writing skills will be acquired or improved through the production of a written summary of the research project using APA style or that designated by the Advisor. The paper length will be determined by the Advisor, but is expected to be approximately 10 double-spaced pages. This report may be in the form of a research proposal or a summary of a research project including major findings and study implications. Alternatively, a technical report or manual may be required for more applied projects.

Portfolio Project

The professional portfolio is intended to help the student prepare for competitive employment. It is expected to consist of at least four (4) program assignments/completed projects. Such projects may consist of Job Analysis, Test Construction, Organizational Psychology, or Training projects, as examples, as well as the final project developed for the Practicum in I/O Psychology course. Any combination of four or more projects, with the approval of the designated Advisor, is acceptable. Each project must be accompanied with a brief (2 pages minimum) overview of the project and the general industrial/organizational concept accomplished, along with descriptions of when else the project might be applicable, and different options or versions that may be useful in the future. These will be placed in a large binder or portfolio case, along with a detailed Resume and cover letter.

The concept of a professional portfolio is to provide the MSIO graduate with a tangible, portable collection of examples of the individual's expertise, with the intent to show it during job interviews or other such situations. Therefore, the student may choose to add the PSY 699 Research Project paper, but this will not count towards the minimum four projects. Further, as the portfolio is a collection of applied work demonstrating the range of an individual's skills and abilities as a practitioner and competencies gained through graduate school, other visual examples of accomplishments, such as professional certificates, may be added as well (keeping in mind that confidential work products and other sensitive materials should be omitted).

Research Proposal and Portfolio Process

After the student has successfully Advanced to Candidacy (see page 2 of this Handbook) and declared a Track Option, a meeting with the faculty Advisor should be immediately scheduled to discuss the Research and Portfolio projects. At this point the projects to be included in the Portfolio will be decided, along with the activities that will fulfill the Research Project requirement. The Portfolio review committee will consist of the student's Advisor, and at least two other members of the current members of the MSIO program committee. A current supervisor, with a Master's degree or greater within the field, may replace one member of the Portfolio review committee.

Portfolio Review

The completed Portfolio is presented to the student's Advisor, and is reviewed by the entire Committee for completeness, presentation and professional standards. If the Portfolio is approved, the process is complete and the Advisor reports the Portfolio project fulfilled to the Graduate Advisor. The Enrollment Services Office is then informed. Portfolios will most often be accepted with revisions, where Portfolios will be critiqued at the Portfolio presentation and returned for revisions and/or additions. Revised Portfolios are to be resubmitted within one calendar year of the original submission to the Advisor or Program Chair (unless all committee members request to see alternations). Students cannot be cleared for graduation before all required coursework, forms and the Portfolio have been approved.

VIII. RESEARCH/THESIS TRACK - PSY 698 (THESIS PROJECT)

The thesis is a pivotal event in the graduate student's educational experience. It allows the student to work relatively independently on a major research study which represents the student's ability to utilize psychological knowledge and skills in composing, conducting and presenting research. Please refer to the *Psychology Thesis Guidelines* (available via the department web site) for the official Department Guidelines for Faculty/Student Responsibility for MA/MS Thesis.

The thesis generally includes the following steps:

1. Proposal

With the aid of a thesis chair, students are expected to take a thesis project idea and develop it into a researchable proposal. During the development of the proposal, the student should begin to identify appropriate faculty members for her/his committee.

2. Committee

The student must ask three individuals to serve on his/her thesis committee. They serve the purpose of coordinating and assisting with the proposal and final thesis process. While the other two members provide assistance, the chair is primarily responsible for assisting you with your thesis and is the person with whom you will work most closely. It becomes very important to choose a chair who has similar research interests and with whom you work well. All three members must be present at both preliminary and final orals. Two committee members, including the chairperson, must be full-time faculty members from the psychology department; the third member may be any professionally qualified person holding at least a master's degree. You are required to obtain department approval of your committee members by the Graduate Advisor *prior* to preliminary orals. It is best to do this as soon as your committee members have been identified and have agreed to serve as committee members.

3. Preliminary Orals

When the committee believes your proposal is ready, you will schedule preliminary orals. This step involves getting your entire committee together at a meeting lasting approximately one hour. Here you will discuss the major variables, models, methodologies and expected outcomes of your thesis project. Any problems with your design or other factors may be ironed out at this session. This step must be completed before actually implementing the project.

4. Project Implementation

After successfully passing preliminary orals, the student must file an application for approval with the CSULB Institutional Review Board (IRB). Additional approval is necessary if the PSY 100 subject pool is to be used. After gaining the approvals, the student may implement the project. Data is collected, analyzed, and a final thesis draft is written.

5. Final Orals

When a final draft is deemed suitable by the committee chair and committee members, the student will schedule another one hour meeting where the outcomes/interpretation of the project are discussed. Typically, the approval of the finalized version of the thesis is obtained at this time, with possible minor changes and/or additions.

6. Reference Materials

If the student is unsure about a project, previous theses are available via an online database (link on department's and Thesis Office's web sites). The *Psychology Thesis Guidelines* publication is available via the department web site, as is a link to the University's *Style and Format* guide (which is to be used for current formatting requirements). Students are encouraged to familiarize themselves closely with these materials. Additional requirements and information are covered by these publications.

IX. FACILITIES

1. Computer Facilities

Department Computing Facilities

Information regarding the computer facilities housed in the Psychology building may be found on the department web site: www.cla.csulb.edu/departments/psychology/newman-lab/

Campus Computing Facilities

There are two open computer labs on campus, in the Steve and Nina Horn Center, north campus, and the first floor of the Main Library (the Spidell Technology Center). These labs are open the same hours as the campus library. Information may be found at: <http://www.csulb.edu/university-library/computer-labs-at-the-university-library>

CSULB Email and Library Accounts

Students can check on their own CSULB “BeachMail” email account and access additional information about BeachMail via the following portal: <http://daf.csulb.edu/email/>

To use PsycINFO and other databases from offsite you must obtain your CSULB Student ID card: <https://www.csulb.edu/49er-shops-at-the-beach/id-card-services> You can also borrow books and media materials, and request materials not available in the CSULB Library through CSU+ or BeachReach (Interlibrary Loan).

2. Library Facilities

In order to assist graduate students, the library has many services that can maximize your success in conducting research.

- A. For psychology students, assistance with journals and other reference material is available at the Research Desk on the first floor of the library, adjacent to the Spidell Technology Center, and also on-line: <https://www.csulb.edu/university-library/help-research>. Students are encouraged to seek help and to inquire about the abstracts that are available for their topic of interest.
- B. Students may check out books for 16 weeks, media materials for 30 days. Books may not be renewed.
- C. Many research databases are available via the Internet for CSULB students, including PsycINFO, PsycARTICLES, and PsycTESTS. Electronic journals may be accessed via these web addresses:
<http://csulb.libguides.com/c.php?g=39125&p=249383>
<http://csulb.libguides.com/databasesbytopic>

3. Psychology Student Study Center (PSSC)

The PSSC provides space for individual or group study and access to computers and the Internet. The Psychology Student Study Center is located in room Psy 314.

4. Psychology Assessment Materials (PAM)

The Psychology Assessment Materials (PAM) Center (located in room Psy 204) has psychological tests and measures available for graduate student research. Students can review these tests (if interested in proprietary tests) before purchasing them directly from the test publishers, or borrow them for research use (if interested in non-proprietary measurement scales). The current list of test materials and loan authorization forms are posted outside of room Psy 204. Students must obtain the signature of the faculty member supervising the research on their loan form.

5. Student Services

University Student Services are available in such areas as:

Academic advising through the Bob Murphy Access Center (BMAC), formally known as Disabled

Student Services Office: web.csulb.edu/divisions/students/dss/

Personal and health counseling through:

Counseling and Psychological Services (CAPS) Office: web.csulb.edu/divisions/students/caps

Community Clinic for Counseling and Educational Services:

<https://www.csulb.edu/college-of-education/community-clinic-for-counseling-and-educational-services>

Financial assistance via the Office of Financial Aid: web.csulb.edu/depts/enrollment/financial_aid/

Graduate Studies Resource Center, Library rm 504: www.csulb.edu/graduate-studies-resource-center

6. Graduate/Career Resources Rooms

Information on PhD programs, as well as other materials on the subject of graduate school, is available in the Graduate Resources and the Career Resources rooms of the Psychology Resource Office (room Psy 206). Visit their web site for hours: <http://www.cla.csulb.edu/departments/psychology/pro/>

X. MSIO PROGRAM COMMITTEE

The MSIO Program Committee functions to: develop and implement program policy, review petitions, and select new students from among the MSIO program applicants (these functions are performed by committee faculty members only). The Committee is composed of faculty members and approximately two MSIO graduate student representatives.

XI. GRADUATE ASSISTANT POSITIONS

Application

Students interested in serving as a Graduate Assistant (GA) should submit a GA application to the Graduate Advisor. A new application is required each semester. Positions are open until filled. Review of applications will begin early summer for the Fall semester and late fall for the Spring semester. Applications are available via the department web site and must be submitted by the announced deadline:
<http://www.cla.csulb.edu/departments/psychology/graduate-students/graduate-newsletter/#GAs>

Types of GA Jobs

Each semester the department of Psychology hires approximately 17-20 graduate assistants to perform various activities. The assignments are usually 10 hours per week for 17 weeks for the appropriate semester. Most GA assignments fall into two major categories. Some assignments are to assist with the introductory research methods course (PSY 220). This involves preparing materials, grading papers and assisting students. Other GA assignments support introductory and intermediate statistics courses (PSY 110, 310). These assignments generally involve grading papers, assisting students during the assigned lab time of the course and helping students with various statistical software packages. Both research methods and statistics GA positions may also involve providing support for the department computer lab, and all GAs may assist with the Student Study Center. Other positions include support for the PSY 301 course, 314 and other seasonal courses (fall or spring only) such as 427/527 and 456/556.

Benefits of a GA Position

- Financial: If appointed for 10 hours of work each week, for two semesters, a first year GA receives approximately \$6260 per year.
- Educational: By teaching, GAs can further develop their own psychological skills (teaching and research).
- Experiential: Working closely with a faculty member can add to a GA's knowledge and experience.
- Convenience: Having a job on campus can save travel time and study time.

XII. DEPARTMENT AND COLLEGE AWARDS

The College of Liberal Arts presents the following awards each Spring to outstanding Master's students: 1) **Graduate Dean's List of University Scholars and Artists**, and 2) **Best Thesis Award for the College of Liberal Arts**, through a competitive process. The Psychology department awards the **Gilbert J. Padilla Memorial Award**, the **Psychology Distinguished Graduate Students** and the **J. Robert Newman Scholarship**. (See below for award descriptions.)

Graduate Dean's List

Early in the Spring semester, the Graduate Advisor distributes to department faculty a memo requesting nominations for the Graduate Dean's List, on which the College selection criteria are listed. The memo contains a list of students who graduated the previous Fall and Winter semesters and a list of those students who have completed preliminary and/or final orals. Faculty are instructed to only nominate students from the second list **who have graduated or will graduate during** the current Spring or upcoming Summer semester.

When nominations are received by the Graduate Advisor, the students' GPAs are checked for eligibility (3.50 min.). The eligible students are then emailed a letter informing them of their nomination and the identity of the faculty member(s) that nominated them. The students are instructed to inform the Graduate Advisor if they wish to pursue the award. If so, they must secure two (2) letters of recommendation from faculty, return the completed application, and supply any additional materials that might support their nomination.

The Psychology department's three Program Committees select one student each to be considered for this award, the names of which are then passed on to the Graduate Committee consisting of three faculty members (one from each of our three graduate programs). The Graduate Committee reviews all the application material submitted. The students are then rank-ordered and the top 2 nominees are forwarded to the College of Liberal Arts. The number of awardees from each college is limited to one percent of the students pursuing a master's degree. Five awards were given by the College of Liberal Arts during the 2019 Commencement in which the Psychology department participated.

Gilbert J. Padilla Memorial Award

The #1-ranked Psychology Graduate Dean's List nominee receives the **Gilbert J. Padilla Memorial Award**.

Distinguished Graduate Students Award

Psychology students who are nominated for the Graduate Dean's List will also receive the **Outstanding Master's Graduate Award for the Department of Psychology**.

Best Thesis Award

At the time of final orals, the student's thesis committee may recommend a thesis for consideration for the department's Best Thesis Award. Just prior to the award's deadline, these rankings are reviewed by the Graduate Advisor and the highest-ranked theses are selected to go forward to their respective program committees. One thesis is selected to represent each program. The Graduate Committee reviews these theses and selects one thesis to represent the Psychology Department, which is then forwarded to the College for consideration of **Best Thesis Award** (one is awarded per each College of Liberal Arts commencement ceremony).

J. Robert Newman Scholarship

The MA/MS program committees each may select one to two outstanding student(s) as a J. Robert Newman Scholar. Depending upon the program, selected eligible recipients receive up to \$1000/semester, for a maximum of four semesters, when funding allows. There is no application process - all eligible students are considered.

CSULB Annual Student Research Competition

Information on the CSULB Annual Student Research Competition may be found at: <http://web.csulb.edu/divisions/aa/research/students/competition/index.html> Psychology students have done well in the past, including first place in 2016 (Behavioral & Social Sciences Category).

XIII. PROFESSIONAL ORGANIZATIONS

Former students have found that joining a professional organization to become familiar with the current IO issues and research is very beneficial. Some organizations are:

Society of Industrial and Organizational Psychology (SIOP)
www.siop.org

Western Psychological Association (WPA)
www.westernpsych.org

American Psychological Association (APA)
www.apa.org

Association for Psychological Science (APS)
www.psychologicalscience.org

The Association for Talent Development (ATD)
www.td.org

International Personnel Assessment Council (IPAC)
www.ipacweb.org (Southern California)

XIV. EMPLOYMENT OPPORTUNITIES FOR THE MSIO GRADUATE

Upon completion of the MSIO program, a graduate may decide to continue graduate study to pursue a PhD in IO psychology - OR may find a job in industry (focused on Personnel and/or Organizational issues).

Recent graduates of the CSULB MSIO program that have sought employment have been quite successful in both the public and private sectors. Some of these graduates have continued to work for the organizations for whom they conducted the required program practicum, while others have found gainful employment through contacts with our many alumni and community contacts, or through their own efforts.

The following is a sample of job titles held by recent graduates of the MSIO program:

- Organizational Development Specialist
- Personnel Analyst
- Organizational Consultant
- Business owner
- Training and Development Specialist

XV. SOME RECENT CLASSWORK ACCOMPLISHMENTS OF MSIO STUDENTS

- a) Development of a longitudinal assessment instrument and “high-capability volunteer” profile for the Long Beach AIDS Foundation
- b) Creation of a needs assessment and organizational development intervention for the Koo’s Art Center in Long Beach
- c) Development of a complete training program for the Special Sitters program of United Cerebral Palsy of Orange County
- d) Design and conduction of a study of mentor recruitment and retention, as well as development of a 360 degree feedback system for Project MotiVATe (a Vietnamese teen mentoring program)
- e) Formation and delivery of a complete interview preparation training program for classified workers at Lynwood Unified School District
- f) Development of “organization learning” files for incoming MSIO students that considers all aspects of study, work, and life as a MSIO student

MSIO Program Check List

Applied/Portfolio Track

See below for a list of the required steps in the MSIO Program - Portfolio track. Refer to expanded information located in this handbook regarding each item listed.

- _____ Complete outstanding prerequisite courses
by first semester

- _____ Fulfill GWAR/GPE requirement
by end of first semester

- _____ Advancement to Candidacy
 - _____ Declare IO program Option Track
third semester

- _____ Practicum project
during second year

- _____ Complete Research and Portfolio projects
 - _____ Ask MSIO faculty member to be Research/Portfolio Advisor
preferably by end of 2nd semester
 - _____ Fulfill research project hours
 - _____ Produce written summary of Research project
 - _____ Add two additional members to portfolio committee
 - _____ Gather course projects and Research report for Portfolio
 - _____ Submit Portfolio for Approval

- _____ File for Graduation
deadline: 10/15 of third semester

- _____ Complete Program Coursework
 - _____ PSY 699 - Directed Research and Portfolio

MSIO Program Check List

Research/Thesis Track

See below for a list of the required steps in the MSIO Program - Thesis track. Refer to expanded information located in this handbook regarding each item listed.

- _____ Complete outstanding prerequisite courses
by first semester

- _____ Fulfill GVAR/GPE requirement
by end of first semester

- _____ Advancement to Candidacy
 - _____ Declare IO program Option Track
third semester

- _____ Practicum project
during second year

- _____ Complete Thesis Project (*refer to Psychology Thesis Guidelines*)
 - _____ Ask MSIO faculty member to be Thesis Chair
preferably by end of 2nd semester
 - _____ Add two additional members to thesis committee
 - _____ Preliminary Orals
 - _____ IRB Approval
 - _____ Final Orals
 - _____ Submit Thesis

- _____ File for Graduation
deadline: 10/15 of third semester

- _____ Complete Program Coursework
 - _____ PSY 698 - Thesis units
total of six units taken during second year

XVI. DESCRIPTION OF COURSES

Prerequisites

220. Research Methods (4 units)
Prerequisites: PSY 100 and 110. Introduction to basic research methods in Psychology. Principles of experimentation, naturalistic observation, correlational studies. (Lecture 3 hours, laboratory and field 3 hours)
310. Intermediate Statistics (4)
Prerequisites: PSY 100, and 110 or Introductory statistics course. Basic theoretical concepts of statistics and use of these concepts in selection and development of model testing, hypothesis testing and parameter estimation procedures. Both single measure (univariate) and correlation (bivariate) concepts are included. (Lecture 3 hours, laboratory 2 hours)
314. Psychological Assessment (3)
Prerequisites: PSY 100, 110 and 220. Principles of assessment applied to the measurement of individual behavior and to programs intended to affect behavior. Includes interviews, tests and other methods.
315. Principles of Psychological Testing (3)
Prerequisites: PSY 100, 110 and 220. Principles and practices of group and individual testing in the fields of intelligence, aptitude, achievement, personality and interest. Emphasis on the evaluation of tests as measuring devices, their applicability and limitations.
332. Human Cognition (3)
Prerequisites: PSY 100, 220 and 241. Study of higher-order processes basic to the acquisition of knowledge. Includes thinking, problem solving, creativity, information processing, decision making, judgment, concepts and imagination.
333. Psychology of Learning (3)
Prerequisites: PSY 100, 220 and 241. Learning is a relatively permanent change in behavior resulting from experience. Emphasizes interaction of biological and environmental variables in the processes of instinct, habituation, sensitization, Pavlovian conditioning, instrumental learning, and cognition; examination of methods, theory and applications.
351. Social Psychology (3)
Prerequisite: PSY 100. Study of individuals and groups as they are affected by social interactions. Topics may include social cognition, attitudes and persuasion, social influence, interpersonal perception and attraction, aggression, altruism, and group dynamics.
381. Introduction to Industrial/Organizational Psychology (3)
Prerequisite: PSY 100. Introduction to theories, methods, findings, and applications of industrial-organizational (IO) psychology. Topics covered include job analysis, employee recruitment and selection, performance appraisal, employee training and development, work stress, teams, satisfaction, motivation, and leadership.
- 453/
553. Principles of Group Dynamics (3)
Prerequisites: PSY 100, 351. Behavior in groups with attention to such factors as leadership, followership, interaction and influence including organization, management, morale, and efficiency. Problems, techniques and methods of investigations.

Graduate Program Courses

- 501/401. History of Psychology (3)
Prerequisite: Six upper division units in psychology. Historical background and development of psychology as a science. Contributions of major individuals and systems.
- 511/411. Statistical Design and Analysis of Experiments (3)
Prerequisite: PSY 310 or equivalent. Focuses on the logic, application, and interpretation of analysis of variance (ANOVA) models in addition to other statistical procedures. Various issues of research design and experimentation are also covered. (Lecture 3 hours)
- 512/412. Multivariate Statistical Analysis (3)
Prerequisite: PSY 310 or equivalent. Covers logic, application, and limitations of multivariate (multiple independent and dependent variables) statistics. Topics may include multivariate analysis of variance, single and multiple correlation/regression, logistic regression, factor analysis, and path analysis. (Lecture 3 hours)
513. Social Network Analysis (3)
This course examines social network theory, research, and analytic methods. Topics covered include centrality, centralization, network topology, social exchange, diffusion and influence, subgroup analysis, and organizational risk. Application of social network knowledge to real-world problems is emphasized.
515. Test Construction Theory and Practice (3)
Prerequisites: PSY 310 and either PSY 314 or 315. Consideration of problems in the construction of tests for personnel selection, educational screening, personality assessment, aptitude estimating, and measurement of academic achievement. Practice in the development of tests. (Lecture 2 hours, laboratory 2 hours)
- 518/418. Computer Applications in Psychology (3)
Prerequisite: PSY 310 or equivalent. Foundations of computer technology and its application to psychology. Emphasis on real-time control by digital computers in psychological research and applications. (Lecture 2 hrs, laboratory 3 hrs)
523. Qualitative Methods and Analysis (3)
Overview of qualitative research methods and analysis. Students learn to conduct observations, focus groups and qualitative interviews. Inductive analysis techniques such as content analysis and narrative analysis. Application of these skills in a qualitative evaluation of a real-world program.
527. Human Factors (3)
Prerequisites: 310 or equivalent, and two of the following: PSY 331, 332 or 333. Systematic application of psychological principles to the design of person-machine systems. Emphasis in the laboratory on the development of skills required of human factors psychologists. These skills will include systems analysis, cognitive task analysis, rapid prototyping and usability testing. (Lecture 2 hrs, laboratory 3 hours)
- 533/433. Research in Cognition & Learning (3)
Prerequisites: PSY 220, 310 or equivalent, and 331 or 332 or 333. Research methods in cognition, learning, and perception. Laboratory includes experiments on selected topics. (Lecture 2 hrs, lab 3 hrs.)
- 544/444. Cognitive Neuroscience (3)
Prerequisites: PSY 332 and one of the following: PSY 340, 341, or 342. Explores brain systems responsible for cognitive processes in normal humans, integrating theory from texts and current research from original sources.
- 553/453. Principles of Group Dynamics (3)
Prerequisites: PSY 210, 220, and 351. Behavior in groups with attention to such factors as leadership, followership, interaction and influence including organization, management, morale, and efficiency. Problems, techniques and methods of investigation.

- 575/ Clinical Interviewing (3)
 475. Prerequisites: PSY 220 and 373. Study and development of clinical techniques of observation and the interview. Coverage will include a detailed exposure to Client-Centered and Gestalt counseling methods. Emphasis will be on understanding theory and acquisition of basic skills.
581. Organizational Psychology (3)
 Prerequisites: PSY 351 or 453/553. Analysis of organizational behavior and practices from a systems point of view. Consideration of employee motivation, power, leadership, communication, decision-making, and organizational change. Research methods for studying organizations.
582. Research in Industrial and Organizational Psychology (3)
 Prerequisites: 220 and 310. Research methods and problems in industrial psychology. Includes direct observational, psychophysical, regression, survey, experimental, and quasi-experimental methods. (Lecture 2 hours, laboratory 3 hours)
585. Proseminar in Personnel Psychology (3)
 Prerequisites: PSY 314 or 315. Advanced consideration of problems and procedures in personnel psychology. Includes both differentiation and synthesis of major areas within this field.
634. Seminar in Cognition (3)
 Prerequisites: PSY 332 or 333, consent of Graduate Advisor. Examination of method, theory, and experimental evidence in selected topics from the area of cognition.
651. Seminar in Social Psychology (3)
 Prerequisites: 351, consent of Graduate Advisor. Critical examination of interpersonal relations, social influence, group membership and influence, and intergroup relations.
656. Seminar in Personality (3)
 Prerequisites: PSY 356, consent of Graduate Advisor. Theories of personality structure, dynamics, and development. Critical examination of research deriving from different theoretical approaches.
683. Issues of Organizational Development (3)
 Prerequisite: PSY 581. Examination of theory, research, techniques, and practices in field of organizational development, professional practice of managing change in organizations. Techniques, such as team building, systems analysis, process consultation, large-group interventions and survey feedback will be examined.
686. Issues in Training (3)
 Prerequisites: 332 or 333, and 585. Discusses theoretical and applied issues with the development of employee training programs. Topics include needs assessment, adult learning theory, training methods, training evaluation, and learning organizations. Experiential assignments reinforce course concepts.
688. Practicum in Industrial and Organizational Psychology (2)
 Prerequisites: At least 12 units of graduate-level coursework within the MSIO program. Practice of industrial psychology or human factors in various industrial settings. Individual research and consultation with industrial or governmental organizations.
698. Thesis (1-6; **a total of 6 required for MSIO Research/Thesis option degree**)
 Prerequisites or corequisites: PSY 681, Advancement to Candidacy, consent of Graduate Advisor. Planning, preparation and completion of a thesis in psychology. Must be enrolled for a total of **6** units of credit (but **no more than 6 total**).
699. Directed Research and Portfolio (3)
 Prerequisites: Advancement to Candidacy, consent of graduate advisor. Capstone for the MSIO Applied/Portfolio track. Intensive study of theoretical and/or experimental problems in psychology under the guidance of a faculty member. Portfolio development.
- HRM
 445. Compensation Administration (3)
 Prerequisite: HRM 361, IS 301. [Or consent of HRM and PSY Graduate Advisors]
 Compensation and benefits management as an integrating human resource management process. Development and administration of equitable compensation and benefit programs. Job analysis and evaluation, pay structures, salary surveys, individual compensation, incentive, systems and benefits administration. Discussion, cases and simulations.

Name: _____ CSULB ID: _____

**REQUIREMENTS: MS-INDUSTRIAL/ORGANIZATIONAL DEGREE
APPLIED/PORTFOLIO TRACK (AS OF F19)**

COURSE	TITLE	UNITS	Completed		SEM/YEAR TO BE TAKEN
			Grade	Sem/Year	
2 of 3: 511 (Must include 511 or 512)	511	Statistical Design & Analysis			
	512	Multivariate Statistical Analysis			
	513	Social Network Analysis			
	523	Qualitative Methods in Psychology			
515	Test Construction	3			
581	Organizational Psychology	3			
582	Research in Industrial Psychology	3			
585	Personnel Psychology	3			
2 of 12: 501	501	History of Psychology			
	518	Computer Applications in Psych			
	527	Human Factors			
	533	Research in Cognition and Learning			
	544	Cognitive Neuroscience			
	553	Principles of Group Dynamics			
	575	Clinical Interviewing			
	634	Seminar in Cognition			
	637	Seminar in Emotion and Motivation			
	651	Seminar in Social Psychology			
	656	Seminar in Personality			
HRM 445	Compensation Administration				
683	Issues Organizational Development	3			
686	Issues in Training	3			
688	Practicum	3			
699	Directed Research and Portfolio	3			
APPROVED SUBSTITUTION:					
TOTAL UNITS		36			

Any changes to the coursework listed above (other than semester to be taken) must be approved by the Graduate Advisor, and may have to be approved by the MSHF Committee through petition.

Student _____ Date _____ Advisor _____ Date _____

Name: _____ CSULB ID: _____

**REQUIREMENTS: MS-INDUSTRIAL/ORGANIZATIONAL DEGREE
RESEARCH/THESIS TRACK (AS OF F19)**

COURSE	TITLE	UNITS	Completed		SEM/YEAR TO BE TAKEN
			Grade	Sem/Year	
<i>2 of 4:</i> 511	Statistical Design & Analysis				
<i>(Must include 511 or 512)</i>	512	Multivariate Statistical Analysis			
	513	Social Network Analysis			
	523	Qualitative Methods in Psychology			
	581	Organizational Psychology	3		
	585	Personnel Psychology	3		
	515	Test Construction	3		
	582	Research in Industrial Psychology	3		
<i>1 of 12:</i> 501	History of Psychology				
	518	Computer Applications in Psych			
	527	Human Factors			
	533	Research in Cognition and Learning			
	544	Cognitive Neuroscience			
	553	Principles of Group Dynamics			
	575	Clinical Interviewing			
	634	Seminar in Cognition			
	637	Seminar in Emotion and Motivation			
	651	Seminar in Social Psychology			
	656	Seminar in Personality			
HRM 445	Compensation Administration				
	683	Issues Organizational Development	3		
	686	Issues in Training	3		
	688	Practicum	3		
	698	Thesis	6		
APPROVED SUBSTITUTION:					
TOTAL UNITS		36			

Any changes to the coursework listed above (other than semester to be taken) must be approved by the Graduate Advisor, and may have to be approved by the MSHF Committee through petition.

Student _____ Date _____ Advisor _____ Date _____

GRADUATE PETITION FOR EXCEPTION FORM

This form is required for students requesting an exception (i.e., substitution course) to the Psychology Department's curriculum requirements for the Master's in Psychological Research (MAPR), Master's in Human Factors (MSHF), or Master's in Industrial/Organizational (MSIO). The Program Committee approves or denies graduate Petitions for Exception.

- In a single email, submit all materials to the Graduate Advisor, Diane Roe (Diane.Roe@csulb.edu)
- Petitions must be submitted **prior to the start of the semester** that the requested Course will be taken; **petitions for the current semester will not be accepted after the first day of instruction** for that semester.

Your emailed petition packet should include the following:

- Completed Petition for Exception form (this form)
- Letter of explanation – ½ - 1 page explanation detailing the reason for your request, why the course should meet the requirement for substitution or exception, and how this Course will benefit your educational or professional goals.
- Official catalogue description of requested course
- Syllabus for the Course – must be the actual syllabus (includes readings and assignments), and the syllabus must be current, as provided by the instructor
- Statement from faculty mentor supporting your request (brief email is acceptable)
- Permission from instructor of requested course (brief email is acceptable)
- If requesting a 400-level course, petition must include a statement from the instructor detailing additional requirements for a graduate-level student

Date submitted: ___/___/____ **Student's Graduate Program:** ___ MAPR ___ MSHF ___ MSIO

Student information:

Student ID: _____
Student Name: _____
Student Email: _____
If MAPR student, name of Faculty Mentor: _____

Requested Course information (course student wishes to take):

Course Number (e.g., PSY 515): _____
Course Title: _____
Course Department: _____
Course Instructor: _____
Semester to be taken: ___ Fall ___ Spring ___ Summer Year: _____

Reason for Petition:

- Program requirement – I request to have the above non-required course fulfill a program requirement. Required course to be replaced (e.g., PSY 511/512): _____
- Elective requirement – I request to take the above non-Psychology Department course as an Elective.
- Other: _____

Committee Use Only

Date Approved: ___/___/____ Graduate Advisor's Signature: _____