

**POLICIES AND PROCEDURES OF THE PSYCHOLOGY DEPARTMENT  
2005-2006  
INFO FOR GRADUATE STUDENTS AND FACULTY**

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## **POLICIES AND PROCEDURES OF THE DEPARTMENT**

### **I. DEPARTMENT COMMITTEES AND MEETINGS**

#### **A. Department Committees**

1. Department committees are appointed by the Chair. Committee recommendations are made by majority vote, with each committee member having an equal vote, and are subject to approval of the Chair or of the departmental faculty.
2. Graduate students may nominate one member for each department committee; final appointment of graduate students to committees is made by the Department Chair.
3. Individual department members who wish to bring matters up for departmental consideration should submit them to the appropriate committee for initial consideration.
4. The Graduate Admissions Committee shall be composed of the five area chairs with one member acting as Committee Chair, plus one graduate student representative. During the phase of screening applicants, the committee shall be assisted by graduate students in each of the areas. These students shall review the files and report their evaluations to the Graduate Admissions Committee. The Graduate Admissions Committee shall then review the student recommendations and prepare a final ranking of candidates for faculty consideration.

#### **B. Department Meetings**

1. Participation at department meetings is open to all department faculty, lecturers, and undergraduate and graduate student representatives. Voting is restricted to ladder department faculty with a 50% or greater appointment, and to 100% FTE lecturers who have been 100% FTE lecturers for at least one full academic year. (Lecturers may not vote on personnel matters.)
2. The graduate student representatives to departmental meetings are chosen by vote of the graduate students with approval of the department chair.
3. The student representatives chosen may attend all meetings except the parts devoted to personnel matters, or when the faculty by majority vote closes a portion of a meeting. In addition, the graduate student member of any department committee may attend a faculty meeting when the business of his/her committee is being considered.

### **II. COURSES AND RESEARCH**

A. Graduate Adviser

The Graduate Adviser for 2005-06 is Silvia Bunge. Graduate students should check with her regarding courses and Office of Graduate Studies or departmental requirements. Professor Bunge is in charge of Teaching Assistant assignments. Please see her if you have any problems with TA assignments, either as an instructor or as a Teaching Assistant. (NOTE: Instructors will submit end-of-term evaluations of their TA's performance to Melody Boyer and copies of these evaluations will be transmitted to the TA.)

B. Fellowships

Graduate students must apply and reapply for fellowships on their own initiative. The department handles only Teaching Assistant allocations.

C. Courses

1. Courses numbered 208 through 250 shall be "lecture-seminars" with approximately the same breadth as our undergraduate core-courses, but at a graduate level. They shall be relatively structured by the instructor, and students shall receive a letter grade in these courses.

2. Courses numbered 251 through 270 should deal with a substantial body of theory and research within a general area of psychology, but should not possess the scope of the 208-250 series.

3. All students are expected to take a minimum of 12 units per quarter. A student may petition the Graduate Advising Committee to reduce this minimum to 4 units per quarter, for no more than three quarters. Students who have passed their orals may take part of their units under the title 299D, Dissertation Research. A student may accumulate up to 18 units of 299D during the period of candidacy. Students are required to file for candidacy within one quarter of passing orals.

D. Research

Any undergraduate or graduate student doing an experiment which uses departmental space or equipment, or involves the department in any way, MUST have a faculty sponsor. This is true whether human or animal subjects are used. Experiments involving human subjects must also be cleared through the departmental Human Subjects Committee, chaired by Robert Post. Experiments involving animal subjects must have approval from IACUC, and space assignment will be determined by the department Animal Care Committee, chaired by Leah Krubitzer. Approval of the appropriate campus committee is also required. Contact Robert or Leah for guidance on obtaining campus committee approval.

E. Research Procedures

Human subject experiments are posted on-line at [www.experimetrix.com/ucdavis/](http://www.experimetrix.com/ucdavis/) Experimenters must contact the Subject Pool Coordinator (spcoordinator@ucdavis.edu) to receive an experiment number and password in order to post an experiment on the Experimetrix Web site. The

experimenter must include the IRB protocol number and expiration date of the protocol with the request for an experiment number.

PSC 1 and PSC 41 students are required to complete 4-6 units of research as part of their coursework. Required units vary across quarters as a function of the number of students enrolled in these classes and the anticipated amount of research being conducted during that quarter. For upper division classes, instructors may choose to offer extra credit. Students may choose to write a short paper on a faculty member's publication in lieu of the required units for the extra credit option. Papers are worth two units and will be assigned Pass/No Pass by the Subject Pool Coordinator. Students who do not complete the required units will receive an incomplete in the class.

### RESEARCHER

1. You must assign research units to your participants within 48 hours of participation. Research units are awarded on the basis of time spent in the experiment. For example, any experiment less than one hour is assigned 1 unit; 1-2 hours is 2 units, etc. Assign units through your experiment on Experimetrix.
2. If a student cancels within 24 hours of the experiment, or if the student is more than 10 minutes late, you should penalize the student 1 unit. If the experimenter cancels within 24 hours, or is more than 10 minutes late, the student receives 1 unit without having to participate in the experiment.
3. Detailed policies and procedures related to Experimetrix can be found at: <http://psyweb2.ucdavis.edu/experimetrix/>

### INSTRUCTORS

1. Instructors for PSC 1 and PSC 41 must require students to complete 4-6 units of research, but may offer extra credit for additional research units completed through Experimetrix. Instructors for upper level courses may also offer students extra credit for participation in research through Experimetrix.

Detailed reports of students' research units can be found at:  
<http://www.experimetrix.com/ucdavis/reports/>

The paper option must be accepted in lieu of completing research units.

2. Extra credit should be added after grade cutoffs have been established.
3. These extra credit points should constitute only a small proportion of a student's grade (e.g., the possibility of moving a student from a B+ to an A- but not to an A).

### F. Funds for Graduate Research

Some money is available through the Office of Graduate Studies to pay certain expenses for dissertation research. Please check the current information pertaining to the competitive Graduate Research Award, available through the Graduate Studies Web site.

### III. TEACHING

#### A. Student Evaluations

Instructors of all departmental courses must secure student evaluations for each of the courses they teach. Evaluation forms are available for pick-up beginning the 9th week of the quarter from staff in the Undergraduate Advising Office (room 141). These evaluations should be collected and delivered to the advising office by someone other than the course instructor, without review by the instructor or TA; they will be made available to the instructor and TA after tabulation.

#### B. Examinations

Final examinations: Any change in examination time--including an early deadline for submission of a take-home final--requires the mutual consent of the instructor and the students in the course. Any student not consenting IN WRITING to the change must be permitted to take the examination at the officially scheduled time; any student consenting in writing to the change waives this right.

Make-up examinations: Make-up exams should be handled by the TA or Reader. DO NOT leave make-up exams for undergraduates with the Advising Office or Business Office staff.

Exam Typing:

The Department prefers that exams and other course materials be word-processed by either the instructor or the TA. If this is not at all possible, please follow the guidelines below for exam typing.

1. Instructors should turn in the exam to be typed, or, if turned in by the TA or Reader, include a note that the exam has been read and is acceptable.
2. Please allow 3 working days lead time for single format exams and 4 working days when multiple forms are required.
3. Indicate the number of copies and date of exam.
4. DO NOT dictate exams over the phone.
5. Please submit neat, easily read drafts.

#### C. Posting of Student Grades and Return of Graded Papers and Exams

Graded papers and exams should not be left for student pick-up in areas where anyone could pick up or look at these materials. You have the option, therefore, of (a) returning all exams and papers individually in such a way that each student has access only to his/her own work, or (b) informing all students in a class that they may arrange for private return of their exams or papers if they so request. **If grades are posted, DO NOT use names--use only the last 4 or 5 digits of the student identification number or some other identifying number. Do not use grade rosters to post final grades.**

#### IV. FACILITIES AND EQUIPMENT

##### A. Policies and Procedures of the Equipment Committee

General Statement: The major responsibility of the Equipment Committee shall be the equitable distribution of funds for departmental equipment and facilities in a manner which best serves the teaching and research functions of the department. Within this general program, when the teaching needs of the department have been met, the major purpose of equipment and facilities funds, with respect to individual researchers shall be (a) allowing new members to begin research, and (b) providing equipment not available from other sources.

NOTE: All funds for the support of the department and its activities are received in one lump sum, salaries of career employees excepted. At the beginning of the fiscal year, the Chair is notified of the funds available for the operation of the department. The Chair, in consultation with the Department's Management Services Officer and the Chair of the Equipment Committee, then allocates the major portion of these funds to such budget categories as telephone, mail, supplies, photocopying, colloquia, etc. What remains after these operating expenses have been provided for constitutes the budget for equipment and facilities. As a result requests for increases in the amounts allocated to these budget categories may come under the review of the Equipment Committee.

The Committee recognizes that the ultimate responsibility for the administration of the departmental budget is the Chair's, which he/she may delegate to some member(s) of the faculty, at his/her option.

General Facilities: It is considered equitable and in the best interests of the department that some funds be used in support of general-use laboratories and other facilities. This principle suggests that the Equipment Committee be responsible for equipping data processing facilities, animal colony, observation rooms, teaching laboratories, and maintaining a stock of general research apparatus. Items in this stock are at all times the "property" of the entire department, even when requested by a particular member. The supervision of such support facilities is the responsibility of Susan Rivera, Chair of the Research and Computer Support Committee. Any questions, comments, or complaints concerning use, equipage, or other matters should be brought to the attention of Susan.

##### B. Equipment Inventory and Checkout Procedures

Equipment inventory is performed annually. It is imperative that when equipment is checked out from the Business Office/department audio-visual closet, it is returned promptly.

C. Supplies

Distribution of graduate student supplies will be handled by the Psychology Graduate Student Association, not by the office staff. **Graduate students are NOT to request supplies from the office staff. The graduate student supply cabinet is located in room 165A.** Please use departmental supplies only for departmental activities.

D. Laptops, Projectors, and Video Equipment

All equipment (laptops, cameras, slide projectors, etc.) is checked out through the Business Office, Room 135. Try to reserve laptops and projectors several days in advance. Sign-up calendar for equipment is in the business office.

NO EQUIPMENT IS TO BE TAKEN OFF CAMPUS WITHOUT SPECIAL PERMISSION OF THE EQUIPMENT COMMITTEE.

E. Office Furniture

**No furniture or computer equipment should be moved from one grad student office room to another with obtaining advance approval from Andy Yonelinas, chair of the Space Committee.** Those items are inventoried to your space.

F. Films and Tapes

The department owns a number of commercially produced films, tapes, etc., which are checked out through the Business Office. Instructors wishing to purchase films must obtain approval from the Equipment Committee before ordering through the office. PLEASE SHOW PURCHASE COST. This can be obtained from our film catalogs or by calling Audio Visual (752-3553). Return films promptly to office after use. Total film rental costs for any one course may be limited by decision of the Equipment Committee, and in no case shall be more than \$100 per course per quarter without prior approval.

V. **GENERAL DEPARTMENT INFORMATION**

A. Office Space

We will make every effort to provide office space to graduate students. Students beyond the fifth year will be assigned space as available, with lowest priority being given to those students who have been in the program the longest. Students who otherwise have low priority may petition for office space on the basis of need.

B. Telephones

There are telephones in TA and faculty offices. PLEASE DO NOT USE THE MAIN OFFICE TELEPHONES. TA phones are restricted to local use only (Davis/Sacramento); if you need to make a long distance call ask your major professor for permission to use his/her phone. The department is charged for ALL calls (including intercampus and Sacramento).

C. Mail Boxes

Mail boxes are located in room 136. Mail delivery and pick-up is at approximately 8:15 am, Monday through Friday. The collection bag is by the door in room 136. Postage is paid by the University for official business only. Graduate students do not have postage paid automatically except for the mailing of reprint request cards. Students may receive postage on request for such things as submitting a manuscript for publication in a scientific journal. **(We pay a surcharge even on stamped mail, so please take your personal mail to an outside mail box.)** Please be sure to place a return address on your envelope.

Please do not leave anything in your mailbox to be picked up by undergraduate students. Undergraduates are not permitted in room 136.

D. Keys

Each key is assigned to a particular individual and should NOT be given to anyone else without going through the Business Office to change the key assignment. The graduate student key opens the mailroom and the copy room (114).

Since requirements for access to common spaces (animal quarters) vary from quarter to quarter, depending on the phase of research in which one is involved, keys for these areas may be checked out by faculty or graduate students on a quarterly basis. If your work requires only infrequent access to common spaces, you are asked to check out a key only when needed.

E. Injuries

If any injuries occur, please send students to the Health Center and have employees fill out Workmen's Compensation forms within 24 hours of the injury.

F. Pets

Young Hall is posted to prohibit dogs from being brought into the building. If a stray dog wanders in, put it out or call the Environmental Health & Safety office (752-1493) to pick it up.

G. Smoking

Smoking is forbidden, by University regulation, in all buildings, including offices.

VI. **SUPPLIES, LOANS, COMPUTER FUNDS, TRAVEL FUNDS, ETC.**

A. Available in main office:

1. reprint request cards
  2. Scantron sheets (available to make test key)
  3. keys for glass cabinets (for posting grades) ---see Melody Boyer in the Graduate Advising Office (room 143).
- B. Personal computers and printers are available for use in each grad student office. Please do not ask to use office computers or typewriters.
- C. Graduate students are reminded that a bound copy of the final dissertation is to be filed with the Graduate Advising Office. Dissertations on file may be checked out for a short period (no longer than two weeks).
- D. Campus computer centers are located in the basement of Olson Hall, at the Memorial Union, and in Shields Library.
- E. Short term emergency loans up to \$300 and TA/RA loans up to one month's salary are available through the Financial Aid Office. See grad staff window at Dutton Hall.
- F. Travel funds: The department will provide \$100 to help cover the cost of attending a major professional conference/convention once in your graduate career. Students must be the first author of their talk/poster. Major professors should provide Melody Boyer with an e-mail request noting the conference involved and that the student is the first author.
- Travel funds are available from the Campus Research Committee in the form of an Inter-Campus Research Grant if you need to travel to another U.C. campus to do research.
- G. The Psychology Graduate Student Association meets to discuss current departmental issues of concern to graduate students. The first meeting will include election of officers and assignment to department committees; date, time and location to be announced.

8/05