

**Graduate Student Handbook for the
Industrial/Organizational Psychology Doctoral
Program at Louisiana State University**

Effective August 2024

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Introduction

The following contains information regarding policies and procedures for Industrial/Organizational (I/O) psychology graduate students. This document was created with the goal of integrating both Graduate School and departmental rules and procedures specifically related to the I/O psychology training program. However, it is not intended to be a substitute for the Graduate Catalog and students are encouraged to read the “General Graduate School Regulations” as well as the “Requirements for Advanced Degrees” sections of the Graduate Catalog. Students are responsible for knowing and following Graduate School policies and departmental requirements. If you still have questions after consulting this document, please contact your advisor (for academic/research matters etc.) or the Graduate Secretary (forms, deadlines, etc.).

Failure to follow procedures may result in delay of your progress, result in a loss of funding and/or possible termination from the program.

General Rules and Guidelines

- You are responsible for maintaining frequent communication with the department during your enrollment in the Ph.D. program. It is also your responsibility to inform the department of your most current and accurate contact information, including email, telephone numbers and address.
 - Remember that when problems arise, the faster we are able to find you, the faster the problem can be resolved. Expediting contact with you can be very important with time sensitive issues.
 - Please provide a working email address. Full mailboxes and/or closed email accounts do not allow you to receive the necessary information. The Graduate Secretary sends out numerous emails throughout the year with notices of new information and/or reminders of deadlines, rules and other important information.
 - Occasionally, new rules are implemented during or between semesters that will not be found in the books you have received. You will be informed of any changes via email.
 - If you are not able to receive email for any reason, contact the Graduate Secretary immediately so that other arrangements can be made.
 - There are mailboxes for the graduate students in the Psychology Office (Room 236). Staff and faculty members will frequently place mail in them for you. The mailboxes are organized by last name (All students with a last name beginning with “A” will find their mail in the box marked “A” etc.). Please be courteous to the other students and check your mail on a regular basis. No one wants to constantly sort through your mail to get his or her own.

- If you have questions about the rules or what step to take next, read the information you have been given. After reading it, if you are still unsure, contact your advisor (for academic/research matters etc.) or the Graduate Secretary (forms, deadlines, etc.). This handbook and the Graduate Catalog, along with links to the Graduate School website and Graduate School forms are also available on the Psychology Departmental website.

- ❑ Your professors are not always available during the Summer semesters. It is possible that you will not be able to hold a meeting (proposals, defenses, exams, etc.) during the Summer semesters so plan accordingly.
- ❑ The terms “successfully propose,” “successfully defend” or “successfully pass” an exam mean that you have your necessary paperwork (forms differ for each exam) signed as passed by your committee.
- ❑ You may not schedule a thesis or dissertation proposal or defense meeting until you obtain permission from your thesis or dissertation chair. Furthermore, you are not to send out your final document to your committee until you receive approval from your thesis or dissertation chair.
- ❑ You are required to be physically on campus and available to work by the start date of your assistantship.
- ❑ If you would like to apply for travel funds for a conference/meeting, you may qualify for travel reimbursement. It is your responsibility to apply between three calendar months before the scheduled departure date and no later than one calendar month before departure (see <https://www.lsu.edu/graduateschool/funding/awards.php>), and to turn in all completed paperwork in a timely manner. Please see the departmental accountant for rules and forms and remember that you may need to apply through WorkDay, which may add time to the process.
- ❑ You are not allowed to attempt proposals and defenses (thesis proposal, thesis defense, dissertation proposal, and dissertation defense) during the same semester. If approved by your advisor, you may schedule the general exam and the thesis defense or dissertation proposal during the same semester. You can schedule your meetings between semesters, if your committee is available. If your meeting is scheduled between semesters, it would count as the following semester. For example, if you scheduled your meeting after the summer semester, but before the fall semester, it would be counted as the fall semester, and so on. The preceding rule (not able to schedule proposal and defense meetings during the same semester) will still apply. No meetings are held on commencement day or days the university does not have regular business hours.
- ❑ Any graduate student wishing to be appointed as an instructor of record on a graduate assistantship must fulfill the following requirements to apply.
 - ❑ Earned their master’s degree prior to the beginning of the appointment.
 - ❑ Provided the Graduate Coordinator with an official transcript indicating your master’s degree, even if from LSU.
 - ❑ Completed PSYC 7990, Teaching of Psychology, or receive written approval for an equivalent course at another university.
 - ❑ Enroll in the Teaching of Psychology Practicum, PSYC 7690 while teaching the class.
 - ❑ Complete the Mentor Form for Instructor of Record Form and return to the Graduate Coordinator.

The Department of Psychology expects the highest ethical and professional behavior from all graduate students at all times. This includes adhering to the LSU Code of Student Conduct as well as the APA's Ethical Principles of Psychologists and Code of Conduct. Unethical or improper behavior (on or off campus) may warrant disciplinary action by the department and/or the university.

Graduate School Information

The department is your liaison to the Graduate School. If you have questions or concerns about Graduate School rules or procedures, call or email the Graduate Secretary. Please do not initiate contact with the Graduate School. You should never send/bring any documents/forms directly to the Graduate School (exceptions are the final thesis and final dissertation documents). The department must submit all paperwork and we retain copies in your departmental file.

You must be registered continuously for at least 3 credit hours each regular semester. The Graduate School considers the Spring and Fall semesters as "regular semesters" but not the Summer. You must maintain a GPA of 3.0 or better (cumulative and semester GPA) to remain "in good standing" with the Graduate School. The first semester your GPA is below 3.0, you will be placed on academic probation. Academic probation is NOT considered "in good standing." While on academic probation, you are not eligible for funding of any kind. If your cumulative and semester GPAs are not 3.0 or better after one semester of academic probation, you will be terminated from the university.

Required Coursework

Qualifying Core Courses

Satisfactory completion of the qualifying core courses is required to be qualified for advanced doctoral study. Satisfactory completion constitutes passing the required courses with a grade of at least a "B-" by the end of your 4th year in the program. It is recommended that as many of these classes as possible be taken during the first 2 years of graduate school. Each course is generally offered once a year. **Qualifying core courses include:**

At least one of the following:

Neurocognitive Basis of Behavior (Psyc 7030)
Social & Cultural Basis of Behavior (Psyc 7040)
History of Modern Psychology (Psyc 4008)

and

Two of four courses:

Intermediate Statistics (Psyc 4111)
Advanced Statistics (Psyc 7111)
Measurement of Behavior (Psyc 7020)
Methodology and Research (Psyc 7117)

- You have two attempts to complete these qualifying core courses. If you wait until year four to take a course, you will only get one opportunity to pass the course.
- Any new student failing more than one core course on the first take will be dismissed from the program.

Industrial/Organizational Core Courses

Additionally, students are required to take the I/O core courses listed below. Please note that some courses require more than one semester.

- PSYC 7951 Competencies and Perspectives in Industrial and Organizational Psychology
(two semesters required¹)
- PSYC 7958 Current Problems in Industrial-Organizational Psychology
(Macro Organizational Behavior)
- PSYC 7959 Current Problems in Industrial-Organizational Psychology
(Micro Organizational Behavior)
- PYSC 8959 Independent Research: Industrial-Organizational Psychology
(two semesters required)

You have **two attempts to complete these core courses**, unless you have two failures (either in the same course or two different I/O core courses) which will result in dismissal from the doctoral program.

Students are encouraged to take courses beyond those required as applicable to their interests and to round out their graduate training. A sample of related courses is listed below.

- LHRD 7110: Team Group Dynamics
- LHRD 7705: Tests and Measurement
- LHRD 7801: Workplace Health and Safety
- LHRD 7910: HR Analytics
- MGT 7600: Organizational Behavior
- MGT 7301: Seminar in Personnel/Human Resources
- PADM 7912: Seminar in Public Personnel Administration
- PADM 7913: Advanced Topics Human Resource Management
- SOCL 7491: Family and Health

Waiving of Courses

In relatively rare instances students are granted exemption from one or more required courses. In order to be granted an exemption, the student is required to have completed substantially equivalent training in another graduate training program. The student is required to submit a waiver application available from the Department's Director of Graduate Studies. Course waivers are capped at 12 credit hours total. The critical consideration is not that the student has a course with the same or similar name to an LSU course but that the material covered was substantially equivalent to the LSU course and that the level of rigor expected of students was similarly equivalent.

¹ This requirement may be waived by completing MGT7600 and MGT7301 with approval by the instructor. However, students are still encouraged to complete PSY7951.

Students wishing to apply for a waiver must first review their request with their major professor. If the major professor supports the application, the next step is to have the request and supporting material reviewed by the faculty member who teaches the course at LSU. If both the major professor and the instructor support the waiver, the student is required to submit the request to the I-O program director along with the syllabus for the relevant courses and any supporting materials the program director may request. If the request is approved, a memo to that effect will be placed in the student's departmental folder.

Graduate School Course Requirements for Graduation:

Students must go through a degree audit for their master's defense and for general exams, to ensure that all requirements specified in this handbook are met. The graduate school requires:

- For master's degree: At least 36 hours of credit at the graduate level must be earned, with at least 15 hours at the 7000 level or above. Within these overall requirements, (1) six hours of PSYC 8000 are required for the thesis project and only 6 hours of PSYC 8000 can count toward the 36 needed and (2) six hours must be from the Core Statistics and Methodology classes (PSYC 4111, PSYC 7111, PSYC 7117, PSYC 7020).
- For general exams/PhD (*note, for the audit at the time of general exams you can include future probable classes you plan to take): Students are required to have 48 credit hours at the graduate level (these 48 additional hours can include courses counted toward the master's degree, with the exception of PSYC 8000/thesis hours). At least 24 hours must be at the 7000 level or above, not including independent research (e.g., PSYC 8959 (independent research) or PSYC 9000 (dissertation research)). You are required to have 12 hours of PSYC 9000 (dissertation research) which is included within the 48-credit hour requirement. You can take more than 12 hours of PSYC 9000, but only 12 can count towards the degree.
- Although most of your credits should be from psychology, non-psychology courses listed on the previous page can also count towards your credit requirements. Please obtain approval from your major professor if you plan on taking non-psychology courses that are not listed in the handbook.
- A checklist of graduate school requirements for all major milestones are listed here: https://www.lsu.edu/hss/psychology/grad/procedures_grad_forms.pdf.

Thesis/Master's Degree

To obtain the master's degree, you must fulfill the Graduate School requirements, including writing a thesis and passing a general examination.

Waiving of Master's Thesis

Thesis Waiver: If a student has earned a master's degree in Psychology from another university, they may submit their thesis to the department for possible acceptance of the department's master's thesis requirement. Theses must meet the following criteria to be eligible for the waiver:

- 1) The thesis must involve either primary or secondary data collection (e.g., archival, or meta-analytic). Simulation or theoretical work may be considered on a case-by-case basis.
- 2) The thesis must be related to a topic within the field of industrial and organizational psychology, or an adjacent field (e.g., marketing).

- 3) The thesis must meet the theoretical and methodological rigor that is expected at LSU.

For their thesis requirement to be waived requires the approval of, in order of review, their major professor, their area head, and the Director of Graduate Training.

Proposal

- Deadlines/Timelines:
 - You are to consult with your major professor in regard to forming your committee and report the names of the committee to the Graduate Coordinator, in writing, at least 3 weeks prior to the proposal meeting. (The members of your advisory committee generally are the members of your thesis committee. The committee may change with the permission of your major professor.)
 - Two weeks prior to your proposal meeting, give your committee members a bound or paper copy of your proposal.
 - Ideally, you should successfully propose by the end of your 3rd semester. You **MUST** propose by the 10th class day of your 4th semester and you must successfully pass your proposal by April 1 of your 4th semester.
 - Failure to comply with these guidelines and deadlines will result in loss of financial support for at least 1 semester. In addition, you may be terminated from the doctoral program at the program area faculty's discretion.
- Registration Rules: You must register for thesis hours (PSYC 8000) any semester you are working on the project. This would include the semester you propose and the semester you defend.
- Committee: Your committee must have at least 3 members. Your committee chair is your major professor. At least 2 members of your committee must be from your specialty area and 1 member must be a full member of the Graduate Faculty. The 3rd member should be from the Psychology department or a department pertinent to the project. Any changes to the committee for any reason must be approved by your committee chair and must be reported to the Graduate Coordinator, in writing, immediately. All committees are subject to approval by the department chair.
- Data Collection: You may not begin collecting data with human participants until your project has been approved by the IRB committee (Institutional Review Board). This process may take some time depending on the status of your project (e.g., expedited versus full review).
- General Information: You will need to see the Graduate Coordinator for the necessary paperwork for your proposal. You will need to find an agreeable time and date for you and your committee members. Please allow your committee members at least 2 weeks to review your manuscript. You and your committee members are to schedule proposal and defense meetings for a minimum of 90 minutes. Once this has been done, inform the Graduate Coordinator of the date and time of your meeting. They will help you with booking a room and equipment you may need (multi-media etc.).

Defense

- Deadlines/Timelines:
 - You must successfully defend your thesis by the last day of the semester (but not on commencement day) of your 5th semester. Failure to comply with these

guidelines and deadlines will result in loss of financial support for at least 1 semester. In addition, you may be terminated from the doctoral program at the program area faculty's discretion.

- You must apply to the Graduate School for your defense meeting (Request for master's Examination and Degree Audit) at least 3 weeks prior to your meeting, typed, 2 originals, and will require your committee chair and the department chair to sign; then turn in to Graduate Coordinator. This form can also be found on the departmental website under "Graduate School Forms." After approving your defense meeting, the Graduate School will send the required signature pages and forms to the Graduate Coordinator for your meeting.
- Other deadlines may apply if you plan on graduating the semester you defend. An Application for master's degree will need to be submitted by the semester deadline date. See the Graduate School calendar for those dates. Please also see "Graduation Time Limits" for more details.
- Two weeks prior to your proposal and defense, give your committee members a final copy of your thesis.
- Registration Rules: You must register for thesis hours (PSYC 8000) any semester you are working on the project. This includes the semester you propose and the semester you defend. Although you do not have to be registered for thesis hours the semester you meet with the Graduate School editor, you do have to be registered for a minimum of 1 credit hour with the university. (If you are registered as "degree only" you are not eligible to meet with the editor.) You must have a minimum total of 6 thesis credit hours to defend your thesis.
- General Information: Your thesis must be submitted to the Graduate School in their required format (i.e., electronically). This format may be obtained from the Graduate School office in 114 David Boyd Hall or on the Graduate School's web page. Pay close attention to this format or you will end up with a lot of revisions. You cannot hand in your final thesis to the Graduate School editor until the semester you graduate. You will need to find an agreeable time and date for you and your committee members. You and your committee members are to schedule proposal and defense meetings for a minimum of 90 minutes. Once this has been done, inform the Graduate Coordinator of the date and time of your meeting. They will help you with booking a room and equipment you may need (multi-media etc.).

Independent Research

- You are required to complete at least two consecutive semesters of PSYC 8959 (Independent Research) with either your advisor or another I/O faculty member. This can be completed at any time during your enrollment in the program but must be earned before starting the dissertation.
- The purpose of this independent research is to encourage research outside of the standard requirements (e.g., thesis, dissertation). However, we strongly encourage students to seek additional research opportunities beyond what is listed in this handbook.
- This project should be of publishable quality.
- The project is to be determined by you and your major professor. If you are working on this project with another faculty member, it must be approved by your major professor.

- Course credit for this project will be obtained by signing up for independent research hours in the related area. It is expected that students will develop a syllabus with their supervising faculty member for this course detailing a timeline for ongoing projects and expected completion dates during the semester.

Internships/External Work

- Students are encouraged, *but not required*, to seek internships or external work during the summer but are advised to discuss this with their advisor first.
- Internships or external work performed during the fall or spring semesters must be related to the student's field of study and approved by the advisor. Additionally, if you are the recipient of an assistantship and do obtain approval for outside employment, you must secure written permission to work additional hours outside of that assistantship. The additional work must be related to your education in some way to merit approval.
- Students are not permitted to seek outside full-time employment until the completion of general exams (this only applies to work during the fall and spring semesters), and it is strongly encouraged that students avoid leaving campus full-time during the fall and spring semesters prior to proposing their dissertation.
- Per LSU policy (PS-21), section 12: "Graduate assistants are contractually required to devote full time to their graduate programs and to the responsibilities of their graduate assistantships. A GA may accept additional employment only with the approval of the chair or graduate advisor of the student's department and the Dean of the Graduate School."
- Successfully passing general exams is a prerequisite for enrolling in PSYC 7950 (Industrial/Organizational Psychology Internship)
- Students completing an internship/external work need to enroll in at least 3 credit hours during the fall and spring semesters. This typically falls under PSYC 7950 (Industrial/Organizational Psychology Internship) or PSYC 8959 (Independent Research: Industrial/Organizational Psychology). It is expected that students will develop a syllabus with their advisor for these courses, detailing a timeline for ongoing projects and expected completion dates during the semester.

Minor (optional)

You should discuss the requirements for the minor degree with your minor professor. Once the requirements are agreed upon, the requirements should be put in writing and signed by you and the minor professor. You should give this written agreement to the Graduate Secretary. Depending on the minor field, you are usually required to complete a minimum of 9-12 credit hours for your minor, which may include a minor project. The minor must be complete prior to the General Exam.

General Exam

The Graduate School requires that any student receiving a Ph.D. demonstrate proficiency in their area of study. The General Examination is the arena for this demonstration. If a minor degree is to be awarded, the student must show proficiency in this area as well. For this reason, the minor requirements must be met at the time of the General Exam and the minor professor must be present at the General Exam. There are two options for the I/O General Exam.

- **Deadlines/Timeline:** This exam is generally taken by 3rd or 4th year students.
 - You must complete all qualifying core courses prior to attempting the General Exam.
 - The General Exam and defense meeting will be scheduled with the guidance of the primary advisor. The student will have an oral defense of the product within 4 weeks after completing the exam. The student will not receive feedback on the product before the oral defense.
 - **You cannot propose your dissertation until you have successfully passed your General Exam and you cannot defend your dissertation until at least 3 calendar months after passing your General Examination.**
 - You must apply to the Graduate School for your oral exam (Request for Doctoral General or Final Examination) at least 3 weeks prior to the meeting. This form requires 2 typed originals. This form can also be found on the departmental website under “Graduate School Forms.” After approving your defense meeting, the Graduate School will send the required signature pages to the Graduate Coordinator for your meeting.
- **Committee:** Your committee will consist of at least 4 members: your major professor, your specialty topic chair (in the case this differs from your major professor), your minor professor (if applicable), and 1-2 other professors pertinent to your education. At least 2 committee members must be from your specialty area and at least 2 members must be full members of the Graduate Faculty. The Graduate School will appoint your 4th member, your Dean’s Representative, for your defense meeting (The Graduate School will make sure this person is available for the date and time of your meeting/exam). This person is also assigned to your future dissertation committee. Any changes to the committee for any reason must be approved by your committee chair and are to be reported to the Graduate Secretary, in writing, immediately. All committees are subject to approval by the department chair.

Option 1: Essay Exam

The traditional I/O General Exam consists of a two-day written examination (I, O, Methods, & Specialty) and an oral defense where your committee member may ask you questions regarding any of your written responses. The exams will be held once in the fall (early November) and once in the spring (early April). On day 1, students will take the I and O sections. On day 2, students will take the Methods and Specialty sections. A 1-hour break must be scheduled between each section (i.e., between I and O, and between Methods and Specialty).

It is up to the students to create their reading list. The reading list should cover all the topics within I/O psychology (general) or the sub-discipline chosen by the student (specialty).

Specialty. Students must choose their specialty topic for their general exam at start of the semester. The list of specialty topics will be provided at the beginning of each academic year. Each specialty topic will be chaired by one of the I/O area faculty. Students are not required to complete the specialty area of their major professor. The chair of the specialty topic must be included as one of the members of the general exam committee.

Students will receive three questions per section (I, O, Methods, & Specialty). Students must answer two out of the three questions. The exam will be “closed book,” but students are allowed to bring a *clean* copy of the reading list for reference. Students have **three hours** for each one of the four sections. There is no length requirement for each answer, and students are not restricted to use only the sources outlined in the reading list. Although students are encouraged to cite relevant sources in-text, a reference section is *not* required.

- **General Information:**
 - At the end of each section, you will submit your responses to the committee. The student will have an oral defense approximately 2-3 weeks after the written exam. The student does not receive feedback on the written answers before the oral exam.
 - **Written Test Scoring:**
 - At least two committee members will score each written response. Each response will receive either 0 (unsatisfactory), 1 (needs revision), 2 (pass), 3 (exceptional).
 - Factors of response deemed “unsatisfactory”
 - Failure to answer the question or most of the question
 - Complete lack of comprehension of knowledge of core concepts posed in the question
 - Answers that are not research or science-based
 - In the event of a disagreement, an additional committee member will cast the tie-breaking vote.
 - **Oral Defense**
 - Students will be given the opportunity to address the shortcomings of questions that either received a 0 (unsatisfactory) or 1 (needs revision).
 - A final score will be rendered at the end of the oral defense based on the student’s original written response and their quality of responses during the oral defense.
 - **Revision and Final Decision**
 - **PASS** – If student has a total score of 10 or higher across their answers and has adequately addressed all shortcomings with their oral defense, they may receive a pass immediately after the oral defense. Minor revisions can be requested and must be done within 2 weeks of the meeting.
 - **RETAKE** – If student has a total score of 10 or less across all their answers, and/or has not sufficiently addressed the shortcomings of other questions during the oral defense, they may be asked to retake part or all of the exam one additional time. In the event of a retake, a new set of criteria for passing vs. fail will be determined, in writing, by the committee. The retake must be completed no later than the end of the next regular semester. The committee may decide that a second oral examination is needed or may decide to defer the oral meeting. For the exam retake, the only grades that can be reported are P and F. The student has the right to petition for reconsideration.
 - **FAIL** - The student has a score of 3 or lower at the completion of the oral defense. F results in the student being terminated from the program at the end of the regular semester in which the exam is taken. The committee is required to provide the student feedback on why the exam was failed.

- You and your committee members are to schedule the oral defense meeting for a 2-hour period.
- Once this has been done, inform the Graduate Secretary of the date and time of your meeting. If needed, they will help you with booking a room.

Option 2: Publication Option for General Exam

Overview

The publication option for the comprehensive exam involves writing an original review article that can be submitted for journal publication. The review article can be integrative, narrative, meta-analytic, or any combination. Unlike the literature review section of an empirical manuscript (e.g., thesis), a review article involves identifying, evaluating, and synthesizing research findings to advance theory or practice. Review papers must be thematic and make a meaningful contribution to the field. The scope of the review article should be similar to those published in outlets such as *Psychological Review*, *Journal of Management*, *Organizational Psychology Review*, *Journal of Applied Psychology*, *Journal of Organizational Behavior*, etc.

Proposal

The student is required to first submit a proposal to the Chair (Major Professor) of the comprehensive exam committee. This proposal must be submitted on or before 1st Monday of the semester that they plan to begin the comprehensive exam and must receive approval from at least two I/O faculty (including your major professor) members on the committee before the student can proceed. Failure to present a convincing, well-organized, and feasible proposal may result in a rejection, and the student must complete the traditional exam or wait until the following semester to submit a new proposal for the publication route. Thus, students are strongly encouraged to discuss their proposal and seek feedback from their major adviser well in advance of submitting it for formal review. The proposal should encompass the following components:

1. A 5-page double-space proposal (excluding tables, references, and appendices) of the proposed review. The proposal must describe the aim and scope of the review; organization of content, contribution to theory and/or practice; and evidence of viability, which should include the intended timeline, inclusion criteria (i.e., PRISMA chart), evidence of novelty, and target outlets. See the Appendix for a list of resources on writing successful reviews and proposals.
2. A reference list is required at the proposal stage for systematic review/meta-analyses. The reference list should contain both substantive and methodological articles related to the proposed manuscript.

Methodological Demonstration

The student is expected to demonstrate methodological proficiency through their review article, which can be achieved through various means. For integrative/narrative reviews, the manuscript should include a dedicated section for methodological review, allowing the student to exhibit their expertise in the relevant research methods pertinent to the subject area of the review. A dedicated section is not necessary for a meta-analytic review or non-traditional methods (e.g., Historiometry, Crayne & Hunter, 2017). Finally, the student has the option to focus on research methods (e.g., causal inference in organizational research) as the substantive topic of their proposed article.

Oral presentation

The student will present their review to the committee in a 90-minute meeting. The paper presentation should be roughly 15 minutes. The oral presentation should also include a short presentation of potential dissertation ideas based on their review. The purpose is for the student to present an initial dissertation idea for feedback from the committee. The defense provides an opportunity for the committee to assess the student's depth of knowledge, analytical thinking, presentation skills, and ability to respond to questions and challenges from the committee members. To demonstrate the student's competency in the broader areas of I/O psychology, the student should prepare to discuss how their topic of review is 1) related to other topics within I/O psychology; 2) relevant for the practice of I/O psychology broadly.

Deliverables

Students are required to submit the final manuscript to the committee in APA format two weeks before the scheduled general exam defense meeting. The final manuscript should approximate the length of a standard full-length journal article, roughly 25 to 35 manuscript pages, excluding references, tables, and figures.

Feedback

The student is encouraged to solicit feedback from their primary adviser before submitting the proposal to the committee to express their interest and potential ideas. During the exam period, the student is expected to submit a first draft at the 10-week mark to their primary advisor for formal feedback. Only one round of formal feedback is provided during the exam period. In the event of a "Retake" disposition, the student will receive a detailed letter (think a revise and resubmit letter) from the committee detailing the expected revisions and timeline. Up to two additional rounds of feedback may be given by the committee chair during the retake before the final assessment by the committee.

Evaluation Criteria

Theoretical/Conceptual Rigor:

- 0 pts: The research lacks a clear theoretical framework or does not effectively apply relevant theory to the research question.
- 1 pts: The theoretical framework is somewhat clear but may have gaps or inconsistencies in its application.
- 2 pts: The research demonstrates a strong theoretical foundation with clear and well-integrated theoretical concepts that support the research question.

Methodological/Statistical Rigor:

- 0 pts: The research lacks an appropriate or rigorous methodology, and data collection or analysis is critically flawed in terms of review scope and comprehensiveness.
- 1 pts: The methodology is somewhat appropriate, with some issues with data collection or analysis affecting the validity of conclusions.
- 2 pts: The research employs a rigorous methodology, and data collection and analysis are conducted effectively and interpreted appropriately.

Creativity/Originality:

- 0 pts: The research lacks creativity and originality, largely replicating an existing review without significant theoretical or methodological innovation.
- 1 pts: The research shows some degree of creativity but does not make a meaningful advancement to theory or practice.
- 2 pts: The research demonstrates creativity and originality, introducing innovative concepts or approaches to the field.

Quality of Writing:

- 0 pts: The writing is of poor quality, with numerous grammatical, structural, and formatting issues that hinder comprehension.
- 1 pts: The writing is somewhat below the expected standard, with noticeable grammatical or structural issues.
- 2 pts: The writing is of high quality, demonstrating excellent clarity, organization, and adherence to academic writing conventions.

Oral Presentation:

- 0 pts: The oral presentation is ineffective, with poor organization, unclear communication, and difficulty responding to questions.
- 1 pts: The oral presentation is somewhat effective but lacks clear organization and may struggle with answering questions.
- 2 pts: The oral presentation is highly effective, with clear organization, engaging communication, and confident responses to questions.

Contribution:

- 0 pts: The research makes minimal or no significant contributions to the science and practice of I/O psychology.
- 1 pts: The research contributes somewhat to the field but lacks clear impact or significance.
- 2 pts: The research makes substantial contributions to the field, advancing knowledge or addressing important gaps.

Final Score

PASS – If a student has a total score of 10 or higher and has adequately addressed all shortcomings with their oral defense, they may receive a pass immediately after the oral defense. This decision is similar to “Accept with Minor Revisions” for a journal publication. Minor revisions can be requested by the committee and must be done within 2 weeks of the oral defense meeting.

RETAKE – If a student has a total score of 9 or lower. In the event of a retake, a new set of criteria for Pass vs. Fail will be determined in writing by the committee. This process will mirror that of a “Revise and Resubmit” for a journal publication. The retake (revision) must be completed no later than the end of the next regular semester at a deadline specified by the committee. The committee may decide whether a second oral examination is needed or may decide to defer the oral meeting. For the retake, the only grades that can be reported are Pass and Fail. The student has the right to petition the final decision for reconsideration.

FAIL – If a student has a total score of 2 or lower, the student will receive a Fail with no opportunity to Retake (or revise). Fail results in the student being terminated from the program at the end of the regular semester in which the exam is taken. The committee is required to provide the students with feedback on why the exam was failed.

Addendum: Resources for Writing Review Articles

Baumeister, R. F., & Leary, M. R. (1997). Writing narrative literature reviews. *Review of General Psychology*, 1(3), 311–320.

Cronin, M. A., & George, E. (2020). The why and how of the integrative review. *Organizational Research Methods*, 1094428120935507.

Kunisch, S., Denyer, D., Bartunek, J. M., Menz, M., & Cardinal, L. B. (2023). Review research as scientific inquiry. *Organizational Research Methods*, 26(1), 3-45.

Morris, S. B. (2023). Meta-Analysis in Organizational Research: A Guide to Methodological Options. *Annual Review of Organizational Psychology and Organizational Behavior*, 10(1), 225–259. <https://doi.org/10.1146/annurev-orgpsych-031921-021922>

Parmigiani, A., & King, E. (2019). Successfully Proposing and Composing Review Papers. *Journal of Management*, 45(8), 3083–3090. <https://doi.org/10.1177/0149206319874875>

Siddaway, A. P., Wood, A. M., & Hedges, L. V. (2019). How to Do a Systematic Review: A Best Practice Guide for Conducting and Reporting Narrative Reviews, Meta-Analyses, and Meta-Syntheses. *Annual Review of Psychology*, 70(1), 747–770. <https://doi.org/10.1146/annurev-psych-010418-102803>

Dissertation

All doctoral students must fulfill the Graduate School requirement of completing a written dissertation with an oral defense.

Proposal

- Deadlines/Timeline:
 - You are to consult with your major professor in regard to forming your dissertation committee and report the names to the Graduate Secretary, in writing, at least 3 weeks prior to the proposal and no later than the 10th class day of the semester you intend to attempt the proposal.
 - You cannot propose your dissertation until you have successfully completed your General Examination.
 - Two weeks prior to your proposal meeting, give your committee members a final copy of your proposal.
 - Most students generally propose in their 4th year.
- Registration Rules: You must register for dissertation hours (PSYC 9000) any semester you are working on the project. This includes the semester you propose and the semester you defend.
- Committee: Your committee must have at least 4 members. Your committee chair is your major professor. Your previously appointed Dean’s Representative, minor professor (if applicable) and 1 (2 if no minor professor) other members should be professors from the

Psychology department or a department pertinent to the project. At least 2 members of your committee must be from your specialty area and at least 2 members must be a full member of the Graduate Faculty. As a departmental rule and as a courtesy, you are to invite the Dean's Representative to your proposal meeting. You are to accommodate him/her as well as the remaining members of your committee when scheduling the proposal. Any changes to the committee for any reason must be approved by your committee chair and are to be reported to the Graduate Secretary, in writing, immediately. All committees are subject to approval by the department chair.

- **General Information:** You will need to see the Graduate Secretary for the necessary paperwork for your proposal. You will need to find an agreeable time and date for you and your committee members. Once this has been done, inform the Graduate Secretary of the date and time of your meeting. If needed, they will help you with booking a room. Only one dissenting vote is allowed for a student to successfully pass the dissertation proposal regardless of the number of committee members. You and your committee members are to schedule the proposal and defense meetings for a minimum of 2 hours.

Defense

- **Deadlines/Timeline:**
 - You cannot defend your dissertation for 3 calendar months after passing your General Exam.
 - Most students generally propose in their 4th year. Most students generally defend in their 5th year.
 - You must apply to the Graduate School for your defense meeting at least 3 weeks prior to your meeting. This form can be found on the departmental website under "Graduate School Forms." After approving your defense meeting, the Graduate School will send the required signature pages and forms to the Graduate Secretary for your meeting.
 - Other deadlines may apply if you plan on graduating the semester you defend. See the Graduate School calendar for those dates. Please also see "Graduation Time Limits" for more details.
 - Two weeks prior to your proposal meeting, give your committee members a final copy of your proposal.
- **Registration Rules:** You must register for dissertation hours (PSYC 9000) any semester you are working on the project. This would include the semester you defend. Although you do not have to be registered for dissertation hours the semester you meet with the Graduate School editor; you do have to be registered for a minimum of 1 credit hour with the university. (If you are registered as "degree only" you are not eligible to meet with the editor.) You must have a minimum total of 12 dissertation credit hours to defend your dissertation.
- **Committee:** Your committee should not change from your proposal to your defense except under extraordinary circumstances and with the approval of the committee chair and the chair of the department. Any changes to the committee for any reason must be reported to the Graduate Secretary, in writing, immediately. The Dean's Representative must attend the defense meeting.
- **General Information:**

- You cannot hand in your final dissertation to the Graduate School editor until the semester you graduate.
- Your dissertation must be submitted to the Graduate School in their required format (i.e., electronically). This format may be obtained from the Graduate School office in 114 David Boyd Hall. Pay close attention to this format or you will end up with a lot of revisions.
- You will need to find an agreeable time and date for you and your committee members. Once this has been done, inform the Graduate Secretary of the date and time of your meeting. They will help you with booking a room and equipment you may need (multi-media etc.).
- You and your committee members are to schedule the proposal and defense meetings for a minimum of 2 hours.
- Only one dissenting vote is allowed for a student to successfully pass the dissertation regardless of the number of committee members. In the event the defense exam is failed, you will be dismissed from the program. Only at the discretion of the student's committee may a single, additional attempt be made.
- If the second attempt is approved a minimum of one semester must pass between attempts.

Application for Degree

At the beginning of the semester in which you defend your thesis or dissertation, you should obtain the “materials for candidates for XXX (fill in the appropriate degree – MA or Ph.D.) degree” from the Graduate School. These materials contain instructions and forms necessary to meet requirements for graduation. It will include your “Application for Degree,” an application for your final exam, a Graduate School calendar as well as additional information/forms. Check the calendar for the various deadlines for all necessary paperwork. **You should obtain this information from the Graduate School the prior semester or at the very beginning of the semester in which you intend to graduate.** If you choose to participate in the commencement ceremonies, please contact the LSU Bookstore (225-578-7412) to order your regalia.

Complaints/Grievance Policy and Procedures

At any time that a student has a concern or grievance with a person (student or faculty), the normal course of action should be consistent with the APA's ethical principles. That is, the student should first discuss the problem with the person that is the source of the grievance. If this does not resolve the problem, the student should discuss the problem with their faculty advisor. The faculty advisor should typically be able to resolve most problems. If a resolution is not obtained by a discussion with the student's faculty advisor, the student should contact the Industrial/Organizational Psychology Program Director. In rare instances, it may be necessary to bring unresolved problems to the attention of the chair of the Psychology Department or the dean of the Graduate School. In addition, students are protected by University policies and procedures that govern students' rights, appeals, and due processes. Students can access the LSU policies regarding grievances and appeals at [Policy Link](#). LSU Policy Statement 48 governs student access to the University-wide appeals process.

Graduation Time Limits

Optimally students who have a B.A or B.S. degree will proceed to the Ph.D. degree in five years. The maximum time allowed from entrance to the completion of the Ph.D. is 7 years. A student must have special permission from the Dean of the Graduate School to exceed this time limit. (This permission is not routinely given and must involve exceptional circumstances.) Leave of absence is no longer formally recognized by the Graduate School. Failure to complete the Ph.D. program within the seven-year period will result in termination from the program.

***** Graduation Time Limit (For Master's and Ph.D.): *****

The Graduate School requires students to graduate within 1 semester of completing their defense. **If this deadline is missed, the student will be required to re-defend in order to graduate.** Students who are dismissed from the doctoral program but are granted permission to attempt to complete the master's degree, are granted permission to remain for one additional year only. They must leave after this year even if the thesis or degree is not complete.

Retention in the Program

Compliance with the following will aid students with remaining in good standing with the program.

- Maintain a semester and cumulative grade point average of 3.0 or better.
- Complete core courses with a grade of "B-" or better within the first 4 years in the program.
- Successfully propose your thesis preferably in the 3rd semester but no later than the 10th class day of the 4th semester.
- Successfully defend your thesis no later than the last day of final exams of the 5th semester in the program.
- Successfully complete the general exam with no more than 2 attempts.
- Successfully defend your dissertation within 7 years of entering the program.

Remediation Plan

In circumstances in which a student exhibits a substantial deficit in progress toward graduation with sufficient professional skills the I/O Psychology faculty may choose to implement a remediation plan to address the deficit. A remediation plan requires the review of the data indicating the deficit by at least two faculty members, and where timely and possible by the entire program faculty. The plan must specifically state the identified deficit, the outcome goal, and the specific measurable objectives that will demonstrate successful completion of the plan. The plan should also define the intervention services and activities that will be provided to the student to address the deficit. The plan should serve as a faculty model for best practice regarding intervention planning.

Once the plan has been developed it will be reviewed with the student by the student's major professor. The student and major professor must meet regarding the plan at least twice per semester to review progress and may choose to meet more often. Successful completion of the plan requires review of the outcome data by the faculty who initiated the plan with consensus among the faculty that the objectives have been met. Nothing in the remediation plan process

may conflict with the student's due process and appeal rights as outlined by current LSU documents and policy.

Final Note

This document was created to help you understand the guidelines required by the Graduate School and the department. Read it carefully. You should not expect faculty or staff to spend time explaining what is in this document. However, it is unrealistic to think that one such document can be all-inclusive. Questions always come up and when they do, please do not hesitate to contact your advisor (for academic/research matters etc.), the area head, or the Graduate Secretary (forms, deadlines, etc.). It is our job to help you.

APPENDIX A: LSU Requirements

Below is a worksheet detailing the degree requirements for a Ph.D. in I/O at LSU. This worksheet is expected to be completed (along with two other documents) each year for annual reviews. The purpose is to aid both faculty and students in keeping track of progress toward graduation and course requirements.

<u>Steps to Graduation</u>	<u>Date Completed</u>	<u>Steps to Graduation</u>	<u>Date Completed</u>
Successful completion of Thesis Proposal (<i>expected during 3rd semester; must be completed by 10th class day of 4th semester</i>)		Internship/Practicum Experience (<i>optional</i>)	
Successful completion of Thesis Defense (<i>expected during 2nd year; must be completed by end of 5th semester</i>)		Successful completion of Doctoral General Exam (Comps) (<i>to be completed during 3rd/4th year</i>)	
Independent research – 2 semesters/6 credits (PSYC 8959)		Successful completion of Dissertation Proposal (<i>Expected during 4th year</i>)	
Professional Development in I-O Psychology (PSY 7952) (<i>Every Semester while on Campus</i>)		Successful completion of Dissertation Defense (<i>Expected during 4th/5th year</i>)	

Required Courses

Course Number	Semester Completed	Topic (for seminars only)
Qualifying Core (1 required)		
1. 4008 (History)		
2. 7030 (Neurocognitive)		
3. 7040 (Social & Cultural)		
Statistics/Methods (2 required)		
1. 4111 (Intermediate)		
2. 7111 (Advanced)		
3. 7020 (Measurement)		
4. 7117 (Methodology)		
I/O Core Courses (All required)		
1. 7951 (Competencies)		
2. 7951 (Competencies)		
3. 7952 (Prof Dev. in I/O)	<i>Every Semester</i>	
4. 7958 (Seminars in I)		
5. 7959 (Seminars in O)		
6. 8959 (Indep. Research)		
7. 8959 (Indep. Research)		
Research Hours (6 hours of 8000 required; 12 hours of 9000 required)		
1. 8000 (Thesis)		
2. 8000 (Thesis)		
3. 8000 (Thesis)		
4. 8000 (Thesis)		

5. 9000 (Dissertation)		
6. 9000 (Dissertation)		
7. 9000 (Dissertation)		
8. 9000 (Dissertation)		
<i>Seminars</i>		
1.		
2.		
3.		
4.		
<i>Other</i>		
1.		
2.		
3.		
4.		

Total graduate credit hours: _____

Note. The purpose of this document is simply to aid in tracking your progress in the I/O psychology program. Please refer to the I/O graduate student handbook for specific requirements and further details.

Master’s Degree Course Requirements

- At least 36 hours of credit at the graduate level.
- Only 6 hours of PSYC 8000 can count towards the 36 hours.
- Must include
 - 15 hours at the 7000 level
 - 6 hours of PSYC 8000
 - 1 of the following core courses: PSYC 7030, PSYC 7040, or PSYC 4008
 - 2 of the 4 departmental methodology and statistics courses (PSYC 4111, PSYC 7020, PSYC 7111, and PSYC 7117).
- Students must be enrolled in PSY7952 every semester while on campus².

PhD Course Requirements

- At least 48 hours of credit at the graduate level (these can include credit hours from your master’s degree, with the exception of PSYC 8000 credits (thesis hours))
- Must include
 - 24 hours at the 7000 level or above (not including independent research (PSYC 8959) or dissertation research (PSYC 9000))
 - 12 hours of PSYC 9000
- Students must be enrolled in PSY7952 every semester while on campus.

² Effective Spring 2024

APPENDIX B: LSU Requirements

Course Hour Maximums: Most courses can only be taken once for credit towards a degree. The following courses can be repeated for credit towards a degree but are limited in the number of hours that can be used for degree credit.

Course	Maximum Credit Hours
PSYC 4999: Independent Reading and Research in Psychology	6
PSYC 7690: Teaching of Psychology Practicum	4
PSYC 7950: Internship in I/O Psychology	12
PSYC 7951: Competencies and Perspectives in IO Psychology	12
PSYC 7952: Professional Development in I/O Psychology	14
PSYC 7958: Current Problems in Organizational Psychology	12
PSYC 7959: Current Problems in Industrial Psychology	12
PSYC 7990: Teaching of Psychology	4
PSYC 8000: Thesis Research	6
PSYC 8959: Independent Research-Industrial Psychology	15
PSYC 9000: Dissertation Research	12