



UNIVERSITY OF CENTRAL FLORIDA

Industrial and Organizational Psychology PhD Graduate Program Handbook

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Industrial and Organizational Psychology PhD

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

Introduction

Steps to Completion

The emphasis in the first three years of the PhD curriculum is primarily on training in the foundational areas of industrial and organizational psychology. When taking a full load of courses, or nine hours per semester, it generally takes three years to complete the course work. The core course requirements must be completed prior to taking the Candidacy Exam. In addition, there will be elective courses that must be completed. These elective courses are incorporated into the doctoral program to provide a different perspective and to broaden the application of students' research.

Students are strongly advised to meet with their adviser at least once per academic year to discuss their program of study. Moreover, as students complete coursework during the first three years of study, they are also expected to participate in research. Seek an adviser who will guide your research and may also be able to provide you with research funding support. To provide students experience with publishing and presenting research, this program recommends that each student participate in a research project that will result in either publication or presentation at a regional or national conference. By the end of the third year, students are expected to have determined a research topic for their dissertation and have established a dissertation committee (minimum of four individuals).

Most students will take the doctoral candidacy exam during the summer following their third year. The candidacy exam consists of three written, closed-book sections that are designed to assess minimum competency at the doctoral level in I/O psychology. Candidates for the doctorate degree must successfully complete all three sections of the candidacy examination prior to beginning dissertation research (see details below concerning the candidacy and comprehensive examination requirements).

Upon being admitted to doctoral candidacy, the focus will be on the dissertation. For most students in the program, the research and the process of writing the dissertation may take one to two years. During this time, students are expected to remain in close contact with their dissertation research adviser to ensure that the requirements are being met. There are two required oral defenses of the dissertation. The first oral defense is a proposal meeting in which the student presents his/her research idea, study method, and proposed analyses. The second oral defense is the final dissertation defense that is conducted after the study has been completed. The

dissertation committee will ask questions about the research and assess the level of competency with the research topic.

Before awarding a doctorate degree, candidates are required to complete 75 credit hours of required coursework and completion and oral defense of the dissertation.

Students enrolled in the doctoral program who wish to earn a master's degree en route to the PhD must meet with their PhD academic advisor and the program director for the MS program in Industrial and Organizational Psychology to plan a program of study. Students may be granted a master's degree after completing 38 hours of graduate courses in the PhD program including Industrial Psychology I, Organizational Psychology I, Professional Issues in I/O Psychology, Advanced Research Methods I and II, Advanced Social Psychology, and Psychometric Theory and Practice. Those who choose to do a master's thesis must also take a minimum of 6 credit hours of thesis and three of the elective courses below. Those who choose the non-thesis option must take one Seminar in I/O Psychology, as well as either Industrial Psychology Practicum or I/O Psychology Consulting Practice, and the three elective courses below:

- INP 6058 Job Analysis and Performance Appraisal (3 credit hours)
- INP 6605 Training and Team Performance (3 credit hours)
- INP 6215 Assessment Centers and Leadership (3 credit hours)

In addition, students must document that they have co-authored a manuscript that was presented at a professional conference or submitted for publication in a professional journal or book.

Course Requirements

The Industrial and Organizational Psychology PhD Program represents an integrated minimum four-year professional training sequence. It includes 75 hours of course work which is designed to provide both factual and practical knowledge in traditional areas of Industrial and Organizational psychology, as well as specific training in future need areas such as supervision, administration, treatment development, and program evaluation.

Most students entering the program with a BA or BS degree will proceed to the PhD degree in 4-5 years. The student has a maximum of seven years from the date of admission to the doctoral program to complete the dissertation. No courses taken since the program entry date at UCF may be older than seven years to apply toward completion of the program.

Following is the suggested professional development in the Industrial and Organizational Psychology program.

Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

Timeline for Completion

1st Year of Graduate Training

Fall	Spring	Summer
<ul style="list-style-type: none">• PSY 7217C: Advanced Research Methodology I (4)• INP 7214: Industrial Psychology I (3)• INP 7081: Professional Issues in I/O Psychology (3)	<ul style="list-style-type: none">• PSY 7218C: Advanced Research Methodology II (4)• INP 7310: Organizational Psychology I (3)• INP 6971: Thesis (3) or INP 6933: Seminar in I/O or Elective (3)	<ul style="list-style-type: none">• EXP 6939: Teaching Seminar (3)
Semester Total: 10 credit hours	Semester Total: 10 credit hours	Semester Total: 3

2nd Year of Graduate Training

Fall	Spring
<ul style="list-style-type: none">• INP 7251: Industrial Psychology II (3)• PSY 7219C: Advanced Research Methodology III (4)• SOP 5059: Advanced Social Psychology (3)	<ul style="list-style-type: none">• INP 7311: Organizational Psychology II (3)• INP 6971: Thesis (3) or INP 6933: Seminar in I/O Psychology (3) or Elective (3)• INP 6971: Thesis (3) or INP 6933: Seminar in I/O Psychology (3) or Elective (3)
Semester Total: 10 credit hours	Semester Total: 9 credit hours

3rd Year of Graduate Training

Fall	Spring	Summer
<ul style="list-style-type: none">• PSY 7315: Psychometric Theory and Practice (3)• EXP 6506: Human Cognition and Learning (3)• INP 6971: Thesis (3) or INP 6933: Seminar in I/O Psychology (3) or Elective (3)	<ul style="list-style-type: none">• INP 7071: Research Methods in Industrial and Organizational Psychology (3)• INP 6971: Thesis (3) or INP 6933: Seminar in I/O Psychology (3) or Elective (3)	<ul style="list-style-type: none">• Candidacy Exam
Semester Total: 9 credit hours	Semester Total: 9 credit hours	

4th Year of Graduate Training

Fall	Spring	Summer
<ul style="list-style-type: none">• PSY 7980: Doctoral Dissertation (5)	<ul style="list-style-type: none">• PSY 7980: Dissertation Research (5)	<ul style="list-style-type: none">• PSY 7980: Dissertation Research (5)
Semester Total: 5 credit hours	Semester Total: 5 credit hours	Semester Total: 5 credit hours

Dissertation Requirements

University Dissertation Requirements

The College of Graduate Studies [Thesis and Dissertation page](#) contains information on the university's requirements for dissertation formatting, format review, defenses, final submission, and more. A step-by-step completion guide is also available on [Thesis and Dissertation Services](#) Site.

All university deadlines are listed in the [Academic Calendar](#). Your program or college may have other earlier deadlines; please check with your program and college staff for additional deadlines.

The following requirements must be met by dissertation students in their final term:

- Submit a properly formatted file for initial format review by the format review deadline
- Submit the Thesis and Dissertation Release Option form well before the defense
- Defend by the defense deadline
- Receive format approval (if not granted upon initial review)
- Submit signed approval form by final submission deadline
- Submit final dissertation document by final submission deadline

Students must format their dissertation according to the standards outlined in [Thesis and Dissertation Webcourse](#). Formatting questions or issues can be submitted to the Format Help page in the [Thesis and Dissertation Services](#) site. Format reviews and final submission must be completed in the [Thesis and Dissertation Services](#) site. The Dissertation Approval Form is also available in the Thesis and Dissertation Services site.

The College of Graduate Studies offers several thesis and dissertation [Workshops](#) each term. Students are highly encouraged to attend these workshops early in the dissertation process to fully understand the above policies and procedures.

The College of Graduate Studies thesis and dissertation office is best reached by email at editor@ucf.edu.

Annual Review

Information projected to be entered in 2019-2020.

Graduate Research

Human Subjects

After receiving committee approval for the thesis/dissertation, all students must receive approval from the University's Institutional Review Board (IRB) before data can be collected from human participants. Information about this process can be obtained from the Office of Research (research.ucf.edu). Failure to obtain this prior approval could jeopardize receipt of the student's degree.

Financial Support

The Department of Psychology makes every effort to obtain financial support for graduate students, to the extent that funds are available. Sources of funds include: departmental teaching and research apprenticeships and departmentally arranged support from outside sources such as grants. Funds will be distributed across students in an equitable manner. However, since sources of funds are often limited, financial support cannot be guaranteed to all students, regardless of year in the program or excellence of performance.

Full-time graduate assistants are eligible to receive tuition remission for part of their tuition costs. Tuition remission is used to assist graduate students to progress toward their degrees. Full-time accepted graduate assistants are eligible to receive tuition remission for part of their tuition costs. Part-time and non-degree seeking (post-baccalaureate or Certificate) students are not eligible to receive tuition waivers.

Tuition remission is intended for full time students in good standing with a graduate GPA of 3.0 or higher. The student must have a graduate assistantship (GTA, GRA or GA) or a fellowship that includes tuition support. Please refer to the current Graduate Catalog for additional rules and stipulations of tuition remission at ucf.catalog.acalog.com/content.php?catoid=4&navoid=238.

In addition to assistantships, graduate students may be eligible for fellowships, awards, loans, and work/study programs. Students should consult the Graduate Catalog or UCF financial aid office, finaid.ucf.edu for descriptions and requirements of graduate financial support. The Director of Industrial and Organizational Psychology also distributes this information to all students via e-mail throughout the year as it becomes available.

Full time is considered 9 credits per semester for usual time and 3 credits in the dissertation period in the Psychology Department. However, it is individual student's responsibility to check the required units to retain any financial aids.

International Students

Several types of employment are available to international students, including on-campus employment. For more information about the types of employment available to international students, and the requirements and restrictions based on visa-type, please see the International Affairs and Global Strategies' website: global.ucf.edu/.

Assistantships

For complete information about university assistantship and tuition remission, please see the UCF Graduate Catalog: ucf.catalog.acalog.com/index.php?catoid=4 > Financial Information. To be employed and to maintain employment in a graduate position, the student must be enrolled full time and meet all of the training requirements and/or conditions of employment.

To be awarded and continue receipt of tuition remission, the student must be enrolled full time and either employed in a graduate position (GTA, GRA, GA), or receiving a university fellowship.

Prior to candidacy, students with outside employment will not be assigned to an assistantship. Focus should be on course work, and the program views working outside of the department (over 20 hours per week) inconsistent with this goal.

Doctoral students can be offered tuition remission for a maximum of twelve semesters (for doctoral student beyond the master's degree) or fifteen semesters (for doctoral students without a master's degree).

Students can apply for assistantships and tuition remission every year, but priority is given to incoming students, international students (who have more restrictions on their employment), and second year students. After the second year, students should be marketable for discipline-related employment on individual faculty member contracts and grants, internships, and other part-time outside employment. Develop your curriculum vitae and resume now, update it regularly, and start seeking outside employment starting year 3 of the program. If a departmental assistantship is desired beyond the second year, make your desire known when asked. If there are opportunities for third-year students or beyond, they will be distributed in year priority (with newer students having the highest priority).

GTA Training Requirements

If the student is hired in the position of Graduate Teaching Associate, Assistant or Graders, there are training requirements that must be met in order for the contract to be processed. Associates must complete a face-to-face training and online GT Grader, Assistant, and Associate modules. Associates must also have completed at least 18 hours of graduate courses in the discipline they will be teaching. Students who are employed as Graders are required to complete the online Grader module.

International students who will be hired in GTA positions must be proficient at speaking English. This is determined by successfully passing the SPEAK test. This test (also known as the Oral Proficiency Exam) is administered by the Center for Multicultural and Multilingual Services (CMMS).

For more information about GTA training and the SPEAK Test, please visit graduate.ucf.edu/graduate-teaching/.

GTA Performance Appraisal

At the completion of each semester the student is employed as a GTA, the student's performance will be evaluated by the faculty advisor. These assessments will be used to review strengths and weaknesses in the student's performance in preparation for future employment.

Fellowships

The merit-based fellowships offered through the UCF College of Graduate Studies are listed in the Seeking Fellowships section of the Graduate Students website. Most university fellowships are reserved for incoming degree-seeking graduate students who plan to enroll full time. Additional fellowships may be available in your academic college or department. You may also wish to search for external fellowship programs that support current graduate students.

To be considered for an award, students should submit a complete application for admission, including all supporting documentation (e.g., test scores, letters of recommendation, transcripts) by state deadlines. GRE scores are required for fellowship consideration even if not required for admission to a specific program.

National Awards

Fast Web Free Scholarship Search

fastweb.monster.com/ib/scholarships-1f

Graduate Student Presentations

The College of Graduate Studies offers a Graduate Presentation Fellowship that provides funding for master's, specialist, and doctoral students to deliver a research paper or comparable creative activity at a professional meeting. Students must be the primary author and presenter. More information can be found on the College of Graduate Studies Funding website graduate.ucf.edu/presentation-fellowship/.

The Student Government Associate offers graduate student travel funding to pay transportation expenses for graduate students who are delivering a research paper or comparable creative activity at a professional meeting. Contact the Student Government Association at 407-823-5648 for more information.

Graduate Student Associations

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit [facebook.com/groups/UCFgsa/](https://www.facebook.com/groups/UCFgsa/). For individual department or graduate program organizations, please see program advisor.

For a listing of organizations specifically for psychology students at UCF visit the [Psychology Department website](#).

Professional Development

Pre-Doctoral Internship

An internship is not required for Industrial and Organizational Psychology PhD students, however it is recommended for the individuals who wish to pursue the career in applied setting. Students have taken internships at PDI, Workforce Central Florida, etc. Industrial and Organizational Psychology PhD students will be provided with current job posting information periodically via email from the program director. Other sources you can use to look for the internship opportunities are to look in TIP, talk with your professors/other PhD or master's students. The internship can be counted as Industrial and Organizational Psychology elective units.

Instructional Strategies and Resources

The Faculty Center for Teaching and Learning provides classes and programs designed to assist graduate students with the educational issues they face in the classroom as teaching assistant or as instructors. These resources include assistance in course design and syllabi development, learning theories, and the use of different technologies in the classroom or on the internet. Further information on these resources is available at fctl.ucf.edu/.

Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit <https://graduate.ucf.edu/pathways-to-success/>.

Graduate Research Forum

The Graduate Research Forum will feature poster displays representing UCF's diverse colleges and disciplines.

The Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster presentation in each category will be given and all participants will receive recognition.

The College of Graduate Studies and the Graduate Student Association invite all UCF students, community, and employers to attend the Graduate Research Forum. For more information, contact researchweek@ucf.edu.

Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

Award for Excellence by a Graduate Teaching Assistant – This award is for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record)

Award for Excellence in Graduate Student Teaching – This award is for students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

Award for the Outstanding Master's Thesis – It recognizes graduate students for excellence in the master's thesis. The focus of this award is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidence such as, but not limited to: publications in refereed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field. The university award will be forwarded to a national-level competition sponsored by the Council of Southern Graduate Schools (CSGS) when the thesis discipline corresponds to the annual submission request.

Award for the Outstanding Dissertation – It recognizes doctoral students for excellence in the dissertation. The focus of this award is on the quality and contribution of the student's dissertation. Excellence of the dissertation may be demonstrated by evidence such as, but not limited to: publications in refereed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field.

For the nomination process and eligibility criteria, see graduate.ucf.edu/awards-and-recognition/.

Other

Students should take opportunities to present a poster or a topic of research at a conference. To obtain financial support to present at a conference (other than through your program) or to engage in comparable creative activity at a professional meeting, visit graduate.ucf.edu/presentation-fellowship/.

For information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, see their website: csgs.org/ > Awards.

For grant-proposal writing resources: uwc.cah.ucf.edu/

Job Search

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at career.ucf.edu/.

For specific services or resources provided by the academic program, please contact the graduate program director or academic advisor.

Forms

- [College of Graduate Studies Forms and References](#)
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Doctoral Committee Status Form](#)
Dissertation committees must be in place and approved by the Graduate Program Coordinator.
- [Graduate Petition Form](#)
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.

- [Traveling Scholar Form](#)
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

Useful Links

- [Industrial and Organizational Psychology PhD](#)
- [College of Sciences](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [University Writing Center](#)

Grad Faculty

Asterisk = has previous committee experience, which qualifies the person to serve as vice chair

Burke, Shawn *

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: sburke@ist.ucf.edu

Cendan, Juan

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: juan.cendan@ucf.edu

Dipboye, Robert *

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: rdipboye@ucf.edu

Ehrhart, Mark *

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: Mark.Ehrhart@ucf.edu

Fritzsche, Barbara *

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: bfritzsc@ucf.edu

Horan, Kristin

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: Kristin.Horan@ucf.edu

Illingworth, Alfred

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: ajillingworth@geodepeople.com

Jentsch, Kimberly *

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: Kimberly.Jentsch@ucf.edu

Jex, Steve *

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: Steve.Jex@ucf.edu

Joseph, Dana *

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: Dana.Joseph@ucf.edu

Lavooy, Maria

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: mlavooy@pegasus.cc.ucf.edu

Min, Hanyi

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: Hanyi.Min@ucf.edu

Modianos, Doan *

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: doan.modianos@ucf.edu

Mottarella, Karen *

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: kmottare@ucf.edu

Pace, Victoria *

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: victoria.pace@ucf.edu

Piccolo, Ronald *

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: rpiccolo@rollins.edu

Shoss, Mindy *

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: Mindy.Shoss@ucf.edu

Wang, Alvin

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: awang@ucf.edu

Wang, Wei

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: wei.wang@ucf.edu

Wooten, William *

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: wwooten@ucf.edu

Zaccaro, Stephen

College: College of Sciences
Disciplinary affiliations: Industrial and Organizational Psychology
Contact Info: szaccaro@gmu.edu

Contact Info

- **Steve Jex, PhD**
Professor
PSY 350
Phone: 407-823-3912