

### ***First-Year Project and Forms***

To help beginning students develop and demonstrate their abilities as researchers, first-year students in the Ph.D. program are expected to design a research project, obtain and analyze data, and write a report in publishable format describing their work (“First-Year Project”). In some circumstances, it may be impossible to design a study, collect data, and analyze data all within one year, such as in longitudinal research or large sample clinical studies. In such cases, students may address a novel question in an existing data set. The scope of the work for the first year project needs to be agreed upon within student’s First Year Committee. Accompanying this process, the *First-Year Research Series* (Psy 607) serves as a forum for students to discuss their ideas for the First-Year Project and to learn about some of the practicalities of conducting research at the University of Oregon. Students should also work closely with their First-Year Committee and obtain assistance and guidance for the project. A formal written report on the first-year research which has been approved by a student’s first year project committee must be submitted to the Graduate Secretary by November 15 of the second year, but students submit drafts to their First-Year Committee well before this deadline to receive feedback and have time for revisions. The final report is expected to reflect work by the student at a level that would entitle the student to authorship should the paper be published. In addition, students present the results of their first-year projects in 20-minute talks during a series of department colloquia in the fall of their second year (usually in the middle of October, before the November 15 deadline).

If the student and First-Year Committee agree, the student is allowed to substitute laboratory rotations for the First-Year Project, provided that (a) the student gives a talk at the end of each lab rotation and (b) writes one paper on each of the lab rotations or one that integrates all three (specifics of the papers, including their deadlines, are negotiated between lab PI and student, with involvement of the student's advising committee). Each lab PI should be asked to send a brief memo to the student's advising committee, reporting on the student's participation in the lab and fulfillment of the paper requirement. The entire set of lab participations, talks, and papers must be completed by November 15 of the student's second year. The student has the option, but is not required, to give an oral presentation during the yearly first-year talks (either presenting one research project or an overview of the lab experience). Students who plan to opt for lab rotations should discuss their plans with the GEC chair in the fall of their first year.

### ***Research with Human Subjects***

Before any research using human subjects may be performed, the proposed project must be approved by the University of Oregon's Institutional Review Board (IRB). A guide to this procedure is available on university’s Research Compliance Services [website](#).

If the results of this research are to be reported in your First Year Project, Master's Thesis or Doctoral Dissertation, the required Documentation of Research Compliance Approval form must be on file with the Graduate Secretary prior to the collection of data. The form can be obtained online from the department’s graduate student “Student Resources” link on Canvas or the Graduate Secretary. Approval from the university IRB is required for ANY research involving human subjects, regardless of whether the research is to satisfy a degree requirement or not.

The Psychology Department maintains a human subjects pool, which all faculty and graduate students may apply to use. A guide to the use of the Psychology Department Human Subject Pool is available on Canvas once you are signed up to do research with human subjects. Send the human subjects coordinator an email at [hscord@uoregon.edu](mailto:hscord@uoregon.edu) if you do not have access to the Canvas page. The guide must be read and quiz completed before using the Human Subjects Pool.

### ***Research with Vertebrate Animals***

Before any research using vertebrate animals may be performed, the proposed project must be approved by the Institutional Animal Care and Use Committee. A guide to this procedure and application forms are available from the university's Animal Care Services [website](#) (541-346-4958).

### ***Master's Degree***

Although obtaining a Master's Degree is not required for continuation in the Ph.D. program, graduate students in the Ph.D. program frequently apply for a Master's Degree during the fall of their second year. One motivation for obtaining a Master's Degree is that GEs with a Master's Degree are paid at a higher rate than GE's without the degree. To obtain a Master's Degree, the graduate student must have:

- 45 graduate-level credits, taken after admission to the program or approved by petition.
- 30 of the 45 credits must be in Psychology
- 24 of the 45 credits must be U of O graded credits (B- or higher)
- 9 of the 45 credits must be 600-level courses, taken in residence
- 2 approved graduate-level statistics courses (e.g., Psychology 611, 612). Must be taken graded and passed with a B- or higher
- Completed the approved Research Ethics Course (Psy 607)
- Completed an approved research project/paper/thesis\*
- Maintained a cumulative UO GPA of 3.00 or higher

\*To receive a Master's degree with a formal thesis, the student must have at least 36 credits of course work and 9 Psy 503 thesis credits. The approved thesis must be formally submitted to the Graduate School and comply with Graduate School formatting requirements and deadlines. If you think you will want to receive a Master's degree with a thesis, you should discuss your plans with your advisor and the graduate secretary as soon as possible. Most psychology doctoral students opt to receive their master's degree without the formal thesis.

## Composition of First-Year Committee

Each incoming student should meet with his or her faculty advisor and select two or three additional faculty members to serve on the student's *First-Year Committee*. The committee should consist of a chair (or co-chairs), plus two additional members. The chair (or co-chairs) of the committee must be tenure-related faculty in Psychology. One (and no more than one) member on the committee may be either a non-tenure-related faculty member in Psychology e.g., an individual who has a contract with the department, or an individual who holds additional academic credentials, such as a "research scientist" at a research institute or a tenure-related position at another institution, or a tenure-related faculty member from another department. For clinical students, one committee member must be tenure-related clinical faculty.

Please list the names of your committee members, have each member sign this form, and indicate the person serving as chair. This form should be returned to the graduate secretary as soon as the committee is established and prior to the end of fall term.

**First-Year Advising Committee for:** \_\_\_\_\_

<b>Print Faculty Name</b>	<b>Faculty Signature</b>	<b>Date</b>
Chair/Co-Chair		
Co-Chair (optional)		
Member		
Member		

Policy note: Graduate students must have a major advisor. The advisor-advisee relationship requires initial and continuing mutual consent for that relationship. When either the student or the advisor feel that an advisor change should be considered, they should immediately consult the GEC chair and graduate secretary to discuss options. If either the student or the advisor decide that an advisor change is necessary (or when a change is forced upon the student, due to an advisor's incapacitation or departure from the department), the GEC chair will assign a faculty advocate to the student, to help the student negotiate the processes of either finding a new advisor, or transitioning out of the graduate program. If a student goes longer than 6 weeks (not including university break periods) without an advisor, the graduate school will be notified, an action which could result in the student's termination from the program. Faculty may agree to advise students for a trial period, and the student would be considered to have an advisor during this period.

## First-Year Plan for Doctoral Students

### Fall Courses

### Winter Courses

### Spring Courses

Required Courses:

Data Analysis I, Psy 611  
1<sup>st</sup> Year Research, Psy 607  
Core Course  
Seminar and/or Research (607/601)

Data Analysis II, Psy 612  
1<sup>st</sup> Year Research Ethics  
Core Course  
Seminar and/or Research

Data Analysis III, Psy 613  
1<sup>st</sup> Year Research  
Core Course  
Seminar and/or Research

Other possible courses include: Psy 601 Research, Psy 605 Reading & Conference, Psy 609 Practicum, and various Psy 607 Seminars. **Clinical students** should meet with their advisor and/or the graduate secretary to discuss clinical course requirements.

### Plans for student's first year of study/research:

Student's Signature: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Required Clearance for Master's Thesis/Project or Doctoral Dissertation

University policy requires that students who expect to engage in research involving human or animal subjects receive approval of their research procedures prior to the collection of data. Protocol forms and a detailed explanation of procedures may be obtained from the **Research Compliance Services, 677 East 12th Ave, Suite 500**, 541-346-2510 (forms located at <http://rcs.uoregon.edu/content/human-subjects-applications-forms>) or **Animal Care Services (ACS)**, 541-346-4958 (on the web at <https://aws.uoregon.edu/>).

The required Documentation of Research Compliance Approval form for First Year Project, Master's Thesis/Paper or Doctoral Dissertation is available from the "Student Resources" link on Canvas or the Graduate Secretary. This form must be completed, signed, and on file with the Graduate Secretary before you collect data. Failure to follow required procedures may result in a recommendation to the Dean of the Graduate School that the University not accept your thesis/project or dissertation.

Procedures:

- Consult with your departmental graduate advisor concerning details of the proposed thesis/project or doctoral dissertation and formation of an appropriate committee.
- If your research involves human subjects (i.e., a living person or persons about whom you obtain data through direct intervention or interaction or otherwise acquire personally identifiable information in your research), obtain approval for your research protocol from the Committee for the Protection of Human Subjects (CPHS) before collecting data. Guidelines for preparation of a protocol are available from the Office of Research Compliance or via their website (listed above).
- If your research involves the experimental use of vertebrate animals, approval must be obtained from **Animal Care Services (ACS)** before purchasing or using animals. Applications to use animals in research are available on the web at <https://aws.uoregon.edu/>.
- Obtain the signature of your advisor on the *Documentation of Research Compliance* form (next page of this handbook).
- Submit the completed Documentation of Research Compliance form to the Graduate Secretary. This form must be on file with the Graduate Secretary before you begin your research project/data collection.

For information about the protocol review schedule or if you have any questions about research clearance, contact the appropriate office: **Research Compliance Services, 677 East 12th Ave, Suite 500**, 541-346-2510 (<http://rcs.uoregon.edu/>) or **Animal Care Services (ACS)**, 541-346-4958 (<https://aws.uoregon.edu/>).