

Applied Social and Cultural Psychology (ASCP) Program

Ph.D. Student Handbook

FIU

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Introduction to the Handbook

The Doctor of Philosophy in Psychology with a major in Applied Social and Cultural Psychology prepares students to work in a variety of settings to understand and transform the systems in which humans interact. Students will engage in advanced training in the application of social and cultural psychological theories and methods to address real-world problems, and to promote optimal life outcomes for diverse populations. Areas of research can include gender-based violence, reproductive justice, homelessness and poverty, minority stress, acculturation, global health, discrimination in educational, workplace, and community settings, and more.

This handbook is intended to aid you in your transition into our program, the Department of Psychology, and broader academic community. You should use this as a guide while planning your academic career in the ASCP Program, as it is organized according to the major programmatic milestones you will encounter while a student with us.

Further, this handbook is intended to inform ASCP Program graduate students and faculty about basic policies and procedures. However, it does not cover all University regulations governing graduate education at FIU. Rather, it should be treated as a supplement to the *Graduate School Catalog*, (<http://catalog.fiu.edu>) and *Theses and Dissertations Guidelines* (<https://gradschool.fiu.edu/thesis-dissertation/>). Like all graduate programs at FIU, the graduate program in ASCP Program operates within the Department of Psychology's administrative structure established by the University Graduate School (UGS). Thus, it is the responsibility of all faculty and graduate students to familiarize themselves with the relevant UGS policies.

Although every effort is made to provide accurate and current information in this handbook, the ASCP Program, Department of Psychology, and University Graduate School reserves the right to change statements in the handbook concerning policies, curricula, or other matters. Students enrolled in the graduate program agree to comply with the Department's rules and regulations and to accommodate any changes necessary.

Last updated: June 2, 2022

Program Director: Dr. Asia A. Eaton (aeaton@fiu.edu)

Original Author: Dr. Dionne Stephens, April 2015

Welcome letter from the Program Director

Welcome to the Applied Social and Cultural Psychology (ASCP) Program in Florida International University's (FIU) Department of Psychology!

We are thrilled to be beginning our journey together in research, practice, advocacy, service, and fun! You were selected for this program based on a host of factors we are confident will support your success, from creativity to leadership skills to academic preparedness to contributions to diversity. You belong here! Our job as faculty is to help you leverage these strengths to achieve your most ambitious and personalized career goals, while supporting your health and well-being. Each of us, Dionne, Maureen, Stacy, and I, are unified in our commitment to centering you in this program, in appreciation of your unique needs and contributions.

This program began as a farfetched fantasy amongst the ASCP faculty members- one that had depth and breadth and wings- but no clear path towards success. We talked about and worked on our "dream" program casually over many years, and always with tremendous energy and enthusiasm, but with limited faith that it would ever materialize. To be able to welcome you into this program, where we are committed to public psychology and to the application of social and cultural psychology to address real-world problems and promote social justice, means more to us than words can say. It represents years of effort and hope, as well as the culmination of our most inspired and exciting scholarly ideas. We sincerely believe this program, established in 2022, has the potential to inspire a new vision of what psychological science and training can look like at the national level.

The next several years are likely to come with intense highs and lows for you, as you experience intellectual and practical challenges that require you to expand and re-envision your self-concept, skill set, social networks, and more. We hope we will grow closer during these times, and that you will increasingly look to us as personal and professional resources. While we may not be able to provide solutions in every situation, we are always able to problem-solve, listen, and connect you to resources. You never know what we might have experienced with other students, or on our own, that can be usefully brought to bear on your situation. Don't hesitate to seek us out!

As faculty, we have our own strengths, quirks, and areas for growth. So do you. If we move forward together with appreciation for each other's unique expertise and social location, humility, and respect, we will collectively thrive, while advancing scholarship, practice, and social justice in the area of social and cultural psychology.

Thank you for bringing your full self to our program, and we look forward to collaborating and learning with you.

Dr. Asia Eaton

Florida International University

General

FIU is Miami's public research university. Offering bachelor's, master's, and doctoral degrees, both on campus and fully online, FIU is worlds ahead in its service to the academic and local community.

Designated as a top-tier research institution (R1), FIU emphasizes research as a major component in the university's mission. The Herbert Wertheim College of Medicine and the Knight Foundation School of Computing and Information Sciences' Discovery Lab, are just two of many colleges, schools, and centers that actively enhance the university's ability to set new standards through research initiatives.

For over four decades, FIU has positioned itself as one of South Florida's anchor institutions by solving some of the greatest challenges of our time. We are dedicated to enriching the lives of the local and global community. With a student body of nearly 54,000, we are among the top 10 largest universities in the nation and have collectively graduated more than 200,000 alumni, 115,000 of whom live and work in South Florida.

See more at: <https://www.fiu.edu/>

Diversity, Equity, & Inclusion

Florida International University is committed to provide the highest quality educational and employment experience to its students, faculty, and staff in a nurturing and supportive environment. In doing so, the institution is committed to ensuring that instruction and services are delivered in a manner that is reflective and supportive of diversity as it relates to gender, socioeconomic status, gender identity, race, ethnicity, physical and mental ability, nationality, military status, sexual orientation, spirituality and cultural identity.

We commit ourselves to building an academic community whose members represent and embrace diverse cultures, backgrounds and life experiences that reflect the multicultural nature of South Florida and our global society. Our goal is to build an intellectually vibrant climate that sustains the inclusiveness and engagement of our diverse community.

We encourage and expect the entire FIU community to model these values and to commit to recruiting, retaining, and supporting students, faculty, and staff who reflect the diversity of our global society.

See more at: <https://dei.fiu.edu/>

The University Graduate School (UGS)

Message from the UGS Dean, Dr. Andres Gil

Dear Graduate Students:

We welcome you to explore the many offerings of our graduate programs here at FIU. FIU has the highest Carnegie Research Classification, “Research I: Highest Research Activity.” The reputation of a research university is based in large part by the quality of its graduate faculty. However, graduate students are also key contributors to the University’s reputation and active contributors to the University’s intellectual and creative environment. Through its graduate faculty members, FIU offers graduate programs of the highest quality.

The Graduate Catalog provides information and resources to those interested in graduate education programs at FIU, including the full range of programs and courses available. We offer a wide range of graduate programs to satisfy virtually every personal or professional pursuit. We have over 120 graduate degree programs including an extensive array of doctoral, master’s and graduate-level certificate programs. Florida International University is a young, vibrant and diverse university with a graduate population of over 8,000 students and an overall enrollment of over 54,000 students. We have an active Graduate Student Association and other avenues for graduate involvement on campus through the University Graduate School and other student services offices.

At FIU, we take pride in designing graduate programs that prepare our students to be future leaders in their fields and knowledge creators. Our graduate faculty are worlds ahead scholars producing new discoveries to solve the challenges facing our nation and the world. Our focus on research-integrated graduate curricula, and the rich cultural diversity of our campus and South Florida, provide the graduate students with the most exciting and dynamic learning environment at FIU.

FIU also offers excellent infrastructure for cutting-edge graduate work. We have modern, well-equipped laboratories, and ample computer facilities and support. We also boast one of the largest libraries in the State University System. All of this is available to our graduate students to help them achieve their goals in a timely manner and obtain the postgraduate appointments they desire. We also have excellent professional training and development opportunities designed to prepare the graduate students to be successful in their chosen careers.

We are glad you have chosen to be a part of our rich academic culture, and we are committed to providing you with the most stimulating learning environment.

UGS Forms

An excellent checklist for ALL relevant forms en route to the Ph.D. can be found here:

<https://drive.google.com/file/d/1hQGRNN1ErIEId1nPOw1OkZJBrKefQkBR/view?usp=sharing>

There are numerous forms you must fill out to complete your graduate degree. These serve to document completed milestones along the path to your degree. Below we outline briefly what forms are needed and when; however, you should consult with your Major Professor within the ASCP Program when preparing to complete these. The following link will take you to the University Graduate School's forms page where you can download all the documents listed below:

<https://gradschool.fiu.edu/students/>. An example map with D-form deadlines can be found in **Appendix A** of this handbook (“UGS Forms and Deadlines for PhD Students from Fall 2021”).

(1) M.S. Project Forms

To receive your M.S. along the way to your Ph.D., you must have completed all M.S. courses (with a grade) and your M.S. project, along with relevant forms. Below is a list of items you will need to apply for the awarding of the Master's. Please email all forms below to both Dr. Shannon Pruden, sdick@fiu.edu (the Psychology Department's Graduate Director) and psygrad@fiu.edu. Importantly, students can use DocuSign to obtain committee member signatures for various forms, but once they have obtained these, please send the packet of documents to sdick@fiu.edu via email for review and signature (and as always copy psygrad@fiu.edu). DocuSign is available to FIU students at <https://docusign.fiu.edu/>.

TIMELINE: All paperwork must be submitted by the add/drop date in the semester in which the student would like to graduate – GPD will communicate the exact date. It is early in the semester.

REQUIRED DOCUMENTS:

1. Memo from Program Director stating student successfully completed requirements for awarding of master's degree or if student defended master's project/thesis a copy of signed master's defense memo with committee signatures:
https://case.fiu.edu/psychology/resources/masters-thesis-process-for-doctoral-students/masters_memo1.pdf
2. Unofficial transcript to confirm completion of coursework for master's (students should track requirements by looking at the university course catalog for the year they entered the program)
3. Copy of student's master's research paper
4. CASE rubrics completed by the master's committee or readers of the master's project must be sent to sdick@fiu.edu and psygrad@fiu.edu. For rubrics visit:
https://case.fiu.edu/psychology/resources/_assets/graduate-student-rubrics.pdf

OPTIONAL, BUT HIGHLY SUGGESTED: Turnitin originality report with first page reflecting title of the MS project, name of major professor and first page of similarity report. Available at <https://ecampus.fiu.edu/students-turnitin>

(2) Dissertation Forms

As of Monday, May 23, 2022, all dissertation milestone forms will be managed online at <https://my.fiu.edu/>

Forms

- Establishment of Dissertation Committee (formerly D-1)
- Doctoral Candidacy (formerly D-2)
- Defense of Dissertation Proposal (formerly D-3)
- Oral defense of Dissertation (formerly D-5)
- Submission of Electronic Dissertation final document (formerly ETD)

Training guides for doctoral students and faculty can be found at <https://gradschool.fiu.edu/online-dissertation-milestones/>.

Below is a description of the forms you will need for various stages of completion of the Ph.D.

Establishment of Dissertation Committee (formerly D-1 form)

TIMELINE: Students should file the D-1 within the first 2 semesters of training. See: <https://my.fiu.edu/>

OTHER REQUIRED DOCUMENTS:

- D-1 form filled and signed by student and committee (major professor must have DAS status; committee members must have GF status; students can check this at <https://gradschool.fiu.edu/facultystaff/#facultylist>). The D-1 form can be found at <https://my.fiu.edu/>
- Proof of current enrollment in 9 credits (copy of current course schedule)
- Summary of expected contributions and relevant expertise of all committee members (2 pages maximum)

Form D-1R

Appointment of Revised Dissertation Committee

This form is used when you make any changes to your dissertation committee. Both the individuals leaving and joining are going to have to sign this form.

Doctoral Candidacy (formerly D-2 form)

To ensure you can immediately start taking dissertation hours and stay on track, you should submit this form as soon as you find out you passed qualifying exams. The form D-2 must be submitted to UGS by no later than five business days before the first day of classes. Candidacy forms must be on file and approved by UGS by the first day of classes for a student to register for dissertation credits.

TIMELINE: Must be submitted to GPD at least 2-3 weeks before beginning of the semester in which student is requesting to enroll in dissertation credits – GPD will communicate exact date; students will complete at minimum 5 semesters of dissertation credit

OTHER REQUIRED DOCUMENTS:

- D-2 form filled and signed by student and major professor (including list of coursework completed and date student passed qualifying/comprehensive exam requirement). The D-2 form can be found at <https://my.fiu.edu/>
- Memo from Program Director stating student successfully completed requirements to advance to candidacy.
- Copy of unofficial transcript to confirm completion of all credits but dissertation credits
- If applicable, copy of student's qualifying paper(s) (e.g., publication; grant submission; qualifying paper such as chapter) – this will vary depending on the program you are in as some programs do not have a paper requirement but an exam requirement

Defense of Dissertation Proposal (formerly D-3 form)

This form is to be signed by all your committee members after they have read your proposal and agree that you have a viable dissertation research project. This D-3 form must be completed at least 3 semesters before your anticipated graduation semester. To calculate when this would be, visit the UGS Deadlines for Theses & Dissertations page at <https://gradschool.fiu.edu/calendar-deadlines/>

REQUIRED DOCUMENTS:

- D-3 form filled and signed by student and committee. The D-3 form can be found at <https://my.fiu.edu/>
- Proof of current enrollment in 3 dissertation credits (copy of current course schedule)
- Abbreviated dissertation proposal (maximum of 5 pages, title and reference pages are not included in maximum; please see proposal guidelines at https://gradschool.fiu.edu/documents/Proposal_Guidelines.pdf)
- Copy of CITI Responsible Conduct of Research certificate (we just need certificate, not completion report with scores)
- Copy of IRB (human subjects) or IACUC (animal research) approval letter for the research project on which the dissertation is based. Must select “yes” to question 4.4 Student Research Project on IRB (question 3.3 on IACUC IRB) and students should attach a copy of the 5-page proposal to IRB.
- CASE rubrics completed by the dissertation committee must be sent to sdick@fiu.edu and psygrad@fiu.edu. For rubrics visit: https://case.fiu.edu/psychology/resources/_assets/graduate-student-rubrics.pdf

Oral defense of Dissertation (formerly D-5 form)

The D-5 must be submitted to UGS 3 weeks before the date of the defense or by the UGS deadline (whichever date is the earliest; see the UGS Deadlines for Theses & Dissertations <https://gradschool.fiu.edu/calendar-deadlines/>). We say technically because your final dissertation must be reviewed by your committee, who must all sign this form-, then the Department of Psychology Graduate direction- who must sign this form - and finally the College of Arts & Sciences Graduate Dean- who must sign this form- *before it goes to UGS*. Given each will want to review your dissertation two weeks before the next person required to review it, you must have your dissertation ready at least two months prior to the UGS deadline.

TIMELINE: Must be submitted to GPD no later than 5 WEEKS BEFORE dissertation defense; please pay attention to CASE, UGS and graduation filing deadlines; (<https://gradschool.fiu.edu/calendardeadlines/>)

REQUIRED DOCUMENTS:

- D-5 form filled and signed by student and committee. The D-5 form can be found at <https://my.fiu.edu/>
- Proof of current enrollment in 3 dissertation credits (copy of current course schedule)
- Electronic copy of dissertation (formatted according to UGS requirements <https://gradschool.fiu.edu/thesis-dissertation/>)
- Electronic copy of one-page dissertation defense announcement <https://gradschool.fiu.edu/thesis-dissertation> Please also send electronic copy of dissertation defense announcement to UGS as a word document ugs@fiu.edu

REQUIRED FOR CASE: Turnitin originality report with first page reflecting title of dissertation, name of major professor and first page of similarity report

- If Turnitin report is high (>25%) please have your major professor complete the memo below on their letterhead.

Memo

To Dean Brian Raue:

This memo certifies that this dissertation constitutes original work and writing by _____.

Any high similarity scores reported by Turnitin reflect the student's own published work in either journal outlets and other publications.

Thank you,

Major Professor Signature Date

Submission of Electronic Dissertation final document (formerly ETD form)

Approval of defense, dissertation, and electronic submission of dissertation.

Doctoral and master's project students must submit this form to complete their project/dissertation requirements. The form includes you signing over non-exclusive license giving FIU permission to archive and distribute the electronic work a section that allows doctoral students to allow the University Graduate School to post their dissertations to ProQuest's ETD and subject databases (free service), embargo options, and a Review and Acceptance section with signatures of student, major professor(s), committee members, Graduate Program Director or Department Chair, Dean of College or School, and Dean of University Graduate School.

TIMELINE: GPD will communicate deadline but you should anticipate it will be 5 weeks before the posted UGS deadline (<https://gradschool.fiu.edu/calendar-deadlines/>)

OTHER REQUIRED DOCUMENTS:

- ETD form filled and signed by student and committee. The ETD form can be found at <https://my.fiu.edu/>
- Final electronic copy of dissertation that was defended and approved by committee and had been approved by UGS for formatting (formatted according to UGS requirements <https://gradschool.fiu.edu/thesis-dissertation/>)

- Certificate of Completion from Survey of Earned Doctorate (<https://sed-ncses.org/>)
- A full version of your curriculum vitae
- Copyright release from publishers (if any or part of dissertation has been published)
- CASE rubrics completed by dissertation committee must be sent to sdick@fiu.edu (the Psychology Department Graduate Director) and psygrad@fiu.edu For rubrics visit: https://case.fiu.edu/psychology/resources/_assets/graduate-student-rubrics.pdf

UGS & Department of Psychology Annual Evaluation

All graduate students in the Department of Psychology and FIU will be evaluated annually for their performance and progress. Each student will prepare and submit information regarding completed coursework, research productivity, teaching, and professional service experience. Students then will receive developmental feedback from their Major Professor and project/ dissertation committee after the evaluation meeting.

Annual evaluations are due to the Department of Psychology Graduate Director by the end of each Spring semester; the exact date will be announced each spring. This means that all paperwork must be reviewed, evaluated and discussed in a committee meeting by the first week of May; the exact date will be announced each spring semester. Students will not be able to register for classes or continue with their assistantship duties if their annual evaluation is submitted after the deadline. Only once the annual evaluation has been recorded into the University Graduate School System will students be allowed to receive their assistantship assignment, stipend, and access to courses.

Students who have an approved D-5 on file and are expected to graduate during the spring semester prior to the deadline are exempted from filing the form. Students who have 17 or fewer graduate credits at the end of the spring term are also exempted from filing the form.

The procedures for the annual evaluation are outlined as follows:

1. Graduate students submit an annual progress report and other required documents to their Major Professor. Annual evaluation form information is located on the University Graduate School website:
<https://gradschool.fiu.edu/students/doctoral-annual-student-evaluation/>
2. Each student will be evaluated initially by their Major Professor, and then by both the Major Professor and project/ dissertation committee members. Meetings to review the annual evaluation can be held anytime between February 15th and the deadline. This means if your committee meets for another reason during the spring semester you should add time to that meeting to complete the annual evaluation.
3. The Major Professor is responsible for completion of the evaluation, providing information to the project/ dissertation committee members, and making recommendations regarding your progress.

Satisfactory students are:

- a) completing 12 hours of coursework per semester, before advancing to candidacy, with mostly A's and no grade lower than B in each course. After advancing to candidacy, students should be done with course work and completing only 3 hours of coursework per semester via dissertation credits.
- b) completing programmatic milestones in a timely manner (e.g., oral exams, MS project, and dissertation proposal, research project development, etc.),

- c) engaged in appropriate scholarly activities for their stage in the Ph.D. program (e.g., attending conferences, giving presentations, producing publications, working on their project/dissertation proposal or their actual project/dissertation, applying for grants and awards, etc.).
- d) performing their TA, GA, or RA role in a satisfactory manner, and/ or performing their instructor role in a satisfactory manner.
- e) other criteria the faculty may feel is appropriate to assess for a given student.

Unsatisfactory students are:

- a) to some extent falling short on one or more of the above criteria.
- b) provided a plan for remediation for the student as well as a timeline on which the plan will be assessed.
- c) subject to dismissal after receiving two unsatisfactory annual evaluations in a row, and/or after failing comps after the second attempt.

Dismissal would be recommended by the graduate faculty if you are falling short in significant ways despite previous remediation OR there is a transgression that is serious enough to warrant dismissal without a plan for remediation first being put into place. For example, in the ASCP program we value a culture of equity and inclusion, as exemplified via behaviors that do not demean or ostracize others. The ASCP faculty reserve the right to counsel out students who exhibit persistent discriminatory, exclusionary, or demeaning behaviors towards professors or classmates.

4. Upon receiving the MS project/ dissertation committee's approval, the Major Professor will provide the Department of Psychology Graduate Director the written summary for each of their student's annual evaluations. For areas that need improvement, suggestions for the course of actions are also included.
5. Decisions about assistantships will be based on your annual evaluation performance. An assistantship will not be awarded to you if you are not making clear progress toward the requirements for graduation or fail to perform tasks associated with the assistantship. Every effort will be made to inform you about funding for the following year before the end of spring semester.

The Department of Psychology

Through teaching, engagement, and cutting-edge discoveries, we're preparing the next generation of researchers and educators. With strong curricula and research, we've gained national prominence for our outstanding faculty and programs. We are committed to actively promoting diversity, equity and inclusion as a professional and moral imperative at the individual, group and system levels as we honor the APA code of ethics, particularly the principles of “justice” and “respect for people’s rights and dignity,” and embrace FIU’s commitment to fostering a climate of inclusion within a diverse community. We further pledge to work with students in an ongoing manner to translate these commitments into action, and to routinely evaluate their outcomes. Read the Commitment to Diversity, Equity and Inclusion and Black Anti-Racism below. Find resources here for supporting Graduate Student Health and Wellness:

<https://case.fiu.edu/psychology/opportunities/student-organizations/graduate-student-health-wellness-committee/index.html>

Commitment to Diversity, Equity and Inclusion (as of 12/27/2021)

The Department of Psychology commits to actively promoting diversity, equity, and inclusion as a professional and moral imperative at the individual, group, and system-levels as we honor the APA code of ethics, in particular the principles of “justice” and “respect for people’s rights and dignity,” and embrace FIU’s commitment to foster a climate of inclusion within a diverse community. We further pledge to working with students in an ongoing manner to translate these commitments into action and routinely evaluate their outcomes.

DEI as professional and moral imperative: Psychological science seeks to understand human development, social behavior, cognition, biology, and mental health in our local communities and across the globe. Advancing knowledge on these complex phenomena requires diverse perspectives and approaches that appreciate and center the social justice and human welfare implications of our work. Diversity, Equity, and Inclusion (DEI) at all levels of scientific inquiry is urgent and critical for enhancing the validity and value of psychological science for public benefit. Hence, we commit to embracing DEI explicitly and intentionally in every element of research (e.g., sampling, methods, measures, analyses, interpretation), teaching (e.g., decolonizing syllabi, creating inclusive classrooms) and service (e.g., distributing service equitably, serving all stakeholders), with ongoing consideration for the broader impacts of these choices.

Actively promote DEI at all levels: The Psychology Department embraces cultural, individual, and identity differences, and enables equal access of all members to the “processes, procedures, and services” of psychology. Working to create a department whose climate and culture support diverse perspectives, especially underrepresented and marginalized perspectives, enhances not only our science, but our interactions with the public we serve. We actively strive to build a community where students, staff and scholars from all backgrounds feel that they belong, are seen and heard, and can contribute. This includes admissions criteria and processes that consider applicants holistically; curricula that use a multicultural approach; recruitment efforts that increase diversity at the level of graduate students, post-docs, and faculty, with particular attention to racial/ethnic diversity; and advancement and leadership opportunities that support the personal and professional flourishing of BIPOC (Black,

Indigenous and people of color) and underrepresented and marginalized students and faculty by attending to their unique needs, strengths, and experiences.

Accountability: First, we are indebted to the Black Psychology doctoral students who wrote and delivered the “Call to Action Addressing Systemic Racism in the FIU Psychology Department” on July 15, 2020. This call has spurred multi-level efforts at transforming the racial climate of the department, including the creation of the Diversity Committee, and without it we likely would have continued to operate in ways that subtly and overtly harmed Black students and other students of color. We will take increasing responsibility for our history as we continue to learn and improve. Second, we acknowledge that every member of the department is responsible for the urgent and ongoing work of improving the diversity, equity, and inclusion of the department. As such, we have amended the departmental bylaws so that every committee in the department is now charged with biannually reporting their progress and outcomes relevant to the department’s diversity goals. To further integrate diversity goals across the department, a member of the Diversity Committee will be present at all Executive Committee meetings. Third, we commit to eliciting and integrating feedback, especially from marginalized students, into all our efforts, and have devised multiple ways to do this, including but not limited to the formation of student-faculty workgroups and an anonymous comments box for students with diversity-related concerns. Fourth, we commit to ongoing assessment of the racial climate in the department, which we will follow with systematic and timely action.

Black Anti-Racism Statement (as of 12/27/2021)

We denounce White supremacy and recognize that structural racism diminishes educational and economic opportunity, and impacts scientific pursuits, public health and safety, and society overall. Notably, the history of Black Americans, and the ongoing oppression and inequities that persist, make their experiences within and outside of academia distinct from other marginalized groups.

Within FIU’s Department of Psychology, Black students and faculty have been underrepresented, overburdened, and under-supported. We seek to improve our collective understanding of systemic oppression and our department’s history and role in perpetuating unjust systems, as necessary first steps towards preventing future harm. We commit to continually assess and address the unique experiences of Black students, staff and faculty, and to engage in education, training, clinical care, and research that are racially and socially conscious by acknowledging the disparities, resilience, and strengths among Black populations in science and beyond.

We strive towards being anti-racist citizens, scholars, educators, colleagues, and mentors, whose combined efforts cultivate an anti-racist and inclusive department where Black students and faculty are valued and respected as individual scholars for their professional contributions, including those related to identity and race. As a community and department, we commit to creating spaces where Black students, staff, and faculty feel comfortable and heard, and are supported to thrive and flourish personally and professionally. We recognize that accomplishing this means that all members of our community must continually recommit ourselves to anti-racist efforts and action

See more at: <https://case.fiu.edu/psychology/dei-statement-021921-cta.pdf>

The Applied Social and Cultural Psychology (ASCP) Program

Faculty

Dr. Asia Eaton

Dr. Asia Eaton is a feminist social psychologist and Associate Professor of Psychology at FIU. She directs the Power, Women, and Relationships (PWR) Lab, which explores how gender intersects with identities such as race, sexual orientation, age, and class to affect individuals' access to and experience with power. Intersectionality theory, sexual scripting, and social role theory feature prominently in our research, along with other theories relevant to privilege and oppression. In our quantitative (e.g., experimental, longitudinal, cross-sectional), qualitative (e.g., focus groups, interviews, PhotoVoice), and mixed methods work, we aim to be persistently reflective in terms of our social location, privilege, and biases, and are deliberate about collaborating with cultural insiders on projects involving marginalized groups. Our work is also community-partnered and translational, engaging social and cultural psychological theories and methods to address real-world social problems in collaboration with local, state and national organizations and institutions. For example, since 2016 Asia has also served as Head of Research for Cyber Civil Rights Initiative (CCRI), which is working to understand and end the epidemic of image-based sexual abuse in the U.S.



Dr. Stacy Frazier

Dr. Stacy Frazier directs a federally-funded program of community-engaged, mixed method research to strengthen service systems and support care extenders, specifically after school providers, school personnel, and early intervention specialists. Care extenders have not formally received training in mental health, but their roles and responsibilities require mental health knowledge, and their work and relationships with youth are mental health promoting. Their effectiveness to promote positive health and education trajectories for minoritized and marginalized youth relies on professional development. Hence, her studies examine tiered and technology-facilitated models of workforce support focused on leveraging teachable moments during natural education, service and recreation routines. Dr. Frazier seeks to center and amplify the voices of providers serving Black and Hispanic communities that have been underserved by systemic inequities in care and underrepresented in psychological science. Altogether, her work builds on individual and cultural strengths, responds to the needs, and respects the priorities, resources, and constraints of youth service systems.



Dr. Maureen Kenny

Dr. Kenny's training includes years of providing direct clinical care to abused children and their families. She has published extensively in the area of child maltreatment, with a specific focus on child sexual abuse, prevention and treatment and minority populations. Her work also addresses the issue of compliance with mandatory reporting of child maltreatment among professionals. Dr. Kenny is a licensed clinical psychologist, qualified supervisor in Florida and a Nationally Certified Counselor. Dr. Kenny is a Fellow of the American Psychological Association, Division 37: Society for Child and Family Policy and Practice. Dr. Kenny's research seeks to examine prevention strategies for childhood sexual abuse, which involve an ecological approach. Dr. Kenny's work examines broader sexuality education in schools and family attitudes toward sexual discussions, particularly among minority families. Compliance with mandatory child abuse laws is another foci of Dr. Kenny's work as she seeks to educate professionals and understand the barriers to compliance. Finally, commercial sexual exploitation of youth has been a recent focus for Dr. Kenny's research as she examines pathways into and out of exploitation, including the role of survivor mentors.



Dr. Dionne Stephens



Dr. Stephens became a faculty member at Florida International University after earning her doctorate in Human Development from The University of Georgia- Athens. Her research examines the influence of cultural beliefs and experiences on various sexual health outcomes. The specific research questions she explores focus on socio-historical factors shaping marginalized populations' sexual health processes, with emphasis on gender and ethnic/ racial identity development.

With an ultimate goal of reducing health disparities, Dr. Stephens work both validates and centers the experiences of the populations she studies. Her program of research has examined such issues as cultures' influence on sexually risk taking, gender based violence, and sexual messaging across popular culture contexts. The relevance of gender and racial/ ethnic identity is also central to these explorations. Dr. Stephens primarily uses qualitative approaches for this community based work. In recognition of her work, Dr. Stephens has received numerous mentoring,

research and service awards.

Annual Benchmarks of Progress

Progression through the ASCP program involves early and ongoing exposure to research opportunities in your lab, your program, and the department, followed by intense direct “hands on,” student-led research under the guidance of a faculty research mentor and a project/dissertation committee. A student’s progress toward the completion of the doctoral requirements is gauged by the attainment of specific benchmarks of program progress in each year of the program, as follows. A course map with benchmarks can be found in **Appendix A** (“ASCP Course Map and Benchmarks”).

Year 1

The first year of graduate work is designed to provide students with a breadth of knowledge in the field of social and cultural psychology through a focused, intensive coverage of theories, findings, methods, and applications. Students will begin their statistics course sequence, complete other required content courses (see required coursework), and begin developing their graduate level research knowledge for use in subsequent years.

In Year 1, students should select their MS project committee members and draft their MS project proposal and IRB. Students should be actively seeking funding for their MS project, and using class opportunities and assignments to make progress on the project. Students also need to select their dissertation committee (and fill out the Establishment of Dissertation Committee form, formerly the D-1 form) by the end of their first year, and draft their diversity statement.

Year 2

In the second year of the program, students will focus more on their selected areas/courses of specialization and complete their second year of required classes. For example, a student may elect at this point to pursue a specific graduate certificate or minor (e.g., a certificate in Women’s and Gender Studies or a Quantitative Minor), which requires intentional selection of specific additional classes.

Tasks students are expected to complete include the defense of their MS project, the creation of public communication materials related to the project, and submission of their MS project to a professional conference. The second year is also a time students may become involved in secondary research projects or papers with other mentors or students. At the end of the second year or beginning of the third year, students are expected to sit for qualifying examinations.

Year 3

Students in their third year will typically participate in select advanced seminars specific to their areas of research, and in some cases, complete qualifying exam requirements during the first semester. Qualifying exams must be completed no later than the spring semester of the third year to ensure students are on track to graduate in a timely manner. A significant amount of student's time during this year is devoted to writing and research that leads toward the development of their dissertation, including seeking funding for dissertation work. Secondary collaborations with other mentors or students are also encouraged, as are continued scholarship dissemination efforts (e.g. conference presentations and publications).

Year 4 & 5

In their final years of the program, students are expected to complete their dissertation research project, and grow their career path and efforts towards obtaining post-Ph.D. employment.

Mentorship

You & Your Major Professor

When students enter the ASCP program, they have already been accepted to work under the mentorship of at least one ASCP faculty member (see ASCP faculty members here: <https://case.fiu.edu/psychology/phd-in-applied-social-and-cultural-psychology/team/index.html>). This faculty member serves as the incoming student's Major Professor (also known as the Project/Dissertation Committee Chairperson or Faculty Advisor/Mentor). They will provide guidance regarding the students' educational experience, sign necessary forms, answer questions about the program, policies, and address other issues as they arise. The Major Professor will also be responsible for conducting their student's annual review, which is required of graduate students at FIU. It is important that students establish a mutually-agreed upon working pattern and relationship with their Major Professor early on. Meeting frequently with their Major Professor will help ease students' transition into the graduate program and graduate culture in general.

For your dissertation, your Major Professor must have a specialized academic competence in your chosen research area, be a core member of the ASCP faculty, be tenured or tenure-earning, and hold Dissertation Advisor Status. For MS Project committees, graduate faculty status is required for all members. However, Dissertation Advisor Status is not required for any member.

Changing Major Professors

As incoming graduate students have at least one faculty mentor identified prior to entering our graduate program, the relationship between you and your Major Professor is somewhat created for you prior to joining the program. However, there are situations where the need to change Major Professors may arise. This can be initiated by either the student or the Major Professor. Ideally, the need for such a change can be identified and implemented early in the student's graduate career. Please keep in mind that having a major professor is a privilege, not a right. Nonetheless, a student requires mentorship to advance in their Ph.D. studies.

Prior to considering changing your Major Professor you are encouraged to:

- a) Try to work through differences with your Major Professor before you make a final decision.
- b) Seek advice from other faculty members and peers to assess your needs and determine whether a different Major Professor would be good for you, particularly if you are attempting to change advisers towards the final phase of your graduate program.
- c) Approach another faculty member about being a Major Professor for you. You cannot change to another Major Professor unless they are a core faculty member in the ASCP Program and agree to mentor you.
- d) Be professional at all times. Focus discussions on your professional interests, needs, and goals.
- e) Practice diplomatic ways to express to your Major Professor why you are considering a change.

- f) Discuss and arrange a timeframe for completing any remaining work with your current Major Professor before the change takes place.
- g) Complete or update any paperwork that contains information about your adviser, e.g., MS project, general exam or dissertation committee forms.

If you choose to change your Major Professor, it must be justified to UGS if you have already submitted an M-1 or D-1. The outgoing and incoming Major Professor must agree to be removed or added. Committee changes must be approved by the Graduate Program Director and the Graduate Dean in the College of Arts & Sciences. Committee changes must be approved by the Dean of the University Graduate School. Committee changes must also be approved by the UGS Dean. Changing your major advisor may affect the source of your funding (e.g., you may move from a GA to a TA line), but funding for your studies is still guaranteed per your admission letter, and not dependent on your advisor, so long as you are meeting program benchmarks and expectations.

Selecting your MS Project Committee

Selection of your MS Project Committee should take place by the end of the first year. The committee is to be comprised of at least three members with Graduate Faculty Status in the Department of Psychology. At least two members of the committee must be members of the ASCP Program. Additional members outside of the Department or of the University may serve as ad hoc members of your Committee, provided that they have expertise in the area of study, have a graduate degree, and are approved by the other members of the committee.

This committee, in consultation with the student, is charged with planning and approving the student's program of study, arranging the comprehensive written and oral examinations, advising the student on required research skills, approving the subject for the project, approving the completed dissertation, and approving the defense of the student's research.

Who can be on your MS Project Committee?

The committee is to be comprised of at least three members with Graduate Faculty Status in the Department of Psychology. At least two members of the committee must be members of the ASCP Program. Additional members outside of the Department or of the University may serve as ad hoc members of the committee, provided that they have expertise in the area of study, have a graduate degree, and are approved by the other members of the committee. If you wish to have someone outside the university serve on your committee member, they must sign the Non-FIU Commitment Form. This must be submitted along with your M-1 for a Master's committee members.

When you have selected all the members of your committee, fill out the M1 Form which forms the Appointment of a "Thesis Committee." All members of the committee will have to sign this form before you turn it in to the Department of Psychology's Graduate Program Director.

Changing MS Project Committee members

The composition of the committee may be changed if a committee member is no longer available to participate or if you or the chair of your committee believes there are valid reasons to add or replace a committee member. The committee change must be justified and all outgoing and incoming members must agree to be removed or added. Committee changes must be approved by the

committee chair, Graduate Program Director and the Graduate Dean in the College of Arts & Sciences. Committee changes must be also approved by the Dean of the University Graduate School.

Selecting your Dissertation Committee

Selection of your Dissertation Committee should be completed by the end of your first year. This committee's role is to assist with the planning of your program of study, advise on the research skills required for completing your dissertation work, approve the subject for the dissertation, approve the completed dissertation, and approve the defense of your research. All Dissertation Committee member selection decisions should be made in consultation with your Major Professor.

Who can be on your Dissertation Committee?

Dissertation committees must have a minimum of four members of the Graduate Faculty at FIU. Three must come from the Department of Psychology, with a minimum of two being core faculty members from the ASCP Program. Further, all dissertation committees must include one FIU graduate faculty member from outside of the Department of Psychology program. Additional committee members including affiliated faculty from outside the University, may participate on the committee provided they have Graduate Faculty standing at FIU or are recommended by the academic unit and approved by the Dean of the University Graduate School.

When you have composed your advisory committee, fill out the Establishment of Dissertation Committee form (formerly D-1 form). All members of the committee will have to sign this form before you turn it in to the Department of Psychology's Graduate Program Director.

If you wish to have someone outside the university serve as your fifth committee member, they must sign the Non-FIU Commitment Form. This form is used when a non- FIU faculty member is going to be on your committee. This must be submitted along with your D-1 form for the Dissertation Committee.

Changing Dissertation Committee members

The composition of the dissertation committee may be changed if a committee member is no longer available to participate or if the student or chair of the committee believes there are valid reasons to add or replace a committee member. The committee change must be justified and all outgoing and incoming members must agree to be removed or added. Committee changes must be approved by the committee chair, Graduate Program Director and the Graduate Dean in the College of Arts & Sciences. Committee changes must also be approved by the Dean of the University Graduate School.

ASCP Curriculum

ASCP students complete course requirements designed to facilitate a thorough grounding in research, theory, and methods in applied social and cultural psychology. Students admitted to the program are expected to maintain full-time status throughout their time in the doctoral program, and to be actively involved in research at all times.

Students must complete at least 75 semester hours beyond the Bachelor's degree to be awarded the Ph.D. degree in Psychology with a specialization in ASCP. Sixty credits are needed to fulfill Pre-Candidacy requirements. This means that prior to taking qualifying exams, students must have completed the required program courses totaling 60 credits. An additional fifteen hours of dissertation credits are required after advancement to Candidacy. The Pre-Candidacy courses may be taken within the ASCP program of the psychology department or in cognate areas as determined by the student's faculty advisor and MS Project /dissertation committee.

In some instances, students who already have taken a graduate level research methods or statistics course prior to beginning the ASCP program may not be required to take all the courses listed in the curriculum. To be considered for a transfer of credits and the substitution of a graduate class for one already taken, you must submit official transcripts and the related course syllabi. These will be submitted to the Graduate Program Director, who will ask the instructor(s) for that class at FIU to determine the suitability of the transfer.

A detailed outline of the course requirements is provided in **Appendix A** ("ASCP Course Map and Benchmarks"). This document can be a useful guide for planning courses, identifying remaining requirements, and documenting progress toward degree completion. See also the required courses: <https://case.fiu.edu/psychology/phd-in-applied-social-and-cultural-psychology/program/index.html>

Curriculum Content Areas

The pre-dissertation program of study for all ASCP graduate students includes five sections: common core courses, ASCP content courses, breadth requirements, electives, and supervised research.

Department Common Core Courses (12 credits)

The ASCP program requires that students take 4 core courses, including three statistics classes and SOP 5058 (Proseminar in Social Psychology). In addition to providing you with fundamental statistics and content knowledge, students from across the department are required to take these classes, so they serve as an opportunity for building relationships with colleagues across programs.

ASCP Content Courses (18 credits)

You are expected to develop a deep understanding of theories, findings, and methods in applied social and cultural psychology through specific coursework in cross-cultural research, community psychology, the dissemination and implementation of research, and more.

Breadth Requirements (9 credits)

Students are expected to develop an understanding of identity, social justice, and psychological methods through selecting one class in each of these areas. Additional classes in lieu of these may be substituted pending approval of the ASCP program director.

Identity (choose 1)

DEP 5325 Proseminar in Identity Development

WST 5936 Women and Leadership

Social Justice (choose 1)

SOP 5726 Proseminar on the Psychology of Stereotyping, Prejudice & Discrimination

CYP 6766 The Psychology of Crosscultural Sensitization in a Multicultural Context

Methods (choose 1)

PSY 5930 Qualitative Research Methods in Psychology

CYP 6526 Psychological Methods of Program Evaluation

Electives (6 credits)

Six additional elective classes, to be approved by the ASCP program director, may serve to support a student's minor or graduate certificate, or efforts towards scholarly specialization or cross-disciplinary work.

Supervised Research Courses (15 credits)

Students are required to maintain an active, supervised program of research using these credits in summers and to supplement other semesters towards the second and third year of study. This supervised research is intended to be used towards the student's M.S. project.

ASCP MS Project

The M.S. project in the ASCP program must include an empirical study. The primary focus of a project lies in the conceptualization, collection, analysis, and interpretation of data.

The process for the ASCP Master's Project includes choosing a topic with the approval of an advisor who will serve as chair of the student's MS committee. In consultation with your advisor, you will also choose two other faculty members to serve on the committee, one of whom should be in the ASCP program. Next, the student will discuss the project topic with the advisor and committee members and proceed to conduct and write up the study/studies. On completion, the advisor and the two faculty will sign off on the completed paper. This paper will be filed with the Graduate Program Director and then submitted to a journal for peer-review with the advisor as a co-author.

As you are taking courses, choose a chairperson from the ASCP group (e.g., based on your developing research interests) to guide your Master's project. After completing your Master's, you can change advisors for the dissertation if desired.

Course Registration

Students working on their Master's Project should register for Supervised Research Credits. They ***should not register*** for Master's Thesis Credits. Supervised Research Credits indicate that the student is working on their research with the support of their advisor and committee members.

Deadlines

The deadline to complete the Master's Project defense is three weeks before the deadline to submit paperwork to the graduate school for graduation. For both the Master's Proposal and the Project, students must submit the document to the assigned committee at least four weeks before the scheduled defense. Committee members are expected to return the document to the student, with comments, within two weeks of receipt. To be considered for graduation that semester, the final document and faculty advisor memo (see *Signatures* below) must be turned into the Graduate Director, at the latest, three weeks prior to the deadline of the University Graduate School.

Composition of the Committee

The committee is to be composed of at least three members with Graduate Faculty Status in the Department of Psychology. At least two members of the committee must be members of the ASCP Program. For more information on the committee, see page 17 of this handbook ("Selecting Your MS Project Committee").

Passing the Defense

The document presented to the committee should be "submission ready" for the targeted journal. The student is determined to have passed the defense and may apply for graduation upon unanimous agreement of the faculty on the committee holding Graduate Faculty status at FIU. If a unanimous vote cannot be obtained, the Director of Graduate Studies in Psychology will serve as mediator.

Signatures

Memo from Program Director stating student successfully completed requirements for awarding of master's degree or if student defended master's project/thesis a copy of signed master's defense

memo with committee signatures. This memo should be turned in, along with other project documents, to the Director of Graduate Studies in Psychology. See also **Appendix A** (“Awarding of Master’s Degree”) and the “M.S. Project Forms” section of this handbook.

ASCP Qualifying Exams

After completing the M.S. requirements, and in order to ascend to doctoral candidacy, Ph.D. students in the ASCP program need to pass a program-level comprehensive examination. This examination is typically done in the second semester of the third year of the Ph.D. program, and involves the following components:

1. An additional paper for publication (separate from your M.S. Project)

- a. This may be a review or empirical paper, possibly expanded from a class assignment
- b. The paper must be delivered to the 3 faculty members on the exam committee at least one month prior to the oral exam (see point 3 below)
- c. The paper must be approved by all 3 faculty members one week prior to the oral exam

2. A small portfolio of research materials ($N = 3$ or more)

These three documents can be the three additional ASCP requirements:

1. Diversity Statement
2. Public Psychology paper (which can be the MS Project or the additional paper above),
3. Public communication(s). Public communications may include white papers, policy briefs, infographics, videos, OpEds, press releases, community presentations/workshops, etc. These public communication materials may be based on the student’s M.S. project, the additional paper, or on another project led by the student.

3. An oral examination

- a. This independently-scheduled oral exam will involve an exam committee of 3 program faculty
- b. Questions specific to the ASCP competencies will be asked (see below), in reference to the above two items (the publishable paper and the portfolio of research materials)
- c. The exam will last approximately 1 hour

The 5 core competencies for the ASCP program include:

1. **Identity**; the social construction of identity
2. **Social Justice**; research and practice aimed at addressing issues of social importance and social inequalities
3. **Methods**; culturally-appropriate quantitative, qualitative, and mixed methods, including community-based and/or participatory action research
4. **Community**; community dissemination, engagement, translation, partnership, transportability of research
5. **Ethics**; ethical principles pertaining to research design, data collection and analysis, maintenance, and dissemination

These competencies will be evaluated during the Oral Exam using the rubric in **Appendix A** (“Qualifying Exam Rubric”).

Qualifying exams are generally held sometime during the first two weeks of *Fall and Spring*. Summer quals are available only under special circumstances, and need the approval of all members of the ASCP program. Students must contact the ASCP Program Director to confirm they are eligible to sit for qualifying exams, and to confirm the exact day the exam will be held. Further, it is the student's responsibility to ***notify the ASCP Program Director that they plan to take the exam at least 6 weeks prior to the scheduled date.***

It is extremely important that students review the Departmental Requirements in terms of timetable for the exam and submitting materials. UGS has specific regulations regarding when and the number of times a student is allowed to take the exam.

Passing and Failing Qualifying Exams

It is a benchmark that determines the degree of mastery required to advance to candidacy and successfully complete a doctoral dissertation. In doctoral programs (except clinical science), a student must pass the qualifying exam with a grade of 2 or above on all sections of the exam (see the "Qualifying Exam Rubric" in **Appendix A**). Students who fail a portion of the qualifying exam must submit a memo to the ASCP Program Director(s) and the Director of Graduate Studies outlining their next date for retaking the exam. A student must retake the section(s) of the qualifying exam within two semesters so they do not fall behind in completion of programmatic benchmarks. Failure on qualifying exams will be indicated in the student's annual evaluation form. Any student who fails the retake of the qualifying exam will be dismissed from the doctoral training program. After passing the qualifying exam, a graduate student advances to candidacy and is eligible for undertaking dissertation. See below regarding the submission of the required D-2 form to UGS.

ASCP Dissertation Project

Proposal

Dissertation Proposal

A dissertation is a formal and systematic discourse or treatise advancing an original point of view as a result of research. Each doctoral degree student must submit a proposal to his/her dissertation committee. The dissertation proposal must be a formal statement of the research plan and shall be appropriately referenced and conform to academic standards of writing in the field of psychology.

Before approval of the dissertation proposal, all students must complete a Responsible Conduct of Research Certification. Students are responsible for completing all necessary CITI training. See [IRB Training Requirements - Research \(fiu.edu\)](#) Those students participating in projects that involve human subjects must participate in required training and obtain relevant committee approvals, i.e., approval from the Institutional Review Board for the use of human subjects.

Following approval of the dissertation proposal by the committee chair and committee members, the proposal must be submitted for approval by the Department of psychology Graduate Program Director or and the Graduate Dean of the College of Arts & Sciences (Dr. Adres Gil).

Dissertation Defense

Upon completion of a dissertation, the degree candidate will submit to the Dean of the University Graduate School a request for dissertation defense. This request must be approved by the committee chairperson, all other members of the committee and the Graduate Dean of the College of Arts & Sciences (Dr. Adres Gil). This defense announcement is an invitation to members of the University community to observe and participate in the defense, thus the defense must be held on a business day during the regular term.

The defense must occur at the time, date and place of the announcement and all committee members must be in attendance. The defense announcement must be posted at least a week prior to the defense and will include at least the following information:

- concise one page description of the dissertation
- dissertation title
- student's name
- dissertation committee chairperson's name
- School or College, and department
- date, time, and place of the defense

Following the successful defense, as determined by a majority vote of the student's dissertation committee, the dissertation is forwarded to University Graduate School for their approval. All dissertations submitted in fulfillment of requirements of doctoral degrees must conform to University guidelines. More information about this can be found at:

<https://gradschool.fiu.edu/the-final-etd-process/>

ASCP Professional Development Goals

Scholarship can be demonstrated through accomplishments in publishing and presenting research, teaching, service to the department and the field, and outreach. Our faculty members are committed to helping graduate students become competent professionals who are competitive for positions in the nation's best institutions, inside and outside of the academy. We do this by providing students with a wide range of academic and professional development activities as they prepare to be future scholars and professionals.

The psychology department advises graduate students to use the “ASCP Course Map and Benchmarks” (see **Appendix**) and lab-specific professional development maps to help them prepare for their careers after earning their degree. It is important that students gain professional development skills sequentially. Trying to learn how to write a publishable research paper, submit a poster, and joining a professional organization in your final two years in the program will not work! Students should be involved in all aspects of professional development from their first day in the program.

Graduate Funding

Assistantships

The ASCP Program provides Assistantships to qualified students on a competitive basis. Graduate assistants may teach, conduct research, or have other responsibilities that contribute to the student's professional development. GAs are classified as Graduate Assistants (GAs), Teaching Assistants (TAs), or Research Assistants (RAs). All assistantships are provided with a 12- month stipend (approximately \$21,000), tuition waiver, and health insurance coverage.

Typically, students are awarded assistantships upon entering the program. Assistantship funding decisions are based on the quality of each graduate student's application and the availability of GA/TA/RA lines at that time. Assistantships are not available to non-degree seeking students or students admitted on a conditional admission basis. Students should let their potential faculty mentor know as early as possible that they are interested in receiving assistantship support if they are accepted into the program.

UGS Fellowships

Prospective students should also examine the prestigious internal graduate fellowships from UGS available to fund your Ph.D. tuition and provide you a stipend. For details about what is required for these UGS fellowship applications, please see: <https://gradschool.fiu.edu/students/funding/fellowships/> In addition, UGS maintains a list of short term awards, one time scholarships/fellowships (e.g., the Delores Auzenne Fellowship), and travel funding.

Presidential Fellowship

- The purpose of the Presidential Fellowship is to attract top-quality graduate students into doctoral degree programs at Florida International University. Students are awarded these Fellowships based on their potential to become outstanding scholars and future leaders in their disciplines. (Prospective students only)

CASE Dean's Distinguished Doctoral Fellowship

- The College of Arts, Sciences, and Education Dean's Distinguished Doctoral Fellowship (DDDF) program provides 2-years of support for selected fellows. The College recognizes that academic excellence at the undergraduate level is not the only indication of a potentially successful graduate student. Thus, experiences that demonstrate characteristics of resilience, self-awareness, creativity, perseverance in achieving goals, and leadership will be considered during the evaluation process. Applicants will also be evaluated on their ability and desire to collaborate in a diverse and inclusive working environment. (Prospective students only)

UGS Inclusion Fellowship

- The Inclusion Fellowship was created to encourage promising undergraduate and MS underrepresented minority students, people with disabilities, and women in programs where female enrollment at FIU is less than 30%, to pursue a Ph.D. degree. (Prospective students only)

UGS Veteran's Fellowship

- The UGS Veteran's Fellowship was created to provide support to student veterans to pursue their doctoral education at FIU (Prospective students only)

External Fellowships

In addition to graduate assistantships and internal fellowships, some students are funded by external fellowships (such as NSF graduate fellowships), training grants, TA or GA positions outside the psychology department, and other sources. Information about these opportunities can be found on the UGS Fellowships Information page: <https://gradschool.fiu.edu/students/funding/> It is important to note that funding for these external fellowships is limited and very competitive. To be considered for specific awards, it is critical to submit a complete application prior to the stated deadline.

Outside Employment

According to UGS, domestic students may now seek outside FIU employment. This will not apply to international students, as there are restrictions related to outside employment for international students. Requests for outside employment are also by a formal petition process and will need to be approved by major professor, by Director of Graduate Studies, by CASE academic dean, and by UGS dean. The CASE academic dean and UGS dean will not consider requests for outside employment from students who are not in good standing and are not making progress towards their degree. In addition, they are scrutinizing the type of employment/job duties as they want to see student's applying for positions that utilize skills obtained during graduate training (e.g., data analysis) or positions that provide opportunities for additional professional development or additional training related to student's graduate training and/or career goals.

Going forward, please use this form create a formal petition:

<https://docs.google.com/document/d/19a6FipBCfjejimXu7NXjGUi2GS2UpiTm/edit?usp=sharing&ouid=114955977790514411545&rtpof=true&sd=true>. Students will need to show evidence that they are making good progress towards degree completion and that the outside employment will not delay their time to complete the degree. You will send the signed petition directly to the Psychology Graduate Director and copy psygrad@fiu.edu. I would also caution limiting number of hours requested to approximately 10 per week as this is what the CASE academic dean felt comfortable approving. If you would like to seek more than 10 hours per week, please reach out to the Graduate Director of Psychology first to discuss this.

Appendix A.

UGS Forms and Deadlines for PhD Students from Fall 2021

Form	Requirements	Deadline
<u>Establishment of Dissertation Committee Form</u> (formerly D-1)	<ol style="list-style-type: none"> 1. D-1 form filled and signed by student and committee (major professor must have DAS status; committee members must have GF status; students can check this at https://gradschool.fiu.edu/facultystaff/#facultylist). 2. Proof of current enrollment (copy of current course schedule). 3. Summary of expected contributions and relevant expertise of all committee members (2 pages maximum). 	<p>Accepted anytime.</p> <p>NOTE: students should file within the first 2 semesters of training.</p> <p><i>Fall semester: Friday, September 3rd, 2021</i></p>
<u>Doctoral Candidacy Form</u> (formerly D-2)	<ol style="list-style-type: none"> 1. D-2 form filled and signed by student and major professor (including list of coursework completed and date student passed qualifying/comprehensive exam requirement). 2. Memo from Program Director stating student successfully completed requirements to advance to candidacy. 3. Student panther degree audit/unofficial transcript to confirm completion of all credits but dissertation credits. 4. If applicable, a copy of student's qualifying paper(s) (e.g., publication; grant submission; qualifying paper such as chapter) – this will vary depending on the program you are in as some programs do not have a paper requirement but an exam requirement. 	<p><i>Fall semester: Friday, December 17th, 2021</i></p> <p>NOTE: Must be submitted to GPD at least 2 weeks before beginning of the semester in which the student is requesting to enroll in dissertation credits; students will complete at a minimum 5 semesters of dissertation credit.</p>

<p><u>Defense of Dissertation Proposal Form</u> (formerly D-3)</p>	<ol style="list-style-type: none"> 1. D-3 form filled and signed by student and committee. 2. Proof of current enrollment in dissertation credits (copy of current course schedule). 3. Abbreviated dissertation proposal (maximum of 5 pages, title and reference pages are not included in maximum; please see proposal guidelines at https://gradschool.fiu.edu/documents/Proposal_Guidelines.pdf) . 4. Copy of CITI Responsible Conduct of Research certificate (we just need certificate, not completion report with scores). 5. Copy of IRB (human subjects) or IACUC (animal research) approval letter for the research project on which dissertation is based. 	<p><i>Fall semester: Friday, October 29th, 2021</i></p> <p>NOTE: Must be submitted at minimum 3 semesters before expected defense of dissertation.</p>
<p><u>Oral defense of Dissertation Form</u> (formerly D-5)</p>	<ol style="list-style-type: none"> 1. D-5 form filled and signed by student and committee. 2. Final electronic copy of dissertation that was defended and approved by committee and had been approved by UGS for formatting (formatted according to UGS requirements). 	<p><i>Fall semester: Friday, October 8th, 2021</i></p> <p>NOTE: Must be submitted to GPD no later than 5 weeks before dissertation defense; please pay attention to CASE, UGS and graduation filing deadlines; (https://gradschool.fiu.edu/calendar-deadlines/ and https://case.fiu.edu/about/resources/current-students/graduate-students/index.html#2)</p>

<p><u>Submission of Electronic Dissertation final document</u> (formerly ETD)</p>	<ol style="list-style-type: none"> 1. ETD form filled and signed by student and committee. 2. Final electronic copy of dissertation that was defended and approved by committee and had been approved by UGS for formatting (formatted according to UGS requirements). 3. CASE rubrics completed by the dissertation committee. 	<p><i>Fall semester: Friday, November 19th, 2021</i></p> <p>NOTE: Please pay attention to all deadlines for dissertation documents including EDT (https://gradschool.fiu.edu/calendar-deadlines/ and https://case.fiu.edu/about/resources/current-students/graduate-students/index.html#2)</p>
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Awarding of Master's Degree

Requirements	Deadline
<ol style="list-style-type: none"> 1. Memo from Program Director stating student successfully completed requirements for awarding of master's degree or if student defended master's project/thesis a copy of signed master's defense memo with committee signatures. 2. Student panther degree audit/unofficial transcript to confirm completion of coursework for master's (students should track requirements by looking at the university course catalog for the year they entered the program: e.g., https://catalog.fiu.edu/2020_2021/graduate/College_of_Arts_Sciences_and_Education/GD_Psychology.pdf). 3. Copy of student's master's project/thesis 4. CASE rubrics completed by master's committee members 5. OPTIONAL, BUT HIGHLY SUGGESTED: Turnitin originality report with first page reflecting title of project/thesis, name of major professor and first page of similarity report. 	<p><i>Fall semester: Friday, September 3rd, 2021</i></p>

Note: Students submit paperwork directly to the Psychology Department Graduate Program Director (Dr. Shannon Pruden, sdick@fiu.edu). To have the master's degree posted to the student's transcript in the same semester they would need to send all paperwork by the date to sign up to graduate.

For Fall 2021, for example, the date to sign up for graduation is September 3rd, so students would need to send all MS paperwork before then. If they do not make this deadline, the master's degree will post in spring.

ASCP Course Map and Benchmarks

Year		Fall	Spring	Summer
1 (2022-2023)	Classes	PSY 5939 Special Topics in Psychology: Quantitative Methods I (3 credits) CLP 5007: Psychological Clinical Science I: Historical Perspectives and Current Controversies (3 credits) SOP 5058: Proseminar in Social Psychology (3 credits)	PSY 5939 Special Topics in Psychology: Quantitative Methods II (3 credits) WST 5936: Women & Leadership (3 credits) CYP 6766: The Psychology of Crosscultural Sensitization in a Multicultural Context (3 credits)	PSY 6919: Current Research Topics in Psychology (3 credits) PSY 5918: Supervised Research (3 credits)*
	Other		<i>Diversity statement</i> <u>Submit Establishment of Dissertation Committee Form (formerly D-1)</u>	<i>Diversity statement</i>
2 (2023-2024)	Classes	PSY 5246C: Multivariate Analysis in Applied Psychological Research (3 credits) PSY 5605: Proseminar in History and Systems of Psychology (3 credits) CYP 6936: Current Issues in Community Psychology (3 credits)	SOP 5316: Theories and Methods of Cross-Cultural Research (3 credits) CLP 6530: Dissemination and Implementation of Research (3 credits) PSY 5930: Qualitative Research Methods in Psychology (3 credits)	PSY 5918: Supervised Research (6 credits)*
	Other	<i>Public communication materials</i>	<i>Public communication materials</i> <u>Submit MS paperwork with graduation deadlines</u>	
3 (2024-2025)	Classes	Electives (6 credits) PSY 5918: Supervised Research (3 credits)*	PSY 5918: Supervised Research (9 credits)*	PSY 5918: Supervised Research (6 credits)*
	Other		<i>Comprehensive exams</i> <u>Submit Doctoral Candidacy Form (formerly D-2) (submit before next semester)</u>	<u>Submit Defense of Dissertation Proposal Form</u>

				(formerly D-3)
4 (2025-2026)	Classes	PSY 7980: Dissertation (3 credits)	PSY 7980: Dissertation (3 credits)	PSY 7980: Dissertation (3 credits)
	Other			
5 (2026-2027)	Classes	PSY 7980: Dissertation (3 credits)	PSY 7980: Dissertation (3 credits)	
	Other		<i>Dissertation Defense</i> <u>Submit Oral defense of Dissertation Form (formerly D-5)</u> <u>Submit Electronic Dissertation final document (formerly ETD)</u>	

*Supervised research syllabi and materials (PSY 5918) must meet the following minimum requirements and be approved by the ASCP faculty:

1. Use of social and cultural psychology theories to understand and address social problems (this doesn't have to be every reading- just some)
2. The inclusion of feminist/anti-racist/indigenous/liberationist/multicultural frameworks (this doesn't have to be every reading- just some)
3. A diversity of authors and participant samples

Qualifying Exam Rubric

Student name: _____ Date: _____

Instructions: Students in the ASCP program in the department of Psychology will undergo an oral qualifying exam to assess ASCP competencies. The exam committee is expected to ask questions relevant to the (a) **additional paper for publication** and (b) the **portfolio of research materials** to evaluate the competencies. Using the scoring rubric below, each dissertation committee member must evaluate the student on each of the following five competencies. The student must score an average of 2.0 or higher on each competency to pass the qualifying exam. The completed evaluation form must be submitted to the graduate program director.

Scoring Rubric:

- (0) Does Not Meet Expectations
- (1) Partially Meets Expectations
- (2) Meets Expectations
- (3) Exceeds Expectations

Qualifying Exam Committee member	Competency 1: Identity ; the social construction of identity	Competency 2: Social Justice ; research and practice aimed at addressing issues of social importance and social inequalities	Competency 3: Methods ; culturally-appropriate quantitative, qualitative, and mixed methods, including community-based and/or participatory action research	Competency 4: Community ; community dissemination, engagement, translation, partnership, transportability of research	Competency 5: Ethics ; ethical principles pertaining to research design, data collection and analysis, maintenance, and dissemination
1.					
2.					
3.					
	Mean score:	Mean score:	Mean score:	Mean score:	Mean score: