

Graduate Student Handbook

INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY PHD PROGRAM

Louisiana State University | Department of Psychology
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Section 1: Introduction and Program Overview

1.1 Purpose and Scope

This handbook serves as the primary governing document for Industrial/Organizational (I-O) Psychology PhD students at Louisiana State University. It integrates departmental procedures with LSU Graduate School regulations to provide clear, enforceable policies and expectations for doctoral training.

This handbook supplements but does not replace the LSU *General Catalog* and *Graduate School Policies and Procedures Manual*. Students are contractually responsible for knowing and adhering to all policies within these documents. In cases of conflict, Graduate School policies take precedence unless the departmental policy is more stringent. Major professors reserve the right to require any additional training, coursework, or professional development activities beyond the minimal requirements as suitable for student success. Degree requirements may be revised from year to year to ensure appropriate training and alignment with student needs.

1.2 Administrative Structure and Communication

The Department of Psychology serves as the sole liaison between students and the Graduate School. To ensure administrative accuracy and track program milestones, all paperwork must be submitted through the Psychology Department Graduate Coordinator to ensure accurate record-keeping and proper routing.

Communication Expectations:

- Students must maintain a functional LSU email address and check it daily.
- All official policy updates, deadline reminders, and administrative notices are communicated via LSU email.
- Students must respond to advisor, faculty, or administrative communications within 48 business hours.

Primary Contacts:

- Academic and research matters: Major Professor (Primary Advisor)
- Program policies and requirements: I-O Program Director (Area Head)
- Forms, deadlines, and procedures: Psychology Department Graduate Coordinator

1.3 Professional Standards and Ethics

Professionalism and ethics are core components of doctoral training. Students must adhere to the *LSU Code of Student Conduct* and the *APA Ethical Principles of Psychologists and Code of Conduct*. Violations may result in disciplinary action up to and including dismissal from the program.

Foundational Professional Expectations:

- Maintain academic integrity in all coursework, research, and professional activities
- Demonstrate ethical behavior in research involving human participants
- Engage professionally with faculty, staff, peers, and research participants
- Be physically present on campus and available for work by the start date of assistantship appointments (typically one week prior to the start of classes) unless otherwise approved in writing

- Fulfill all assistantship obligations as defined by the terms of appointment

Section 2: Degree Requirements and Coursework

2.1 Qualifying Core Courses

Satisfactory completion of qualifying core courses is required for advancement to doctoral candidacy. Satisfactory completion constitutes passing each required course with a grade of at least B- by the end of the fourth year in the program. Students are strongly encouraged to complete as many of these courses as possible during the first two years.

Core Requirement (at least one):

- PSYC 7030: Neurocognitive Basis of Behavior
- PSYC 7040: Social and Cultural Basis of Behavior
- PSYC 4008: History of Modern Psychology

Methods and Statistics Requirement (at least three):

- PSYC 4111: Intermediate Statistics
- PSYC 7111: Advanced Statistics
- PSYC 7020: Measurement of Behavior
- PSYC 7117: Methodology and Research

2.2 I-O Psychology Core Courses

Students must complete a minimum of 15 credits of I-O psychology courses with a grade of B- or better before proposing their dissertation. With faculty approval, students may substitute up to 6 credits with a commensurate seminar from the Management Department (MGT 7301: Organizational Behavior or MGT 7600: Strategic Human Resources).

Required I-O Courses:

- PSYC 7951: Competencies and Perspectives in I-O Psychology
- PSYC 7958: Current Problems in Industrial Psychology
- PSYC 7959: Current Problems in Organizational Psychology

Recommended Elective Courses:

- MGT 7600: Organizational Behavior
- MGT 7301: Seminar in Personnel/Human Resources
- LHRD 7110: Team Group Dynamics
- LHRD 7705: Tests and Measurement
- LHRD 7910: HR Analytics

Policy on Course Failures: Students have a maximum of two attempts to complete each course with at least a B- grade to pass. Students who wait until the fourth year to take a required course will have only one opportunity to pass. Any student failing more than one course, or a single course more than once, including the independent research course, will be dismissed from the program.

2.3 Professional Development Requirement

All I-O Psychology graduate students are required to enroll in PSYC 7952 (I-O Professional Development) each Fall and Spring semester. This course centers on weekly colloquium meetings. Active participation as both presenter and audience member is expected and will be tracked as part of the course grade. Students are required to give presentations, participate in discussions, and other professional activities designed for colloquium each semester.

2.4 Course Waivers and Transfer Credit

Students may request exemptions for equivalent graduate coursework completed at another institution, capped at a total of 12 credit hours. Approval is based on substantive equivalence of material and rigor rather than course titles.

Waiver Procedure:

1. Consult with and secure preliminary support from the Major Professor
2. Obtain approval from the LSU instructor of the specific course following a formal syllabus review
3. Submit the instructor-supported request with syllabus to the I-O Program Director for final approval
4. Upon approval, an official memo documenting the waiver will be placed in the student's departmental file

Note: Waived courses do not appear on the LSU transcript. Transfer credit petitions must be approved separately through the Graduate School. Per Graduate School policy, a maximum of 12 hours of combined transfer and extension credit may be applied toward the Master's degree.

2.5 Individualized Training

Each student's degree requirements may be revised through consultation between the major professor, the student, and their thesis/dissertation committee. The major professor may require specific coursework, external training, and competencies necessary to support the student's research trajectory and professional development, with the flexibility to set requirements that exceed University Catalog or program handbook minimums. This may include, but is not limited to, specific LSU courses, external training programs (e.g., CARMA), certifications, or other professional development activities that the major professor deem necessary.

Section 3: Research Milestones

3.1 First-Year Project (PSYC 4999)

The First-Year Project (FYP) is a mandatory research requirement for all entering students. It is a two-semester research project conducted under the supervision of the Major Professor, designed to establish foundational research competencies. The student should discuss with their major professor regarding the scope and content of the project.

Requirements:

- Enroll in PSYC 4999 for 1-3 credits each semester during the first year (Fall and Spring)
- Establish a formal syllabus with the Major Professor at the start of each semester defining the scope and expectations

- Complete initial planning phase by the end of Fall semester (literature review, research question development, or pilot research)
- Execute the project during Spring semester (data collection, analysis, writing)

Required Outcomes (by end of Spring, Year 1):

- Research presentation in the I-O Colloquium
- Written deliverable as specified in the course syllabus

Consequence of Non-Completion: Failure to complete the FYP requirements by the end of the first year will result in an Unsatisfactory (U) grade and may initiate remediation procedures.

3.2 Independent Research (PSYC 8959)

The Independent Research course is a flexible, repeatable course (up to 15 credits) designed to support research and professional productivity beyond course requirements. It serves as the primary vehicle for achieving the professional milestones required for the Pre-Dissertation Review.

Eligible Activities:

- Preparation of manuscripts for publication or conference submission
- Execution of independent research projects with faculty supervision
- Development of new research tools or methodological techniques
- Other activities that enhance research and professional capacity

Requirement: Enrollment in PSYC 8959 must be approved by a faculty member and must result in a concrete, written deliverable agreed upon by the supervising faculty member by the end of the first week of classes each semester.

Section 4: Master's Thesis

4.1 Overview and Requirements

All students must complete a Master's thesis as part of the doctoral program unless granted a waiver (see Section 4.2). The thesis demonstrates the student's ability to conduct independent empirical research. Students must fulfill Graduate School requirements including writing a thesis and passing the oral defense.

Graduate School Course Requirements:

- Minimum 36 hours of graduate credit with at least 15 hours at the 7000 level or above. Six hours must be from I-O seminars.
- Six hours of PSYC 8000 (Thesis Research) required; only 6 hours count toward the 36-hour minimum.
- Students must be registered for thesis hours (PSYC 8000) any semester they are working on the thesis project or plan to propose/defend.

4.2 Thesis Waiver

Students who have earned a Master's degree in Psychology from another accredited university may petition to waive the thesis requirement. Theses must meet the following criteria to be eligible:

1. Involves primary or secondary data collection (e.g., archival, meta-analytic). Simulation or theoretical work may be considered case-by-case.
2. Topic is within I-O psychology or an adjacent field (e.g., social psychology, marketing)
3. Meets theoretical and methodological rigor expected at LSU

Waiver Process: Submit thesis document by the first week of class. Approval requires a faculty committee consisting of at least two I-O faculty (including the Program Director). If waived, the student must present the thesis work in Colloquium during their first semester.

4.3 Thesis Proposal

Timeline:

- **Recommended:** Successfully propose by end of 3rd semester
- **Required:** Must propose by the 10th class day of the 4th semester; must pass proposal by April 1 of the 4th semester

Committee Requirements:

- Minimum three members
- Committee chair is the Major Professor
- Two members must be from the I-O specialty area
- One member must be from outside of the I-O area
- At least one member must be a full member of the Graduate Faculty

Procedural Requirements:

- Report committee names to Graduate Coordinator at least 3 weeks prior to proposal meeting
- Provide committee members with proposal document at least 2 weeks prior to meeting
- Schedule meeting for minimum 90 minutes
- IRB approval required before data collection with human participants

Consequence of Non-Compliance: Failure to meet proposal deadlines will result in loss of financial support for at least one semester and may result in dismissal from the program at the faculty's discretion.

4.4 Thesis Defense

Timeline:

- **Required:** Must successfully defend by the last day of the 5th semester

Procedural Requirements:

- Submit Request for Final Defense to Graduate School at least 3 weeks prior
- Provide committee members with final thesis document at least 2 weeks prior
- Must have minimum 6 thesis credit hours (PSYC 8000) to defend
- If graduating same semester, submit Application for Master's Degree by Graduate School deadline

Defense Outcomes:

- **Pass (P):** Student passes. Minor revisions may be required within 2 weeks.
- **Retake (R):** Additional work required; final grade (P or F) must be filed by end of next regular semester.

- **Fail (F):** Student is terminated from the doctoral program. The student has the right to petition for reconsideration.

Consequence of Non-Compliance: Failure to defend by the deadline will result in loss of financial support for at least one semester and may result in dismissal from the program.

Section 5: General Examination (Comprehensive Exam)

5.1 Overview and Purpose

The Graduate School requires all doctoral students to demonstrate proficiency in their area of study through a General Examination. This exam assesses the student's ability to analyze literature, integrate and synthesize ideas, argue persuasively, communicate clearly, and think critically. Students typically complete this examination in their 3rd or 4th year. Students must take their comprehensive exam upon meeting the course prerequisites. Students are expected to take the exam the semester following defending their master's thesis, and no later than 2 semesters after defending their master's thesis only under extenuating circumstances.

Prerequisites:

- Completion of all psychology qualifying core courses
- At least 15 credits toward I-O core course requirements
- If a minor is declared, minor requirements must be complete prior to the exam

Committee Requirements:

- Minimum four members including the Major Professor
- Two members from the I-O specialty area
- At least two members must be from outside of the I-O area
- At least two members must be full members of the Graduate Faculty
- Dean's Representative appointed by the Graduate School

5.2 Option 1: Essay Examination

The traditional I-O General Exam consists of a two-day written examination covering four sections: Industrial (I), Organizational (O), Methods, and Specialty. Exams are scheduled once in Fall (early November) and once in Spring (early April). No examination will be offered in the summer or outside of these scheduled windows. Students should enroll in PSY8959 during the examination period.

Format:

- Day 1: Industrial and Organizational sections
- Day 2: Methods and Specialty sections
- A specialty section is decided between the student and their major professor.
- Three hours allocated per section
- One-hour break between sections each day
- Closed book; students may bring a clean, unmarked reference list
- Exam will be proctored electronically or physically
- Oral defense scheduled 2-3 weeks after written exam

Scoring:

- At least two committee members score each response, with the third committee member serving as tie-breaker.
- Scale: 0 (Unsatisfactory), 1 (Needs Revision), 2 (Pass), 3 (Exceptional)

Final Outcomes:

- **Pass:** Total score of 10 or higher with adequate oral defense. Minor revisions within 2 weeks may be requested.
- **Retake:** Total score of 9 or lower with inadequate oral defense. Must complete retake by end of next regular semester. Only P or F grades on retake. Conditions for the re-take and a new set of criteria will be communicated in writing by the committee.
- **Fail:** Total score of 4 or lower. Student is terminated from the program. Student has right to petition for reconsideration.

5.3 Option 2: Publication Option

The publication option involves writing an original review article suitable for journal submission. The review may be integrative, narrative, meta-analytic, or a combination. This option requires demonstrating both substantive expertise and methodological proficiency.

Proposal Requirements:

- Submit by 1st Monday of semester intending to begin the exam
- 5-page double-spaced proposal describing aim, scope, organization, contribution, and viability of the review.
- Must receive approval from at least two I-O faculty before proceeding
- Rejection requires completing traditional exam and no additional opportunity to re-submit.

Deliverables:

- Final manuscript in APA format submitted to committee 2 weeks before defense
- Length: 25-35 manuscript pages (excluding references, tables, figures)
- First draft due to advisor at 10-week mark for feedback
- 90-minute oral defense including 15-minute presentation and discussion of dissertation ideas

Scoring Dimensions:

- Scoring Scale: 0 (Unsatisfactory), 1 (Below Expectation), 2 (Pass), 3 (Exceptional)
- Dimensions:
 - Conceptual Rigor
 - Methodological Rigor
 - Creativity/Originality
 - Quality of Writing
 - Oral Presentation
 - Intellectual Contribution

Final Outcomes:

- **Pass:** Total score of 12 or higher (out of 18). Minor revisions within 2 weeks may be required.
- **Retake:** Total score of 11 or lower. Revision required by deadline set by committee. Up to two additional feedback rounds. Only P or F grades on retake. Conditions for the re-take and a new set of criteria will be communicated in writing by the committee

- **Fail:** Total score of 5 or lower on first attempt. No opportunity for retake. Student is terminated from the program. Student has right to petition for reconsideration.

Section 6: Pre-Dissertation Review

6.1 Purpose and Timing

To ensure dissertation readiness and professional marketability, students must complete a formal Pre-Dissertation Review in the semester immediately following completion of the comprehensive exam (typically Year 4). This review assesses the student's professional development portfolio and readiness for independent research.

6.2 Portfolio Requirements

Students must submit a cover page (See Appendix C) with a completed checklist and supporting materials (manuscripts, slide decks, poster files, technical reports, or certificates) for every milestone claimed. Requirements must include at least two Major Contribution (M) items and at least one item from each path (Academic and Practice).

6.3 Colloquium Presentation and Reflective Statement

Students must deliver a Colloquium Presentation demonstrating their portfolio via a research talk, internship debrief, workshop/teaching demo, or comparable presentation. Additionally, a Reflective Statement (up to 750 words) must address: (1) narrative summary of their accomplishments, (2) evidence of intellectual growth, and (3) future career/research goals.

6.4 Scoring and Outcomes

Rating Scale:

- Outstanding (7+ milestones): Exceptional portfolio demonstrating clear readiness
- Satisfactory (5-6 milestones): Meets expectations; ready to proceed
- Needs Improvement (3-4 milestones): Bridge plan required within 6-12 months
- Unsatisfactory (<3 milestones): Potential loss of Year 5+ funding; bridge plan required

Section 7: Dissertation

7.1 Overview

All doctoral students must complete and defend a written dissertation as required by the Graduate School. The dissertation represents the culmination of doctoral training and demonstrates the student's ability to conduct independent, original research contributing to the field of I-O psychology.

7.2 Dissertation Proposal

Prerequisites:

- Successful completion of General Examination
- Satisfactory Pre-Dissertation Review

Committee Requirements:

- Minimum four members including Major Professor as chair
- Previously appointed Dean's Representative must be included
- At least two members from the I-O specialty area
- At least two members must be from outside of the I-O area
- At least two members must be full members of the Graduate Faculty
- Dean's Representative may be invited, but not required to attend proposal meeting.

Procedural Requirements:

- Report committee names to Graduate Coordinator at least 3 weeks prior and no later than the 10th class day of semester
- Provide committee with proposal document at least 2 weeks prior
- Schedule meeting for minimum 2 hours
- Only one dissenting vote allowed for passing

Typical Timeline: Most students propose in their 4th year. Students must register for dissertation hours (PSYC 9000) any semester working on the dissertation, including the proposal semester.

Critical Timeline Requirement: Students cannot propose their dissertation until they have passed the General Exam and satisfactory pre-dissertation review. Students cannot defend their dissertation until at least 3 calendar months after passing the General Exam.

7.3 Dissertation Defense

Prerequisites:

- At least 3 calendar months must pass after General Exam before defense
- Minimum 12 dissertation credit hours (PSYC 9000)

Procedural Requirements:

- Submit Request for Final Defense to Graduate School at least 3 weeks prior
- Provide committee with final dissertation at least 2 weeks prior
- Schedule meeting for minimum 2 hours
- Dean's Representative must attend
- Committee should not change from proposal except under extraordinary circumstances
- If graduating same semester, submit Application for Doctoral Degree by Graduate School deadline

Defense Outcomes:

- **Pass (P):** Student passes. Revisions may be required.
- **Retake (R):** Additional work required; final grade due by end of next regular semester. Second oral defense may be required.
- **Fail (F):** Student is dismissed from program. A second attempt may be granted only at committee's discretion with minimum one semester between attempts.

Typical Timeline: Most students defend in their 5th year. The Graduate School requires students to graduate within one semester of completing the defense; missing this deadline requires re-defending.

Section 8: Internships and External Employment

8.1 Summer Internships

Students in “good standing” are encouraged to pursue professional internships during summer terms when not receiving graduate assistantship funding. Summer internships do not require formal approval; however, students must inform their Major Professor of their internship plans.

8.2 Academic Year Employment

Per LSU Policy PS-21 (Section 12), graduate assistants are prohibited from outside employment during their assistantship appointment without explicit written approval from their Major Professor and the I-O Program Director.

Fall/Spring internships or employment will be considered only when ALL conditions are met:

1. **Program Milestone:** Student has passed comprehensive examinations and completed all required coursework
2. **Academic Standing:** Good standing on annual performance evaluation; not under remediation
3. **Funding Relinquishment:** Student voluntarily relinquishes graduate assistantship for the employment period; remains responsible for continuation fees, health insurance, and dissertation deadlines
4. **Professional Relevance:** Position must relate to I-O Psychology or student’s research area
5. **Approval Process:** Submit written request to Major Professor at least 45 days before start date

Academic Responsibilities During Employment:

- Must enroll in at least 3 credit hours during Fall/Spring (typically PSYC 7950 or PSYC 9000)
- Must develop syllabus with Major Professor detailing timeline for ongoing projects

8.3 Minimal Consulting Exception

Occasional consulting (less than 5 hours weekly, not interfering with assistantship duties) may be approved case-by-case but must be disclosed to and approved in writing by the Major Professor.

Section 9: Annual Evaluation and Program Retention

9.1 Annual Performance Evaluation

All students undergo formal annual evaluation by the end of each Spring semester. The evaluation assesses academic progress, scholarly productivity, and professional development (Appendix D). Students complete Parts 1-3 of the evaluation form and submit with an updated CV; advisors complete Parts 3-5.

9.2 Program Retention Requirements

To remain in “good standing” with the program and Graduate School, students must meet the following requirements:

- Maintain semester and cumulative GPA of 3.0 or higher
- Complete qualifying core courses with B- or better within first 4 years
- Complete I-O core courses and research courses with B- or better
- Propose thesis by 10th class day of 4th semester
- Defend thesis by last day of finals in 5th semester
- Pass General Exam with no more than 2 attempts
- Maintain at least “Good Standing” on annual evaluation
- Meet “satisfactory” requirements for pre-dissertation review
- Defend dissertation within 7 years of program entry

9.3 Remediation Plan

When a student exhibits substantial deficits in progress toward graduation or professional competency, the I-O faculty may implement a remediation plan. A remediation plan may be triggered at any time based on academic performance, milestone progress, or professional conduct concerns.

Remediation Plan Requirements:

- Review of data indicating deficit by at least two faculty members
- Written plan specifying identified deficit, outcome goal, and specific measurable objectives
- Definition of intervention services and activities to address deficit
- Student and Major Professor must meet at least twice per semester to review progress
- Completion requires faculty consensus that objectives have been met

Due Process: Nothing in the remediation process may conflict with student due process and appeal rights as outlined in LSU policies, including PS-48.

9.4 Program Dismissal

Students may be dismissed from the program for failure to meet academic requirements per graduate school, failure to complete remediation plans, or serious violations of professional or ethical standards. If dismissed from the doctoral program but granted permission to complete the Master’s degree, students have one additional year; they must leave after this year even if the thesis is incomplete.

Section 10: Funding and Assistantships

10.1 Standard Funding Period

Per Graduate School policy, graduate assistants must maintain a 3.0 GPA and be enrolled full-time in a degree-seeking program. Students in “good standing” typically receive funding for the first four years in the program. Funding may be rescinded during the first four years for poor academic performance, academic probation, or academic leave. Starting in the fifth year, funding may or may not be available depending on departmental resources and student progress. Full-time students with assistantships receive tuition waivers; part-time students do not.

10.2 Fifth-Year and Beyond Funding

When funding is available for students beyond Year 4 but not for all eligible students, decisions will be based on academic performance and program progress. Priority is given to students who have completed milestones in a timely fashion, and students with a sustained record of high productivity..

Section 11: Time Limits and Graduation

11.1 Degree Time Limits

Master's Degree:

- All coursework must be completed within 5 years. Courses older than 5 years must be revalidated by the student's committee.

Doctoral Degree:

- **Optimal completion:** 5 years from program entry
- **Maximum time limit:** 7 years from program entry
- Extensions beyond 7 years require special permission from the Dean of the Graduate School (rarely granted)

Post-Defense Graduation Requirement: The Graduate School requires students to graduate within one semester of completing their defense. Missing this deadline requires the student to re-defend.

11.2 Continuous Registration

Per Graduate School policy, all doctoral students who have passed the General Exam must remain continuously enrolled for a minimum of 3 semester hours every regular semester (Fall and Spring) and at least 1 credit hour in Summer if working on research or defending. Exemptions must be approved in advance by the Dean of the college.

11.3 Application for Degree

At the beginning of the semester in which you plan to defend, obtain the “materials for candidates” from the Graduate School. Submit the Application for Degree by the deadline posted on the Graduate School calendar. Check all deadlines carefully and plan ahead—obtain materials the prior semester or at the very beginning of the graduation semester.

Section 12: Grievance Procedures

12.1 Informal Resolution

Consistent with APA ethical principles, students with concerns or grievances should first discuss the problem directly with the person involved. Most issues can be resolved through direct communication. If unresolved, escalate through the following chain:

1. Major Professor (Faculty Advisor)
2. I-O Psychology Program Director

3. Department Graduate Director
4. Department Chair
5. Dean of the Graduate School

12.2 Formal Appeals

Students are protected by University policies governing students' rights, appeals, and due process. LSU Policy Statement 48 governs access to the University-wide appeals process. Students may also engage the University Ombuds representative. Serious incidents such as harassment must be reported to the Program Director even if resolved informally.

12.3 Change of Major Professor

The department operates under a mentorship model in which students work closely with a Major Professor throughout their doctoral training. While many students complete the program with their original advisor, changing Major Professors can be a normal part of doctoral education as research interests evolve, methodological focus shifts, or professional goals develop. A successful advisor change requires thoughtful planning to ensure continuity of progress and funding.

Process:

1. Reflect on whether the change aligns with evolving research interests or addresses a mismatch in advising style, expectations, or research direction
2. Consult with the Program Director (or Department Chair if the Program Director is the current advisor) to discuss reasons, timing, and potential effects
3. Have an honest conversation with the current Major Professor about the decision, including effects on ongoing projects, funding implications, and optimal timing for transition
4. Identify and secure commitment from a new Major Professor before formally transitioning

Important: Students must have a Major Professor to remain in the program. If no suitable match exists, the student should pursue transfer to another program or university.

12.4 No Path to Completion

In rare cases, a student may be unable to identify a major professor or form a graduate committee. This can also happen if a major professor and/or committee members resign due to concerns about the student's professional conduct or their ability to work effectively with faculty advisors. When this occurs, the I-O Psychology program may request that the Graduate School place the student on "No Clear Path to Degree Completion" status. This status is separate from academic standing, which reflects academic progress rather than advisor or committee relationships.

Once placed on this status, the student has until the end of the following fall or spring semester to identify a major professor or form a committee. During that time, the program is expected to work collaboratively with the student toward resolution and to report those efforts to the Graduate School — though responsibility for securing a major professor and forming a

committee ultimately rests with the student. If the situation remains unresolved by the end of that semester (i.e., the student is unable to secure a major professor), the program may request that the student be dismissed from the degree program.

Section 13: Additional Policies

13.1 Minor (Optional)

A minor is not required but may be declared. Requirements typically include 9-12 credit hours and may include a minor project. Requirements must be agreed upon in writing with the minor professor and submitted to the Graduate Coordinator. The minor must be complete prior to the General Exam, and the minor professor must be present at the General Exam.

13.2 Teaching as Instructor of Record

Graduate students wishing to serve as instructor of record must: (1) have earned the Master's degree prior to appointment, (2) provide official transcript to Graduate Coordinator, (3) complete PSYC 7990 Teaching of Psychology or approved equivalent, and (4) have a designated teaching mentor. Graduate student teachers work as part of their graduate assistantship.

13.3 Graduate Student Travel Awards

The Graduate College offers travel awards for students presenting research at professional conferences. Eligible students must be first author, enrolled full-time, and in good standing. See Graduate School website for current amounts and application procedures.

13.4 AI Use for Academic Work

Academic work including theses, dissertation, general exam, and course work are primary mechanisms through which graduate students demonstrate their mastery of their subject matter and independent research competency that should not be outsourced to artificial intelligence the same way that it should not be outsourced to other people. This, AI is best understood as a tool for augmenting your learning and research, not a substitute for intellectual labor, decision making, professional judgment, and critical thinking that are core purposes of graduate training.

Degree work (e.g., theses, dissertations) are effortful by design, and this effort is the mechanism through which expertise is built. Therefore, any AI use in degree-related work should always deepen the students' mastery of the material, rather than minimizing intellectual labor. Students are fully responsible for all of the research output, regardless of what tools assisted in producing it.

Because the appropriate use of AI may vary by student, project, stage of training, and faculty mentor, its limits will be determined primarily by the major professor and the full committee for any given project and milestone. For all milestones, AI use must be discussed and disclosed transparently in the final document.

Final Note

This handbook was created to help students understand the requirements and expectations of the I-O Psychology doctoral program. Students are expected to read this document carefully and refer to it throughout their training. Faculty and staff should not be expected to explain information that is clearly stated in this handbook.

However, no single document can address every situation that may arise. When questions occur, students should contact their Major Professor for academic and research matters, the I-O Program Director for program policies, or the Graduate Coordinator for forms, deadlines, and procedures. We are here to support your success.

Appendix A: Course Credit Limits

The following courses can be repeated, but are limited in credit hours applicable toward the degree:

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

Appendix B: Example Timetable

Semester	Coursework	Milestones
Year 1 Fall	Qualifying Core, Methods/Stats, I-O Competency (7951), First-Year Project (4999), Professional Development (7952)	
Year 1 Spring	Qualifying Core, Methods/Stats, I-O Competency (7951), First-Year Project (4999), Professional Development (7952), Thesis Hours (8000)	First-Year Project Complete, Thesis Proposal
Year 2 Fall	I-O Seminar (7958), Core Courses, Thesis Hours (8000), Professional Development (7952)	SIOP Submission on First Year Presentation
Year 2 Spring	I-O Seminar (7959), Thesis Hours (8000), Independent Research (8959), Professional Development (7952)	
Year 3 Fall	I-O Seminar, Thesis Hours (8000), Independent Research (8959), Professional Development (7952)	SIOP Submission, Thesis Defense, Comprehensive Exam
Year 3 Spring	Independent Research (8959), Professional Development (7952), Teaching of Psychology (7990)	Comprehensive Exam, Summer Internship or Research
Year 4 Fall	Independent Research (8959), Professional Development (7952)	Journal Submission, Pre-Dissertation Review
Year 4 Spring	Independent Research (8959), Dissertation Hours (9000), Professional Development (7952)	Dissertation Proposal, Instructor of Record, Summer Internship
Year 4+	Dissertation Hours (9000), Professional Development (7952)	Dissertation Defense, Internship, Instructor of Record

Note: Timeline may be shortened for students entering with a Master's degree. Upon PhD graduation following this timeline, students will have approximately 60+ credit hours.

Appendix C: Pre-Dissertation Review Cover Page

Completed by the student before starting their dissertation. Students must submit a cover page that includes a completed checklist with accompanying material (e.g., manuscripts, slide decks, poster files, technical reports, or certificates) for every milestone marked below. Requirements must include at least two (2) Major Contribution (M) items and at least one (1) item from each path (Academic and Practice). Custom activities may be proposed for any category and require prior approval from the advisor and program director at the start of the semester. Each activity may be counted more than once (e.g., two first-author publications count as two major contributions).

Academic	Practice	Professional Competency
☐ (M) First-Author Major ¹ Article/Chapter Submitted	☐ (M) External Internship	☐ Methodological Certification (CARMA, Data Camp Certifications)
☐ (M) Instructor of Record	☐ (M) Substantial Applied Project	☐ Science Communication (e.g., Blog, YouTube, etc)
☐ (M) PI on External Grant Submitted	☐ (M) First-Author White Paper (e.g., SIOP White Paper)	☐ Professional Service (e.g., SIOP Committee)
☐ Co-Author Journal/Grant Submission	☐ Co-Author on White Paper	☐ Mentor Undergraduate Thesis
☐ First-Author Conference Presentation (SIOP, AOM)	☐ Non-Peer Reviewed Publication (e.g., TIP)	☐ Custom Milestone _____ ²

< 2 (Unsatisfactory)	3-4 (Needs Improvement)	5-6 (Satisfactory)	7+ (Outstanding)
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¹ Commentaries count as a minor contribution.

² Custom milestones can be also receiving major designation if they are of appropriate scope/rigor.

Appendix D: Graduate Student Annual Performance Evaluation Form

Instructions: The student completes Parts 1-2 and submits them with an updated CV. Advisor adds ratings to Part 2 and completes Part 3-5.

Student Name: _____ Year in Program: _____ Year: _____

Part 1: Academic Progress (Student-Prepared)

Major Milestone Status (Cumulative)³

Milestone	Status & Date	Progress/Comments
First-Year Project	☐ Completed	
Coursework	☐ Qualifying Core (#) _____ ☐ I-O Core (#) _____ ☐ Other Seminars (#) _____ ☐ Independent Research (#) _____	
Thesis	☐ Proposed ☐ Defended: _____	
Comps	☐ Result: _____	
Pre-Dissertation Review	☐ Result: _____	
Dissertation	☐ Proposal ☐ Defended: _____	

Part 2: Productivity (Student-Prepared)

Include any submitted or accepted/presented work in the last academic year. List project, current stage, all collaborators, your role/contribution.

Articles/Chapters

Conference Presentations

³ Please enter number of courses and/or credits taken under each category. For example, IO Seminar: 1 (3) or 2(6). You may list the exact course numbers in the comments box (e.g., PSY7111).

White Paper/Reports**Internship/Applied Work****Other Working Projects****Part 2: Performance Evaluation**

Note: Ratings should reflect competence and productivity appropriate for the student's year in program:
 1=Unsatisfactory, 2=Below Expectation, 3=Meets Expectations, 4=Exceeds Expectations, 5=Role Model

Dimension	Self-Rating	Advisor Rating
Research & Scholarship Engages in research or scholarly activities commensurate with career goals and academic standing (e.g., publications, presentations, technical reports, applied projects)	_____	_____
Methodological & Analytical Competence Demonstrates competency in research methods, data analysis, and technical skills relevant to individual research interests.	_____	_____
Independence & Critical Thinking Independently develops skills, evaluates information critically, and advances projects with appropriate autonomy.	_____	_____
Initiative & Professional Development Proactively seeks learning opportunities, networking, conferences, or professional experiences (research collaborations, internships, consulting) appropriate for career goals.	_____	_____
Professional Conduct & Collegiality Demonstrates ethical behavior, reliability, professional communication, and positive contributions to the program community.	_____	_____
Average Score		

Part 3: Overall Assessment *(Advisor)*

Overall Rating based on advisor's average score across performance categories

- Excellent (≥ 4): Exceeds expectations across dimensions; exemplary performance
- Good Standing (3.0 to 3.9): Meets expectations; on track for completion
- Below expectations (2.0 to 2.9): Major concerns, pre-remediation. See comments
- Unsatisfactory (< 2.0): Formal remediation needed. See comments

Comments *(Advisor)*

Key Strengths:

Development Areas:

Recommendations:

Major Concerns (if needed):

Signatures

Signature acknowledges receipt and opportunity for discussion.

Student: _____ Date: _____

Primary Advisor: _____ Date: _____

I-O Program Director: _____ Date: _____

Appendix E: Checklist

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

<u>Steps to Graduation</u>	<u>Date Completed</u>	<u>Steps to Graduation</u>	<u>Date Completed</u>
Successful completion of Thesis Proposal (<i>expected during 3rd semester; must be completed by 10th class day of 4th semester</i>)		Independent research – Min. 2 consecutive semesters/6 credits (PSYC 8959)	
Successful completion of Thesis Defense (<i>expected during 2nd year; must be completed by end of 5th semester</i>)		Successful completion of Doctoral General Exam (Comps) (<i>to be completed during 3rd/4th year</i>)	
First year project (PSY4999) completed by Spring of first year		Successful completion of Dissertation Proposal (<i>Expected during 4th year</i>)	
Professional Development in I-O Psychology (PSY 7952) (<i>Every Semester</i>)		Successful completion of Dissertation Defense (<i>Expected during 4th/5th year</i>)	

Required Courses

Course Number	Semester(s) Completed	Topic (for seminars only)
Qualifying Core (1 required)		
1. 4008 (History)		
2. 7030 (Neurocognitive)		
3. 7040 (Social & Cultural)		
Statistics/Methods (3 required)		
1. 4111 (Intermediate)		
2. 7111 (Advanced)		
3. 7020 (Measurement)		
4. 7117 (Methodology)		
I/O Core Courses (5 required)		
1. 7951 (Competencies)		
2. 7951 (Competencies)		
3. 7958 (Seminars in I)		
4. 7959 (Seminars in O)		
5. 7958/9 (Elective)		
6. 7958/9 (Elective)		
7.		
8.		

Research Hours (6 hours of 8000 required; 12 hours of 9000 required)		
1. 8959 (Indep. Research) Two consecutive semesters		
2. 8000 (Thesis)		
3. 8000 (Thesis)		
4. 9000 (Dissertation)		
5. 9000 (Dissertation)		
6. 7952 (Colloquium) Every semester		
Other Electives		
1.		
2.		
3.		
4.		
5.		

Total graduate credit hours: _____

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

Master's Degree Course Requirements

- At least 36 hours of credit at the graduate level.
- Only 6 hours of PSYC 8000 can count towards the 36 hours.
- Must include
 - 15 hours at the 7000 level
 - 6 hours of PSYC 8000
 - 1 of the following core courses: PSYC 7030, PSYC 7040, or PSYC 4008
 - 3 of the 4 departmental methodology and statistics courses (PSYC 4111, PSYC 7020, PSYC 7111, and PSYC 7117).
- Students must be enrolled in PSY7952 every semester⁴.

PhD Course Requirements

- At least 48 hours of credit at the graduate level (these can include credit hours from your master's degree, with the exception of PSYC 8000 credits (thesis hours))
- Must include
 - 24 hours at the 7000 level or above (not including independent research (PSYC 8959) or dissertation research (PSYC 9000))
 - 12 hours of PSYC 9000
 - 15 hours in PSY7951, 7958, 7959, or acceptable substitutes
- Students must be enrolled in PSY7952 every semester.

⁴ Off-campus students are expected to engage remotely.