



# **MS PROGRAM I-O PSYCHOLOGY**

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## **STUDENT HANDBOOK**

*Effective: Fall 2016*

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**TOURO COLLEGE**  
**SCHOOL OF HEALTH SCIENCES**  
Department of Behavioral Science

65 Broadway  
New York, NY 10006  
212-742-8770 x 2457

## **IMPORTANT NOTICES**

### **Policy on Non-Discrimination**

Touro College treats all employees, students, and applicants without unlawful consideration or discrimination as to race, creed, color, national origin, sex, age, disability, marital status, genetic predisposition, sexual orientation or citizen status in all decisions, including but not limited to recruitment, the administration of its educational programs and activities, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

Inquiries or complaints concerning the non-discrimination policies should be sent to Elan Baram, 500 7th Avenue, 4th Floor, New York, NY 10018. Elan.Baram@touro.edu 646-565-6000, ext. 55636) or, alternatively, to the Chief Compliance Officer at compliance@touro.edu and 646-565-6000, ext. 55330.

### **Reservation of Rights Clause**

This Handbook represents the most up to date information with regard to the Masters in Industrial Organizational (I-O) Psychology program described. It will be considered to be in effect until the publication of the next Handbook. However, the board of Trustees and Faculty of Touro College reserve the right to institute changes in Touro's programs and policies. Since information is updated constantly the student is advised to seek further clarification from appropriate administrative offices. Touro College reserves the right to change rules, policies, fees and curricula without advance notice. In the event of any inconsistency or incompatible terms or provisions, such inconsistency shall be resolved by giving precedence in the following order or importance: (a) any executed agreement between the parties, (b) the specific policy then existing, and (c) this handbook.

## **GENERAL INFORMATION**

Welcome! We hope your experiences, as a student of the I-O Psychology Program at Touro College will be rewarding. You have embarked on a road that will lead you to a wonderful, fulfilling career.

This Handbook provides you with information on the Touro College Industrial-Organizational Psychology (IOP) program. The Handbook is updated periodically. It is important that you refer to it for policy and procedure clarification. While enrolled in the Touro College I-O Psychology Program, you may receive updated and additional information and policies to review that should also be kept for future reference. It is also important that you use this Handbook in conjunction with the *Touro College School of Health Sciences 2014-2016 Catalog* and the *Touro College School of Health Sciences (SHS) Student Handbook* as this I-O Psychology (IOP) Student Handbook supplements those documents. The terms of these documents are therefore incorporated herein by reference. Each will be helpful to you in your current and future academic and private sector endeavors. In the event of an inconsistency between *SHS 2014-2016 Catalog*, the *SHS Student Handbook* and this Handbook, the terms of *SHS 2014-2016 Catalog*, the *SHS Student Handbook* will take precedence in that order.

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## GENERAL INFORMATION

### About Touro College

Touro is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American community. Approximately 19,000 students are currently enrolled in its various I-Os and divisions. Touro College has branch campuses, locations and instructional sites in the New York Area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System. For further information on Touro College, please go to: [www.touro.edu](http://www.touro.edu)

### Accreditation

Touro College was chartered by the Board of Regents of the State of New York in June 1970.

Touro College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pennsylvania 19104 (Tel: 267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Accreditation.

This accreditation status covers Touro College and its branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Paris, Jerusalem, Moscow, and Florida.

Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System, accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of I-Os and Colleges (WASC), 985 Atlantic Avenue, Alameda CA 94501 (Tel: 510-748-9001).

### Facilities and Hours

The I-O Psychology Program is part of the Department of Behavioral Science, a division of the School of Health Sciences. The program is located at 65 Broadway, New York, NY 10010. You may refer to [shs.touro.edu](http://shs.touro.edu) or to the *SHS 2014-2016 Catalog* and the *SHS Student Handbook* for hours, offices, and a listing of all programs offered within the School of Health Sciences.

For a current listing of scheduled holidays and school closings please see the semester schedule found on the Touro College portal and the school calendar which can be found in the *Touro College SHS Student Handbook*.

### Libraries

There are two main libraries that students of the I-O psychology program may take advantage of: (1) The library on the lower level (Trinity Place Level) of our main campus at 65 Broadway (3pm-8pm, Monday-Thursday) as well as (2) the library on 43 West 23<sup>rd</sup> Street Manhattan campus. The librarians and staff manage the library and are available to assist students and faculty in their research. The librarian also provides instruction to students on effective methods of library research and in obtaining books and

articles from other area libraries. (Further information about the libraries may be found in the *SHS 2014-2016 Catalog* and online at [shs.touro.edu](http://shs.touro.edu)).

### **Computer Laboratories**

Computer laboratory at our main campus is located on the 2<sup>nd</sup> floor of 65 Broadway in Room 234. Additional computer laboratories at the Manhattan campus are on the 6<sup>th</sup> floor at 27 West 23rd Street. Both campuses have laboratory assistants available to provide assistance to beginning and advanced students. Further information can be found in the *SHS 2014-2016 Catalog*.

### **Office of Student Affairs**

The chief role of the Director of Student Affairs is student advocacy. Students are assisted with special services and information and offered a variety of activities, through the office such as medical ethics talks and cultural lunches. Students in need of similar assistance at the Manhattan or Brooklyn campuses should consult their program director for guidance to the appropriate personnel on those campuses.

The Director of Student Affairs is available via email at [jill.zucker2@touro.edu](mailto:jill.zucker2@touro.edu)

Please see also the *SHS Student Handbook*.

### **Advisement**

Each student within the I-O Psychology Program is assigned a faculty advisor who follows the student's academic progress and professional development throughout his or her academic program. Faculty Advisors provide advocacy for student rights and concerns. Students who need personal counseling or assistance with drug or alcohol problems should contact the office of the Associate Dean. See also the *SHS 2014-2016 Catalog*.

### **Registration-International Student**

The Registrar acts as a center for students from other lands; it is available to assist students with visa and immigration issues. However, students are always responsible to insure that they are in “status.” Any assistance afforded to students is as a courtesy and in no way imposes obligations on Touro College.

### **Books**

The Manhattan campus does not have a bookstore. Students usually choose to order their books online.

### **Emergency Closings**

In case of severe weather conditions or other emergencies, information about the closing of the I-O will be broadcast on Channel 12 and via TC alert. The announcement will be specific to TOURO COLLEGE – BAY SHORE AND MANHATTAN CAMPUSES. For all campuses, students can check Touro outgoing phone messages and the Touro website.

Information will also be sent via text, phone, and email by TC Alert to the contact information provided by the student on the Touro College Portal. It is essential that the students update the contact information in their portal account: go to [touroone.touro.edu](http://touroone.touro.edu) and click on the “First Time User” button to launch the account activation process. Read the instructions, and then follow the steps to activate your account. To modify contact information or other information click on “Manage account” and then follow the

instructions. If at any time during the account activation process you require assistance, contact TouroOne Support Desk at 646-565-6552 or help.touroone@touro.edu.

## Medical Emergencies

Call 911 and/or the Touro Emergency Hotline Number 1-88-TOURO-911 and notify Security. Wait for emergency responders. Do not transport someone in a private vehicle to a hospital unless absolutely necessary. As soon as you are able, notify the office of the Associate Dean of the Incident. Please see also the *Touro College SHS Student Handbook*.

## Fire Safety

Federal, state, and city education laws, and Fire Department policy mandate fire drills in all educational facilities and residence halls. Drills are conducted unannounced and all building occupants are required to participate. **Failure to evacuate is a serious violation of Touro's Code of Conduct and will subject the employee or student to disciplinary action including, but not limited to, suspension, expulsion or termination.**

**UNLESS YOU HAVE BEEN SPECIFICALLY NOTIFIED OTHERWISE BY YOUR FIRE WARDEN, THE FIRE ALARM SHOULD NEVER BE TREATED AS A FALSE ALARM.**

If you smell smoke contact your floor fire warden, advise them of your location and the location you smell the smoke. Your fire warden will investigate the situation and advise you of the next steps to take. If you see smoke or fire pull the fire alarm, dial 911 and report the fire, then evacuate immediately.

Fire safety and prevention is everyone's responsibility. There are steps you can take to make yourself safer, thereby creating a safer Touro community.

1. Familiarize yourself with the location of your nearest exit and the fire wardens and searchers on your floor.
2. Locate all of the fire exit signs in the corridors on your floor.
3. Learn the emergency evacuation procedures described above.
4. Ensure your Fire Warden is made aware of any people with disabilities who may require assistance during an evacuation.

Please see also the *Touro College SHS Student Handbook*.

## Policy for Exam Security During an Evacuation

When the fire alarm sounds, it is imperative for the safety and security of Touro College faculty, staff, and students that everyone evacuate the building in an orderly manner as quickly as possible and as per the instructions of the fire wardens. If a class is taking an exam when the fire alarm sounds, the procedure to be followed is delineated below.

Upon hearing the alarm, the faculty member or proctor will ask students to hand in their exams and answer sheets and line up at the assigned stairwell. The instructor/proctor will make note of the exam time already elapsed. From that point forward, students will be on an honor system. They will not talk about the exam with fellow students, nor will they use electronic devices to look up exam-related information. Upon

exiting the building, students must find the instructor/proctor and wait together until it is safe to re-enter the building.

Depending on the amount of time remaining for the exam, and on the amount of time of evacuation of the building, and on the subsequent availability of the classroom, the instructor will determine:

1. If the exam will resume immediately upon re-entry, to be completed in the time remaining from the originally allocated time;
2. If the interrupted exam will be disqualified, and a new exam will be given at a later date;
3. If the interrupted exam can be scored as is, but on a pro-rated basis.

The instructor will expeditiously notify the students of the decision. At that point, the students will be released from the honor system.

Any student found exchanging information or procuring information about the exam during the period of evacuation will be considered to be in violation of the School of Health Sciences Academic Integrity Policy and will be subject to disciplinary action as described in the Policy.

Please see also the *Touro College SHS Student Handbook*.

### **Student Identification (IDs)**

Student Identification Cards are made available through Touro College. Dates and times for the taking of ID pictures are announced to all students. ID badges may be used on Fieldwork placements. The ID is also necessary for admittance to all Touro College campus locations.

### **Student Health Insurance**

Students are required to maintain active health coverage for the entirety of the program. Touro School of Health Sciences does not offer Student Health Insurance. Students are encouraged to visit [www.healthcare.gov](http://www.healthcare.gov) to explore their options.

Please see also the *SHS Student Handbook*.

### **Students with Disabilities**

Touro College complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, which protects persons from discrimination on the basis of physical or mental impairments for all educational and employment purposes. Assistance is available for students who have physical or learning-related disabilities.

The College is committed to providing reasonable accommodations to students with documented disabilities. Policies and procedures must ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the College. Students with disabilities seeking reasonable accommodations should do so through their program office or the Office of Student Affairs. A “Handbook for Students and Applicants with Disabilities” can be obtained from this office or from the student's program office.

A student requesting accommodation for a documented disability under the ADA must meet with the Associate Dean for Student Affairs and Innovation of the School of Health Sciences and submit a Request for Accommodation of Disability Application (RADA). The Associate Dean will contact the Department Chair to communicate the fact that this request has been made. Verbal disclosure prior to or following admission is not sufficient inasmuch as supporting documentation is required and verbal disclosure cannot substitute for required documentation. Students may apply for special accommodations any time during their academic curriculum, however, if granted, the accommodation is given prospectively (accommodations cannot be supplied retroactively) and only for the academic year in which it is requested. Students must reapply for accommodations each academic year. If the nature of the accommodations being requested is unchanged, the student will not be asked to provide updated supporting documentation; such documentation is required only if there is a change in the nature of accommodations being requested.

Dr. Rivka Molinsky, Associate Dean for Student Affairs and Innovation can be reached at (212) 463-0400 x 5518 or 631-665-1600 x 6318.

Students seeking accommodation must have the following paperwork and documentation on file:

A Request for Accommodation of Disability application, filled out in its entirety.

Documentation from a physician, clinical psychologist, or other licensed individual of the specific disability, to include:

- A cover letter from the physician, clinical psychologist, or other certified individual.
- Appropriate and thorough diagnostic test results, conducted no more than five years prior to the request. Summarization of results, while helpful, by itself is not considered satisfactory.
- A detailed report that should clearly diagnose the disability, report the severity of the disability, offer implications of the disability for the student's program of study, and include a summary of what accommodations are needed to assist in overcoming the disability. A cursory report suggesting that a disability exists and detailing a list of accommodations requested, without more, is unacceptable.

Decisions on RADAs are made by the Dean in consultation with Touro College's Office of Compliance. If the RADA is granted, the Executive Assistant to the Dean will notify the student and his or her instructors. Please note that accommodations granted by the SHS Office of Student Affairs only extend to Touro coursework. Any request for accommodations for the licensing testing (which is a requirement for state licensure) must be processed through the State of New York Office of the Professions. For additional information please see the *SHS Student Handbook*.

## **Graduate Program in Industrial-Organizational Psychology**

### **HISTORY AND INTRODUCTION**

The Graduate program in I-O Psychology at Touro College was established in 2012. The Department of Behavioral Sciences, (which is a under the organizational umbrella of the School of Health Sciences) currently offers programs leading to Master of Science degrees in I-O Psychology, Mental Health Counseling, and Industrial-Organizational Psychology.

## **MS Program in I-O Psychology MISSION STATEMENT**

The mission of the Master of Science in Industrial-Organizational Program of Touro College's Graduate I-O of Psychology is to provide students with the education and professional training needed to become ethical and competent I-O Psychology practitioners. Students will be prepared to provide a wide range of professional human capital and HR services like: job analysis, competency modeling, performance appraisal, training and development, data analysis, critical problem solving through research, consulting, and advocacy within a variety of settings.

## **DESCRIPTION, PHILOSOPHY, AND GOALS**

I-O Psychology is an area of specialization within Psychology that involves the application of methods, facts, and principles of psychology to understanding behavior in the workplace. This sub-field of psychology studies factors that affect the way people act and interact in the workplace and in organizations (SIOP, 2014).

The I-O Psychology program is rooted in professional-based HR and business strategy needs, with a focus on research-based psychological strategies. Additionally, these concepts and skills are further developed through supervised fieldwork experiences (internships) in order to promote positive educational and behavioral environments for students to learn how I-O Psychology knowledge applies to the professional world. The primary goal of our I-O Psychology program is to provide students with classroom and field-based experiences that will make them ready and able to meet the challenges of achieving state-mandated standards while recognizing that people of all ages learn and develop in differing ways. The I-O Psychology program consists of 36 semester credit hours of required coursework in the areas of: Statistics; Research Design; Psychometrics; Leadership; Social Psychology; I-O in Global Companies; Motivation; Performance Appraisal; Organizational Design; Use of Self; Training & Development. As part of their training, students in the I-O Psychology program are required to participate in fieldwork and related assignments. The program may be completed in two years of full-time study. Some summer session coursework may be required.

## **CURRICULUM**

The curriculum is sequenced so that no student can take an internship until they have completed at least nine credits of the degree. Courses are designed to fully comply with the guidelines established by the Office of the Professions of the New York State Education Department. The program provides classroom and field-based experiences that prepare future practitioners to be ready and able to meet the challenges of achieving SIOP (Society of Industrial Organizational Psychologists) standards.

Classes are scheduled in the evenings and some classes are offered online, making outside employment possible for students.

Students must secure an internship site that meets the program requirements. All sites must be approved in advance by the field experience faculty coordinator. Additionally, each student must complete and submit a field placement contract and/or affiliation agreement, which are provided in the field experience handbooks. These documents must be signed by the student, site supervisor and field experience faculty coordinator.

## **PROGRAMMATIC GOALS**

The programmatic goals for the I-O Psychology program are drawn from the Society of Industrial and Organizational Psychology (SIOP). For more information on these domains please visit:

<http://www.siop.org/guidelines.aspx>

Upon completion of the I-O program students will be competent in the “outcomes of training, and on the knowledge, skills, behavior, and capabilities necessary to function as a master's level I-O practitioner.” (SIOP, 2014)

### **Goal 1 - The graduate of the I-O Psychology program will demonstrate competency in the area of Data Collection and Analysis Skills**

- 1a. The graduate will demonstrate skills in statistical software SPSS.
- 1b. The graduate will demonstrate the ability to understand concepts, run and interpret data Analysis for inferential statistics including: correlation; t-tests; anova; chi square; linear regression; multiple regression
- 1c. The graduate will design research proposals with a clear aim of solving organizational challenges. Research design proposals will be measured against the student’s ability to control all scientific methodological threats to: i. Internal Validity ii. Construct Validity iii. Statistical Conclusion Validity iv. External Validity
- 1d. The graduate will demonstrates the ability to use university online research library databases to source research literature in the domains studied throughout the degree. e. The graduate will demonstrate the ability to recognize psychometric concepts and be able to interpret reliability and validity survey item estimates such as: factor analysis; classical test theory; item response theory

### **Goal 2 - The graduate of the I-O Psychology program will demonstrate competency in the area of Ethical Practice & Learning in the Workplace**

- 2a. The graduate will demonstrate the ability to apply and adhere to ethical and legal standards in I-O Psychology.
- 2b. The graduate will advocate for organization policies, programs, and services that enhance a positive work climate and are equitable and responsive to multicultural work environments.
- 2c. The graduate will engage peers, subordinates and management to promote the academic, career, and development of I-O practice in the workplace.

### **Goal 3 - The graduate of the I-O Psychology program will demonstrate competency in the area of Communication**

- 3a. The graduate will select appropriate computer-based tools including PowerPoint, Excel, SPSS, and online resources to present assignments and research findings.
- 3b. The graduate will show competence in oral presentation skills both on their own in front of their class, and within a group setting.
- 3c. The graduate will show competence in using different technology to present data and project work. This includes: web-based presentations i.e. Gotomeeting.com or Webex.com; in-class projector presentations; handouts and open-table discussions

- 3d. The graduate will show competence in teaching and mentoring others to be able to present data and project work at a professional level.

**Goal 4 - The graduate of the I-O Psychology program will demonstrate competency in the Core Industrial-Organizational Domains**

- 4a. The graduate will develop measurable knowledge, skills behaviors and capabilities in “I” skills including: Job Analysis, Competency Modeling, & Performance Appraisal.
- 4b. The graduate will develop measurable knowledge, skills behaviors and capabilities in “O” knowledge including: Motivation, Training and Development, & Leadership.
- 4c. The graduate will develop measurable knowledge, skills behaviors and capabilities in OD including: Group Dynamics, Use of Self, & Organizational Behavior.
- 4d. The graduate will gain internship experience in an organizational setting whilst applying knowledge from coursework, and overseen by an academic advisor

**Goal 5 - The graduate of the I-O Psychology program will demonstrate competency in the area of Academic Development**

- 5a. The graduate will implement strategies and activities to prepare themselves for applications to PhD programs and post-graduate education opportunities.
- 5b. The graduate will implement differentiated instructional strategies that draw on subject matter and pedagogical content knowledge and skills to promote I-O Psychology.

**Goal 6 - The graduate of the I-O Psychology program will demonstrate competency in the area of Professional Development**

- 6a. The graduate will know history, philosophy, and trends in I-O Psychology.
- 6b. The graduate will know roles, functions, settings, and professional identity of the I-O practitioner in relation to the roles of other professional and support personnel in the workplace.
- 6c. The graduate will know professional organizations, preparation standards, and credentials that are relevant to the practice of I-O Psychology.
- 6d. The graduate will understand current practices of I-O Psychology programs (e.g., listed by the Society of Industrial Organizational Psychology - SIOP) and their integral relationship to the community of I-O psychologists, I-O practitioners, and other I-O graduate programs.

**REQUIREMENTS FOR COMPLETION OF THE I-O PSYCHOLOGY PROGRAM**

**A. Program:** The program may be completed on a full-time, 2 year schedule. Students requesting to complete the program in more than 2 years must obtain written permission from the Program Director. The program must be completed in the sequences outlined on the respective plans of study (on the next pages).

**B. Grade Point Average:** Students must maintain a B (3.0) grade point average in order to remain matriculated in the program as well as to continue receiving financial aid. **C. Culminating Experience-Professional Performance-Based Portfolio:** All students in their internship year will be required to prepare a Professional Performance-Based Portfolio for submission to the faculty. The requirements of the portfolio include:

- a) Table of Contents, indicating which standard(s) each work sample and reflection corresponds (see Programmatic Goals).
- b) Personal Statement, including description of current professional accomplishments, explanation of how they correspond to programmatic Goals, and statement of long term professional goals.
- c) The student's current resume or CV.
- d) A summary page at the beginning and end of each section.

**D. Student Professional Behavior:** Students must demonstrate professional academic and work characteristics including ethical and professional conduct. The Touro College and University System Academic Integrity Policy can be found at: <https://www.touro.edu/students/policies/academic-integrity/>.

**E. Requirements to Advance to Internship(s):** Students must successfully complete a minimum of 9 course credits prior to starting the internship. All courses require a minimum grade of B. The cumulative GPA of 3.0 must be maintained to remain in good academic standing. Please refer to the grading policies section for more specific details.

**F. Continuity of Study:** Students wishing to return to the program after a leave of absence or other break in continuity must first obtain the written approval of the Program Director. The student may be required to repeat outdated coursework or meet additional requirements to ensure that the student's competencies are maintained.

## **PLANS OF STUDY**

The following are the courses of study required for completion of the M.S. in I-O Psychology at Touro College. Completion of 12 courses (36 credits) leads to the M.S. degree. Full course descriptions are located at the end of this handbook. Core classes will be offered in the spring and fall semesters with elective courses being available in the summer.

## OPTION I – 3 COURSES PER SEMESTER

\* Core courses

<p><b>FALL - YEAR 1</b></p> <p>*<b>PSGN 604</b> STATISTICS FOR THE BEHAVIORAL SCIENCES          *<b>PSGN 617</b> I-O PSYCHOLOGY IN GLOBAL ORGANIZATIONS          *<b>PSGN 682</b> FACILITATION, PROCESS CONSULTATION, HIGH PERFORMANCE COACHING: USE OF SELF  <b>OR</b>          *<b>PSGN 613</b> SOCIAL PSYCHOLOGY IN MULTICULTURAL ORGANIZATIONS</p>	<p><b>SPRING - YEAR 1</b></p> <p>*<b>PSGN 612</b> PSYCHOMETRICS          *<b>PSGN 645</b> RESEARCH DESIGN APPLIED TO ORGANIZATIONS          *<b>PSGN 682</b> FACILITATION, PROCESS CONSULTATION, HIGH PERFORMANCE COACHING: USE OF SELF  <b>OR</b>          *<b>PSGN 613</b> SOCIAL PSYCHOLOGY IN MULTICULTURAL ORGANIZATIONS</p>
<p><b>SUMMER - YEAR 1 (CHOOSE 3 ELECTIVE COURSES)</b></p> <p><b>PSGN 639</b> THEORIES OF LEADERSHIP  <b>PSGN 656</b> TRAINING AND DEVELOPMENT  <b>PSGN 614</b> ORGANIZATIONAL BEHAVIOR  <b>PSGN 643</b> MOTIVATION  <b>PSGN 655</b> JOB ANALYSIS, PERFORMANCE APPRAISAL, &amp; COMPETENCY MODELING</p>	
<p><b>FALL - YEAR 2</b></p> <p>*<b>PSGN 740</b> PRACTICUM IN I-O PSYCHOLOGY + <b>CHOOSE 2 ELECTIVE COURSES</b>  <b>PSGN 680</b> GROUP DYNAMICS  <b>PSGN 639</b> THEORIES OF LEADERSHIP  <b>PSGN 614</b> ORGANIZATIONAL BEHAVIOR  <b>PSGN 656</b> TRAINING AND DEVELOPMENT  <b>PSGN 643</b> MOTIVATION  <b>PSGN 644</b> PERSONNEL SELECTION AND ASSESSMENT</p>	

## OPTION II – 2 COURSES PER SEMESTER

**REQUIRES TWO (2) ADDITIONAL SEMESTERS**

### REGISTRATION PROCESS

Students are responsible for being aware of and following the deadlines related to registration, tuition and fees payment, dropping and adding classes and withdrawal from either individual classes or all classes. All students must meet with their academic advisors and be cleared for registration prior to being able to register. Failure to register as advised may result in termination from the program.

### DEVIATION FROM PLAN OF STUDY

Deviations from the approved plan of study will only be granted in exceptional circumstances. Any deviation from approved plan of study will require approval by both the Program Director and the Dean.

## ATTENDANCE AND EXAMINATIONS

Students are expected to attend each lecture and laboratory session on a regular basis and to complete assignments in a timely fashion. Excessive absence or failure to complete assignments may lead to a grade of “F” and loss of financial aid.

Each class meets for 12 weekly sessions. If the class includes a final examination, there will be a 13th weekly session for the examination. The examination will be given at the usual day and time of the class meeting and in the same room in which the class normally meets, unless otherwise specified by the instructor.

## GRADE POINT AVERAGE (GPA)

The GPA is obtained by dividing the total number of quality points earned by the total number of course credits attempted.

## SPECIFIC GRADING POLICIES

The following grading policies are in effect as of the Fall 2015 Semester:

- 1) Grades of “B” and above are considered to meet generally accepted standards of successful graduate work. Students are required to maintain a cumulative GPA of B (3.0) or better in order to remain in good academic standing. Having a GPA below 3.0 at the end of the semester will automatically put the student onto academic probation. Students that do not remove themselves from academic probation by the end of the following semester may be removed from the program.
- 2) Students **MUST** achieve a minimum of a **B grade in PSGN 604 (Statistics for Behavioral Sciences) & PSGN 645 (Research Design)**, since they are fundamental to success in I-O Psychology. Any grade below B in either of these subjects will require retaking and repaying for the class. Students who earn less than a B in the retaken course may be dismissed from the program.
- 3) Students **MUST** complete 9 course credits in the I-O Psychology programs before being allowed to take the internship.
- 4) Students are **allowed one C grade** throughout their program (excluding PSGN 604 & PSGN 645), but all courses with grades of **C- or below must be retaken**.
- 5) Students may repeat **NO MORE** than two (2) courses in the full program, and no course may be repeated more than once.
- 6) When passed courses (i.e., courses with grades other than F) are repeated, only the second (repeat) grade is calculated into the student’s GPA. The original grade remains on the student’s transcript, but the credit value for the earlier course is reduced to 0.
- 7) The grade of “Incomplete” (INC) may be given only in unavoidable circumstances, and only when the student’s work in the course is otherwise satisfactory.
  - a) A grade of “INC” must be requested from the instructor prior to the last class session of the course or the due date of the final assignment, whichever comes first. After that point, any such request requires the approval of the Program Director and the Dean of the Graduate I-O of Psychology.
  - b) In order to receive a grade of “INC”, the student must make a written agreement with the instructor specifying the work that is to be completed and the date by which it must be completed, and file a copy of that agreement with the Program Director. Students are allowed a maximum of three weeks to complete the coursework related to grades of “INC”. After two semesters, a grade of “INC” is automatically converted into an “F”.

- c) Students may not begin Internship until all “INC” grades are resolved.
- d) A student may carry no more than one grade of “INC” on his or her academic record at any time. Students with two or more such grades may not register for subsequent semesters until at least one of the INC grades has been satisfactorily resolved.

## **GRADE DISPUTES**

Any student may dispute a grade by using the following protocol:

- a) The student must meet immediately with the instructor to discuss the grade and review the grading policies for the course.
- b) If the student is not satisfied with the instructor’s response, then, within 30 days after receiving the grade, the student must submit to the instructor a written request for a formal grade review. If the student does not request a formal review of the grade within the 30-day period, the student will be deemed to have accepted the grade and will no longer be able to protest it. The instructor will make every effort to respond to the written request within 14 days after receiving it.
- c) If student is not satisfied with the instructor’s response to the student’s written request for a formal review of the grade, the student may refer the matter to the Program Director. The Program Director will either deny the request for further review, or grant it by remanding the matter back to the instructor with written instructions for reconsideration.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Students must maintain Satisfactory Academic Progress (SAP) to be eligible for financial aid. A detailed description of this policy can be found at <http://www.touro.edu/students/>.

The two fundamental components of the I-O’s SAP policy:

- 1) The Master’s program in I-O Psychology is 36 credits in length. Completion of the program will take two years of full-time study (see plans of study).
- 2) Students must maintain a 3.0 cumulative GPA.

## **PROGRAM POLICIES**

### **Academic Probation**

A student may be placed on academic probation for the following reasons:

- 1) The student fails to maintain a 3.0 GPA.
- 2) The student receives a grade lower than B in any course.
- 3) The student is carrying more than one grade of INC on his or her academic record at any one time.

### **Academic Dismissal**

A student may be dismissed from the program for the following reasons:

- 1) The student receives a grade lower than B when repeating any course.
- 2) The student needs to repeat more than two individual courses.
- 3) The student is on probation at the end of the first semester and fails to achieve a 3.0 GPA by the end of the second semester.
- 4) The student is placed on probation following the second semester and fails to achieve a GPA of 3.0 or higher within the next two semesters or by the completion of the next 15 course credits, whichever comes first.

The Program Director and the student's faculty advisor will monitor the student's academic performance and status in the program. Students placed on Academic Probation may register for no more than 9 credits. Since not all I-O Psychology courses are offered every semester, students on probation also may find themselves "out of sequence" in their progression through the program, an issue that should be discussed with their faculty advisors and/or the Program Director.

### **Appeal of Academic Dismissal**

A student may appeal an academic dismissal by filing a written appeal with the Dean of the Department of Behavioral Sciences within 14 calendar days after the date of the notice of dismissal. Any appeal not submitted within such period will be deemed conclusive acceptance of such dismissal by the student and a waiver of the student's right to appeal. An academic dismissal may be reversed if the student can demonstrate that his or her poor academic standing in the program resulted from a significant mitigating hardship such as a major health issue affecting the student, an unexpected military deployment, or other serious circumstances outside of the student's control.

### **Request For Student Accommodations**

Under the Individuals with Disabilities Education Act (IDEA), students with a documented learning, medical, or other disability may apply for reasonable accommodation. However, the student **MUST** provide a medical and/or psychoeducational evaluation to the Program Director in writing who will submit this request to be reviewed by The School of Health Sciences Student Disability Services Committee chair who will instruct the student on how to proceed, to include filing the appropriate forms for accommodation requests. Upon review of the documentation submitted, The Student Disability Services Committee will determine what accommodations are necessary and will provide continuous support for the student's success. With regard to requesting accommodations of any kind for any reason to the disabilities committee, forms must be completed prior to any consideration of accommodation which will be provided to the student by the Program Director. Please note that accommodations granted by The School of Health Sciences Disability Services Committee can only be used for the purpose of taking coursework at Touro College.

## **INTERNSHIPS**

### **General Guidelines**

All internship sites must be approved by the program director prior to the start of a student's formal internship experience. Touro College will assist students in finding placements but is not responsible for securing a placement for any individual student.

### **Internship Eligibility**

Students are encouraged to begin applying for internships no sooner than once they have completed nine credits in the program.

Interns must maintain logs documenting the days and hours spent at the internship site and summarizing the student's responsibilities at the internship site. These logs must be signed by the student's supervisors and submitted to the Internship course instructor every month. Electronic logs are acceptable provided they are sent from the supervisor's e-mail address. Students will receive credit for the internship placement only if signed logs are submitted on time.

Students interview for internships during the academic year prior to the internship. Application requirements and deadlines vary from site to site. Additional details on internships and the application

process are available through the Program Director. During the internship experience, students continue to receive college-based supervision and be introduced to new materials.

### General Requirements

1. Regular attendance at internship meetings on campus or as scheduled via virtual meetings with advisor.
2. Internship project (40% of the course grade). Students are expected to present their project to the class and include a PowerPoint presentation.

<b>Internship Project Grading Rubric</b>			
	<b>Poor = 12 – 15 points</b>	<b>Good = 16 – 19 points</b>	<b>Excellent = 20 – 23 points</b>
Analysis of key areas	The case assignment did not fully address all the key areas of the assignment	The case assignment included responses for all key areas but these were not sufficiently developed	The case assignment included responses to all key areas and fully addressed all assignment questions
	<b>Poor = 6 points</b>	<b>Good = 8 points</b>	<b>Excellent = 10 points</b>
Grammar and use of language	The paper included grammatical and spelling errors and was not clear	The paper included a few grammatical errors and was generally clear	The paper was clearly written with no grammatical errors
	<b>Poor = 3 points</b>	<b>Good = 5 points</b>	<b>Excellent = 7 points</b>
PowerPoint presentation and handouts to students	The student did not include either a PowerPoint presentation or handouts to students	The PowerPoint presentation and handouts to students were not sufficiently developed	The PowerPoint presentation and handouts to students were excellent

### 3. Conference Call

During the semester a conference call will be scheduled between the internship instructor, the student, and the site supervisor. The call will last about 15 minutes and will have the following agenda:

- Review the goals of the internship course and the student’s progress in meeting these goals.
- Work to resolve any difficulties experienced at the internship site.
- Encourage a close working relationship between the student, site supervisor, and Touro internship instructor.
- Clarify Touro College’s expectations of the internship experience.

4. Completion of all internship forms including the supervisor evaluation of student performance, student site evaluation form, student evaluation of supervisor form, and logged hours form. Submission of these forms is required for successful completion of the internship course.

- Supervisor evaluation of student performance form, the form is an evaluation by the site supervisor of the student's performance during the internship. Signed by both the supervisor and the student.
- Student site evaluation form, on which the student evaluates the site.
- Student evaluation of supervisor form, on which the student evaluates the supervisor's performance.
- Logged hours form (10% of the grade), documenting the student's activities at the internship site, by day and hours worked, and type of activity: for example, direct client hours, supervision hours, time spent completing paperwork, and other assigned activities.

5. Site Supervisor Evaluation (50% of the course grade).

6. Students will not graduate unless they have completed their internship, and each internship must be approved by the Program Director before being able to register for the class.

## ADMISSIONS

### Requirements for Admissions to the Touro I-O Psychology Program

The following are admission requirements:

1. Completion of a Baccalaureate degree from an accredited academic institution.
2. A minimum undergraduate and graduate grade point average of 3.0 (on a 4.0 scale)
3. A minimum of a B grade in undergraduate statistics.
4. Completed online Application for Admission
5. An interview (individual or group) by faculty member(s). Each applicant will be asked to provide a brief spontaneous writing sample.
6. Two letters of reference from employers and/or professors. These letters should address the candidate's ability to succeed in graduate I-O.
7. A personal statement of the applicant's goals and objectives, including reasons for choosing the field of I-O psychology and for applying to Touro.
8. Proof of immunization: MMR (Measles, Mumps and Rubella), meningitis immunization response.

### Selection Process

Applicants will be informed in writing of the Masters in I-O Psychology Admissions Committee's decision. If offered a place in the I-O Psychology program, a deposit will be required from the applicant to confirm his/her intention to attend.

Applicants who do not meet the minimum requirements for admissions may petition the I-O Psychology Admissions Committee for consideration of special circumstances. The petition must be made in writing at the time of application and should be sent to the Graduate Office of Admissions. It must clearly explain extenuating circumstances that have prevented the applicant from meeting the requirements, and describe elements of the applicant's background that would indicate the potential for success in the program. Admission decisions regarding students who have not met established admissions requirements are based

on the student's petition, application, interview and other supporting documents required as part of the application process.

### Transfer Credit Policies

Students who have taken relevant graduate level courses at other accredited institutions may apply to transfer up to 12 credits with written permission of the I-O Psychology program director only upon successful completion of the student's first semester of study. All transfer credit requests must be approved by the program director, dean and the registrar.

### Tuition and Fees 2016-2017 Academic Year

<b>Tuition 2016-2017</b>	\$2,102/3-credit course - incoming students
<b>Tuition 2016-2017</b>	\$1,920/3-credit course - returning students
<b>Application Fee</b>	\$60 (non-refundable)
<b>Registration Fee</b>	\$100 per semester (non-refundable)
<b>Late Registration Fee</b>	\$50 per semester
<b>Transcript Fee</b>	\$10 per transcript
<b>Technology Fee</b>	\$100 Fall & Spring
<b>Graduation Fee</b>	\$200
<b>Returned check fee</b>	\$40

*Tuition and fees are set annually by the Board of Trustees and are subject to review and change without further notice.*

Tuition is subject to change each academic year. A current listing of tuition and fees is available from the Bursar's Office. The Touro College Board of Trustees reserves the right to change Tuition and Fee schedules without prior written notice. Please refer to the School of Health Sciences website for additional information regarding tuition and fees.

Personal expenses for travel, books and other items will vary from individual to individual. Due to the great variation of cost factors in the Greater New York area, students are encouraged to plan their own personal expense budget. Students are recommended to attend the annual conference for I-O Psychologists (SIOP) which is usually in April for 3 days somewhere in the U.S.

### Withdrawal Policy

In the event you wish to drop any or all classes, please be sure to speak to your Bursar representative before doing so. In accordance with the withdrawal policy, dropping classes or non-attendance may result in a tuition liability and all or partial loss of Financial Aid. Please contact the bursar office at 646-565-6000, x 55751, 55379, 55242, email: [bursar@touro.edu](mailto:bursar@touro.edu).

**Students wishing to withdraw from the college must contact the office of the Registrar and file an application for withdrawal. On approved applications, and when withdrawing from ALL classes ONLY the following withdrawal credit schedule will apply:**

## Tuition Refund Schedule

### WITHDRAWING FROM ALL CLASSES: FALL & SPRING SEMESTERS

<b>Before the opening of class</b>	100% of tuition
<b>No later than the first class session</b>	90% of tuition
<b>No later than the second class session</b>	75% of tuition
<b>No later than the third class session</b>	50% of tuition
<b>No later than the fourth class session</b>	25% of tuition
<b>After the fourth class session</b>	No Refund

### WITHDRAWING FROM ALL CLASSES: SUMMER SEMESTER

<b>Before the opening of class</b>	100% of tuition
<b>No later than the first class session</b>	60% of tuition
<b>No later than the second class</b>	20% of tuition
<b>After the third class session</b>	No Refund

Please contact the Bursar Office if you have any Bursar related questions.

### OFFICE OF THE BURSAR

Phone: 646-565-6000, x 55751, 55379, 55242

Email: [bursar@touro.edu](mailto:bursar@touro.edu).

## Financial Aid

Matriculated students may also apply for a Stafford Loan. This loan is based on the amount requested and the student's financial need. A free Application for Financial Aid (FAFSA) is required before applying for a Stafford Loan. A Financial Aid Transcript is also required from all post-secondary institutions that a student attended. This transcript is mandatory regardless of whether financial aid was received at the institution(s) attended or not. If a graduate student needs more funds than it is supplied by the Unsubsidized loan, he/she can apply for the Graduate Plus. However, this loans' eligibility is based on credit history.

For more information, please contact Naomie Ganthier, Tel: 212-463-0400 x 5322, email: [naomie.ganthier@touro.edu](mailto:naomie.ganthier@touro.edu) or Katarina Zigay, Tel: 212-463-0400 x 5140, email: [katarina.zigay@touro.edu](mailto:katarina.zigay@touro.edu).

## I-O PSYCHOLOGY PROGRAM INFORMATION

### Attendance and Examinations

Attendance policies are enforced to maintain the integrity of the learning objectives of the curriculum and to prepare students for the essential knowledge and skill to practice as competent I-O Psychology Practitioners. Students are expected to attend all scheduled class sessions and fieldwork placements. Students are to arrive for all scheduled classes on time, and to stay through the entire class period. Documented absences due to extenuating circumstances may not exceed 1/5 of a course. Undocumented

absences from of a course are grounds for reduced professional conduct grade. Absences from more than 1/5 of a course is grounds for failure of the course.

An attendance sheet is provided to faculty on the first day of classes. This form is used for listing student attendance. Excessive absences may be grounds for dismissal from the program.

Classes will start on time. Faculty may bar entry or assign special seating for students who arrive late. Generally, faculty will allow a ten-minute break per hour. If a student must leave at other than break time he/she is to do so quietly and unobtrusively, and return promptly. If an emergency occurs and you are going to be late or will be unable to attend your classes you must notify the I-O Psychology Program.

*Please refer to the SHS 2014-2016 Catalog and the SHS Student Handbook for policies and more information.*

Unless otherwise noted in the syllabus, students will be notified a minimum of one week before an exam is given. A student who knows he will be absent from an exam must notify the I-O Psychology Program Office in advance and present written documentation justifying/explaining the absence to the instructor. The documentation will be placed in the student's file. Submitting documentation for the absence (i.e. bill for towing services, a doctor's note) should not be construed as having permission to miss the examination. Consequences for missing the examination will be determined by the course instructor and the I-O Psychology Program Director. The decision will be communicated to the student by the instructor and/or Program Director. It is up to course instructors' discretion to or not to give make-up assignments or examinations for absences, unless prior approval had been granted by the Department Chairperson/Program Director or by Touro College to accommodate religious practices, disability, or other extenuating conditions. Unless otherwise specified in the course outline, there will be no make-ups for failed examinations.

Grades will not be available from the I-O Psychology Program Office staff or via e-mail. However, grades may be posted by the instructor. Students may also receive their grades online by going to the Touro website (touro.edu), and then to Student Services and then clicking on TCWeb - Web based student services. You will be asked for your student id number and password.

### *Student Behavior and Attire during Exams*

- No head coverings except for religious/medical purposes will be permitted
- Phones are to be left at the front of the room or in book bags and/or purses
- Book bags are to be left at the front of the class; only necessary items are to be placed on the desks
- Multiple versions of the exam should be administered
- Students should be dispersed throughout the classroom with space between seating
- If a student has a question, the student should raise his/her hand and the instructor should go to the student. The instructor should keep this to a minimum as to limit disruptions to other students
- Students are not permitted to leave the room until the instructor deems the examination finished

- No websites, e-mail, other electronic media, or printer should be accessed until the instructor deems the examination finished
- Students are required to immediately relinquish the exam to the instructor when the time allotted for exam has elapsed or upon request of the instructor

### *Policy for Exam Security during an Evacuation*

When the fire alarm sounds, it is imperative for the safety and security of Touro College faculty, staff, and students that everyone evacuate the building in an orderly manner as quickly as possible and as per the instructions of the fire wardens. If a class is taking an exam when the fire alarm sounds, the procedure to be followed is delineated below.

Upon hearing the alarm, the faculty member or proctor will ask students to hand in their exams and answer sheets and line up at the assigned stairwell. The instructor/proctor will make note of the exam time already elapsed. From that point forward, students will be on an honor system. They will not talk about the exam with fellow students, nor will they use electronic devices to look up exam-related information. Upon exiting the building, students must find the instructor/proctor and wait together until it is safe to re-enter the building.

Depending on the amount of time remaining for the exam, and on the amount of time of evacuation of the building, and on the subsequent availability of the classroom, the instructor will determine:

1. If the exam will resume immediately upon re-entry, to be completed in the time remaining from the originally allocated time;
2. If the interrupted exam will be disqualified, and a new exam will be given at a later date;
3. If the interrupted exam can be scored as is, but on a pro-rated basis.

The instructor will expeditiously notify the students of the decision. At that point, the students will be released from the honor system.

Any student found exchanging information or procuring information about the exam during the period of evacuation will be considered to be in violation of the School of Health Sciences Academic Integrity Policy and will be subject to disciplinary action as described in the Policy.

### *Classroom Behavior*

In order to ensure consistent professional behavior in the classroom that will facilitate student learning the following rules must be applied:

- No phone use - all phone ringers should be turned off. Checking for messages/return calls should be done during breaks from class. In cases of emergency, family members may contact the program office during regular hours. The I-O Psychology Program office phone number is 212-742-8770, x 2457.

- No eating in the classroom - breaks are scheduled during the day for the students to eat. Water is allowed in the classroom. In the event you find food, food containers, or wrappers prior to or after your class, please notify the I-O Psychology Program office.
- Students are not permitted to use or remove any I-O psychology supplies/equipment that are not required for your class without the expressed/signed consent of the I-O Psychology Program Director.
- Students are responsible for cleaning up their area after class. If the classroom is untidy prior to class, please inform the I-O Psychology Program office.

## Papers and Written Assignments

**All papers are to be typed using APA style for citations and organization. The APA Style Guide is a required purchase for reference. Other reference materials are available in the library. Other reference materials are available in the library.**

Student work is expected to be original and unique to the course for which it was assigned. Reference material must be cited accordingly and demonstrate the students own integration and interpretation of the referenced work. The ideas of others, written or verbal, are to be cited appropriately, and exact wording and phrasing marked by quotations. Failure to do so is considered plagiarism, and is subject to disciplinary action. Students also may not reuse large portions of papers from one class to another. Papers may be written on related topics, and, where appropriate, information gathered for a course may also be used for the student's research project. Software to check for plagiarism is available and used by faculty.

Short assignments may be submitted hand-written in ink at the faculty member's discretion. In this case, too, work is to be neat, without cross-outs and overwriting, and proofread for spelling and grammar. Handwritten work may utilize forms provided by the instructor, or be on standard loose-leaf paper or legal pad paper (8 1/2 x 11).

Papers are to be stapled or bound together according to the wishes of the faculty member. Some faculty members may request that you make copies of short assignments for all class members. It is also wise to keep a copy of any paper you submit, to assure that you can replace it should a paper be misplaced. Unless otherwise specified by the Program Director, students are not permitted to make copies in the department copy room.

Written work is due on the day and time assigned, even if you miss class. Late work may be penalized as the individual faculty member's class policy dictates. Extension may be granted, in advance, for extenuating circumstances. Constant tardiness or crises will be discussed with the student's advisor.

Written communication is an essential skill for the professional I-O psychologist. Students will be assisted to develop writing skills for a number of purposes. Faculty and clinical supervisor preferences may vary, but learning to adjust to the demands of the situation is also an essential professional skill. Students who have difficulty with written assignments should meet with their professors and/or advisors. The computer lab is equipped with thesaurus, spelling and grammar checking programs to enable you to check and correct your work before submission. It is also permissible to use an editor, although not a ghost-writer. Students with significant writing problems may be referred to other programs and sources for remedial writing course work, tutoring or assistance.

## Evaluation of Student Learning

Ongoing evaluation of student learning takes place at several levels - daily, in the classroom as the result of tests and graded assignments, and during fieldwork experiences. The evaluation process is a key component of teaching and learning.

In keeping with the concept that students are individuals with individual styles of learning and communication, the faculty are strongly encouraged to assess student performance in classes using multiple methods; papers, assignments, class participation, case studies, class presentations, objective and essay written exams, and oral examinations are examples of those methods. For classes where skills are taught, the instructors are expected to measure student performance of these skills through competency exams. Assignments semester to semester, as well as between courses, are also varied, and structured to allow students with differing strengths to excel in different areas of performance.

The expectations and evaluation methods are discussed and reviewed with students prior to their beginning any fieldwork placements.

## Graduation Criteria

Students are recommended for graduation upon satisfactory completion of all required academic and fieldwork (internship). An overall GPA of 3.0 is required for coursework completed during the graduate year.

Students are NOT eligible for graduation if any one of the following exists:

- A grade of C- or lower on any part of your transcript
- More than one C grade on any part of your transcript
- A grade of B- or lower on either PSGN 604 or PSGN 645
- Any outstanding fees, fines, books, materials, unpaid tuition
- Insufficient grade point average
- All courses in the I-O Psychology curriculum are not completed within the required time frame established by the I-O Psychology (IOP) department

Students expecting to graduate must complete graduation forms and pay the graduation fee within the time frames provided by the program and the Office of the Registrar. Currently the deadline is May 1<sup>st</sup> for Spring graduation. Forms such as the Application for Graduation can be obtained through the I-O Psychology Program office.

Official papers cannot be released from the Program office unless all fees including the graduation fee has been paid.

## Grading Mechanisms

### Grade and Grade Point Average (GPA) Requirements

Please refer to the *SHS 2014-2016 Catalog* and the *SHS Student Handbook* for information on grade values for GPA purposes, Deans' List, tentative grades adding, dropping, or repeating courses, academic progress and standards.

The I-O Psychology Program requires students to maintain minimum passing course grades and a minimum overall GPA of 3.0. Students who do not attain the minimum overall GPA will be placed on monitored status for a minimum of the equivalent of 1 full time semester\* in which time they must meet the GPA requirement or be at risk for probationary status or dismissal from the program.

If a student is experiencing academic difficulties in any course, at any time, it is the student's responsibility to seek out the teacher and his/her advisor immediately to discuss this issue and/or any extenuating circumstances that may be the cause of poor performance. A plan for assistance/remediation should be agreed upon by the student/faculty and/or faculty advisor.

It should be understood that failure to pass any course results in an alteration in the student's program of study/curriculum including fieldwork, graduation date, and may impact financial aid eligibility. Upon notification of a failing grade, the student must see the Program Director and Academic Advisor to determine the new course sequence the student is to follow. A student must successfully complete ALL I-O psychology curriculum specified prerequisite and co-requisite courses prior to being permitted to register for courses and for each field based placement. It is the student's responsibility to determine the impact of failure or alteration in curriculum on financial aid.

A student unable to pass the course(s) or who does not meet the requirements of probation within the specified timeframe may be dismissed from the program. Unless approved by the Chairperson/Director for extenuating circumstances, students are required to complete the entire curriculum within a maximum of 6 years.

*Note: Courses consist of both the traditional classroom courses and clinical fieldwork.*

## **Grade Definitions**

P = Passing

INC - Student did not complete all course assignments and received the instructor's permission to complete course requirements (see below for details) within a specified time period.

W - Student can officially drop the course up to midpoint of the class. Not included in calculating the student's GPA.

WU - Student stopped attending up to midpoint of the class. Included in calculating the student's GPA as a failing grade.

WNA - student never attended class. Not included in calculating the student's GPA.

<b>Letter Grade Equivalents</b>	
A+	97 and higher
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72

D+	67-69
D	65-66
F	64 or below

The grading mechanism may vary between professors, especially in relation to the level and style of learning expected in the course. Faculty are encouraged to utilize a variety of testing techniques; When laboratories are included in classes, practical and written exams are developed in a way that test a student's skills and competencies.

The instructor for each course includes student evaluation methods related to specific knowledge, skills and attitudes, as well as for communication, behavior, and planning that provide evidence of student learning. Students' performance on written and oral assignments, as well as projects and laboratory practical, contribute to determining the students' level of mastery. All course outlines include the grading mechanisms for that course.

Faculty may include class participation and professional development as part of course grades, as listed in their course syllabus.

The College and the I-O Psychology Program utilizes the American Standard of grading. Any grading method utilized by an instructor that differs from the program's standard methods, must be approved by the Department Chairperson/Director prior to implementation and must be included in the course syllabus.

## Grading Policies

- 1) When passed courses (e.g., courses with grades other than F) are repeated, only the second (repeat) grade is calculated into the student's GPA. The credit value for the course taken earlier is reduced to "0", and the course remains on the student's transcript. (Note that students may only repeat one course during the program and may not receive more than 1 grade below a B). Failure to do so will result in automatic dismissal from the program.
- 2) When a course must be repeated the student must meet with the program director to review their plan of study, as it will likely extend the time it will take to complete the program as most courses are only offered once a year (e.g., in spring or fall semesters but not both).
- 3) Students may NOT repeat a course while taking a course in which the course being repeated is a prerequisite for another course in the same semester. Students must first successfully repeat the course with an acceptable minimum grade and only then may they register and enroll in the next course in the sequence.
- 4) The grade of "Incomplete" "INC" is assigned only in unavoidable circumstances for students whose work is otherwise satisfactory in the course to date.
  - a) A grade of "INC" must be requested to the instructor prior to the last meeting of the course or the due date of the final assignment, whichever comes first. Any such request beyond that point requires the approval of the program director and dean.
  - b) Students are expected to reach an agreement, in writing, on completion of required work with the instructor and to file a copy of that agreement with the program director. Students are

- allowed a maximum of two semesters to complete the coursework related to grades of “INC”. After two semesters, a grade of “INC” is automatically converted into an “F”
- c) Students are not permitted to begin Internship until a grade of “INC” is resolved.
  - d) A student may carry no more than one active grade of “INC” in his or her academic record at any one time. Students with two or more such grades are not permitted to register for subsequent semesters.

## **Enrollment in the I-O Psychology Program**

### **Adding/Dropping courses**

The I-O psychology curriculum is designed as an integrated, developmental process; courses are offered once a year and must be taken in one of the two offered sequences (full time or part time). Therefore, withdrawing from courses could result in consequences such as delayed graduation, the inability to continue in the program, a loss of financial aid, as well as others. The student is responsible for determining any impact, including on finances or financial aid. To add or drop a course, a student must comply with the parameters specified in the *SHS 2014-2016 Catalog* and the *SHS Student Handbook*. A Drop/Add form must be filled out in its entirety and signed by both the student and his/her advisor. The official date of withdrawal from the course(s) is the date on which a completed add/drop form with required signatures is submitted and time stamped at the Office of the Registrar. Non-attendance, non-participation or notification to the instructor/program director does not constitute an official withdrawal.

### **Maintenance of Matriculation**

Students must enroll in minimum of 2 courses (6 credits) for any fall or spring semester in order to remain in the program. Students may take a voluntary Leave of Absence in good standing from the program by submitting a request to the Program Director (see Medical/Personal Leave of Absence below). Approved Leave of Absence may be extended annually only under extenuating circumstances with the Dean’s approval for a maximum one calendar year. Students must re-apply to the program if they did not take classes for one academic year. Additionally, students who are “readmitted” are responsible for adhering to and completing all of the revised program requirements (e.g., changes in courses, internship, etc.).

### **Withdrawal from the Program**

Students, who wish to withdraw from the program in good standing, should give written notification to the Department Chairperson/Director of the program and follow the procedures of the Office of the Registrar as outlined in the *SHS 2014-2016 Catalog*. A student in good standing, who withdraws from the program and wants to be readmitted to the program, will be required to re-apply for admission to the program.

Please refer to the *SHS Student Handbook* for timelines and financial ramifications of withdrawing from classes and/or the program.

### **Medical/Personal Leave of Absence**

Students must be in good academic standing (GPA greater than or equal to a 2.66) and must have a compelling medical or personal reason to apply for a one time only Leave of Absence which cannot exceed one year. Once the leave of absence request is approved, the student has up to 12 months to submit for approval the criteria necessary for readmission (i.e.: Physician clearance, Letter of intent). Once the readmission paperwork is received and approved, the student will be considered for the next available seat

in the program. Submission of reentry documentation after one year will result in forfeiture of the seat in the I-O Psychology Program and will require a student to reapply to the program. The student will be financially responsible for all outstanding tuition.

The above paperwork can be found in the I-O Psychology Program office upon request. All required documentation must be submitted to the Program Director. Failure to submit the appropriate paperwork will result in denial of the LOA. All leave of absences are subject to final review for approval by the Program Director and the Department Chair.

Note: Students should not assume that filing a Leave of Absence implies that the request has been granted. They must receive official notification of approval from the Office of the Registrar. Also, students may be required to audit courses that preceded the semester in which they requested the leave.

Consultation with the Financial Aid Office and the Bursar's office prior to initiating a leave of absence is recommended. Questions regarding financial liability should be explored before submitting paperwork to the I-O Psychology Program office. For more information please see the *SHS Student Handbook*.

## **Student Records**

The Registrar's Office keeps student records on file. The I-O Psychology Program Office and/or the Fieldwork office also maintain a student file. The file includes student advisement sessions, letters of recommendation, emergency treatment forms, copies of the student's liability insurance forms, and additional communication sent or received pertaining to students and their course of academic studies. All files are kept in a locked cabinet when the offices are unsupervised or closed for the day. Students may have access to their own file by written request to the Chairperson/Program Director for permission to review the contents. A student may see his/her file in accordance with Touro College and University System regulations concerning inspection of records as spelled out in Guidelines for Access to and Disclosure of Educational Records Maintained by the Touro College and University System. Supervised access to the student's own file will be granted within 45 days. Students are not permitted to remove or obtain copies of the documents within the file. See also the *SHS Student Handbook*.

## **ACADEMIC REGULATIONS**

### **Satisfactory Academic Progress Policy (SAP)**

To remain enrolled in the I-O Psychology program, students must maintain Satisfactory Academic Progress (SAP). The two fundamental components of the I-O's SAP policy:

- 1) The Master's program in I-O Psychology is 36 credits in length and typically takes 4 semesters to complete on a full time basis or 6 semesters on a part time basis. Students must complete the program in no longer than 6 years of full and/or part time study.
- 2) Students must maintain a 3.0 cumulative GPA.

### **Student Status**

It is within the auspices of the Department Chairperson/Director and the IOP Student Status Committee with approval of the Department Chairperson/Director to change student status to good standing, monitored standing, probationary standing (academic or professional), or dismissed.

The listed student statuses are not necessarily a sequential progression. A breach of academic or professional requirements of the School of Health Sciences, and the I-O Psychology Program may be grounds for immediate dismissal or probation.

**Good Standing:** Student meets academic and professional requirements of the School of Health Sciences, and the I-O Psychology Program. With departmental approval and within established procedures, a student in good academic standing is eligible for consideration for conditions, honors, privileges, and other which require the student be in good standing.

**Monitored standing (warning), Probationary Standing (Academic or Professional), or Dismissal:** A student who has not upheld Academic requirements or professional requirements of the School of Health Sciences, or the I-O Psychology Program may be placed on monitored status, probationary status, or be dismissed from the SPS program in accordance with the SHS 2014-2016 Catalog, SHS Student Handbook, I-O Psychology Student Handbook, and the SPS Student Status Committee procedures. The status and the duration of the status must be specified. The duration of monitored standing and probationary standing must be specified as 1 semester, 1 academic year, or for the duration of attendance in the program.

A student may be on monitored standing only once in the duration of attending the SPS program. A second charge of breach of academic or professional requirements is grounds for placement on probationary status or dismissal from the program.

For the duration of the Monitored or Probationary Status, the student is ineligible for consideration for conditions, honors, privileges, other which require the student be in good standing. A student on Monitored or Probationary Status is required to initiate a meeting with the Academic Advisor on a regular basis a minimum of twice a semester.

Monitored or Good standing will be restored if there are no further breaches of academic and professional requirements for the duration of the probationary standing. A breach of academic or professional requirements of the program while on monitored or probationary status is grounds for immediate dismissal from the program.

Failure to uphold the academic requirements of the School of Health Sciences, or the I-O Psychology Program may result in a student being placed on monitored or academic probationary status without deliberation of the SPS Student Status Committee in accordance with the SPS Student Handbook. The Committee may deliberate to modify student status if extenuating circumstances are presented.

Financial Aid may be affected by probationary status. The student is responsible for determining if there is any financial, financial aid, or other ramifications of probationary status.

A student who has been dismissed from the program is prohibited from reapplication to the program. Tuition and fees may still apply, financial aid will be affected. The student is responsible for determining the financial obligation and implications. A dismissed student may be escorted off campus by security if deemed necessary.

**Suspension:** A student may be removed immediately from participation in I-O activities (i.e., didactic or fieldwork affiliations) and recommended for suspension if the student's continued participation appears to be detrimental to the best interests of clients serviced, peers, or the School of Health Sciences.

The Program Director may suspend a student on the Program Director's own accord or on the recommendations of the program faculty, the student's peers, or satellite clinical site professionals who supervise the student, at any time where there is (i) serious academic deficiencies, (ii) a serious error in

professional judgment on the part of the student, or (iii) a breach of professional ethics or general rules of conduct.

In such cases, the Program Director will provide the student with a written statement of the grounds for the suspension, and the action to determine the student's status will be taken expeditiously. The suspension will remain in effect until the administrative process, as outlined below, has taken place and the student has been reinstated.

See also the *SHS 2014-2016 Catalog* and the *SHS Student Handbook*.

## **Department of Behavioral Science Academic Standing Committee**

Each program in the School of Health Sciences has established standards for academic performance. A student whose academic performance falls below the minimum acceptable standards may be placed on academic probation, conditional academic standing or dismissed from the program. If placed on conditional academic standing, the duration and conditions will be determined by the Department of Behavioral Science Academic Standing Committee and may require remedial study and/or repetition of a unit of study. This may result in extending the length of the student's education in the program.

## **Appeal Process**

### *Departmental Academic or Professional Appeal Process*

A student has the right to contest a decision made for misconduct or unacceptable academic performance if there is good reason for the appeal through the programs internal appeal process. To appeal, the student must submit a letter, with supporting documentation, to the Department of Behavioral Science Student Status and Academic Standing Committee c/o the I-O Psychology Program Director. The appeal letter must be submitted within 10 days of notification of the student's academic standing. Department of Behavioral Science The student may consult with his/her faculty advisor for guidance in regards to his/her appeal. The letter of appeal must include the following:

- Student name, address, e-mail and phone number
- Touro ID number
- Course name and number under appeal
- The reason for the appeal
- Documentation to support the appeal
- Any information supporting the appeal that the student would like considered in the decision. Only information received in writing will be considered.
- A plan of action demonstrating how the current situation can be rectified without reoccurring

The Department of Behavioral Science Student Status and Academic Standing Committee will consist of at least three faculty members of the I-O psychology and/or faculty from closely related programs who have had no involvement in the decision that is under appeal. The I-O Psychology Program Director will notify the student and the committee members in writing of: (1) the date, time, and place of the hearing, and (2) a brief description of the basis for the appeal. Such notice, which may be by e-mail, will be given at least twenty-four hours prior to any hearing, unless waived by the parties involved.

Upon written request to the I-O Psychology Program Director, the student and faculty involved in the issue under appeal will be afforded the following opportunities:

- To review under supervision, but not copy, all pertinent information to be presented to the Committee. The length of time for review shall be reasonable, as determined by the I-O Psychology Program Director. Committee hearing date will not be postponed for the purposes of review. The purpose of the review is for information gathering and not for approval or revision.
- To orally present fully all aspects of the issue that have also been put in writing before the Committee. Only information put in writing will be considered by the committee. The student and the faculty have the right to appear in person before the Committee in order to present his/her case, but, after proper notice of a hearing, the Committee may proceed, notwithstanding the student's absence.

The Committee hearing will be chaired by the I-O Psychology Program Director (ex-officio). The hearing is academic in nature and non-adversarial. Representation by an attorney is not permitted. The issue under appeal shall be stated by the I-O Psychology Program Director and confirmed by the student if present. All written information supporting the decision made for misconduct or unacceptable academic performance shall be presented first by the I-O Psychology Program Director or the faculty member, if present. Following this presentation, the letter of appeal and any written submissions to support the student's stance or position will be read by the I-O Psychology Program Director or by the student, if present. Pursuant to the Touro College and University System Code of Conduct, the student is expected not to obstruct the investigation or proceedings.

The Committee will identify the issue under appeal and the points under consideration based on the letter of appeal and supporting documents from the student and the brief written description of the basis for the appeal from the I-O Psychology Program Director (or the Director's designee) and supporting documents. The Committee may consult College and Departmental Handbooks, bulletins, catalogues. Supporting documents including those within the SPS Department student file may be requested, viewed, and considered by the Committee. Each party may provide evidence in the form of written testimony from one or more witnesses in relation to the appeal. The hearing will be closed and there will be no transcript or recording of the proceedings.

The Committee may call and examine witnesses and invite the submission of additional evidence. If, in addition to written documents, further information is required by the committee to clarify aspects of the case, the student, faculty, or witnesses may be invited before the committee to answer specific questions posed by the committee members. If invited, the time for questions and answers will be limited to 10 minutes. All questions and answers are to be documented by the committee secretary.

All decisions shall be made by majority vote, the mechanism to be determined by Committee membership. The Department of Behavioral Science Student Status and Academic Standing Committee proceedings will not be discussed with others outside of the committee unless essential for purposes related to the students education. The disclosure of the information should be cleared with the I-O Psychology Program Director. If contacted by a Student's family, the faculty will not engage in the conversation due to FERPA regulations and will contact the Office of Compliance immediately.

It is the policy of the School of Health Sciences that appeals be handled expeditiously. Students will be notified in writing of the decision of the Department of Behavioral Science Student Status and Academic Standing Committee Decision by the I-O Psychology Program Director within 15 business days of the receipt of the letter of appeal from the student. A copy of the notice will be sent to the offices of the Dean and Associate Dean.

The I-O Psychology Student Status Committee and the Department of Behavioral Science Academic Standing Committee with the approval of the Department Chair make the final departmental decision regarding student status and academic standing, including but not limited to the following: student appeals of decisions made regarding academic or professional conduct and changes in student status in the department. Committee decisions may be appealed to the Touro College School of Health Sciences Academic Standing Committee by sending a letter to the chairperson of the committee within fourteen (14) days of receipt of the departmental committee decision and within the guidelines outlined in the *Touro College SHS Catalog* and *Touro College SHS Student Handbook*.

### **SCHOOL OF HEALTH SCIENCES APPEAL PROCESS**

If a student believes he or she has been treated unfairly, the student has a right to appeal the program's decisions by utilizing the Hearing and Appeal Procedures as outlined below:

To appeal a program decision, the student must send a written request to the Dean within fourteen (14) School days of receiving the program decision. This request must include the basis for the appeal. An appeal will be granted only if there is reason to believe that the student may have been treated unfairly, the decision was capricious, or there were extenuating circumstances that were not given adequate consideration. If the Dean cannot resolve the matter and determines that there may be justification for the appeal, the Dean will present the appeal request to the SHS Committee on Academic Standing. If the SHS Committee on Academic Standing determines that a hearing is justified by the request, it will appoint a Faculty Committee to hear the appeal. *See the SHS 2014-2016 Catalog or the SHS Student Handbook for further information on the SHS appeal process.*

Either party may file a written appeal of the SHS Committee on Academic Standing decision with the Dean of the School of Health Sciences. This appeal must include a statement of the reasons for the appeal, and it must be made within fourteen (14) I-O days of receiving notice of the decision of the Faculty Committee. The Dean may conduct a further investigation after which he/she will notify the Committee on Academic Standing, Program Director, and the student of the decision to support or reject the appeal.

## **Academic Integrity Policy**

### **Academic Integrity Statement**

Touro College and University System is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Students and faculty are expected to share a mutual respect for teaching, learning and the development of knowledge. Because intellectual integrity is a hallmark of scholarly and scientific inquiry as well as a core value of the Jewish tradition on which our university system was founded, students and faculty are expected to adhere to the highest standards of honesty, fairness, professional conduct of academic work and respect for all community members.

Academic honesty supports our shared intellectual culture and our ability to trust one another. Students must avoid all acts of dishonesty, including, but not limited to:

- cheating
- plagiarizing (presenting the work or ideas of others as your own)
- fabricating (making up information, data, or research results)
- tampering (unauthorized removal or alteration of College documents, software, equipment, or other academic-related materials, including other students' work)
- lying
- working with others when assignments or exams require individual work
- making unauthorized copies of copyrighted material
- facilitating or tolerating the dishonesty of others

Academic dishonesty lowers scholastic quality and adversely affects those who will eventually depend on the knowledge and integrity of our graduates. Failure to uphold the principles of academic integrity negatively impacts the reputation of Touro, the value of each and every degree awarded by the institution, and the future success of our graduates.

The Touro College and University System views violation of academic integrity with the utmost gravity. Such violations will lead to appropriate sanctions, from failure in coursework up to and including expulsion from the Touro College and University System. We commit ourselves to the shared vision of academic excellence that can only flourish in a climate of integrity.

*The complete Touro College and University System Academic Integrity Policy can be found in the SHS 2014-2016 Catalog and the SHS Student Handbook.*

### **Reporting a case of suspected plagiarism or cheating**

Faculty members or other members of the Touro community who encounter cases of plagiarism or cheating will **contact the Chair of the relevant department**, and inform the offending student of such. The Chair will report the incident, in writing, to the Dean. The Chair will provide faculty with advice specific to the individual incident. No grade may be entered onto the student's record for the course in question before the issue is resolved, either informally or formally.

*See also the SHS 2014-2016 Catalog and the SHS Student Handbook.*

### **Resolution of Academic Integrity Violations**

**Informal resolution:** The Chair of the department, the Dean, and the faculty member are involved in this process. The informal resolution is not available to individuals who have been previously reported.

**Formal resolution:** In the event that (1) the student denies the charge, (2) the student and faculty member do not agree to informal resolution, (3) the student is a repeat offender, or (4) for any other reason for which informal resolution is not appropriate as determined by the Chair or the Dean, then the matter shall

be submitted for formal resolution. For detailed information regarding formal resolution, please refer to the SHS Student Handbook.

**Academic appeal process:** Detailed information is available in the SHS Student Handbook.

**Sanctions:** Sanctions may be imposed by the faculty, the Dean or the Committee. Sanctions may include the following or combinations thereof: Sanction A – Sanction E. Detailed information regarding different types of sanctions is available in the SHS Student Handbook.

### **Arbitration of Disputes Policy**

Touro College students, faculty and staff are expected to abide by all Touro College policies and regulations, including those set forth on the Touro College website, and including the policies and procedures set forth in the School of Health Sciences 2014-2016 Catalog.

Touro College's arbitration policy was created with the intention of providing a program for the quick, fair, accessible, and inexpensive resolution of Disputes (see definition below) between Touro College and Touro College's current and former students (as well as applicants) related to or arising out of a current, former, or potential academic relationship with Touro College. The policy is intended to provide an exclusive mechanism for the final and binding resolution of all Disputes that cannot otherwise be resolved internally through the academic and disciplinary methods described elsewhere in the SHS 2014-2016 Catalog. It is not intended either to curtail or extend substantive rights available under applicable law, except to limit Touro College's damages awardable to students in any and all events, and to limit the amount of time an aggrieved student has to file for arbitration. The policy should be interpreted in accordance with these purposes. See the *SHS Student Handbook* for more information.

## **STUDENT CONDUCT & PROFESSIONAL DEVELOPMENT**

### **Professional Development**

Student professional development is supported by all faculty with an appreciation that professional growth develops throughout one's professional education. Professional development skills such as the ability to communicate effectively and the ability to take responsibility for one's behavior are necessary skills for I-O psychologists. Faculty will facilitate development of professional skills, and work with academic advisors to help students self-evaluate their strengths and weaknesses.

Toward this end, the I-O Psychology Department Faculty addresses aspects of professional development within all SPS designated courses. Faculty may include class participation and professional development as part of course grades, as listed in their course syllabus.

Students who are unable to demonstrate adequate professional behavior in any of their courses will be considered at risk for monitored status or professional probation and will be counseled by their advisors about the severity of this determination. Students unable to demonstrate professional development skills necessary for practice on fieldwork as I-O psychology students despite counseling from their advisor and/or faculty member are at risk for dismissal from the I-O Psychology Program.

Professional behaviors are listed in the *SHS 2014-2016 Catalog* and, the *SHS Student Handbook* and should be followed while on campus as well as on fieldwork placements. Violations may result in dismissal from the program.

## Professional Conduct

Students are expected to conduct themselves in a manner compatible with the functions of an institution of higher learning and to use the facilities of the College with care. They are required to abide by the highest standards of academic honesty and integrity in their examinations, papers and research reports.

Students are expected to demonstrate professional development capabilities during their education at Touro College, to support professional interactions among fellow students, between students and faculty, including clinical educators, and between students and clients/patients. It is expected that these skills will mature during the education experience to support successful professional capabilities.

Any activity which endangers the physical or mental well-being of students, faculty, staff, or those associated with Touro College constitutes misconduct and is hereby prohibited. Such prohibited activities include but are not limited to the following categories:

1. The purchase, sale, or consumption of alcohol or drugs on College grounds
2. Initiation rites which entail reckless and harmful behavior
3. Any action detrimental to the mental or physical welfare of students, faculty, or staff
4. Possession of firearms, knives, explosives, weapons of any type, hazardous substances, etc. are prohibited on Touro College premises.

Persons found to be in violation of this policy may be subject to dismissal and legal action.

Students are expected to conduct themselves in a manner consistent with the function of an institution of higher learning and with their role as future health care professionals. Students are required to abide by the highest standards of academic honesty, ethical fitness, and professional conduct. Characteristics key to the development of an I-O psychologist, but are not limited to:

1. Ethical conduct and honesty
2. Integrity
3. Ability to recognize one's limitations and accept constructive criticism
4. Concern for oneself, others, and the rights of privacy
5. Appropriate value judgment with respect to interpersonal relationships with peers & superiors
6. Responsibility to duty
7. Professional appearance
8. Punctual attendance at all program scheduled activities and adherence to deadlines set by the faculty and preceptors
9. Communication: Use appropriate communication verbally and non-verbally, i.e. communication via technology (emails, etc.)

Conduct that tends to bring discredit upon the student or the profession, whether committed in class, or off-campus, shall constitute a violation of this policy for which a student may be subject to disciplinary action. The most serious violations may result in immediate suspension or dismissal. However, whenever it is appropriate, the student who demonstrates unacceptable performance or misconduct will initially be notified by the Program Director and given a warning regarding the persistence of such behavior or

misconduct as soon as it becomes evident. The student shall be notified that continued misconduct or professional misbehavior will result in the student being placed on professional probation. The duration and condition of the probationary period will be determined on an individual basis and may require remedial study and/or repetition of a unit of study. This may result in extending the length of the program beyond its normal term.

### **Student and Professional Organizations**

Students play an important part in helping our profession stay current and progressive. The student and professional Associations provide a basis for student's professional growth through the offering of various in-services, meetings, conferences, and publications that are made available at reduced rates to Association members.

Students are encouraged to join and participate in the Student I-O Psychology Association at Touro College (TIOPSS) as well as to keep abreast of the happenings in the national Society of Industrial-Organizational Psychology (SIOP). The I-O Psychology Program and the SHS encourage students to participate in professional conferences and leadership events.

### **Confidentiality**

Faculty as ethical professionals, are expected to respect students' and patients' right to confidentiality and share information with only those who need to know. It is also imperative that you, as students pursuing a professional career, understand the importance of confidentiality when participating in clinical placements and academic areas of the program. Fellow students personal information i.e. grades, concerns, and behaviors revealed in or out of class should not be openly shared with others. It is your responsibility as students to clearly ask for and to understand the facility's and professional rules and regulations regarding confidentiality.

### **Social Media**

All student interactions and communication via social media (Facebook, Twitter, LinkedIn, e-mail, texts, etc.) should be conducted with sound judgment due to the public nature. Any unprofessional or inappropriate interactions and communication via social media related to Touro College, Touro College administration, faculty, staff, students, or associates (including fieldwork) should be reported to the I-O Psychology Program Director and/or Department Chairperson and are grounds for probation or dismissal from the program. All communication between Touro College faculty (full time, part time, and adjunct faculty), staff, and students must be through medium (email, phone, etc.) assigned to the individual by Touro College. *See also the SHS 2014-2016 Catalog.*

### **Appropriate use of Equipment and Supplies**

Students and faculty are responsible for appropriate use of equipment and supplies for all educational activities.

### **Attire**

At all times we are to present a professional image to our community, visitors, students and the public. Acceptable personal appearance is an ongoing requirement of students at Touro College. Students are required to present themselves in appropriate attire for all classes, fieldwork, and other professional activities (e.g., field based assignments, interviews with internship sites, professional conferences, etc.

Attire should not appear to be revealing or provocative. Some choices are inappropriate at any time, such as: bare midriffs, strapless shirts or dresses, short shorts (above fingertip length with arms at the side and hands open) and bare backs, see-through or camouflage clothing, short skirts above the knee, sundresses without a sweater or jacket, halter tops and tank tops. In addition to appearance, personal hygiene and good grooming are extremely important at all times. Students who are dressed inappropriately will be asked to change into proper attire. Failure to do so can result in disciplinary action. See also the *SHS 2014-2016 Catalog*.

### **Non-Discrimination/Sexual Misconduct**

See the *SHS Student Handbook* for the policy on non-discrimination.

### **Drug-free Environment**

See the *SHS Student Handbook* for the policy of drugs and controlled substances.

### **Student Advisement**

The I-O Psychology Program will assign all students to a faculty member as their academic advisor. Students are required to meet with their advisor a minimum of one time per semester. When necessary, due to grades or professional behavior, students may be required to meet with their advisor on a more frequent basis. An advisement form must be completed and signed by the student and the academic advisor during the advisement session. These forms become part of the student's file kept in the I-O Psychology Program office.

Students should speak to their academic advisor about individual issues impacting academic performance. When possible, students are encouraged to first speak to the instructor of the course if having an issue with a particular course. If there is an issue that is experienced by the class as a whole, students should speak to the student class representative who will address the issue with the Associate Director on behalf of the class.

Students identified by faculty as having difficulty with academics, or professional behaviors by faculty are brought to the attention of the student's academic advisor, the Program Director, the Department Chairperson, and any other personnel who need to know to take appropriate action.

Instructor/Faculty office hours will be posted for students. Hours are generally included on the course outline which is given to students during the first week of class.

Students may request a transfer to a different advisor with a written request to the I-O Psychology Program Director.

Neither faculty nor advisor is to provide counseling for emotional problems of students. Advisors who assess that a student is in need of professional counseling and/or special services, i.e. testing for learning disabilities, must make this concern known to the Program Director and/or Department Chairperson immediately. The Program Director and/or Chairperson will then take the appropriate action to make appropriate recommendations and referrals to appropriate sources available. You may also wish to refer to the *SHS 2014-2016 Catalog*.

## Letters of Recommendation from Faculty

Students must ask permission from the faculty to list them as a reference. If faculty agree to serve as a reference, the next step is to provide the faculty with the name of the agency, address, the reason the reference is needed (i.e. scholarship, I-O psychology internship or job position), who will be contacting the faculty for the reference, or where the letter of reference should be sent.

## Code of Ethics

As an I-O Psychology student, it is very important to be aware of the values and the Code of Ethics of your chosen profession. The Code of Ethics (NASP, 2010; APA, 2002; 2010) is an important reference for IOP students and practitioners alike. This code stresses the professional responsibilities of I-O psychology students and practitioners and provides guidance to ensure ethical behavior. The ethical rules and principles espoused include: beneficence, non-maleficence, autonomy, confidentiality, duty, procedural justice, veracity, and fidelity. These principles provide guidelines for professional behavior and interactions with patients, peers, students, supervisors, supervisees, other health professionals, and faculty.

The American Psychological Association (APA) Ethical Principles of Psychologists and Code of Conduct (2002) including the 2010 Amendments can be found at: [www.apa.org/ethics/code](http://www.apa.org/ethics/code)

## Important Notices

This Student Handbook contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures of Touro. Some of the subjects described in this Handbook are covered in detail in official policy and procedure documents. You should refer and defer to those documents for specific information, since this Handbook only briefly summarizes those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the Program Director/Chairperson of the Department. Please note that the terms of the full official policies are controlling in the case of any inconsistency.

This Handbook is neither written nor meant to confer any rights or privileges on students or impose any obligations on Touro. The Handbook is not a contract. No individual or representative of Touro (except the President) has the authority to enter into any agreement or understanding contrary to the above.

This Handbook is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. We will attempt to inform you of any changes as they occur. However, it is your responsibility to keep current on all College policies, procedures and practices. It is your responsibility to review College policies and procedures in detail and to request any clarification needed from the Chairperson of the Department. Violation of College policies or procedures may result in disciplinary action, including dismissal from the program. Action may be taken against a student notwithstanding his or her failure to appear or otherwise participate in disciplinary or grievance proceedings.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal and career needs. Thus, Touro disclaims any liability for promises, assurances, representations, warranties or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, warranties or other statements concerning a student's academic success. While students expend significant sums associated with higher education, successful completion of a course, program, or degree is

dependent on many factors. The payment of tuition entitles a student to register and matriculate in the courses and programs available and offered by the Touro school or program in which the student is enrolled. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled.

Registration and matriculation at Touro after the issuance of this Handbook is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms (including binding arbitration) contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Handbook, which is not resolved through Touro's ADR mechanisms shall be resolved exclusively through final and binding expedited arbitration conducted solely before the American Arbitration Association ("AAA"), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the arbitration shall be at a convenient office on a Touro campus where the student is (or was last) affiliated.

## COURSE DESCRIPTIONS

**IMPORTANT NOTE:** ALL coursework must be taken in accordance with the plans of study, unless otherwise approved by the director. **Please note that not every course is offered every semester, so it is important that students work to earn the required minimum grades necessary to progress to subsequent courses. Failure to do this may result in not being able to start field experiences (e.g., internship) in a timely manner and/or graduate on time.**

All courses carry 3 credits

### **PSGN 604: Statistics for the Behavioral Sciences (and SPSS)**

This course covers general statistical concepts related to behavioral science. Students work on basic statistical analysis using various numeric and algebraic techniques. Students learn the advantages and disadvantages of the various tools used in inferential statistics and how and when to apply those methods. Topics to be covered include: descriptive statistics, basic inferential statistics, analysis of variance methods and nonparametric statistics for categorical data.

### **PSGN 612: Psychometric Theory**

Introduces the student to basic and advanced concepts in psychometric theory, including technical principles of psychological testing, reliability, validity, and test item considerations. Emphasis is placed on the application of psychometric theory to measurement problems in applied settings. Statistical concepts related to test theory, such as correlation and regression, are also reviewed. Prerequisite: PSGN 604.

### **PSGN 613: Social Psychology in Multicultural Organizations**

Examines psychological theories and social influences associated with individual thought and behavior in organizations around the world. Students analyze foundation social psychological models and interactive processes including conformity, creation of attitudes, organizational citizenship behavior, counterproductive work behaviors, social exchange teaming, persuasion, agency, and team dynamics from a global business perspective. Emphasis is placed on evaluating the impact of theories, models, and processes on diversity, inclusion, and teaming relative to culture formation and organizational productivity.

### **PSGN 614: Organizational Design and Behavior**

The course develops knowledge of High Performance Systems; Collaboration; Inter-Organizational Design; Team-Based Organizations and other Lateral Designs; Self-Forming and Planned Networks;

Organizing for Knowledge Leadership; Global Designs; Customer Focused Designs; and Designs for Agility and Sustainability

**PSGN 617: I-O Psychology in Global Organizations**

This course is an introduction to I-O Psychology at a graduate level. The course uses a broad I-O textbook to introduce students to 12 topic areas including motivation, research, teams, leadership, job analysis and others. Students are expected to discuss & summarize chapters weekly.

**PSGN 639: Theories of Leadership**

The psychology of leadership in its rational, emotive, and behavioral dimensions. Learners explore the psychology of leadership through the cognitive-behavioral work of Dr. Albert Ellis. Evaluates the influence of rationality, emotion, and behavior on leaders as they attempt to make informed decisions concerning the roles of human capital management, organizational design, and organizational strategy relative to business, organizational, and cultural goals.

**PSGN 643: Motivation**

Understanding what motivates an organization's employees is central to the study of I-O psychology. Motivation is a person's internal disposition to approach positive incentives and avoid negative incentives. While motivation can often be used as a tool to help predict behavior, it varies greatly among individuals and must often be combined with ability and environmental factors to actually influence behavior and performance. This course reviews the models of motivation and theories used within the workplace.

**PSGN 644: Personnel Selection and Assessment: Assessment-Interviewing-Succession**

This course builds on students understanding of competency modeling and job analysis. Students will learn different methods of assessment and how to apply these methods to selection, development and succession. PSGN 645: Research Design Explores various approaches and techniques for conducting behavioral and social research with an emphasis on experimental methods. Also includes a basic review of statistical methods used to analyze data from research. Designs that explore need and outcome differences for minority group members are highlighted.

**PSGN 655: Job Analysis and Performance Appraisal: Competency Modeling**

An overview of techniques used to measure employee performance. Topics include: Job analysis methods and use of results, criterion development, performance appraisal methods, job evaluation, rater training, bias and accuracy in performance appraisal, organizational and contextual issues. The course reviews current research, rating formats in relation to criteria relevance and legal considerations, and distinctions between subjective ratings and objective measures of performance. This course also reviews research and practice of competency modeling in the workplace.

**PSGN 656: Training and Development**

Students learn how to develop and deliver a training program related to performance and employee development in the work environment. The overarching objective of this course is for each student to learn how to assess, develop, carry out, and evaluate a training program. To get to this objective, students review the field of training and development, as well as the broader area of human resource development (HRD). Topics include: motivation and learning theory, needs assessment, and the evaluation of training.

**PSGN 682: Facilitation, Process Consultation, High Performance Coaching: Use of Self (OD)**

The course is designed to increase behavioral understanding at the individual, group, intergroup and organizational level. Methods of instruction include: semi-structured experiential exercises and assignments, focused observation, self-disclosure, targeted readings and short lectures. Strong emphasis is placed on attendance, participation and reflection. The course is rooted in the belief that increased awareness improves leadership and followership and that to work most effectively within organizations,

one must have an awareness of the self and the self within the system. One important note about this course - we will be discussing difficult topics that are often not explicitly raised in organizational settings. These include conversations about group identities such as race, gender, ethnicity, religious affiliation and etc. Maintaining respect for all class members, including the instructor, is paramount. PSGN 680 Group Dynamics is the more practical second part of this course.

**PSGN 680: Group Dynamics**

The course builds on theories introduced in the PSGN 682 Use of Self course and applies these theories to diagnosing key challenges in organizations. Students learn to use a consultative approach to affect change. Case studies are employed as a primary method of instruction. PSGN 682 is a prerequisite for this course.

**PSGN 740: Internship Industrial-Organizational Psychology**

This is a three month internship (paid or unpaid) within Manhattan and the surrounding boroughs. You will apply the theories and skills learned in the program in a supervised internship relevant to I-O Psychology or Organizational Development. Internship is monitored by the program director, and must be completed in order to graduate. Internship placements must be approved by the program director, and require on-site internship supervisor signature to be completed.

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