

**UNIVERSITY  
OF HARTFORD**

**COLLEGE OF ARTS AND SCIENCES**

# **Undergraduate Student Handbook**

*for*

## **Psychology Bachelor of Arts Degree Students**

Edition 2016-2017

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## WELCOME

Welcome to the Department of Psychology at the University of Hartford. You have selected a strong training program in your field that places great emphasis on conceptual as well as applied aspects of psychology.

We value your participation and contribution to the Department and we want you to make full use of the facilities and services that are available. Get to know your faculty, advisors, staff, and fellow students. Attend as many curricular functions as you can. Get connected with your program and learn as much as you can while pursuing your degree.

This handbook is intended to be used in conjunction with the University's Undergraduate Bulletin and the Source, which is published yearly by the University of Hartford. We have attempted to ascertain all of the appropriate regulations, dates, and other information available at the time of this publication. It is the responsibility of each student to be fully aware of, and adhere to, the regulations and requirements of both the Department of Psychology and the University as presented in the Bulletin. The Bulletin is available on line at <http://catalog.hartford.edu>. Also available is the Source: Student Handbook at [www.hartford.edu/thesource/](http://www.hartford.edu/thesource/).

## **DEPARTMENT OF PSYCHOLOGY MISSION STATEMENT**

The Department of Psychology at the University of Hartford is strongly student-centered and committed to engaging students in the understanding of behavior, cognition, emotion, and social interaction.

Major emphasis is placed on the development of critical thinking and analytical skills so students become adept at formulating meaningful questions, implementing strategies to enhance growth and development, and solving problems of individual and group behavior. Students are encouraged to understand, appreciate, and embrace diversity and the need for community involvement.

The department promotes self-awareness and life-long learning aimed at developing well-rounded, resourceful, ethical, competent, and compassionate graduates at all levels of education.

## **UNIVERSITY OF HARTFORD**

The University of Hartford is an independent, comprehensive university that provides educational programs in liberal arts and professional disciplines for undergraduate and graduate students. Professional education is designed to provide concentrated knowledge and depth in a field in order to develop entry-level professional skills for productive career outlets and continuing professional growth.

The University of Hartford is composed of seven schools and colleges. Graduate programs in psychology are administered within the College of Arts and Sciences, which is committed to being a center of excellence in the teaching and learning of the basic elements of the humanities, social sciences, and physical and natural sciences.

The University of Hartford is licensed and accredited by the State of Connecticut to award the following degrees in the Psychology Department:

**Bachelor of Arts in Psychology**  
**Master of Arts in Clinical Practices in Psychology**  
**Master of Science in Organizational Psychology**  
**Master of Science in Organizational Psychology On-line Program**  
**Master of Science in School Psychology/Sixth-year Certificate**  
**Doctor of Psychology in Clinical Psychology**

The Department of Psychology, following the general policy of the University of Hartford, admits students without regard to race, gender, creed, color, age, physical ability, sexual orientation, or national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the University. It complies with Title VI of the Civil Rights Act of 1964, as amended, and does not discriminate on the basis of race, gender, creed, color, age, physical ability, sexual orientation or national or ethnic origin in the administration of its educational policies, admission policies, or scholarship and loan programs, and athletics and other University-administered programs.

# GENERAL INFORMATION FOR MATRICULATED STUDENTS

## STUDENT ID

All students are required to have a student ID card (Hawk Card). Your student ID number allows you to register for classes and use the various resources of the University.

**ID Office Location:** Gengras Student Union, Room 112

**ID Office hours:** Monday-Thursday 9-4:30; Friday, 9-3. The ID office will be open until 7 pm during the first two weeks of the semester.

## PARKING PERMIT

In order to park a vehicle in any University parking area all students must register the vehicle with the Department of Public Safety and obtain a current parking permit. The vehicle is required to have the permit displayed in the vehicle at all times, and to be parked in its assigned parking lot. To purchase a parking permit, log onto the Self-Service Center, <http://banweb.hartford.edu>, sign in and click on the "Public Safety/Parking" link. Enter your vehicle information and follow the links. You will be billed for your parking permit. The parking fee will show up on your electronic billing statement. After completing the online process, print out a temporary permit, which is good until classes begin. Bring your temporary permit, vehicle registration, and University ID to the Department of Public Safety office before those dates, where you will be assigned to a specific parking lot and receive a permanent permit to display in your car. A copy of the rules and regulations for motor vehicles on campus may be viewed at <http://www.hartford.edu/publicsafety>. Any questions regarding these rules or permits should be directed to the Public Safety Office at 860-768-7985.

## E-MAIL ACCOUNT

Once you register for your classes, you will automatically receive an email account. ***It is very important that you use your University email account rather than another account that you may have.*** The Department of Psychology, faculty and other students will use this email account to communicate with you. You will also need it for Blackboard access. The process is as follows:

Day 1 Register for classes

Day 2 The next day the Registrar's Office will send your information to Information Technology Services (ITS)

Day 3 Your email account will be set up

Day 3 That same day a letter will go out with your account user name and temporary password, along with instructions

Day 4 The next day your Blackboard account will be ready

For Computer Services hours and summary of services, please check: <http://its.hartford.edu/services.htm>. If you have questions, call (860) 768-5357.

## CLOSINGS AND ANNOUNCEMENTS

The University is a highly residential institution, and it is critical that the University maintain its operations and schedules. Generally, the University will not close except under unusual circumstances. In event of an extremely severe storm or other emergency conditions, announcements are made on local TV and radio stations. Recorded information is also available by calling 860-768-4100, or on the University website at <http://www.hartford.edu>. Generally, evening closings are not announced until at least 2 P.M.

## CAMPUS STORE (bookstore)

Textbooks are located in the lower level of the bookstore in the Harry Jack Gray Center. The bookstore is open **special hours during the first two weeks** of each term. Bring your schedule with you in order to get the proper books for your section and class number.

**Regular Hours:** Monday-Thursday, 9:00-6:00; Friday, 9:00-4:00; Saturday, 11:00-4:00;  
Sunday, Closed

**Phone:** 860-768-4801 **Website:** <http://www.hartford.edu/graduate/studentresources/bookstore.aspx>

## PSI CHI/Psych Society

Psi Chi, the International Honor Society in Psychology, has an active chapter at the University. The purpose of the organization is to honor student excellence and to promote psychology on campus. Psi Chi members collaborate with Psych Society, the psychology club open to all students, to engage students and the greater community to enjoy and explore the exciting field of psychology. The Psych Society is open to all students and it engages students and the greater community to enjoy and explore the exciting field of psychology through activities, talks, discussions, community service activities, and more. We encourage students to get involved in Psych Society early in their coursework and to connect to the many opportunities available to members. Joining Psi Chi requires that the student is at least a second-semester sophomore, has taken three psychology courses, and meets a GPA requirement in both psychology courses and in cumulative grades. Students who qualify for membership are encouraged to join this association, not only for immediate benefits, but for future professional opportunities especially with regard to graduate school and employment. Membership in Psi Chi may enhance a student's application to graduate school by demonstrating motivation and involvement, and there are also intrinsic benefits of interacting with other students in these groups.

## OTHER DEPARTMENT ACTIVITIES

The Department sponsors and supports numerous professional and social activities throughout the year. Watch for announcements regarding upcoming events such as brown bag lunches on various topics, and colloquia, plus others. Scheduled activities will be posted in and outside the student lounge (E 205) across from the Psychology Office.

The Department also has its own Facebook page. We post information of interest to students every week, as well as pictures of student events. Appropriate items can be posted through Cheryl Hoffert in the main psychology office, E203, ([Hoffert@hartford.edu](mailto:Hoffert@hartford.edu)). Our Facebook address is: [www.facebook.com/#!/UofHartfordPsychDept?ref=hl](http://www.facebook.com/#!/UofHartfordPsychDept?ref=hl).



# REGISTRATION

## ACADEMIC CALENDAR

The academic calendar lists critical dates during each semester for class withdrawals, registration, final exams, etc. This calendar can be found each semester at: [http://www.hartford.edu/academics/academic\\_calendars/](http://www.hartford.edu/academics/academic_calendars/)

## REGISTRATION PROCESS

Registration for the spring semester takes place during the month of November. Registration for the fall semester takes place during the month of April. The schedule for registering for classes is set by the Registrar's Office. Each student has a specific date to register. The month prior to registering for classes you need to:

1. Review courses online at <http://banweb.hartford.edu>.
2. Schedule an appointment with your advisor close to your registration date. Select alternate as well as primary courses and check online for closed classes. We encourage all students to attend our Advising Day where one-on-one advising is available throughout the day with our faculty members.
3. Resolve holds on your account before registering:
  - Make payments on past due balances at SASC: To discuss a past due balance, contact the Bursar's Office.
4. Register for your courses on your assigned date

For returning students, there are two registration options to choose from:

- With an online registration PIN obtained from your advisor (matriculated students only), you can register for each semester online. Students can also check grades and schedules of classes, and download needed forms (e.g., transcript request form) through the Self-Service Center at the following site: <http://banweb.hartford.edu>.
- You may register in person at the Student Administrative Service Center (SASC) located in the Computer Center (CC), 2<sup>nd</sup> Floor. All paper registration forms require both student and advisor signatures. Please call the SASC center at (860) 768-4999 for questions regarding registration or registrar issues.

## CONTINUOUS REGISTRATION REQUIREMENTS

Degree candidates are expected to maintain continuous registration (excluding summer/winter) until all degree requirements are satisfied. Failing to register for one semester or more breaks the student's registration continuity and requires that the student seek re-admission. A student who is re-admitted after the lapse of one semester may resume the degree requirements listed in the Bulletin. Re-admission requirements must be met, except in special circumstances such as military service or extended illness. A matriculated student may request a one-year leave of absence. For approved off-campus study programs or other personal reasons, a matriculated student may be granted a leave of absence and remain on active status for up to three semesters. In order to do this, the student must secure permission from the faculty advisor and the Dean of the college/school and register each semester for "Active Status" with the code BACT.

## **COURSE WITHDRAW**

Once registered in a given semester, students may drop a course prior to the withdraw deadline by completing a change of program form and obtaining a signature from their advisor. Depending on the date of withdrawal, some or no credit may be issued. Students are strongly encouraged to be aware of the academic calendar and withdrawal deadlines prior to dropping courses.

## **OVERRIDES INTO FULL CLASSES**

Our general policy is that there are no overrides. However, we do make exceptions.

- If you want to join a full class taught by a full-time faculty member you should speak with the full time faculty member directly.
- If you want to join a full research methods course, you should speak to Natasha Segool-Undergraduate Director. Dr. Segool is the only one authorized to provide overrides for research methods courses (PSY 372 and PSY 470W).
- If you want to join a full class taught by a part-time faculty member you should first check with that faculty member. If you are unable to contact the faculty member, please come to the Psychology Office in East Hall to request an override into the class. You may or may not receive an override as there are several factors that go into that decision. Natasha Segool-Undergraduate Director or Jack Powell- Department Chair, are the only ones authorized to provide overrides for undergraduates into classes.

## **TUITION AND FEES**

The Bursar's Office no longer sends a paper statement. All invoices and payments are handled electronically. Information regarding tuition and fees for each academic year can be found on the Bursar's Office website at: <http://uhaweb.hartford.edu/bursar/welcome.html>

## **ACADEMIC RESOURCES**

1. Access-Ability Services: This office provides support and accommodations to students with disabilities. All services are confidential. For more information, call 860-768-4312 or see [http://www.hartford.edu/student\\_affairs/departments/accessibility-services/](http://www.hartford.edu/student_affairs/departments/accessibility-services/)
2. University and program resources for students who need or want to improve writing and language skills include the following:
  - The Center for Reading and Writing: The Center for Reading and Writing is located on the first floor of the Library and provides professional and peer consultation and individualized assistance with writing and editing skills (<http://www.hartford.edu/crw/main.htm>).
  - The English Language Institute: The Institute is specifically charged with providing assistance to international students who need to improve their English language skills (<http://www.hartford.edu/eli>).

## CAMPUS INFORMATION SOURCES

*The University Website*, created and maintained by the Office of Communication [www.hartford.edu](http://www.hartford.edu), highlights campus news and events and is the main source for emergency announcements.

*UNotes* is an on-line newsletter published daily during the school year for the University community. [www.hartford.edu/daily](http://www.hartford.edu/daily).

*University Media: The Informer* is the University's student-run newspaper, published weekly during the academic year. Other student-run media includes *STN Channel 2*, which produces a live newscast every Friday afternoon, and *WSAM radio* (610 AM, and 106.3 FM). *WWUH radio* (91.3 FM) operates as a community service of the University of Hartford, and is managed by students and community volunteers.

*University of Hartford CareerBridge and Career Services Office* (GSU 309, x4287): Career Services can work with you to view a listing of jobs and help you register for CareerBridge to begin your search. Career Services provides students with notices of career fairs and workshops, career information, planning, help with cover letters and resume preparation, internships, job search strategies, mock interviews, networking and self-assessments, and assistance in arranging placement interviews. Academic and career counseling is also provided by each student's academic advisor and other faculty in the Department of Psychology. To contact career services, go to [http://www.hartford.edu/career\\_services/](http://www.hartford.edu/career_services/) or 860-768-4287.

## SCHEDULE OF CLASSES and COURSE OFFERINGS

### SCHEDULE OF CLASSES

The Schedule of Classes provides a listing of classes which are being offered each semester. This may be viewed on line at [http://www.hartford.edu/academics/schedule\\_classes/](http://www.hartford.edu/academics/schedule_classes/)

### ACADEMIC CALENDAR

The University's academic calendar lists critical dates during each semester for such things as class withdrawal, pass-fail changes, registration, final exams, etc. This calendar can be found each semester at: [http://www.hartford.edu/academics/academic\\_calendars/](http://www.hartford.edu/academics/academic_calendars/)

### FINAL EXAM SCHEDULE

The University strictly enforces the final exam schedule. You may obtain each semester's exam schedule by going to the Registrar's website at: [http://www.hartford.edu/academics/schedule\\_classes/default.aspx](http://www.hartford.edu/academics/schedule_classes/default.aspx)

Other information that can be found at that site includes the schedule of classes, the Graduate Bulletin, building codes and campus maps.

## **COURSE EVALUATIONS**

Toward the end of each semester, students will be given the opportunity to complete an electronic evaluation of each course taken. The evaluations are confidential and will not be distributed to the instructors until grades have been submitted to the Registrar's Office. This information provides instructors with valuable feedback.

## **INDEPENDENT STUDY**

Students who enroll in an independent study must complete the "Agreement of Independent Study" form available in the Psychology Office. This form requires a brief description as well as the signature of the faculty member who will supervise the project. A course reference number must also be obtained so that the student can register for the course. The main office can help with this.

**ACADEMIC PROGRAM**  
**BACHELOR OF ARTS IN PSYCHOLOGY**  
**UNDERGRADUATE PSYCHOLOGY MAJOR AND MINOR**  
*(2015-2016 or later)*

**Requirements for the Major (38 Credits)**

**Requirements for the Minor (18 Credits)**

PSY 105	Introduction to Psychology (3 cr.)	PSY 105	Introduction to Psychology (3 cr.)
PSY 372	Statistics for Psychology (4 cr.)		
PSY 470W	Research Methods for Psychology (4 cr.)		
PSY 405	History and Systems (3 cr.)		
<b>Plus.....</b>	<b>One course from each of the following:</b>	<b>Plus.....</b>	<b>One course from three of the following:</b>
	Developmental Domain (3 cr.)		Developmental Domain (3 cr.)
	Biological Domain (3 cr.)		Biological Domain (3 cr.)
	Cognition & Learning Domain (3 cr.)		Cognition & Learning Domain (3 cr.)
	Social and Cultural Domain (3 cr.)		Social and Cultural Domain (3 cr.)
	Personality & Individual Differences Domain (3 cr.)		Personality & Individual Differences Domain (3 cr.)
<b>Plus.....</b>	<b>3 additional electives</b> from the 5 domains above, the Applied Psychology domain, or the Advanced Studies in Psychology electives. (9 cr.)	<b>Plus.....</b>	<b>2 additional electives</b> from the 5 domains above, the Applied Psychology domain, or the Advanced Studies in Psychology electives. (6 cr.)
		<b>Note:</b>	At least 1 course requirement in the minor must be taken at the 300-level.

**NOTE:** PSY 132, 232, 332, 333 and EDY 245 are courses that *do not* count towards the Psychology major or minor. Only one course from the experientially based courses can be applied toward the major. These include Student Internship (PSY 384, 385, 484, 485) and Independent Study (PSY 489). After the first course, experiential courses will be counted as a free elective toward graduation requirements.

All courses taken by declared psychology majors or minors to satisfy the major/minor requirements must be taken for a letter grade. They may not be taken on a Pass/No Pass basis. Other psychology courses not counted toward the major or minor may be taken on a Pass/No Pass basis. Transfer students in Psychology must meet department core requirements, and must take a minimum of 15 psychology credits as a major, or 6 psychology credits as a minor above PSY 105 within the Department of Psychology at the University of Hartford.

In order to graduate, a psychology major or minor must earn an overall GPA of 2.25 or better in psychology courses presented for the major or minor. Not all courses must be C- or above, but the average must be 2.25 or above.

Selected first level graduate courses (PSY 500s) may be taken by senior psychology majors with written permission of the Department Chair. An undergraduate who takes a graduate course for undergraduate credit must complete a "CHANGE OF COURSE LEVEL IN ACADEMIC HISTORY" form available in the A & S Evaluator's Office (H204), and take it to the Registrar for the grade to be processed.

**Writing Requirements**

Psychology majors must complete two writing courses. A "W" will appear after the course number to indicate these courses. These courses may be used to fulfill the College's writing requirement.

## PSYCHOLOGY DOMAINS and ELECTIVES

### **Developmental (3 credits) Choice of:**

PSY 215 Lifespan Development  
PSY 240 Infant and Child Development  
PSY 241 Adolescent and Adult Development  
Approved Special Topics Courses

### **Biological (3 credits) Choice of:**

PSY 210 Physiological Psychology  
PSY 311 Brain and Behavior  
Approved Special Topics Courses

### **Cognition and Learning (3 credits) Choice of:**

PSY 222 Behavior and Behavior Change  
PSY 320 Thinking, memory, and problem solving  
PSY 425 Motivation and Emotion  
Approved Special Topics Courses

### **Personality and Individual Differences (3 credits) Choice of:**

PSY 255 Personality Psychology  
PSY 260 Psychology of Adjustment  
PSY 262 Abnormal Psychology  
Approved Special Topics Courses

### **Social and Cultural (3 credits) Choice of:**

PSY 252 Social Psychology  
PSY 257 Multicultural Psychology  
Approved Special Topics Courses

**\*Three additional courses from any of the domains (above) or electives (below) are needed (9 credits).**

### **Applied Psychology (3 credits) Choice of:**

PSY 205 Career Development  
PSY 247 Psychological Aspects of Death and Dying  
PSY 248 Psychology of Gender  
PSY 253 Psychology Applied to the Workplace  
PSY 258 Human Sexual Behavior  
PSY 260 Psychology of Adjustment  
PSY 261 Stress and Stress Management  
PSY 265 Sports Psychology  
PSY 323 Health Psychology  
PSY 465 Clinical and Counseling Psychology

### **Advanced Studies in Psychology (3 credits) Choice of:**

PSY 384 Student Internship (Fall Junior – experiential)  
PSY 385 Student Internship (Spring Junior – experiential)  
PSY 484 Student Internship (Fall Senior – experiential)  
PSY 485 Student Internship (Spring Senior – experiential)  
PSY 487 Honors Seminar  
PSY 488 Honors Thesis  
PSY 489 Independent Study (experiential)

## SUGGESTED CURRICULUM FOR A B.A. DEGREE IN PSYCHOLOGY

<b>First Year</b>			
	<b>Fall</b>		<b>Spring</b>
PSY 105	3	PSY domain course (1 <sup>st</sup> of 5)	3
FYS 100	3	WRT 110	3
Info. Tech. Literacy Course	3	Lab Science (Bio 111 recommended)	4
Math course	3	Social Science/Humanities elective	3
AUCA/AUCC/AUCW	3	AUCA/AUCC/AUCW	<u>3</u>
DIA 100	<u>1</u>		16
	16		

<b>Sophomore</b>			
	<b>Fall</b>		<b>Spring</b>
PSY domain course (2 <sup>nd</sup> of 5)	3	PSY domain course (3 <sup>rd</sup> of 5)	3
PSY elective (1 <sup>st</sup> of 3 required)	3	PSY elective (2 <sup>nd</sup> of 3 required)	3
Social Science/Humanities elective	3	Humanities elective	3
AUCA/AUCC/AUCW	3	AUCT (but not AUCT150)	4
WRT 210	<u>3</u>	Social Science elective	<u>3</u>
	15		16

<b>Junior</b>			
	<b>Fall</b>		<b>Spring</b>
PSY 372	4	PSY 470W	4
PSY domain course (4 <sup>th</sup> of 5)	3	PSY domain course (5 <sup>th</sup> of 5)	3
Humanities elective	3	Citizenship/Community course	3
Arts course	3	Elective or PSY 487	3
Elective or PSY 384/489	<u>3</u>	Elective or PSY 385/489	<u>3</u>
	16		16

<b>Senior</b>			
	<b>Fall</b>		
PSY 405	3	<b>Spring</b>	
PSY elective (3 <sup>rd</sup> of 3 required)	3	PSY elective or PSY 500s*	3
Elective or PSY 484/488/489	3	Electives or PSY 485/489	6
Writing Intensive elective	3	Electives or HON 494	3- <u>6</u>
Diversity course	<u>3</u>		12-15
	15		

In order to graduate, a psychology major must earn a GPA of 2.25 or better in psychology courses constituting the major.

Psychology majors should take the introductory course PSY 105 prior to other courses. At least one PSY course must come from each of the five Domains (Biological, Cognition & Learning, Developmental, Personality & Individual Differences, and Social & Cultural).

PSY 372 and PSY 470W must be taken in order. Psychology majors must earn a grade of C- (or above) in PSY 372 and PSY 470W.

PSY 470W satisfies one of two writing intensive course requirements. A second writing intensive course must also be taken.

Only one experiential course can be applied toward the major or the minor. After the first course, additional experiential courses will be counted as a free elective toward graduation requirements.

\*A PSY 500-level course may be taken by seniors who have demonstrated superior performance in courses in the major with permission of the department.



## **B.A. Psychology and Sociology**

Psychology majors should take PSY 105 prior to other PSY courses. PSY 372 and PSY 470W must be taken in that order. In addition, Psychology majors must earn a grade of C- (or above) in PSY 372 and 470W. At least one PSY course must come from each of the five perspectives (Developmental, Biological, Cognition and Learning, Personality and Individual Differences, and Social and Cultural). Three additional electives must also be taken from any of the five perspectives, the Applied Perspective, or the Advanced Studies in Psychology courses. Psychology majors must earn an overall GPA of 2.25 in the Psychology courses presented for the major. Additional information about graduating with Psychology Honors is available in the bulletin. Majors in Sociology must complete the five core courses (SOC 110, 242, 340, 343 and 418W). Please note SOC 242 and 343 can be substituted with the PSY methods and statistics courses. Majors must also complete three courses at the Foundational Level (9 credits) and two courses at the Advanced Level (6 credits).

<b>First Year</b>			
	<b>Fall</b>		<b>Spring</b>
SOC 110	3	PSY domain course (1 <sup>st</sup> of 5)	3
FYS 100	3	WRT 110	3
PSY 105	3	Info. Tech. Literacy course	3
Math elective	3	Lab science (BIO 111 recommended)	4
AUCA/AUCC/AUCW	3	AUCA/AUCC/AUCW	<u>3</u>
DIA 100	<u>1</u>		16
	16		
<b>Sophomore</b>			
	<b>Fall</b>		<b>Spring</b>
PSY domain elective (2 <sup>nd</sup> of 5)	3	SOC elective (Foundation level)	3
PSY elective (1 <sup>st</sup> of 3 required)	3	PSY domain course (3 <sup>rd</sup> of 5)	3
WRT 210	3	PSY elective (2 <sup>nd</sup> of 3 required)	3
AUCA/AUCC/AUCW	3	AUCT (not AUCT 150)	4
Humanities elective	<u>3</u>	Humanities elective	<u>3</u>
	15		16
<b>Junior</b>			
	<b>Fall</b>		<b>Spring</b>
SOC 340	3	PSY 470W	4
PSY 372	4	SOC elective (Foundation level)	3
PSY domain course (4 <sup>th</sup> of 5)	3	PSY domain course (5 <sup>th</sup> of 5)	3
Arts course	3	Humanities elective	3
SOC elective (Foundation level)	<u>3</u>	SOC free elective	<u>3</u>
	16		16
<b>Senior</b>			
	<b>Fall</b>		<b>Spring</b>
PSY 405	3	SOC 418W	4
SOC elective (Advanced Level)	3	SOC elective (Advanced Level)	3
PSY elective (3 <sup>rd</sup> of 3 required)	3	PSY elective or PSY 500s*	3
Elective	3	Elective	<u>3</u>
Soc. Sci. Course (EC or POGO)	<u>3</u>		1
	15		

\*A PSY 500-level course may be taken by seniors who have demonstrated superior performance in courses in the major with permission of the department.

*Foundation Level Courses (9 credits)*

Select three courses from the following:

- SOC 225 Women's and Gay Rights Social Movements
- SOC 271 Deviance
- SOC 315 Sociology of Gender and Sexuality
- SOC 326 Sexuality and Social Conflict
- SOC 328 Society and the Individual
- SOC 351 Health and Illness
- SOC 363 Urban Sociology
- SOC 364 Collective Behavior and Social movements
- SOC 366 Work and Leisure
- SOC 375 Social Control
- SOC 377 Contemporary Studies in Sociology
- SOC 382 Race and Ethnic Relations

*Advanced Level Courses (6 credits)*

Select two courses from the following:

- SOC 419 Applied Research Internship
- SOC 420 Social Relations
- SOC 424 Political Sociology
- SOC 444 Social Research and Social Policy
- SOC 445 Applied Research Thesis
- SOC 456 Social Welfare
- SOC 460 Social Inequality
- SOC 463 Social Change
- SOC 477 Advanced Studies in Sociology

**Psychology Domains**

Biological

PSY 210 Physiological Psychology

PSY 311 Brain and Behavior

Approved Special Topics courses

Cognition and Learning

PSY 222 Behavior and Behavior Change

PSY 320 Thinking, Memory, and Problem Solving

PSY 425 Motivation and Emotion

Approved Special Topics courses

Developmental

PSY 215 Lifespan Development

PSY 240 Infant and Child Development

PSY 241 Adolescent and Adult Development

Approved Special Topics courses

Personality and Individual Differences

PSY 255 Personality Psychology

PSY 260 Psychology of Adjustment

PSY 262 Abnormal Psychology

Approved Special Topics courses

Social and Cultural

PSY 252 Social Psychology

PSY 257 Multicultural Psychology

Approved Special Topics courses

### **Additional PSY courses**

#### *Applied Psychology*

PSY 205	Career Development
PSY 247	Psychology of Death and Dying
PSY 248	Psychology of Gender
PSY 253	Psychology Applied to the Workplace
PSY 258	Human Sexual Behavior
PSY 261	Stress and Stress Management
PSY 265	Sports Psychology
PSY 323W	Health Psychology
PSY 465	Clinical and Counseling Psychology

#### *Advanced Studies in Psychology*

PSY 384-385	Student Internship (Junior) (experiential)
PSY 484-485	Student Internship (Senior) (experiential)
PSY 487	Honors Seminar
PSY 488	Honors Thesis
PSY 489	Independent Study (experiential)

**NOTE: PSY 132, 232, 332, 333 and EDY 245 cannot be counted as electives towards the major or minor.**

PSY 470W satisfies one of two writing intensive course requirements. A second writing intensive course must also be taken.

## PSYCHOLOGY HONORS PROGRAM

The Psychology Honors Program provides students of proven academic superiority further opportunities to explore topics in depth under the supervision of a faculty member. This program, acquaints students with current literature on a special topic of interest to the student, further develops their research and writing capabilities in the field of psychology, and prepares students to undertake an honors thesis.

In addition to completing the requirements for a major in psychology, Honors program students must graduate with an overall GPA of 3.0 and a GPA of 3.0 in psychology and must complete the following (1) PSY 384, 385, 484, 485, or 489; (2) PSY 487; and (3) PSY 488.\* The Psychology Honors program is separate from the University Honors program.

The program is a valuable prelude toward graduate study in psychology. Undergraduates planning to attend graduate school who meet the Honors Program admission requirements are strongly encouraged to apply to the Psychology Honors Program.

\*Students who pursue both psychology honors and University honors must complete PSY 487 Honors Seminar, HON 493-Thesis Research, and HON 494-Honors Thesis

### **Applicants must:**

1. Be juniors or first semester senior psychology majors.
2. Have completed at least 15 credits in psychology (including PSY 270W and PSY 372) with an overall GPA of 3.0 and a GPA of 3.0 in psychology. PSY 372 may be taken concurrently with the Honors Seminar.
3. Have the recommendation of a faculty member of the Department and the approval of the Department Chair.

## COURSE DESCRIPTIONS

*Prerequisites for each course are noted.*

**PSY 105 Introduction to Psychology (3)** This course discusses what factors have shaped who you are today. How does the brain work? What is the nature of prejudice? We will discuss these and other core questions related to the concepts, theories and methods of psychology. Topics include history; methodology; biological bases of behavior; development; sensation and perception; consciousness; cognition, social and personality psychology and psychological disorders. (Please note that it is a requirement in PSY 105 that all students participate as a subject in at least one experiment within the Department during the semester or discuss an appropriate alternative with the course instructor.)

**PSY 210 Physiological Psychology (3)** This course is an introduction to the physiological bases of behavior in normal psychological functioning. Topics include neuron structure and function, functional neuroanatomy, drugs and behavior, and the physiology of hunger, sex, sleep, emotion, reward/punishment, language, and learning and memory. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 215 Lifespan Development** This course discusses if you are you the same person that you were at age 3 or 14. How do people change over time? In this course, development across conception to death is examined. Special attention is devoted to the normative cognitive and social-emotional changes that occur across infancy, toddlerhood, adolescents, and adulthood. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 222 Behavior and Behavior Change (3)** Theories of learning focus on how and why behavior changes due to experience. The goal of this course is to present students with an introduction to basic theories and principles of learning with applications in the field of business, parenting, education and psychotherapy. Topics include Pavlovian procedures, reinforcement, vicarious learning, and extinction of behaviors. The focus of the course is on the role of learning in the adaptation of beings to a changing environment. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 240 Infant and Child Development (3)** Child growth and behavior from the prenatal period to puberty are studied. The effects of heredity and environment on the motor, language, social, and emotional development of children. Emphasis is placed on the concept of the developing "self" and its effects on behavior. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 241 Adolescent and Adult Development (3)** The individual during the period of transition from childhood to adulthood. Includes physical changes, mental growth, changes in emotional reaction, personality development, and the changing nature of social relationships. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 247 Psychological Aspects of Death and Dying (3)** Coming to terms with death is the supreme psychological challenge individuals must face in their personal lives and in the interrelationships within families. This course examines ways in which individuals deal with death and with its consequences of grief and mourning. Subjects to be covered include the "normal" deaths of old age and the special problems of coping with death in the young due to accidents, illnesses, and the modern crisis of AIDS. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 248 Psychology of Gender (3)** Analysis of the roles of physiological, psychological, and social factors in the definition of gender and sex-role related behaviors. Representative theories and research into sex differences and similarities are reviewed. The concepts of masculinity, femininity, and androgyny in today's rapidly changing society are discussed. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 252 Social Psychology (3)** The social and cultural factors affecting human behavior, with particular emphasis on their effects on motivation, personality, attitudes, and opinions. Social interaction processes, including group dynamics, are also studied. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 253 Psychology Applied to the Workplace (3)** The application of the scientific method to human problems in the workplace. Major areas of emphasis include: motivation; job satisfaction; selection; training; evaluation; equipment design; and consumer behavior. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 255 Personality Psychology (3)** Overview of the major theoretical and empirical research in personality and individual differences. Topics include the development and determinants of personality; the consistency of behaviors across situations and over time; the concepts of the self and the unconscious; and psychoanalytic, humanistic trait, existential, behavioral, and social-learning perspectives. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 257 Multicultural Issues in Psychology (3)** A psychological analysis of the impact of multiculturalism on the development of the individual and the implications on personal adjustment and growth. Topics will include ethnic and gender issues as well as other multicultural issues. The course will be structured to permit open discussion and critical reflection grounded on personal experience and scholarly readings. Emphasis will be placed on: clinical practice in multicultural settings; diversity in the workplace; and multiculturalism and education. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 258 Human Sexual Behavior (3)** This course will emphasize the intrapersonal, interpersonal and societal aspects of human sexual behavior. Topics will include, but are not limited to the development of sex roles, sexuality across the age span, sexual attitudes, sexual arousal and dysfunction, variations of sexual orientation, legal and economic issues, and research methods. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 260 Psychology of Adjustment (3)** The human adjustment process. Elements in normal personality development are examined. Reactions to the typical stresses and frustrations in normal living situations are studied with the view toward understanding effective adjustments, as well as defensive behavior. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 261 Stress and Stress Management (3)** This course examines stress in contemporary society and the relationship between stress and well-being. Examines how persons respond to stress, the effect of long-term stress, situations and attitudes which lead to stress, and strategies for reducing stress in daily life. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 262 Abnormal Psychology (3)** The characteristics, course, and treatment of a variety of psychological and related disorders are introduced. A biopsychosocial approach that integrates research on biological, psychological, and social factors in understanding the causes and treatments of abnormal behavior. Case studies are used frequently to illustrate symptoms, causes, and treatments of psychological problems. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 265 Sports Psychology (3)** Sports Psychology, defined as the application of psychological principles to athletic endeavors, focuses on improving athletic performance, maintaining athletes' mental health in the stress of competition, establishing communication within the athletic system, developing effective coaching behavior, and optimizing team performance. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 290-295 Special Topics in Psychology (All 3)** Selected topics varying from year to year in accordance with the needs of the curriculum and the availability of specialists in such topics. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174).

**PSY 311 Brain and Behavior (3)** An introduction to the field of biopsychology with emphasis on the relationship of this specialty to all areas of psychological research. Topics include: brain structure and function; techniques for studying brain/behavior relationships; sensory and motor systems; neurobiology of behavior, including mood, emotion, sleep, learning, memory, language and attention, and biological bases of mental illness. Disorders of the human nervous system are introduced throughout. Prerequisite: One 200-level PSY course.

**PSY 320 Thinking, Memory and Problem Solving (3)** This course provides an introductory survey of the field of cognitive psychology with emphasis on problems of current interest. Topics include: perception; mental imagery; memory; cognitive skills; problem solving; reasoning; language; creativity; and social cognition. Areas of application of principles (for example, in education, therapy, communications, etc.) are discussed. Prerequisites: One 200-level PSY course.

**PSY 323W Health Psychology (3)** An examination of the contributions psychology offers medicine and related health professions with emphasis on the etiology of a recovery from physical illness, as well as the promotion of health. Topics covered will include: pain; cardiovascular disease; smoking; alcohol; eating disorders; exercise and fitness. This course is open to all students and should be particularly relevant to health, business and education majors. (Writing intensive course.) Prerequisites: One 200-level PSY course.

**PSY 372 Statistics for Psychology (4)**. A study of the research process in psychology, providing more complex research activities in and out of the laboratory with a focus on ethical issues and control. Coverage of statistical topics will be extended to include advanced inferential and correlation methods. Prerequisite: Permission of instructor. Prerequisites: Introductory Psychology (PSY 105, 101 or 102, PSB 111, or HON 173 or 174) and (WRT 111 or 210, RPW 111 or 210, ENB 210, or HON 183 or 210). Laboratory Fee.

**PSY 380 Contemporary Studies in Psychology (3)** Concentrated studies in contemporary psychology such as: decision making, intervention methods, gender issues, developmental issues, and health issues. Students may repeat this course as the topics meet their individual curricula needs. Prerequisites: One 200-level PSY course.

**PSY 384, 385 Student Internship (Junior Year) (3,3)** This course provides supervised work experience for qualified juniors in psychology. The agencies where students will work may include, but are not limited to, alcohol and drug treatment programs, community mental health clinics, mental hospitals, schools for handicapped children, schools for emotionally disturbed children, criminal justice treatment centers, and industrial settings. Graded on a Pass/No Pass basis. Prerequisites: GPA of at least 2.75, both overall and in psychology, three courses in psychology above the introductory level, and permission of the Department's Director of Internship Training.

**PSY 405 History and Systems in Psychology (3)** A review of the origins of psychology as a science. Major theories of human functioning are presented in connection with the people and events that produced them. Prerequisites: Five courses in psychology above the introductory level.

**PSY 425 Motivation (3)** The phrase "motivational techniques" is being applied to an ever increasing number of activities in areas such as business, personal development, sports, and health. Traditionally, the study of motivation has been concerned with factors that influence the arousal, direction, and persistence of behavior. This course provides an overview of the biological, learned, and cognitive factors that help energize our actions and encourages a critical appraisal of the psychological foundations of popular motivational programs. Prerequisites: Five courses in Psychology above the introductory level.

**PSY 465 Clinical and Counseling Psychology (3)** This course is designed to provide an exploration of those theories, principles, and practices involved in the practice of clinical and counseling psychology. The course examines historical foundations, the four major theoretical models in clinical and counseling psychology (e.g. psychodynamic, behavioral and cognitive behavioral, humanistic, and family systems), stages of psychotherapy, areas of specialization, ethical standards, and graduate training and professional practices. Prerequisites: Introductory Psychology and three courses above the introductory level.

**PSY 470W Research Methods for Psychology (4)** The second course in the research methodology sequence applies the principles of research design to the study of contemporary psychological issues. In this capstone course, independent projects allow students to gain first hand research experience. Prerequisites: C- or above in PSY 372 or permission of instructor. (Writing -intensive course.) Laboratory Fee.

**PSY 484, 485 Student Internship (Senior Year) (3,3)** This course provides supervised work experience for qualified seniors in psychology. The agencies where students work may include, but are not limited to, alcohol and drug treatment programs, community mental health clinics, mental hospitals, schools for handicapped children, schools for emotionally

disturbed children, criminal justice treatment centers, and industrial settings. Graded on a Pass/No Pass basis. Prerequisites: GPA of at least 2.75, overall and in psychology, five courses in psychology above the introductory level, and permission of the Department's Director of Internship Training.

**PSY 487 Honors Seminar (3)** Seminar will focus on selected topics of major contemporary interest in the field. The instructor of record may utilize other faculty members from the Department who have special expertise in the area for presentation to the seminar participants. Prerequisite: Admission to the Honors Program in Psychology.

**PSY 488 Honors Thesis (3)** Preparation of an honors thesis/project under the supervision of a Departmental advisor and defense of the thesis/project before a Departmental Honors Committee. Prerequisite: PSY 487.

**PSY 489 Independent Study (1, 2, or 3)** For superior students. Projects are selected by the students with permission of the instructor. Emphasis on individual study of the literature, and, where appropriate, research work. A meeting with the faculty advisor is held each week for discussion of methodology, review of recent developments in psychology, and presentation of student progress reports. Prerequisites: Junior or senior standing and permission of instructor.

**PSY 490-495 Selected Topics in Psychology (1-3)** Selected topics in psychology, varying year to year according to the needs of the curriculum, interest of individual students, and the availability of specialists in such topics. Prerequisites: Three PSY courses above the introductory level.



## **RESEARCH OPPORTUNITIES and RESOURCES**

The Department encourages students to become involved in a variety of research and other professional activities. Many of our faculty welcome the opportunity for collaboration on studies that they have underway, in addition to developing new joint ventures. Approval from the Scheduling Office of the University must be obtained by students seeking to use classrooms for research projects. Use of the observation rooms on the second floor of East Hall can be scheduled through office staff of the Psychology Department.

Students who are interested in the scientific aspects of psychology, or who plan to apply to graduate school in psychology, should seriously consider getting involved in research activities in some fashion. One way to do this is to identify a faculty member who has an interest in an area similar to yours. Our faculty has a wide range of interests. See a listing of faculty interests starting on page 39. Discuss your common interest and enroll in an independent study course (PSY 489) under her or his supervision. An independent study project can be an empirical study or an integrative literature review.

Another way of getting involved in research is to volunteer as an assistant in a faculty member's research. Such an experience may introduce you to areas that you had not previously considered, enable you to experience the satisfaction and excitement of discovery, and hone your research skills.

### **MORTENSEN LIBRARIES**

The University Libraries are made up of the William H. Mortensen Library and the Mildred P. Allen Music Library. Mortensen, the general library, is located in the center of the Harry Jack Gray Center. The Library features group study rooms for student use on a first-come basis; group work stations, featuring large screen monitors with multi-keyboard input and a student computer branch which is managed by Office of Technology Services (OTS). The Library system offers wireless access throughout the building

Mortensen Library is open 7:30 a.m. to 1:30 a.m., Monday through Thursday; 7:30 a.m. to 6:00 p.m. Friday; 10:00 a.m. to 6:00 p.m., Saturday; 12 noon to 1:30 a.m., Sunday, during the fall and spring semesters. Special hours are observed during the summer and holidays.

Through WorldCat, an international cooperative library network, materials can be located in other libraries. Interlibrary Services coordinates the exchange of materials among libraries for the benefit of the users. Requests are made electronically by filling out the appropriate form under Interlibrary Services on the University Libraries' homepage: [http://library.hartford.edu/top\\_tools/interlibrary\\_loan/default.aspx](http://library.hartford.edu/top_tools/interlibrary_loan/default.aspx).

The University community may consult materials at most academic libraries in Connecticut.

Students may also register at their local Connecticut public library for a library card (Connecticard Program) to borrow materials from any public library in the State. Through the Council of Connecticut Academic Library Directors (CCALD) borrowing program, University community members may directly borrow from other academic institutions: [http://library.hartford.edu/services/borrow\\_renew/default.aspx#borrowing](http://library.hartford.edu/services/borrow_renew/default.aspx#borrowing).

Students have access to the University's electronic library system both on and off campus. This system includes all materials both traditional and electronic and a variety of full and abstracted databases. While access to this network and the electronic library system is available to all at designated workstations within the library, students and faculty with a University e-mail account may use the databases and electronic reserves from other computers on and off campus.

### **COMPUTER LABS**

A computer walk-in lab for student use is located on the first floor of East Hall, room 107. If you wish to use the printer you must have your ID card programmed with dollars (Hawk cash). This can be done at the ID office (GSU 112) or Mortensen Library. Additional computer labs are located at Auerbach Hall, room A113; Computer Learning Center, room CC113 & CC114; Mortensen Library, main floor and Dana Hall, room 412. Hours vary per location and are subject to change. Call the computer support line (x4357) for specific hours, or check their website at <http://its.hartford.edu>.

## **INTERNSHIPS AND WORK CO-OP**

The Department encourages students to explore internships and/or work co-op programs because these field experiences broaden and enhance the knowledge obtained in formal psychology classes. Juniors and Seniors with a GPA of at least 2.75, both overall and in psychology, who have three - five courses in psychology above the introductory level, and who have permission of the Director of Internship Training may participate in this program. For additional information please contact the Department's Director of Internship Training , East Hall, 203. Only one internship may be applied to the major, but others may be used as free electives toward the bachelor's degree.

An internship involves actual work in a professional setting that meets the student's needs (the choice is made jointly by the Coordinator of Academic Services and the student). Requirements include a minimum of 100 hours of work per semester, an evaluative term paper, and a daily log. Internship settings have included:

**Aetna Insurance Company**  
**Connecticut Halfway Houses, Inc.**  
**Connecticut Prison Association**  
**Hamilton Standard (Division of United Technologies)**  
**Traveler's Insurance Company**  
**Hartford Hospital Psychiatric Wing**  
**Hebrew Home and Hospital**  
**Institute of Living - a full service private psychiatric hospital**  
**St. Francis/Mt. Sinai Hospital**  
**University of Hartford Department of Human Resource and Development**  
**University of Hartford Peer Facilitator Program**  
**Village for Families and Children**

# STUDY ABROAD IN PSYCHOLOGY

## WHY STUDY ABROAD?

- ❖ Gain exposure to the way professionals in the field view psychology differently around the world
- ❖ Make professional contacts
- ❖ Practice problem solving through studying, living, and working in an unfamiliar context
- ❖ Increase your level of cultural competence by understanding how to work with people and organizations from other countries and cultures
- ❖ Develop self-confidence, a strengthened sense of personal identity, flexibility, and creativity
- ❖ Gain a deeper appreciation and awareness of life within the U.S.
- ❖ Set yourself apart when applying to jobs and grad schools – did you know only 10% of college students study abroad?

## DEADLINES:

University of Hartford Applications due:

- ❖ Fall Term: March 15
- ❖ Spring Term: October 15

Students complete applications for the program providers in addition to the UHart application - these deadlines vary so please speak with the Study Abroad Office as soon as possible for more information. Students are required to attend a 101 information session, which are held weekly in the Study Abroad Office. You can take courses in your major, general electives and AUCs, and scholarships are available – studying abroad doesn't have to break the bank!

Please visit the International Center's website and social media pages to learn more about studying abroad, the 101 sessions, and to see photos from recent study abroad alumni. You can find us on Facebook, Twitter, Instagram, and on the University of Hartford Study Abroad Blog.



## CONTACT INFORMATION:

- ❖ Study Abroad: Meaghan Murphy, GSU 327, Email: meamurphy@hartford.edu, Phone: 860-768-5100

## SAMPLE PROGRAMS:

### API – STIRLING, SCOTLAND

The University of Stirling campus offers students over 300 courses to choose from, and a picturesque location in which to spend the semester. The University has been voted the “Best Student Living Experience in the UK” and with over 100 nationalities represented, students can get a true international experience at the University of Stirling.

*Sample courses include:*

- ❖ Animal Behavior
- ❖ Brain and Behavior: Clinical Perspectives
- ❖ Clinical and Health Psychology
- ❖ Cognition
- ❖ Developmental Psychology
- ❖ Individual Differences
- ❖ Social Psychology
- ❖ The Social Mind

### **DIS – DENMARK, COPENHAGEN**

Students on this program will enroll in one of four core courses: Cognitive Neuroscience of Consciousness, Cross-Cultural Psychology, European Clinical Psychology or Positive Psychology; students gain hands-on experience through practicums or labs, and enhance their knowledge with guest lectures, field studies to local organizations, and study tours both around Denmark and internationally to a variety of countries.

*Sample courses include:*

- ❖ Developmental Disorders
- ❖ Neuroscience of Religion and Atheism
- ❖ Psychology of Crisis
- ❖ Psychology of Human Sexuality
- ❖ Psychology of Leadership
- ❖ The Social Brain: Neuropsychology of Social Behaviors
- ❖ Virtual Selves: Psychology and Emerging Technology

### **REGENT’S COLLEGE– LONDON, ENGLAND**

Students take courses at Regent’s American College London, which is located in Regent’s Park in central London (fun fact: the only other person living in Regent’s Park is the U.S. Ambassador to the UK!) Students are minutes away from the nearest tube stop, and all that London has to offer, which makes it easy to explore with friends or with your class.

*Sample courses include:*

- ❖ Abnormal Psychology
- ❖ Child Psychology
- ❖ Cognitive Psychology
- ❖ Health Psychology
- ❖ History, Philosophy, and Systems of Psychology
- ❖ Introduction to Counseling
- ❖ Issues in Contemporary Psychology: Environmental Psychology
- ❖ Issues in Contemporary Psychology: Forensic Psychology
- ❖ Personality Theory

### **TEAN – AUCKLAND, NEW ZEALAND (RANKED 29<sup>TH</sup> IN THE QS WORLD RANKINGS, 2015-2016)**

Students enroll in courses at University of Auckland, which is ranked #1 in New Zealand and in the top 100 around the world. Students will take classes with local and international students, be centrally located within New Zealand’s largest city, and will explore Fiji with TEAN’s pre-semester excursion.

*Sample courses include:*

- ❖ Biopsychology
- ❖ Evolution, Behavior, and Cognition
- ❖ Individual, Social, and Applied Psychology
- ❖ Industrial, Work, and Organizational Psychology
- ❖ Life Span Development
- ❖ Mind, Brain, and Behavior
- ❖ Producing Psychological Knowledge
- ❖ Theories of Personality and Development
- ❖ Cognitive Science
- ❖ Social Psychology
- ❖ Psychology & Gender
- ❖ Health Psychology
- ❖ Perception & Cognition

### **CIEE – BELFAST, IRELAND**

Students will take courses at Queen’s University in Belfast, Ireland when they enroll in CIEE’s Society, Conflict, and Peace program in Northern Ireland. In addition to the classes, students will enhance their knowledge through CIEE’s included excursions, and opportunities for volunteering or interning abroad.

*Sample courses include:*

- ❖ Using Psychology in Everyday Life
- ❖ Thinking Critically about Popular Psychology
- ❖ Social Psychology and Individual Differences
- ❖ Conceptual Issues and Psychology for Employability
- ❖ Developmental and Cognitive Psychology
- ❖ Perception and Psychobiology
- ❖ Politics and Sociology of Northern Ireland

## GRADUATION

### GRADUATION REQUIREMENTS

Graduation requirements in all programs include completion of the indicated total number of credit hours in that program with a GPA of 2.25 or higher. All academic courses applied toward the degree must be taken on a letter-grade basis unless specifically exempted by the Department Chair and the Dean's Office.

### UNIVERSITY GRADING SYSTEM

The assigning of the value of the numerical grade to the letter grade is the responsibility of the individual professor. Grades based on the following system are reported and recorded at the end of each semester.

A.....4.00	C.....2.00	I.....Incomplete
A-.....3.67	C- .....1.67	P.....Pass
B+.....3.33	D+.....1.33	NP.....No Pass
B.....3.00	D.....1.00	W.....Withdrawal
B-.....2.67	D-.....0.67	NG.....No Grade Issued
C+.....2.33	F.....0.00	NR.....No Report from Instructor

The policy regarding assigning plus and minus grades, or grades lower than C in graduate programs, is to be determined by the individual school or college. Grades in the A range are excellent; the B range, good; the C range, fair; the D range, poor; F is a failure.

### SIGNIFICANT DATES FOR STUDENTS PLANNING TO GRADUATE

<b>Sat Sept 24</b>	Degrees awarded for those completing requirements in summer
<b>Fri Oct 14</b>	Last day to file January degree application
<b>Sat Jan 28</b>	Degrees awarded to those completing requirements in the fall term
<b>Fri Feb 10</b>	Last day to file May degree application (Must see A&S Evaluator prior to filing. Appointments can be made any time after registering for spring semester.
<b>Sun May 21</b>	Commencement

### DEGREE EVALUATION

During the summer following the third year in the program, each student should check with their advisor to insure that they are meeting all degree requirements, and to allow time to make any necessary changes in the planned coursework. A written summary of each student's coursework evaluation is sent to the advisor from the Dean's Office and is included in the student's file.

## **GRADUATION FEE**

A fee of \$208.00 is payable with application for a degree and includes cap-and-gown rental. If the candidate has paid the fee and does not graduate at the end of the initial semester of eligibility, the fee will be held and credited as payment for graduation during either of the following two consecutive semesters, including the summer session. If the candidate has not completed degree requirements during this time period, no refund will be granted, and a new fee will be charged. For graduation applications received after submission deadlines, the fee is \$225.

Additional information about graduation may be found at the Registrar's website:  
<http://www.hartford.edu/arts-events/commencement/>.

## **THINKING ABOUT GRADUATE STUDY**

### **COURSES RECOMMENDED FOR GRADUATE SCHOOL**

**Core Courses** - Core courses are required for many graduate schools and are likely to be reflected on the Graduate Record Examination (GRE).

<b>PSY 105</b>	<b>Introduction to Psychology</b>
<b>PSY 372</b>	<b>Statistics for Psychology</b>
<b>PSY 470W</b>	<b>Research Methods for Psychology</b>
<b>PSY 405</b>	<b>History and Systems</b>

**Other Courses** - Recommended courses depend upon your personal orientation. It is advisable to select courses from a variety of content areas to provide as broad a perspective of psychology as possible. The courses listed below are suggested by many graduate schools and are likely to be reflected on the Graduate Record Examination.

<b>PSY 240</b>	<b>Infant &amp; Child Development</b>
<b>PSY 244</b>	<b>Lifespan Development</b>
<b>PSY 252</b>	<b>Social Psychology</b>
<b>PSY 262</b>	<b>Abnormal Psychology</b>
<b>PSY 311</b>	<b>Brain and Behavior</b>
<b>PSY 320</b>	<b>Thinking, Memory, and Problem Solving</b>

It is not necessary to take all the psychology courses to prepare yourself for graduate school. Select your courses wisely. Discuss your interests and goals with your faculty advisor(s). Let her or him help you select appropriate courses and your strategy for applying to graduate school.

## SUGGESTIONS FOR APPLYING TO GRADUATE SCHOOL

1. Tentatively make some decisions about which degree and what specialty areas you wish to pursue. If you need help with this, consult your advisor and/or the University Career Counseling Center (Gengras Student Union, Room 309, Ext 4287).
2. In your sophomore year review a current copy of *Graduate Study in Psychology and Associated Fields*. It may be found in Mortensen Library and can also be purchased from the American Psychological Association, Inc. (approximately \$25.00) This excellent document lists all the graduate programs in all areas of psychology in the country. Search out graduate programs that meet your needs in terms of degree, admission standards, specialty areas, geographic limitations, financial demands, etc. About the middle of your junior year, write to these programs for descriptive materials and applications.
3. If possible, it is a good idea to visit the programs you are really interested in while school is in session so that you can talk to current students. Ask people you know and trust (parents, faculty, graduates of the program, etc.) what they think and why.
4. Decide which programs you wish to apply to and begin filling out the materials during the summer and fall of your senior year. The forms can be complicated and time consuming and you may miss deadlines if you do not start early.
5. Take the Graduate Record Exam. Graduate Record Exam (GRE) applications may be obtained in the Graduate Adult and Academic Services Office. It is best to take the exam in October to allow test results to reach intended graduate schools in time for January or February deadlines. With the new computer test system, it is possible to take the GREs at almost any time. Read Information About the Graduate Record Exams (GRE) on the education testing site: <http://www.ets.org/gre>. The Miller Analogies Test (MAT) may be taken at any time if required by your chosen schools.
6. Decide which faculty you wish to ask to write letters of recommendation on your behalf. Approach them around October (do not wait until late December and January) and provide them with the appropriate forms from each school, stamped addressed envelopes, and enough information for them to do a good job for you (see the section on How to Get the Best Possible Recommendation on the following page).
7. Request transcripts from the Registrar's Office. For schools which have a January admission deadline, it is generally best to have transcripts sent without your fall semester grades to ensure they arrive on time. You can ask that transcripts to schools with later deadlines be held for fall grades, especially if you anticipate a good semester.
8. Mail the completed applications to the graduate programs of your choice in November.
9. In January (or earlier, if the deadline for completed applications is earlier than January) write to each program to ask if your application is complete (some programs send you a postcard making this step unnecessary). If anything is missing, make sure a substitute is sent.
10. Good Luck! Please keep us advised as to your status with each school. This information is helpful when we advise other students.

## HOW TO GET THE BEST POSSIBLE RECOMMENDATION

1. Selection of faculty to write letters on your behalf should begin long before the letters are due at the school(s) or job(s) of your choice. After taking a course from a professor you like, or after meeting a professor informally, get to know her or him and let the professor get to know you. Participate in departmental activities (i.e., Psych Society, Psi Chi, receptions, parties, etc.), volunteer to help around the office, volunteer to help the professors, and/or just stop and talk during the faculty member's office hours. A recommendation is better if it is not written about a stranger.
2. Provide the faculty member a resume along with the official recommendation forms (if required) from the employer or graduate school. The resume should include complete vocational (summer, part-time or full-time jobs) and educational (all colleges attended) information. Campus activities, offices held, hobbies and interests should also be included. It is also helpful to provide a copy of your personal statement or cover letter both for feedback and to help the faculty members write a personalized letter.
3. Provide additional information to the faculty member from whom you wish to obtain a recommendation. To enable the recommender to write more extensively, contents should include:
  - a. **how do you know the recommender**
  - b. **how long you have known the recommender**
  - c. **courses you have taken with the recommender and the grade received in each**
  - d. **all psychology courses with accompanying grades**
  - e. **overall GPA**
  - f. **campus and/or community involvement**
  - g. **any special events or experiences in your life that have influenced you and will make you a better candidate**
  - h. **personal goals and why you have chosen them**
  - i. **past/present employment**
  - j. **special qualities you have that make you more effective**
4. If electronic, be sure to provide a list of all electronic recommendation requests to ensure they do not go to junk mail. If paper, be sure to provide a stamped, addressed envelope for each letter of recommendation.
5. Check to see if your letter of recommendation has been completed or if you need to provide further information. It may also be helpful to contact schools to insure the recommendation has arrived prior to application deadlines.

## INFORMATION ABOUT THE GRADUATE RECORD EXAMS (GRE)

Most graduate programs in psychology require the results from both the general and psychology sections of the GRE.

If you intend to apply for September admission to a graduate program you should plan on taking the General GRE in the preceding October in order to meet January and February admission deadlines. The tests offered in December should provide ample processing time for later admission deadlines.

The general section of the GREs may now be taken at most any time by computer on a walk-in basis at various locations for an additional fee. Obtain a brochure in the Graduate and Adult Academic Services Office (CC 231).



The Psychology GRE is only offered three times a year in April, September, and October. It is essential that you register early for these paper tests. The areas listed below are covered on the GRE psychology exam. Proportionate area coverage will vary slightly from one year to another.

<b>Experimental or Natural Science Oriented -</b>	<b>43%</b>
Learning	
Cognitive	
Perception	
Physiological	
Comparative	
<b>Social or Social Science Oriented -</b>	<b>43%</b>
<b>Social</b>	
<b>Developmental</b>	
<b>Abnormal</b>	
<b>Clinical</b>	
<b>Personality</b>	
<b>General -</b>	<b>14%</b>
History and Systems	
Measurement	
Research Design/Statistics	
Applied Psychology	
	<hr/> <b>100%</b>

### **FEES and EXPENSES**

*All fees quoted are as of the Fall 2016 semester and are subject to change.*

#### **REGISTRATION FEE**

Per term: \$30, payable at time of registration and subject to change (non-refundable).

#### **PARKING**

Per Year: \$470 for full-time on-campus resident students for all lots on campus.

#### **DINING PLANS**

With all meal plans you receive a specified number of guaranteed meals per week each semester based on the plan you select. Meal plans range from approximately \$2300 to \$2500 per semester. The University of Hartford offers several venues for dining. These are listed on page 29.

#### **STUDENT SUPPORT SERVICES**

Per term: \$1100. This fee entitles students to health and counseling services at the campus clinic. It also provides 12-month accident insurance and is used to help fund the Student, Residence Hall, Commuter, and Parents Association.

#### **TECHNOLOGY FEE**

The University assesses all students with a technology fee. This fee supports the University of Hartford's ongoing efforts to create and maintain technology infrastructure to promote student learning. Such infrastructure includes, but is not limited to, information networks, electronic information resources,

computer laboratories and classrooms, and the development of technologically advanced teaching materials. Students will be charged at the following rates:

- \$230 per term for resident students taking 9 or more credits
- \$210 per term for commuter students taking 9 or more credits

### **HEALTH INSURANCE**

Every student is expected to be covered under a comprehensive medical insurance plan as part of a family protection plan or an appropriate equivalent. A group health insurance policy covering medical and surgical hospitalization is available to students on a voluntary basis. Brochure and enrollment card are available at the Student Administrative Services Center. International students will be automatically enrolled in the University of Hartford accident and sickness insurance plan and will be billed for this plan through their student account. Questions regarding the plan or arrangements for subsequent years may be referred to the International Center.

### **ACTIVE STATUS FEE**

Degree candidates are expected to maintain continuous registration (excluding summer/winter) until all degree requirements are satisfied. Failing to register for one semester or more breaks the student's registration and requires the student seek re-admission. A student who is re-admitted after the lapse of one semester may resume the degree requirements listed in the Bulletin. A matriculated student may request a one-year leave of absence and remain on active status for up to one year. In order to do this, the student must secure permission from the faculty advisor and the Dean of Arts & Sciences and register each semester with the code of BACT. The fee is \$65 per semester.

### **GRADUATION FEE**

A fee of \$208.00 is payable with application for a degree and includes cap-and-gown rental. If the candidate has paid the fee and does not graduate at the end of the initial semester of eligibility, the fee will be held and credited as payment for graduation during either of the following two consecutive semesters, including the summer session. If the candidate has not completed degree requirements during this time period, no refund will be granted, and a new fee will be charged. For graduation applications received after submission deadlines, the fee is \$225.

### **TRANSCRIPT OF ACADEMIC WORK**

A free transcript will be issued to each member of the graduating class following graduation. Additional transcripts are \$4 for the first copy, and an additional \$1 for each copy with same order. Rush transcripts are available at a cost of \$10 each. Fees are payable in advance.

## **CULTURAL OPPORTUNITIES**

The University of Hartford has gained a wide reputation for the quality of cultural activities and fine arts exhibitions which take place on campus. *Most events are free or discounted to students.* Over 400 performances in the form of student and faculty concerts, recitals, and opera productions are presented each year at the Hartt School for the enjoyment of the Greater Hartford public and the University community. The Joseloff Gallery and the Taub Gallery of the Hartford Art School exhibit works by student, faculty, and guest artists and conduct a visiting artist program, present films, workshops, and other special events.

University Players, the student theatre group, presents various stage productions on campus during the fall and spring semesters. Outstanding films are screened frequently during the academic year. In addition, the University offers lecture series, debates, seminars, and special exhibitions. A growing African-American Music Program has made it possible for the entire campus to become better acquainted with this music form that has so uniquely enriched the offerings of American musicians.

Reservations can be made through the Lincoln Theater box office with your ID card. The performance and events calendar can be found at <http://www.hartford.edu/boxoffices.aspx>

In addition to on-campus events, there are many cultural activities in and around the greater Hartford area. There are several stage theaters such as the Bushnell, Hartford Stage and Theaterworks. The Bushnell hosts popular New York stage productions as well as concerts. There are also several art museums: The Wadsworth Athenaeum Art Gallery in downtown Hartford is nationally known for their displays of famous artists. The New Britain Museum of American Art has a large offering of artwork and displays of American artists, and the Yale Art Gallery in New Haven is also very well known for its varied collections.

## SPORTS CENTER

The Sports Center encompasses approximately 130,000 square feet of space designed to meet the recreational, intramural, intercollegiate, and fitness needs of the University community. Highlights of the Center include a main competition court with seating for approximately 4,500 spectators, a main arena with four multi-purpose courts and a 25-yard, eight-lane indoor swimming pool with one 3-meter and two 1-meter diving boards. There are extensive facilities with strength and conditioning equipment, a free weight room, racquetball courts and a squash court, multi-purpose rooms for various activities, and locker rooms with saunas. In addition, the Center has a pro-shop, concession areas, batting and golf practice cages, classroom facilities for sports and leisure studies, and offices for coaches and staff.

Adjacent to the building are the Yousuf Al-Marzook Athletic Fields. These multi-purpose fields are used for intercollegiate team practices and competitions. Adjacent fields are used for fitness and leisure classes and intramural sports. The Mary Baker Stanley Pool, a twenty-five meter outdoor swimming pool, and six lighted and screened permaturf surface tennis courts are also available for recreational and athletic use by the University community.

Memberships are free to undergraduate students with a valid ID. They are available for graduate students for a small fee. The membership is good from Sept. 1 through June 30. Additional information can be found at <http://uhaweb.hartford.edu/sportsctr/home%20page.html> , or the Sports Center Lobby at 860-768-5050.

## DINING FACILITIES

**University Commons** is centrally located to all residence halls and is a dine-in dining hall. This all-you-care-to-eat facility offers a variety of cutting-edge American entrees, ethnically-inspired foods, vegetarian selections, and more. *Monday –Friday: 7am-8pm, Saturday and Sunday, 7-9 pm.*

**Gengras Café** is a walk-through bistro located in the Gengras Student Union. Visit the Food Court for favorites like Grille Works and Pan Geos Pasta. Bene Pizza serves great pizza specialties, calzones, and its signature Asiago rolls. Also enjoy homemade soups, fresh salads, and sushi to go. *Monday-Thursday: 11 am-7pm; Friday 11am-2 pm.*

**Starbucks** at the Goodwin Café located in Mortensen Library and is open during library hours.

**Subway** is located at Konover Campus Center. Hours are *Monday-Friday: 11:30 am – 1:30 am. Saturday and Sunday 7:00 pm – 1:30 am.*

**1877 Club Restaurant**, in the Harry Jack Gray Center, offers an upscale buffet menu in a restaurant-style setting. Dining Dollars and Hawk Cash are accepted. *Tuesday-Friday: 11:30 am-1:30 pm.*

**Village Market** is centrally located in the heart of the campus at Konover Campus Center. They offers a vast array of products and groceries, from fresh-baked breads and bulk candy to a full line of dairy products, health and beauty aids, kosher and organic food sections, and more. *Monday- Sunday: 11am-1:30am.*

**Hawk's Nest**, in the lower level of University Commons is our late-night restaurant. It is a popular place for students to socialize with their friends, watch large-screen TV, and enjoy live entertainment. It features Pizza Hut, burgers, chicken sandwiches, fresh salads, Colombo frozen yogurt, and a variety of snacks. *Monday –Sunday: 5 pm-10:30 pm.*

**Backstage Café**, located in the Handel Performing Arts Center on our Albany Avenue campus. This café serves sandwiches and coffee in a pleasant, comfortable atmosphere. *Monday-Friday: 9 am-7pm, Saturday: 8 am-4 pm.*

**THE UNIVERSITY ACADEMIC HONESTY POLICY  
AS PUBLISHED IN “THE SOURCE”**

The purpose of the academic honesty policy is to provide a clear statement to students and faculty of the University's expectations regarding academic honesty and to set forth procedures for the enforcement of that policy.

- A. Students are expected to complete original work for each course unless their instructor specifically permits otherwise. Additionally, all students are expected to observe generally accepted principles of scholarly writing in all examinations, compositions, papers, essays, tests, quizzes, and reports, whether written in the classroom or outside. Sources of information used by a student in the preparation of work submitted [by him/her] as a basis for credit, or for a grade, shall be clearly indicated in some conventional manner, such as by the use of quotation marks, footnotes, and bibliography. APA Publication Manual will be particularly useful.
- B. Students are forbidden to submit as their own any project, paper, or creative work which is in whole or part the work of another.
- C. The use of a term paper writing service. Such services are prohibited by Connecticut law, and are academically dishonest and violate rules of scholarship.
- D. All examinations and quizzes are to be completed without reference to books or notes, except when the instructor of a course shall have given explicit authorization for an "open-book examination" or some other specified sort of assistance. Except as authorized by the instructor, no student is to give or receive assistance in the completion of an examination or a quiz.
- E. Other examples of academic dishonesty include the falsification of academic documents such as transcripts, registration materials, withdrawal forms, or grade reports, as well as the unauthorized reading, removing, or copying of any academic document or record maintained by any members of the faculty or administration. If a violation under this section is discovered, it shall be referred directly to the dean of the college in which the accused student is registered and the following procedures commencing at subsection G3 below shall be instituted.
- F. Any infringement of this policy will result in the student receiving a failing grade for the assignment and/or course. Instructors may seek to adjudicate serious violations according to the procedures outlined in the student handbook "The Source." If an instructor discovers a violation of sections B, C, D, or E, or other dishonest academic action, the following University of Hartford procedures shall be followed.
  - 1. The instructor must present the charge and all evidence to the student in a private conference. This must take place within ten (10) academic days of discovery of the alleged violation.
  - 2. If the situation cannot be resolved in such a conference, a meeting shall be set up with the department chairperson before ten (10) academic days have elapsed. If the situation is not resolved at this meeting, either party may bring the complaint to the dean. If the alleged violation occurs with the department chairperson, the matter shall be brought directly to the dean (subsection G.3. below).
  - 3. If the alleged violation occurred outside the student's college, or if the student is non-matriculated, the complaint shall be heard by the dean of the college in which the alleged

violation occurred. The dean shall screen the evidence of the alleged violation and determine within five (5) academic days if the complaint merits further investigation. If the dean decides that the complaint does merit further investigation, the complaint, along with the evidence, shall go to the chairperson of the academic standing committee of the college in which the alleged violation occurred.

- G.
  - 1. The chairperson shall call a meeting of the academic standing committee within twenty (20) academic days of receiving the report of the alleged violation.
  - 2. All hearings must be completed and a recommendation must be made within fifteen (15) academic days to the appropriate dean.
- H. The vice president for student affairs/dean of students or his/her designate and the college dean shall be invited to attend the meeting(s) with voice, but without vote.
- I. As soon as the date for the meeting referred to in Section I shall have been set, the chairperson of the committee shall inform the person(s) to be present at the meeting.
- J. Any student charged with a violation shall be entitled to have as his/her counselor and advocate any person whom he/she may choose to perform the functions. He/she shall be entitled to arrange for other students to testify on his/her behalf.
- K. After duly investigating the reports received, hearing the statements of the accused and such other persons as may testify, and hearing other relevant evidence, the committee may vote on one or more of the following, or such other action deemed appropriate:
  - 1. to report that the student is considered to be innocent of the alleged violation (a) because the charges were dismissed, (b) because the charges were not substantial, or (c) because evidence established innocence.
  - 2. to report that the student is considered to be guilty of the alleged violation beyond a reasonable doubt, and to recommend one or more of the following:
    - (a) that the student be dropped from the course and/or a grade of "F" be assigned.
    - (b) that the student be suspended (i) for the remainder of the current semester, losing credit for all his/her current academic program, or (ii) for the following semester or year.
    - (c) that the student be dismissed.
    - (d) that the result of the hearing be entered on the student's permanent academic record (transcript original) maintained by the registrar in the case of dismissal.
- L. If either the dean of the school in which the accused is carrying on his/her specialization or the dean of the school reporting the alleged violation should find unacceptable the recommendation of the committee, with respect to person or dismissal, he/she may make an appeal to the senior vice president for academic affairs and dean of faculty. If the dean concurs with the recommendation, he/she will be responsible for seeing that it is carried out subject to the student's right of appeal set forth in subsection O below.

- M. Neither the student nor any individuals, except those officially involved, shall be notified of the recommendations of the committee until these have been reviewed by the dean(s) of the college. The dean of the college where the student is enrolled shall then notify the student of the decision and cause appropriate action to be taken.
- N. Should the student find the action unacceptable, he/she may appeal to the senior vice president for academic affairs and dean of the faculty not later than ten (10) academic days after notification.
- O. All of the proceedings pursuant to the investigation of an alleged violation shall be carried forward in a confidential manner. There shall be no general announcement of the identity of the persons charged with the violation or of the decision of the committee, except that the advisor of the student shall receive a confidential report of any action taken.
- P. For the purpose of this section, academic days are defined as those days when the University offers regularly scheduled spring or fall semester course work or final examinations and shall not include Saturdays or Sundays. Summer sessions and vacation periods shall not be included in computing academic days. The review of violations which are alleged to have taken place during the summer sessions or vacation periods, or which are reviewed in part or in whole during these periods, shall be consistent with the procedures set forth in this section and shall be conducted with all reasonable speed, while at the same time consideration is given to the often times unavailability of faculty and staff during said periods.
- Q. Appeals relating to a faculty member's decision in the implementation of an academic policy can be made only on the grounds of discriminatory, unjust or capricious action. The appeals procedure shall normally be as follows:
1. The student shall discuss the matter with the faculty member.
  2. If the situation cannot be resolved in such a conference, the student may request a meeting with the department chair.
  3. If the situation is not resolved at this meeting, the student may take the appeal to the dean of the college in which the course is taught. The dean shall screen the evidence presented by the student and determine whether the appeal and the evidence shall go to the chair of the academic standing committee of the college.
  4. The chair shall call a meeting of the academic standing committee, and the committee shall review the appeal by hearing all the evidence presented by the student and faculty member.
  5. The vice president for student affairs and the ombudsperson shall be invited to attend the meeting(s) with voice but without vote.
  6. After investigating the appeal, the committee shall submit a detailed report and recommendation(s) to the dean of the college. The committee shall make the determination of the case.
  7. The dean of the college shall inform the concerned parties of the decision(s) of the committee. There shall be no further appeal.
  8. The entire procedure as described shall take place promptly, and no later than the semester following the student's complaint.

## **STUDENT APPEAL PROCEDURES**

The Department of Psychology adheres to the Academic Honesty Policy outlined in the Judicial Code of the University of Hartford. Text of this policy is found beginning on page 30 of this document. Plagiarism is sufficient grounds for dismissal from a program.

The following procedures have been established for those instances when a student wishes to appeal a final grade assigned for a course.

### **I. COURSE GRADE**

- a. The student must first discuss the grade with her/his instructor.
- b. If satisfactory resolution of the grade cannot be made with the instructor, the student can appeal the instructor's decision to the Department Chair.
- c. If the Chair feels that there is justification in the student's appeal, she/he will bring the student and faculty member together in an attempt to resolve the grade issue. If this does not bring resolution, the Chair will select an Ad Hoc Faculty Committee to review the concern.

### **POLICY ON ELIMINATION OF DRUG AND ALCOHOL ABUSE**

The University subscribes to the guidelines recommended by the State of Connecticut Department of Higher Education for the elimination of drug and alcohol abuse in the educational environment. The University also meets the requirements of the Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Amendments of 1989. The University will not tolerate the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. The manufacture, unsanctioned/unlawful distribution, dispensing, possession or use of alcoholic beverages is prohibited on the campus at the University of Hartford. University employees are expected to comply with all laws and regulations governing alcoholic beverages, including laws prohibiting the furnishing or serving of alcoholic beverages to minors.



## **UNIVERSITY OF HARTFORD SEXUAL HARASSMENT POLICY STATEMENT**

The University of Hartford affirms its commitment to ensure an environment for all employees and students which is fair, humane, and respectful - an environment that supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which assert sexuality as relevant to employee or student performance are damaging to this environment. Such behaviors are prohibited by federal and state law and violate our policy.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as well as State of Connecticut law. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The University of Hartford applies the same protection to students in the academic learning environment. The Office for Civil Rights, U.S. Department of Education's memorandum "Title IX and Sexual Harassment Complaints" of the U.S. Department of Education, Office for Civil Rights defines sexual harassment as follows:

Sexual harassment consists of verbal, nonverbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX. The University of Hartford deplores such conduct as an abuse of authority, and thus it is an official University policy that sexual harassment on or by either employees or students will not be tolerated. The University accepts the proposition that sexual harassment, like any civil rights violation, generates a harmful atmosphere.

Complaints about sexual harassment should be registered with either the office of Human Resources Development or the Dean of Students. Other options include the Regional Director, Office of Civil Rights, U.S. Department of Education, Boston, MA 02109 and the Commission on Human Rights and Opportunities (CHRO), 90 Washington Street, Hartford, CT 06106. Filing with the latter must be done within 180 days of the date when the alleged sexual harassment occurred.

**CAMPUS ADDRESS and TELEPHONE DIRECTORY**

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>PHONE</u>
EMERGENCY ONLY / other	Public Safety	7777/7985
Access-Ability Services	Auerbach 209	4137
Admissions	Bates House	4296
Arts & Sciences, College of		
Dean's Office	Hillyer 200	4255
Evaluator	Hillyer 204	4257
Bookstore	HJG Center	4801
Bursar	Computer Center 218	4999
Housing Office	Complex F	7900
Career Services	Gengras 309	4287
Center for Reading & Writing	Mortensen Library	4312
Computer Labs		
Computer Center	Room 113 & 114	5999
Auerbach	Room 113B	5999
Mortensen Library	Main Floor	5089
East Hall	Room 107	none
Dana Hall	Room 412	none
Counseling		
Career	Gengras 309	4287
Personal	Gengras 313	5090
Dean, Graduate Studies	Computer Center 311	4504
Dean of Students (Student Affairs)	Gengras 307	4165
English Language Institute	Auerbach 216	4399
Financial Aid Information	Bates House	4296
Graduate Services Office	Computer Center 231	4371
Health Education	University Commons 116	4077
Health Services	Sports Center	6601
Human Resources & Development	FASB (behind Hillyer)	4666

**Campus Telephone Directory (Cont)**

Information Desk (Student)	Gengras Lobby	4806
ID Office	North side of Gengras	5343
Information Technology Services	Computer Center 225	5999
Instructional Media Technology	Library Room A	4643
Institutional Partnerships & Sponsored Research	Handel Performing Arts Center IA	2434
Mortensen Library		
Main Desk	HJG Center	4264
Reference Desk	HJG Center	4142
Parking Permits (Public Safety)	Facilities Bldg	7985
Post Office	Gengras 131	4219
President's Office	Computer Center 303	4417
Psychology Department		
2 <sup>nd</sup> floor office	East Hall 203	4544
1 <sup>st</sup> floor office	East Hall 117	4778
Registrar	Computer Center 217	4595
Religious Services Information	Gengras 153	4750
Scheduling of Classrooms	Computer Center 210	4594
Scholarships & Grants	Handel Performing Arts Center	4296
Provost's Office	Computer Center 332	4504
Sports Center	Sports Center	5050
Students with Disabilities, Coordinator of Services for Summer Programs	Gengras 307	4260
	Computer Center 230	4402
Telecommunications	Computer Center 125	4736
Theater Box Office	Lincoln Theater	4228

## CAMPUS QUICK REFERENCE WEBSITE DIRECTORY

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