Department of Psychology

MASTER OF SCIENCE IN ORGANIZATIONAL PSYCHOLOGY

ONLINE PROGRAM

STUDENT HANDBOOK
2016-2017

Dr. Jessica Nicklin,
Graduate Program Director
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PROGRAM OVERVIEW

Welcome to the Master of Science in Organizational Psychology Online Program (MSOP)!

The Organizational Psychology program aims to change the world by promoting a better understanding of human behavior and by improving the workplace.

Our graduate program will help you develop critical leadership skills required to enhance organizational effectiveness. In your course of study you will learn how to promote teamwork, manage transitions, and restructure organizations. The MSOP program provides you with a theoretical framework in organizational psychology and allows you to evaluate and improve your skills in research, communication, facilitation, and leadership. The program helps you develop both the theoretical understanding of individual, interpersonal, group, and organizational issues and prepares you to put those theories into practice. This integration of theory and practice will prepare you to lead, manage, and/or consult with dynamic and diverse organizations operating in a global environment.

The 36-credit hour year-round program is designed to meet your unique educational needs, whether you intend to continue on for further graduate work or seek to apply your acquired skills and knowledge in the marketplace.

Nine credit hours (3 courses) per semester constitute full-time status. The typical full-time student can complete the degree requirements in less than two years. Students may also take courses toward the degree on a part-time basis. However, all students are expected to complete the Program within seven years.

Communication Policy
It is very important that you use and regularly check your University of Hartford e-mail account. All University business must be conducted on University email. Directions for forwarding email can be found at: http://uhaweb.hartford.edu/www/hawkmail/forwarding/. Important announcements and updates for your courses and the program are also regularly posted in the MSOP Group on the Virtual Campus: https://online.hartford.edu/vc/login.jsp. Remember to check it regularly.

For additional University-wide policies consult the Graduate Bulletin, or contact me, Dr. Jessica Nicklin, Program Director: Nicklin@hartford.edu, 860-768-5265.
DEGREE REQUIREMENTS

The MSOP program in the Department of Psychology is a 36-credit (12-course) program:

- **five required courses** (15 credits, including the Capstone Project)
- **seven electives** (21 credits): three to five elective courses in organizational studies (9-15 credits) and no more than two electives in general psychology (0-6 credits). **Most of your electives will be completed through the PSY 545 (Contemporary Studies) course code.**
  
  This code regularly rotates with new and interesting electives.

All students must satisfactorily complete a minimum of 36 credit hours with a grade point average of at least 3.00 and have no more than two course grades below B-.

**The Capstone Project (PSY 625)**

The Capstone Project is a written report on a topic chosen by a student and approved by the instructor supervising the project. The project should meet high-quality academic standards of presentation, organization, documentation, analysis, and substance. It should also contribute to the student’s professional development. Thus, it is strongly recommended that the Capstone Project focuses on a real-world problem or policy which is analyzed and critically evaluated using theory and research to guide practice and implementation.

The Capstone project requires the approval of the faculty supervisor. It should also be read and approved by a second faculty member. The project supervisor is to determine when the project is ready for the second reader. Obtaining final approval will likely require two or more revisions of the project after receiving feedback from the supervisor.

Most students complete their projects during one semester of PSY 625 (3 credits). In case the project is not complete, the faculty supervisor may assign the student with an incomplete and an incomplete contract will be filled out and signed by the student and supervisor. The student will be registered for ZTC 900 (Thesis Continuance) while completing the Capstone Project.
MSOP 12 courses/36 Credits

REQUIRED CORE (5 courses, 15 credits)

Foundation Courses (2 courses/6 credits)
PSY 535 Introduction to Industrial/Organizational Psychology (fall)
PSY 555 Personnel Psychology (spring)

Quantitative Course (2 course/6 credits)
PSY 510 Experimental Design Methods (fall)
PSY 581 Advanced Research (spring)

Research
PSY 625 Capstone Project\(^1\)

ELECTIVES (7 courses / 21 credits)\(^2\)

PSY 545 Contemporary Studies in Organizational Psychology\(^3\)
Examples include:
- PSY 545: Workplace Motivation: Theory and Application
- PSY 545: Introduction to Planning and Development of Workplace Training Programs
- PSY 545: Teamwork in Organizations
- PSY 545: Leadership and Organizational Development
- PSY 545: Performance Evaluation and Management
- PSY 545: Emotional Intelligence
- PSY 545: Professional Practices, Ethics, and Diversity

Other Organizational Electives\(^4\)
- MGT 701: Managerial Skills\(^5\)
- MGT 720: Organizational Development
- MGT 725: Training in Organizations
- MGT 740: Conflict Management
- MGT 746: Process Consultation
- MGT 771: Entrepreneurship
- CMM 510: Small-Group Communication
- CMM 520: Organizational Communication (summer)
- CMM 523: Intercultural Communication
- CMM 530: Interpersonal Organizational Tensions
- CMM 560: Communication in the Workplace
- EDP 696: The Adult Learner
- EDT 610: Computer as Instructional Tool

\(^1\) Students in the 100% online program – must complete the Capstone Project
\(^2\) Choose from 5 to 7 courses / 15 – 21 credits - At least 5 Organizational electives are required to graduate
\(^3\) PSY 545 can be repeated – and most of your courses will be filled through the PSY 545 designation
\(^4\) Please note that not all of these courses will be offered and/or available online
\(^5\) No more than three courses in Barney School of Business can be taken (MGT Courses)
- NUR 605: Feminist Perspective on the Caring Professions

**Electives in General Psychology (choose no more than 2 courses / 6 credits)**

- PSY 500: Special Topics in Psychology
- PSY 520: Learning: Principles, Theories, & Applications
- PSY 521: Physiological Psychology
- PSY 523: Health Psychology
- PSY 525: Multicultural Issues
- PSY 550: Psychology of Gender
- PSY 552: Social Psychology
- PSY 554: Community Psychology
- PSY 557: Stress and Stress Management
- PSY 560: Lifespan Development
- PSY 678: Human Factors

**Course Substitutions**

Other electives not appearing on the list may be selected with the approval of the Program Director. Students are allowed to take courses at the School of Business, School of Education, Nursing & Health Professions, and School of Communication. All substitutions require Program Director’s and Department Chair’s approval. It should be noted that there is no guarantee that any of these courses will be offered online.

**Transfer Credits**

With program director’s approval, students may take courses at other accredited institutions. Up to two graduate courses taken at other graduate institutions may be applied towards the degree. All transfer credits must be approved by the Program Director. Students must fill out a Graduate Transfer Form obtained through the Graduate Studies office (gradstudy@hartford.edu). Students are encouraged to discuss their course selections with their academic advisors.

*In order to be eligible for the transfer of credits and/or to satisfy degree requirements, courses must be appropriate for the course of study and have received a grade of B (3.0) or better. Unless circumstances warrant an exception, courses should be completed within 5 years of the request.*

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*General Psychology electives are not required, no more than 2 will be applied to the degree*
IMPORTANT INFORMATION

Virtual Campus
The Virtual Campus is a vibrant learning community and social network where you will access your online Master’s in Organizational Psychology courses, interact with faculty and students, and engage in a variety of activities. You will be able to access the virtual campus within 48-72 hours of course registration. Your account information is the same as it is for your student email account.

https://online.hartford.edu/vc/login.jsp
Username: your student e-mail name without the (@ hartford.edu)
Password: your student I.D. number

Blackboard
Some courses may utilize Blackboard, which provides you with easy access to: your course syllabus, homework assignments, class information, grades, discussion boards, groups, and classmates.

https://blackboard.hartford.edu/
Username: First half of your school email address without @hartford.edu
Password: last 4 digits of your University ID number

University of Hartford Bookstore
Textbooks are located in the bookstore in the Harry Jack Gray Center. Most textbooks can also be purchased online. Search for textbooks and course materials by course in order to obtain textbook information. The bookstore can be reached at (860) 768-4801.

Regular Semester Regular Hours: Mon-Thurs, 9 a.m.-7 p.m.; Friday, 9 a.m.-4 p.m.
Saturday, 11 a.m.-4 p.m.; Closed on Sundays

How to Pay Your Bill
You will be able to pay your bill using your Self-Service account:

http://www.hartford.edu/selfserve/
Under the “Student” tab, you will see the “Student Financial Records” link. Here you will find a list of options that will allow you to view your financial status within the University. To pay your bills, select the “Pay Bill/CASHNet” link. Note: There is a 2.75% fee for payments by credit card. There is no additional fee when you pay by check (paper or electronic).

Online Library
To access the library, select the “Libraries” link on the University homepage. After clicking this link, you will have access to various databases, journals, reserves, catalogs, articles and guides that will help you with your studies. If you access the library from off campus, you will need to enter your email address and password to view materials.

http://library.hartford.edu/guides/guide.asp?subject=Psychology
**Wireless Connection on Campus**

*Connecting to Hawknet:*
- Username: your student e-mail name without the (@ hartford.edu)
- Password: your student I.D. number

*Connecting to Uhart or Uhartford:*
- Password: 0123456789abcdef9876543210

**Grades and Employer Reimbursement**
Some employers reimburse students that decide to pursue a degree, especially if this added knowledge will add value to the company. We have an instant on-line student verification report which includes term specific course, grade, fees, and payment information. Contact the Student Administrative Services Center (SASC) if you require additional documentation for employer reimbursement. We process receipt and verification information in the order in which it has been received. Please allow 7 to 10 business days for processing.

- Log into the Self-Service Center using your student I.D. number and the password e-mailed to you.
- Select the “Student Main Menu” link and select “Student Academic Records.”
- Choose “Employer Reimbursement Receipt.”
- Choose the correct term and click on “Display Verification Data.”
- Click the “Printer Friendly” button and print the document.

*Please be advised that payments may be inadvertently posted using an incorrect term. The University of Hartford uses an automated payment system where only one term can be used when posting payments. Therefore, at the beginning or end of a term, payments may be posted using an incorrect term. Should this happen, please contact SASC to obtain the appropriate receipt.*

**Registrar, SASC, and Bursar Office Information**
All of the following offices are located in the Auerbach Computer and Administration Building:

*Student Administrative Services Center (SASC)*
Location: CC 238
Office Hours: Monday-Thursday, 8:30am-5:00pm; Friday, 8:30am-3:00 pm
Phone: 860-768-4999
Email: sasc@hartford.edu

*Registrar*
Location: CC 217
Office Hours: Same as SASC

*Bursar*
Location: CC 218.
Office Hours: Monday-Friday, 8:30 a.m.-4:30 p.m.
Phone: 860-768-4205
Email: bursar@hartford.edu
How to Get a Parking Pass (should you plan to be on campus)
You do not need to obtain a parking pass if you do not think you will use it. But, as a registered student, you can log into the Self-Service Center to obtain a parking pass if you wish.

- On the main menu, click the “Public Safety/Parking” link.
- Click on “Request a University of Hartford Parking Permit,” click “Continue,” select the type of permit you wish to purchase, and enter your vehicle’s information.
- Upon completion of the online process, you will be able to print out a temporary parking permit. Bring your temporary permit, vehicle registration, and student I.D. card to the Department of Public Safety to receive a permanent permit tag to display in your car.

Note: The parking permit fee will show up on your electronic billing statement. For more information on these procedures, you may contact Public Safety at (860) 768-7985.

Helpful Resources
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: provides professional and peer consultation and individualized assistance with writing and editing skills: [http://www.hartford.edu/academics/tutoring_assist/center_reading_writing/default6](http://www.hartford.edu/academics/tutoring_assist/center_reading_writing/default6)

- 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](http://www.hartford.edu/eli).

- 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 our website [http://www.hartford.edu/student_affairs/departments/accessability-services](http://www.hartford.edu/student_affairs/departments/accessability-services).

- Based on appropriate documentation, the Coordinator of Access-Ability Services advocates for this group of students; helps students prepare a letter to be shared with their professors and makes recommendations regarding reasonable accommodations.
STAYING CONNECTED

The University Website
The University Website is created and maintained by the Office of Communication www.hartford.edu, which highlights campus news and events and is the main source for emergency announcements.

UNotes
UNotes is an on-line newsletter published daily during the school year for the University community. To access it, go to: www.hartford.edu/daily

CareerBridge and Career Services
We want to help you meet your academic and employment goals, whether it’s finding work on-campus or identifying a fulfilling career post-graduation. To view a listing of jobs, register yourself on CareerBridge to begin your search. This resource will allow you to search for part or full-time jobs as well as internships. Career Services provides students with: notices of career fairs and workshops, career information and exploration, career planning, help with cover letters and résumés, graduate assistantships, internships, job search strategies, mock interviews, networking, and self-assessments.

Location: Gengras Student Union, Room 309
Office hours: Monday-Friday, 8 a.m.-5 p.m.
Telephone: (860) 768-4287
Website: http://www.hartford.edu/career_services/

Psi Chi
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 work actively with Psych Society, the psychology club, to engage students and the greater community to explore and enjoy the exciting field of psychology. Joining Psi Chi requires that the student is at least a second-semester sophomore, has taken three psychology courses, and has a 3.00 GPA or higher 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 intrinsic benefits of interacting with other students in these groups.

For more information, contact:
Dr. Natasha Segool
860.768.5268
segool@hartford.edu
Psych Society
Psych Society, the psychology club, at the University is an active club that works along with Psi Chi to promote psychology awareness on campus. The Psych Society is open to all students and it engages students and the greater community to explore and enjoy 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. You can also contact Dr. Segool for more information.

Other Departmental 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, colloquia, holiday and commencement celebrations, and others. Join our Facebook Pages:

  University of Hartford Department of Psychology

  MSOP@Hartford
  https://www.facebook.com/groups/19651648648/
ORGANIZATIONAL PSYCHOLOGY COURSE CHECKLIST

NAME _______________________________________________     ID  ________________

YEAR STARTED_______ ADVISOR __________________________

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<th>I.</th>
<th>CORE COURSES (15 credits)</th>
<th>SEMESTER</th>
<th>GRADE</th>
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<td>PSY 535 Intro. To Industrial/Org. Psyc.</td>
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<td>PSY 555 Personnel Psychology</td>
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<td>PSY 510 Experimental Design</td>
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<td>PSY 581 Advanced Res. Methods</td>
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<td>PSY 625 Capstone</td>
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<th>II.</th>
<th>ELECTIVES (21 credits)</th>
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Checklist for Graduate Students

*Each Semester You Must:*
- Be sure all payments and fees are paid up. Make sure that there are no holds on your account. Having financial holds on your account will prevent you from registering.
- Contact faculty advisor to discuss course selections.
- Register for classes as early as possible.