

Overview of the Department of Psychology's Ph.D. Program

Courses

Year 1	PSY 500	Social Proseminar
	PSY 501	Cognitive Proseminar
	PSY 503	Quantitative Analysis in Psychological Research
Year 2	PSY 591a	Responsible Conduct in Research
Years 1-5	PSY 543	Research seminar in Cognitive Psychology
	PSY 551	Research seminar in Social Psychology

Teaching

Each student must teach a minimum of 9 hours but will be required to teach no more than 24 hours, over the course of 5 years of regular enrollment.

Generals / Dissertation

Year 2	April 1 Determine General Exam Committee
	May 1 Theoretical Paper / Literature Synthesis Due
Year 3	September 1 Research Paper Due
	Late September / Early October General Exam
Year 4	September 1 Determine Dissertation Proposal Committee
	November 1 Initiate first meeting with Dissertation Proposal Committee; Meet as necessary until the Proposal is approved, not less than once every 12 months
Year 5+	December 1 Determine Dissertation Reading and Final Public Oral Committees
	February 15 Submit Dissertation Draft
	March 1 Dissertation Reading Committee Feedback
	April 1 Final Dissertation Due
	Mid April Faculty Meeting Approval of Dissertations
	Late April / Early May Final Public Oral

Committees

General Exam Committee*
(Advisor + 2 faculty members; 1 faculty member must be out-of-area)



Dissertation Proposal Committee*
(Advisor + 2 faculty members; 1 faculty member must be out-of-area)



Dissertation Reading Committee*
(Advisor + 2 faculty members; 1 faculty member must be out-of-area)

Final Public Oral committee
(Advisor + 2 *new* faculty members; 1 faculty member must be out-of-area)

* Same committee members by default, unless decided otherwise by the advisor and the student

Out-of-area is broadly defined as someone who broadens the scope of expertise in the committee

Non-Princeton committee members must be preapproved by the Graduate School

All Years

Beginning of Terms

DGS Meeting

All graduate students are invited to attend a meeting with the Director of Graduate Studies (DGS) and the Department Chair. The purpose of this meeting is for the DGS and Chair to get a sense of graduate student life in the department. The Graduate Program Manager will share the meeting date, time, and location as soon as they are known.

Course Registration

All **Cog/Neuro area** students are required to register for **PSY 543** (Research Seminar in Cognitive Psychology)

All **Social area** students are required to register for **PSY 551** (Social Psychological Research)

Teaching

Beginning in the second year, and over the course of the regular five-year Ph.D. program, students must teach a minimum of **nine** hours (cohorts prior to 2017-18 must teach a minimum of three hours). Students without fellowship, grant, or other financial support will be required to teach more than the department minimum of nine hours but will teach no more than twenty-four hours over the course of five years of regular enrollment. In those cases, the affected students will be required to teach no more than three hours per semester (though they may elect to teach six hours in one semester, versus three in both semesters, for a particular academic year). The Graduate Program Manager will work with course instructors and students expected to be teaching to determine appropriate teaching assignments.

August

Graduate Student Orientation

Half-day orientation is scheduled for all incoming graduate students; they must meet with the Chair, Director of Graduate Studies, faculty, staff, and current graduate students.

Academic Year Sign-In

All enrolled graduate students are required to complete academic year sign-in through TigerHub in August in order to be enrolled and to receive their graduate awards and other University benefits to which they are entitled. Failure to complete sign-in will result in termination of enrollment. Students should communicate with their advisors by September 1st to learn of any departmental schedules that they must meet. International students must be lawfully present in the United States as a condition of sign-in.

NOTE: New students will receive instructions about using TigerHub and details related to Academic Year Sign-In from the Office of the Registrar, in August.

January / February

Reenrollment

Reenrollment is the annual process whereby the department, and the Graduate School, evaluate the academic progress of candidates for advanced degrees. The reenrollment process, which is conducted during the latter half of the spring term, is often supplemented by other departmentally-specific evaluations conducted at different times during the academic year (e.g., doctoral students' thesis committee meetings, which may occur once or at several times during an academic year). Students participate actively in the annual reenrollment process by preparing their own written statement of academic progress (progress reports) during the current year, and goals and objectives for the coming year. All students eligible for reenrollment, including those writing dissertations, must make a formal application each year through the department. Students who have satisfied all academic requirements within the department—and demonstrated their readiness for continuing graduate work—are offered reenrollment no later than June; others are notified about reenrollment when a basis for judgment is available.

Visiting Day

All department graduate students are asked to be available for the department's Visiting Day activities, which typically take place during the beginning of February.

April

Progress Reports

All students prepare a progress report that will be used to inform the annual reenrollment process. The progress report should be submitted to the Graduate Program Manager no later than April 1 of each year, and should take the following format:

- 2-3 paragraphs that summarize work in the previous year
- 1-2 paragraphs that summarize future work
- List of publications
- All conference presentations in the past and proposals for future presentations
- List of awards and honors
- Teaching assignments
- Name of primary advisor

Feedback Meetings

During the spring semester (April/May), each student should meet with his or her primary (and secondary, for years 2-5) advisor. Each advisor will discuss the progress report and relay to the student the impressions that the Department faculty has of the student's progress.

Year 1

Beginning of Terms

Course Registration

In addition to the courses required for all years, all first-year students are required to register for the following courses:

- **PSY 500** (social psychology) Proseminar and **PSY 501** (cog/neuro psychology) Proseminar; depending on the year, one is offered in the fall and the other is offered in the spring
- **PSY 503** (Quantitative Analysis in Psychology Research); to be completed in the fall*
- Students are strongly encouraged to take the second semester course, **PSY 504** (Advanced Regression Methods), in the spring as well

* Students wishing to be exempt from taking PSY 503 must alternatively complete both SOC 500 and SOC 504 with prior permission of the instructor and the student's advisor (at least one of which must be taken for a grade, and a minimum grade of B- must be earned in that course) in order to qualify for the exemption.

August

Graduate Student Orientation

Half-day orientation is scheduled for all incoming graduate students; they must meet with the Chair, Director of Graduate Studies, faculty, staff, and current graduate students.

February

Prosem Evaluations

All first-year students are evaluated during the February full faculty meeting for their performance during the **fall** prosem (PSY 500 and PSY 501).

April

Second Advisor Selection

By the end of the spring term, and in consultation with the primary advisor, all first-year students must select a secondary advisor and inform the Graduate Program Manager of who has been selected.

May

Prosem Evaluations

All first-year students are evaluated during the May faculty meeting for their performance during the **spring** prosem (PSY 500 and PSY 501).

Year 2

Beginning of Terms

Course Registration

In addition to the courses required for all years, all second-year students must register for and complete the six-week Responsible Conduct in Research course (**PSY/NEU 591a**) offered by the department in either the fall or the spring semester.

April

General Exam Committee

Due by April 1 of the second year. Second-year students should begin working with their primary and secondary advisors to determine the General Exam Committee members. The General Exam Committee will consist of three people minimum, with two faculty representing the student's sub-area of expertise (social or cog/neuro, broadly construed), and one faculty member from outside the student's sub-area. Traditionally, these sub-area distinctions have followed social and cog/neuro lines, but we recognize that these lines are quite blurry and therefore students and their advisors should consult and agree on what constitutes inside and outside a student's sub-area. Interpretation should be consistent with the spirit of this requirement, which is to ensure that the student is able to discuss his or her research in sufficient depth but also breadth. It is also noted that the two "in-area" members have traditionally been the student's primary and secondary advisors. If the student and advisor wish to have a non-Princeton faculty member serve on the Committee, preapproval is required from the Graduate School. Once known, students should communicate the General Exam Committee members' names to the Graduate Program Manager.

The General Exam consists of three parts:

1. Theoretical Paper / Literature Synthesis (due by **May 1** of the **second year**)
2. Research Paper (due by **September 1** of the **third year**)
3. Oral Exam (**Late September / Early October** of the **third year**)

May

General Exam Theoretical Paper / Literature Synthesis

Due by May 1 of the second year. Students will write a theoretical paper / literature synthesis. Just as a qualifying exam would require students to have mastery over the relevant literature, a theoretical paper / literature synthesis should demonstrate a thorough understanding of the literature in the student's research specialty. This represents a broader review than the literature that will be covered by the General Exam research paper, and can take the form of meta-analysis of an area of research, a new theoretical question posed out of a larger review of previous theories, or a summary of theoretical developments across time in a sub-area.

Year 3

September

General Exam Research Paper

Due by September 1. Students will write a research paper, which is ordinarily in the form of a finished research paper. However, it may also be in the form of a research progress report of the sort submitted to granting agencies. In either case, the paper should characterize the student's research activity in sufficient detail for the faculty to consider advancing him or her to candidacy for the Ph.D. degree.

NOTE: If a student submits a research paper that is under review or published in a journal, he or she must be first author on the manuscript. The paper should contain a one-page abstract.

Late September / Early October

General Exam

The oral exam must be completed prior to the November faculty meeting for full faculty review. The General Exam period is determined by the Graduate School and occurs in late September / early October. Students are responsible for scheduling the General Exam Committee to meet during this period. Students are also responsible for notifying the Graduate Program Manager of when the oral exam will be held and when it has been completed.

Year 4

September

Dissertation Proposal Committee

Due by September 1 of the fourth year. By September, fourth-year students should develop their Dissertation Proposal Committee. This committee will generally consist of the same members as a student's General Exam Committee. In collaboration with the advisor, a student may elect to form a new committee. If a student wishes to do so, he or she must follow the same guidelines as the General Exam Committee. If the student and advisor wish to have a non-Princeton faculty member serve on the Committee, preapproval is required from the Graduate School. Once the Committee is known, students will notify the Graduate Program Manager of the final committee members.

November – On

Dissertation Proposal Committee Meeting

Fourth-year students will begin to develop their thesis proposals with their Dissertation Proposal Committees. No less than one week prior to the first formal meeting of the committee to discuss the written dissertation proposal, students will submit an electronic copy of a draft or fully-written dissertation proposal to the Graduate Program Manager, along with the date, time, and location of the first formal Dissertation Proposal Committee meeting. Students must also submit an abstract to the Graduate Program Manager at this time, for distribution to the full faculty. A student will continue to meet (as necessary, but not less than once every twelve months) with his or her Dissertation Proposal Committee until the committee approves the dissertation proposal, at which time the student will notify the Graduate Program Manager of the dissertation proposal approval.

Year 5+

October – On

Dissertation Reading Committee

Due by December 1 of the fifth year. Students must submit the names of the Dissertation Reading Committee members to the Graduate Program Manager for DGS approval. This committee will generally consist of the same members as a student’s General Exam and Dissertation Thesis Proposal Committees. If a student elects to form a new committee, he or she must follow the same guidelines as the General Exam Committee. If the student and advisor wish to have a non-Princeton faculty member serve on the Committee, preapproval is required from the Graduate School.

Dissertation Final Public Oral Committee

Due by December 1 of the fifth year. Students must also submit the names of the Dissertation Final Public Oral Committee members to the Graduate Program Manager for DGS approval. This committee will generally consist of a student’s first advisor, an “in-area” faculty member, and an “out-of-area” faculty member. Only one member of the Dissertation Reading Committee may serve on the Dissertation Final Public Oral Committee. If the student and advisor wish to have a non-Princeton faculty member serve on the Committee, preapproval is required from the Graduate School.

February

Dissertation Draft

Due by February 15. A draft of the dissertation is due by February 15 to the Graduate Program Manager, for formal distribution to the Dissertation Reading Committee. This allows the student and the committee ample time to review and revise the dissertation.

March

Dissertation Reading Committee Feedback

The Committee will provide revision feedback to the student by March 1 of the fifth year.

April

Final Dissertation

Due by April 1. A final version of the dissertation is due to the Graduate Program Manager by April 1 for final review by the Dissertation Reading Committee. The Graduate Program Manager will formally distribute the dissertation to the Dissertation Final Public Oral Committee.

Faculty Approval of Dissertation

The primary and/or secondary advisor will present the student’s final dissertation during the April faculty meeting for review and approval from the full faculty.

Final Public Oral Scheduling

The student will work with the Dissertation Final Public Oral Committee to determine a date, time, and location for the Final Public Oral, typically within the last week of April or first week of May. The Office & Events Coordinator can assist with finding suitable locations. Once a date, time, and location are known, the student will inform the Graduate Program Manager.

Final Public Oral Application

No less than two weeks prior to the scheduled Final Public Oral defense, the student will submit an application (to the Graduate School, via TigerHub) requesting to conduct his or her Final Public Oral.

Late April / Early May

Final Public Oral

The Final Public Oral defense will be conducted with the Dissertation Final Public Oral Committee in the late part of April or early part of May, prior to the Graduate School’s May degree deadline.

Post-Final Public Oral Processes

After a successful Final Public Oral defense, there are several steps that the student must complete in a timely manner in order to complete the program and University requirements. The Graduate Program Manager will send detailed instructions to the student immediately following his or her successful Final Public Oral. All steps must be completed prior to the Graduate School’s May degree deadline in order to receive a Ph.D. in May. The Trustees will not award the Ph.D. degree until these steps are completed. Any delay in completing the steps may jeopardize the award of the degree.