

Queens College  
Department of Psychology

Psychology 391, 392 – Special Problems

Each student conducts an empirical research study, a series of guided readings, or a teaching assistantship under the supervision of a full-time faculty member sponsor.

**PREREQUISITE:** Permission of the department. Open only to psychology students of exceptional promise and ability. Hours to be arranged: 1-3 credits each semester. A maximum of 6 credits per faculty member is allowed toward the major. A maximum of 9 total credits is allowed toward the major. Beyond 9 credits, 391 credits will count toward electives.

This department regards the option of a research or teaching tutorial with a faculty member as a very important learning experience in undergraduate education. To assure that these tutorials are well developed, the following requirements must be met by all students:

1. The student will contact a full-time Psychology Department faculty member to request sponsorship and discuss the topic and duties of the position. If the research tutorial is interdisciplinary, then at least two members of a 3-person committee must be a member of the Department of Psychology in order to obtain credit towards the major in Psychology.
2. A 2-page proposal will outline the goals of the research, the duties of the student, or the educational objective in teaching assistantships. The proposal must also specify a schedule of meetings with the mentor, and the objectives of these meetings. Finally the proposal should specify the basis on which the student's grade will be assigned (e.g., exams, papers).
3. This proposal must be approved by the faculty sponsor and submitted to the chair for review and approval. The proposal is then filed in the Psychology office and the student is registered for the course. It is the student's responsibility to go to the Bursar to pay for this course.
4. Note that the proposal must be submitted at least one week before the start date of the respective semester.

## **A. For Research or Guided Reading Tutorials**

1. The student is expected to perform a minimum of 3(1 credit), 6 (2 credits), or 9 (3 credits) hours of research per week during each semester.
2. At the completion of the research tutorial, the student must submit a scholarly product to be determined by the faculty mentor. This project must be approved by the faculty mentor before a grade is entered. These reports will be available to future students for reference.
3. If the proposal involves human subjects, human tissue, or animal subjects it is the responsibility of the faculty member to obtain IRB or IACUC approval and place the protocol number and effective dates on the form. No research can be conducted without such prior approval.

## **B. For the Teaching Assistantship**

In accordance with the Academic Senate Policy Book, “courses where the students provide some tutoring/advising function may be offered as structured departmental courses. In these cases, the course descriptions must articulate both the academic learning and tutoring components. The extent to which there are significant learning opportunities for the student tutor will be the criterion used to determine the appropriate allotment for such courses.”

1. The student is expected to participate for 3 (1 credit), 6 (2 credits), or 9 (3 credits) hours per week during each semester. A written report indicating the objectives, readings and outcomes of the teaching assistantship must be approved by the mentor and chair before the student is registered.
2. The following are valid ways of utilizing the services of at TA:
  - a. Assisting in a classroom demonstration which is being conducted by the faculty member.
  - b. Developing new questions for exams, which the faculty member then evaluates.
  - c. Reading possible new textbooks for a course and offering an opinion as to whether or not they provide a clear advantage over the present text.
  - d. Evaluating and providing feedback on routine weekly homework assignments **PROVIDED THAT THE STUDENT’S IDENTITY IS TOTALLY CONCEALED.** It is of course the faculty member’s responsibility to ensure that the TA has been well-trained in the criteria for evaluating such assignments and to validate that the TA is reliably applying these criteria. (Such homework assignments would typically be evaluated in terms of a check +, check, or check – basis.)
  - e. Preliminary screening of term papers, **PROVIDED THAT THE STUDENT’S IDENTITY IS TOTALLY CONCEALED,** regarding such issues as required length, proper format, required references, and topic acceptability.

**Department of Psychology  
Psychology 391/392 Proposal**

Name of Student \_\_\_\_\_ Class Standing \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Semester \_\_\_\_\_

Psychology courses completed:

\_\_\_\_\_  
\_\_\_\_\_

Psychology index \_\_\_\_\_ Overall GPA \_\_\_\_\_

Expected date of graduation \_\_\_\_\_

Faculty Sponsor who has agreed to supervise student \_\_\_\_\_

Research       Teaching      \_\_\_\_\_ Number of credits

Title of Project: \_\_\_\_\_

To be filled out by sponsor:

Human subjects or tissue       Yes       No

If yes, IRB# and date \_\_\_\_\_

Animal subjects       Yes       No

If yes, IACUC# and date \_\_\_\_\_

*Attach description of tutorial work, following guidelines.*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Approval of Chair

\_\_\_\_\_  
Date

Courses and indices verified:       Yes       No,  contact student