This handbook contains important policy information, major requirements, and other opportunities that will help you to reach your academic goals as a psychology major. Additional resources are located on the main PAC site. This handbook was created by the Psychology Advising Center (PAC) to assist and guide you in completing your graduation requirements, help you get the most from your educational experience, and prepare you for your next accomplishments. You are ultimately responsible for your academic success and we are here to provide the tools!
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The Psychology Department has many opportunities available for students. None of these experiences are required but we consider them to be an essential part of a good academic experience and an important asset to any graduate application or future employment.

Research Experience

The Psychology Department at the University of Utah is heavily engaged in research. Most Psychology Department professors and graduate students are working on projects at any given time. Research Experience is a great way to earn upper division psychology credit, gain valuable experience, earn letter(s) of recommendation, and is highly recommended if you are considering graduate school. The Psychology Advising Center recommends completing a minimum of two semesters of research experience if a student will be applying to a Master’s degree program and a minimum of 4 semesters if applying for a PhD program. Most graduate programs require a certain amount of research experience as well so it is always a good idea to start researching graduate schools early on in your academic career to make sure you meet all requirements for the programs you wish to apply to.

For University-wide information, news and events visit the website for the Office of Undergraduate Research: http://our.utah.edu/

• Lab Research Assistant
As a Research Assistant (RA) you will work with a professor or graduate student on their research. This can be as simple as entering data or as complex and rewarding as managing the lab and being published. This is one of the easiest ways to make your first point of contact with a professor, the best way to start your research involvement, and a necessary step to increase the probability of getting involved in the more advanced research experiences listed below. If you would like to apply to work in a research lab, please visit www.psych.utah.edu/advising/researchopp.php for instructions and additional information.

* Be sure to read the Psychology Policies on page 6 if considering Research Experience.

• UROP (Undergraduate Research Opportunity Program) and URSD (Undergraduate Research Scholar Designation)
UROP is a campus-wide research opportunity that can be completed in conjunction with any participating department on campus (including Psychology). Research or creative projects are conducted and completed with a professor over a period of up to 2 semesters. A small stipend may be awarded for the research project. UROP gives great opportunities for publication and presentation as well. For details on applying and for more information about the UROP program visit: http://our.utah.edu/for-students/urop/

URSD is for any undergraduate who has worked with a faculty mentor on research for at least two semesters, who has published their work, and presented their findings. Please visit: http://ursd.utah.edu/

• Human Factors Certificate Program
The goal of Human Factors is to improve human interactions with all forms of equipment, software, and other people in ways that enhance performance, increase safety, and improve user satisfaction. The certificate will complement existing fields of study such as Psychology, Electrical Engineering, Mechanical Engineering, Bioengineering, Computer Science, Nursing, among others. This 20 credit hour certificate includes a one semester intensive research project. It is possible to complete the certificate within the
Psychology Major Requirements without taking additional hours. Please visit www.psych.utah.edu/~fd2918/certificate for more information.

*This certificate can be completed with any major, not just Psychology.

• Departmental Honors Track
This program allows psychology majors to participate more fully in the offerings of the Honors College while earning official departmental honors. In addition to coursework, a central element of the departmental honors track is extended research experience with one or more faculty members, culminating in a departmental honors thesis. This extended research experience will provide substantial benefit to students who plan to apply to graduate or professional school. This program is also appropriate for students who just love psychology and want to learn more, even if they are unsure of their future plans. Please visit www.psych.utah.edu/undergraduate/honors.php for more information.

Field Experience
Gaining hands-on clinical experience is crucial to those seeking a master’s degree in counseling or for those pursuing a PhD in clinical or counseling psychology. It is also a terrific way to explore the field, learn more about psychology, and earn letters of recommendation from professionals in the field.

• Field Placement
Psychology 4810 is designed to introduce students to clinical work in the field of Psychology. Students volunteer weekly at a placement/service agency of their choice throughout the semester. In addition to gaining "hands on" clinical (and non-clinical) experience, students meet monthly in the classroom and complete exploration assignments. For more information and to view the volunteer sites visit www.psych.utah.edu/advising/fieldplacement.php.

*Be sure to read the Psychology Policies on page 6 if considering Field Placement.

• PAC (Psychology Advising Center, BEHS 507)
Volunteering in the PAC is a great way to begin your psychology career. You will receive upper division psychology credit while advising students on degree completion, career choices, academic stresses, being a student at the U, and many other topics. In addition, the PAC provides opportunities to learn about graduate school, conduct small research projects, and to create and present other projects relevant to the psychology department and student life. Visit the psychology web site www.psych.utah.edu/advising/peeradvising.php for an application or visit the PAC.

• Undergraduate Teaching Assistant
Want to know what it is like to be a professor? Want a jump start on that teaching fellowship for graduate school? As an Undergraduate TA you will earn upper division psychology credit while assisting professors and graduate students in the psychology department. To be eligible for this opportunity you must have taken the class for which you would like to TA and you must get permission from the instructor who will be teaching the course.

• Career Services
Career Services provides assistance to University of Utah students for up to one year after graduation. Career Services can help you find a job in the field while you are in school and they can also help you find
internships—some can include University credit. We recommend that all students visit Career Services after declaring their major. It is never too early to learn about your field and begin your career, and it’s free! Make an appointment with Valery Pozo in Career Services online at http://careers.utah.edu.

**Student Groups**

Joining a student group is a great way to get involved in campus life, meet other students, and learn more about what is happening at the University. Other students can be your largest source of information for academic, professional, and social activities on campus. Three Psychology related groups are listed below.

**•Psi Chi (Psychology National Honor Society)**
Psi Chi is the national honor society for psychology. Joining Psi Chi is a great way to learn more about the field of psychology, to interact with other students, an opportunity to be involved with psychology on a national level, and a great way to participate in monthly service and intellectual activities. To join, you can apply online at www.psych.utah.edu/psichi.

**•SAC (Student Advisory Committee)**
If you want to have a voice in the department, consider becoming a member of SAC. SAC members evaluate faculty for promotion, retention, and tenure. They may also sit on important committees, help in departmental activities, and get an insider’s view of the administrative workings of academia. Because of your close interactions with the department, SAC may also be a great way for you to earn a letter of recommendation. To learn more and to get involved visit www.psych.utah.edu/sac.

**•College of Social and Behavioral Science Ambassadors**
Being a CSBS Ambassador is a great way to be involved on the college level which gives students the opportunity to interact and work closely with students and faculty from other departments such as sociology, human development and family studies, political science, etc. The purpose of the ambassador program is to increase student recruitment, philanthropy, and learning within the college. They organize service projects, help plan college level events, and much more. For more information visit: http://csbs.utah.edu/students/ambassadors.php

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**Psychology and CSBS Scholarships**

The Psychology Department and the College of Social and Behavioral Sciences offer numerous scholarships each year. Scholarship information is generally posted during the fall semester and applications are usually due sometime in mid- to- late January.

To apply and read about your eligibility for the different scholarships visit www.psych.utah.edu/advising/scholarships.php.

If you are interested in other financial offerings, we recommend that you visit the Financial Aid Office in Student Services Building (SSB) or online at www.sa.utah.edu/finance.
Important Psychology Department Policies:

→ All psychology and allied hours must be completed with a letter grade of “C” or better (C- is not acceptable) and an overall cumulative GPA of 2.8 or better is required to declare in the major.
→ Research Assistance (4800-4806) is offered as CR/NC.
→ Only six (6) total hours of 4800-4810 may be counted toward the psychology major. Twelve (12) total hours can be counted toward graduation.
→ Classes taken over ten (10) years ago do not fulfill departmental requirements (excluding PSY 1010 and 3000).
→ Students must complete 10 semester hours, 8 of which must be 3000 or higher, of psychology course work at the University of Utah to satisfy the Psychology Department residency requirement.
→ Core courses may be repeated only once.
→ Lower-division courses do not satisfy core requirements.
→ Psychology credit hours must total at least 41 hours, of those 41, 25 hours must be 3000 or higher.

Transfer of Psychology Credit

Students transferring from another institution must have their transcripts reviewed by the Admissions Office. Once transfer courses have been processed and are showing on DARS, the student should visit the Psychology Advising Center within their first semester to see how their courses count towards our program. The Psychology Department cannot guarantee any transfer of credit prior to the University of Utah officially accepting the credit.

Psychology Department Guidelines for Transfer of Undergraduate Psychology Credits:

1. Courses must be taken from a psychology department. Courses offered by educational psychology, sociology, special education, behavioral science, etc. do not qualify for transfer credit toward the psychology major or minor requirements other than as allied work.
2. Only 4 semester hours of 1010 / Introductory or General Psychology may be accepted.
3. It is the student’s responsibility to be sure that no courses are duplicated. You will receive credit for only one course if you have duplicate credit on your DARS. Be sure to speak to your advisor or the registrar’s office about this; if you don’t, it may not be caught until you are denied graduation.
4. There may be a petition process to count courses as a specific requirement at the University of Utah.
Steps for Applying to the Psychology Major

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<tr>
<th>PRE-PSYCHOLOGY MAJOR</th>
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<tr>
<td>A student who officially declares an intention to major in psychology will begin as a Pre-Major. There are no requirements to be a pre-psychology major, nor is it a required step to becoming a psychology full major.</td>
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<tr>
<th>PSYCHOLOGY MAJOR</th>
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<tr>
<td>- Psychology 1010: General Psychology (with “C” or better)</td>
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<tr>
<td>- Psychology 2010: Psychology as a Science and a Profession (with “C” or better)</td>
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<tr>
<td>- Complete 10 credit hours at the University of Utah</td>
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<tr>
<td>- Have a cumulative GPA of 2.8 or better</td>
</tr>
<tr>
<td>- Apply in person or online to be declared: <a href="http://psych.utah.edu/undergraduate/apply.php">http://psych.utah.edu/undergraduate/apply.php</a></td>
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Steps for Applying to the Psychology Minor

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<thead>
<tr>
<th>PSYCHOLOGY MINOR</th>
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<tbody>
<tr>
<td>☐ Psychology 1010: General Psychology (with “C” or better)</td>
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<tr>
<td>☐ Minimum cumulative GPA of 2.8 and be declared as a major in another department</td>
</tr>
<tr>
<td>☐ Apply in person or online to be declared:</td>
</tr>
<tr>
<td><a href="http://psych.utah.edu/undergraduate/apply.php">http://psych.utah.edu/undergraduate/apply.php</a></td>
</tr>
</tbody>
</table>

Important Psychology Minor Policies:

→ Field Placement (4810) and Research Assistance (4800-4806) are to be taken as CR/NC. Only two (2) total hours may be counted toward the psychology minor. For 1 credit hour earned, you must complete 3 hours of work per week.
→ Students must complete six (6) semester hours of psychology course work at the University of Utah, three (3) hours must be 3000 level or higher to satisfy the psychology department minor residency requirement.
→ Psychology credit hours must total at least 16 hours. Of those 16, 8 hours must be 3000 level or higher.
Applying to the Human Factors Certificate

HUMAN FACTORS CERTIFICATE

☐ Psychology 1010: General Psychology (with “C” or better)
☐ Have a cumulative GPA of 2.8 or better
☐ Fill out and sign application located online at:
  http://psych.utah.edu/humanfactors/apply.php
☐ Turn in application to PAC (BEHS 507) or email to psych.advising@psych.utah.edu

Applying to the Psychology Honors Track

PSYCHOLOGY DEPARTMENTAL HONORS TRACK

☐ Apply and be accepted by the University of Utah Honors College:
  honors.utah.edu
☐ Have a cumulative GPA of 3.5 or better
☐ Find instructions for Phase 2 Applications here:
  http://psych.utah.edu/undergraduate/honors.php
Tools for Academic Excellence

• Psychology Advising Center (PAC)
  The PAC provides information to undergraduates about psychology graduation requirements, graduate school, internship and research experience, Psychology Department scholarships, student groups, and various other University of Utah student resources. If you are a psychology major or minor, it is important that you have the PAC, located in room 507 in the Social and Behavioral Science building (BEHS), check your transcript at least once a year to ensure that you are meeting the Psychology department requirements. To make an appointment with an advisor, please visit www.psych.utah.edu/advising/ to use our online scheduling system.

• DARS
  The Degree Audit Report System (DARS) is a tool that you can access any time from your CIS page to view your academic progress. Be sure to view your DARS often and speak to your advisor if you have any questions about its content. You do not need to bring a printed DARS to the Psychology Advising Center for an advising appointment; however, you need to preview it before your appointment and prior to registration. If you are not yet a major, choose the Generate Degree Audit Report link. If you are a declared psychology major click on Generate Degree Audit Report for My Major(s).

• Other Resources
  The University of Utah has numerous resources available to assist you academically, financially, socially, and occupationally. Please ask us no matter what type of resource you may need. Our office operates under the FERPA (Federal Education Rights Protection Act) and your questions or concerns are confidential in most situations.

  For options in low-cost counseling please ask an advisor or visit:
  counselingcenter.utah.edu
  womenscenter.utah.edu

• Graduate School
  There are many graduate school options for students that want to continue in the field of psychology. Plans for graduate school should begin early in your academic career. Admission is highly competitive; grades (GPA), the Graduate Record Examination (GRE), letters of recommendation, and research/field experience are the most important criteria for admission. Graduate Study in Psychology and Getting In by the American Psychological Association give valuable information about programs and degrees offered within the United States, as well as application information, degree requirements, admission requirements, and financial assistance of various programs. The PAC now has copies of these books and others that you are free to use during an appointment.