

DEPARTMENTAL GRADUATE STUDENT HANDBOOK

2021-2022

 **PSYCHOLOGICAL & BRAIN SCIENCES**

Life Sciences Bldg, Room 317

WWW.LOUISVILLE.EDU/PSYCHOLOGY

Department of Psychological & Brain Sciences - FACULTY RESEARCH

<u>NAME</u>	<u>ACADEMIC RANK</u>	<u>DEGREE</u>
Dr. Sara Bufferd Assessment and predictors of early-emerging psychopathology and characterizing the spectrum of normative to pathological emotional development in early childhood relevant to risk for anxiety and mood dysregulation	Assistant Professor	<i>Ph.D. 2012, Stony Brook University</i>
Dr. Cara Cashon Infant cognitive and perceptual development, including face perception and language development; early development in William syndrome; parent affect and infant development; eye-tracking	Associate Professor	<i>Ph.D. 2004, University of Texas at Austin</i>
Dr. Judith Danovitch Social cognitive development during early and middle childhood	Assistant Professor	<i>Ph.D. 2005, Yale University</i>
Dr. Marci DeCaro Attention and working memory mechanisms underlying learning and performance	Assistant Professor	<i>Ph.D. 2009, Miami University</i>
Dr. Paul DeMarco Neural coding of visual information, color perception and neurophysiology, neurophysiological correlates of behavioral response	Professor	<i>Ph.D. 1989, Vanderbilt University</i>
Dr. Brendan Depue Neuroimaging (fMRI) of higher-order PFC executive function. Specifically, inhibitory regulation of cognitive (thought and memory), emotion (physiological response), and motor (behavioral response) processes	Assistant Professor	<i>Ph.D. 2009, Univ. of CO at Boulder</i>
Dr. Lora Haynes Cognitive and social/cognitive development with specific interests in effective parenting and interactive reading, achievement motivation, and development of expertise, focus on visual arts	Associate Professor (Term)	<i>Ph.D. 1995, University of Louisville</i>
Dr. Zijiang He Visual Perception and Cognition: Space perception and action in real and virtual environments, binocular vision, visual surface representation, attention and memory, multi-sensory perception, and visual neuroscience	Professor	<i>Ph.D. 1990, Univ. of Alabama, Birmingham</i>
Dr. Maria Kondaurova Acoustic-phonetic characteristics of infant-directed speech and language development of normal hearing and hearing-impaired infants/children; the role of tactile information in language acquisition of infants/children with hearing impairment; affect and emotions in infant-directed speech to normal-hearing and hearing-impaired infants/children; perceptual learning/auditory categorization of speech sounds in second language acquisition.	Assistant Professor	<i>Ph.D. 2008, Purdue University</i>
Dr. Melinda Leonard social/cognitive development of children and adults from communities transitioning from political/sectarian violence; combining multicultural peace studies and social/cognitive research to enhance personal, family, and community relations; cross-community engagement influence on psychosocial elements of “peace building”	Associate Professor (Term)	<i>Ph.D. 2009, University of Kentucky</i>
Dr. Cheri Levinson Understanding the high levels of comorbidity between social anxiety disorder and eating disorders and on developing novel interventions for the eating disorders	Assistant Professor	<i>Ph.D. 2015, Washington University in St. Louis</i>
Dr. Richard Lewine The interface of clinical and educational processes in the classroom and in the clinic, with a special focus on thought disorder	Professor	<i>Ph.D. 1975, University of Pennsylvania</i>
Dr. Keith Lyle Memory, including memory enhancement, individual differences in memory, eyewitness memory, false memory, and the cognitive neuroscience of memory	Associate Professor	<i>Ph.D. 2005, Yale University</i>

- Dr. Benjamin Mast** Professor *Ph.D. 2002, Wayne State University*
Clinical Geropsychology. Depression and Dementia; Neuropsychological Assessment
- Dr. Suzanne Meeks** Professor *Ph.D. 1985, Catholic University*
Mental health and aging, particularly depression, affect, and well-being in long-term care.
- Dr. Yara Mekawi** Assistant Professor *Ph.D. 2019, University of Illinois at Urbana-Champaign*
Uses experimental and longitudinal methods to examine cognitive-affective processes that mediate racial discrimination and mental health outcomes (focused on racially marginalized communities), and processes that maintain racially-biased behaviors among majority group members (e.g., racial shooter bias)
- Dr. Carolyn Mervis** Professor *Ph.D. 1976, Cornell University*
Language development, cognitive development, developmental disabilities (especially Williams syndrome, duplications of the Williams syndrome region, and Down syndrome), and genotype-phenotype relations in the Williams syndrome region
- Dr. Tamara Newton** Professor *Ph.D. 1992, Rutgers University*
Psychophysiology of stress and emotion, particularly within the broader context of mental and physical health functioning and women's health issues
- Dr. Nicholas S. Noles** Assistant Professor *Ph.D. 2008, Yale University*
Conceptual development in children, including social cognition, perception, and induction
- Dr. Paul Rosen** Assistant Professor *Ph.D. 2008, University of Kentucky*
Emotional reactivity and regulation and ADHD in children and adolescents
- Dr. Edna Ross** Professor *Ph.D. 1975, Kent State University*
Pedagogical Use of Classroom Technologies
- Dr. Paul Salmon** Associate Professor *Ph.D. 1976, DePaul University*
How physical activity and relaxation / meditation practices -- reflecting a continuum of activation levels -- may help people manage stress, work with negative emotional states, and enhance psychological well-being
- Dr. Barbara Stetson** Associate Professor *Ph.D. 1991, Vanderbilt University*
Clinical health psychology and focus on risk prevention and health behavior and coping with chronic illness in adults. A particular focus is on diabetes prevention and risk reduction and related behavioral, psychosocial and community issues
- Dr. Christian Stilp** Associate Professor *Ph.D. 2011, University of Wisconsin, Madison*
Speech perception, auditory perception, perceptual organization, natural signal statistics, computational perception
- Dr. Bernadette Walter** Associate Professor (Term) *Ph.D. 1989, University of North Carolina*
Director, Psychological Services Center
- Dr. Pavel Zahorik** Associate Professor (Adjunct) *Ph.D. 1998, Univ. of Wisconsin, Madison*
Auditory perception

Ph.D. RESEARCH MENTORS

CLINICAL PSYCHOLOGY

Sara Bufferd
Cheri Levinson
Richard Lewine
Benjamin Mast
Suzanne Meeks
Yara Mekawi
Tamara Newton
Paul Rosen
Paul Salmon
Barbara Stetson

EXPERIMENTAL PSYCHOLOGY

COGNITIVE & DEVELOPMENTAL SCIENCES AREA

Cara Cashion
Judith Danovitch
Marci DeCaro
Brendan Depue
Keith Lyle
Carolyn Mervis
Nick Noles
Zijiang He

VISION & HEARING SCIENCES AREA

Paul DeMarco
Maria Kondaurova
Christian Stilp
Pavel Zahorik

OFFICE STAFF CONTACTS

GRADUATE PROGRAM INFORMATION (REGISTRATION, RECORDS, ETC):

Maggie Leahy, *Graduate Student Coordinator*

maggie.leahy@louisville.edu

Life Sciences 311
(502) 852-4364

PAYROLL, HEALTH INSURANCE, TRAVEL REIMBURSEMENTS, AND TUITION REMISSION MATTERS CONCERNING THE OFFICE OF THE CHAIR (APPOINTMENTS, ETC):

Amanda Cunningham, *Program Coordinator, Sr./Special Assistant to the Chair*

amanda.cunningham@louisville.edu

Life Sciences 315
(502) 852-0430

COPY MACHINE HELP, MAIL, LAPTOP/PROJECTOR SIGN-OUT, COPY PAPER FOR LABS.:

Kim Hosburgh, *Program Assistant, Sr.*

kahosb01@louisville.edu

Life Sciences 317
(502) 852-6775 or 852-8275

DEPARTMENT ADMINISTRATION

Benjamin Mast, Ph.D.

Chair

b.mast@louisville.edu

Life Sciences 353

(502) 852-3280

Cara Cashon, Ph.D.

Experimental Program Director

cara.cashon@louisville.edu

Life Sciences 357

(502) 852-3844

Barbara Stetson, Ph.D.

Director of Clinical Training (DCT)

barbara.stetson@louisville.edu

Lutz Hall 400

(502) 852-2540

Judith Danovitch, Ph.D.

Undergraduate Program Director

j.danovitch@louisville.edu

Life Sciences 347

(502) 852-4781

GRADUATE STUDENT REPRESENTATIVES

Clinical:

Meaghan Flynn

meaghan.flynn@louisville.edu

Akira Isaac

akira.isaac@louisville.edu

Experimental:

Lauren Girouard

lauren.girouard@louisville.edu

Katie Golway

katherine.kaufing@louisville.edu

HELPFUL INFORMATION FOR NEW STUDENTS

Department of Psychological & Brain Sciences Office:

Life Sciences 317

(502) 852-6775

Monday - Friday

8:30 am - 4:30 pm

Psychological Services Center:

Davidson 210

(502) 852-6782

Monday 9am - 7pm

Tuesday 9am - 8pm

Wednesday 9am - 12pm

& 4:30pm - 8:30pm

Thursday 9am - 7pm

Graduate Student Mailboxes:

Life Sciences 313

Department Mailing Address:

Different addresses and zip codes to be used for USPS and for courier services:

USPS mail should be addressed to:

[Your name]

Department of Psychological & Brain Sciences

Life Sciences Building, Room 317

University of Louisville

Louisville, KY 40292

Courier (UPS, FedEx) should be addressed to:

[Your name]

Department of Psychological & Brain Sciences

University of Louisville

2301 S. 3rd Street

Louisville, KY 40208

DEPARTMENT COPY MACHINE

Life Sciences 313

staff contact: Kim Hosburgh, Amanda Cunningham

Copy machine use: In order to use the copier, you must first log in with either your username and password (used to log in to your email account) or by swiping your University ID card. All students who need to make copies for faculty will be added to the copier under the department to make those copies. If the student will be a TA for a faculty member, they need to send an email to Amanda Cunningham with who they are TAing for and their student ID and she will get them added to the copier. Please realize that if you wait until the last minute, there are times the copier will be unavailable or not working. The copier is generally available on a first come first serve basis. Occasionally, you might be asked to allow a staff member to go ahead of you if there is a pressing item to be copied.

MONTHLY PAYCHECKS

Monthly paychecks are posted on ULink. Log in, click “Employee Services,” then click on “View Your Paycheck.” Monthly payday is the 30th of each month, unless the 30th falls on a weekend, then it is the Friday prior to that weekend. Your pay stub is available for viewing approximately the 26th of each month. You should print this pay stub for your records. It is the only stub you will have when your check is being direct deposited. It is very important that you get in the habit of checking your pay stub each month. You must be a full-time student in order to receive a stipend. For fall and spring, you must be registered for a minimum of 9 credit hours or doctoral candidacy. For summer you must be registered for a minimum of 6 credit hours or doctoral candidacy.

TUITION REMISSION

staff contact: Maggie Leahy

Please check your online statement of account each semester to make sure your tuition has posted to your account properly.

HEALTH INSURANCE

UofL contact: Camille Smith

stunis@louisville.edu; (502) 852-6519

If you receive a stipend, your health insurance is automatically paid from that same source as your stipend. For questions regarding this health insurance, the University insurance Student Advocate is Camille Smith. The insurance carrier for fiscal year 2021 is Anthem.

TRAVEL VOUCHERS/REIMBURSEMENTS

staff contact: Amanda Cunningham

The Department has a small fund of money to support student travel to conferences or other research- or training-related travel. Students will receive their department allotment in the form of a scholarship. They may obtain the money by asking their mentor to send a request to Amanda stipulating the purpose and the mentor’s approval. For any Travel in which you are eligible to be reimbursed from other sources, such as grants or other faculty funding, or any purchases in which you may be reimbursed, *all* receipts must be *original* receipts that state the total amount and show proof of payment by the student.

Hotel receipts must have your name listed and must show a balance of \$0. In order for you to be reimbursed, every day of the travel must be listed individually. Any receipt that is not of the size 8 ½” by 11”, must be taped to a blank sheet of paper 8 ½” by 11.” Due to frequent changes in what is allowable for reimbursement, please contact Amanda *prior* to using your own personal funds to make sure that you may be reimbursed. Please see additional instructions beginning on page 10 for more detailed reimbursement information.

STUDENT RECORDS

staff contact: Maggie Leahy

Please inform Maggie Leahy of any changes to your personal status (last name, home address, home phone number, email address). We need to have your most current data on file *at all times*. You should also go to ULink and make changes to your address and phone number online.

COURSE REGISTRATION AND TRANSCRIPTS

staff contact: Maggie Leahy

You will have access to your transcript online throughout your studies at UofL. Please check it on a regular basis for missing grades and deferred grades that have not been cleared in a timely manner. Maggie will need to clear you for most courses each semester, so be sure to contact her with all necessary information in a timely manner.

EMAIL CORRESPONDENCE

FROM STAFF, DEPARTMENT ADMINISTRATION, GRADUATE SCHOOL

It is *very* important that you read and respond in a timely manner to emails from the above. Take the time to read all your emails from Courtney Kerr in the Graduate School. They contain vital information you will need pertaining to Graduate School policies and guidelines. The office staff only uses your university email account.

GRADUATE STUDENT LUNCH INVITATIONS

There will be many opportunities when you will be invited to lunch with guest speakers (e.g., Grawemeyer Award winners, Grawemeyer review panelists, Colloquium speakers). These are excellent opportunities to further your knowledge about psychology, as well as making contacts that may be valuable in the future. Many times those lunches are ordered on a per person basis which requires an RSVP in order to attend. Please remember to promptly reply to each request.

INFORMATION FOR GRADUATE TEACHING ASSISTANTS

Responsibilities: GTAs provide support for course instructors. They are expected to schedule and keep regular office hours, attend course meetings as possible, and to assist instructors with their courses as requested. GTAs are funded for 20 hours of work per week. Assignments in excess of 20 hours per week should be discussed with the course instructor, and as needed, with the director of your doctoral program.

Contact Information: It is very important you notify your students to contact you via e-mail address. Please put your university e-mail address in your syllabus for the students to contact you to ask questions about the course you are assisting with or experiments you are running. Please do *not* use the main office number for students to leave messages.

REQUIREMENTS FOR CONDUCTING RESEARCH AT UOFL

Every graduate student participating in research at UofL is required to complete research integrity training in several areas (see <http://louisville.edu/research/integrity/hometest>). For most labs, graduate students will need to pass the following four training courses:

1. Human Subjects and HIPAA Research- Social, Behavioral, or Educational Research
2. Institutional Compliance Awareness - UofL General Population
3. RCR (Responsible Conduct of Research) Basic Course (to be completed once per career stage)

The above training is completed online through CITI and can be accessed on the Human Subjects Protection Program website (see Course Registration links at the bottom of the page):
<http://louisville.edu/research/humansubjects/InvestigatorInfo/investigator-info/training>

ATTESTATION AND DISCLOSURE FORM (ADF)

To fulfill the Conflict of Interest requirement (see above), the Attestation and Disclosure Form (ADF) must be completed annually on IRIS. Instructions for completing the ADF form on IRIS can be found on the Human Subjects Protection Program website:
<http://louisville.edu/research/humansubjects/iris-help/completing-attestations-and-disclosure-form/view>

ANIMAL RESEARCH TRAINING

IACUC Training: Students working with animals must complete the Level II training provided by the Institutional Animal Care and Use Committee (IACUC). This training is designed to ensure that individuals understand the principles of humane animal care and are qualified to handle the species proposed for study.

This training is offered monthly. Additional information can be found at:
<http://louisville.edu/research/iacuc/research-staff-qualifications-and-training>

SOFTWARE

Low cost (or free) software and computer accessories for UofL students can be found at Information Technology's IT Xpress store:
<http://louisville.edu/it/compssoftware/available/>

DISCRIMINATION AND HARRASSMENT

The University of Louisville discrimination and harassment policies can be found at this website:
<http://louisville.edu/hr/employeerelations/discrimination-and-harassment>

This web page also provides a list of resources for you should you have any concerns or need to discuss issues of harassment or discrimination confidentially with someone in Human Resources who is responsible for enforcing these policies.

TITLE IX/CLERY ACT NOTIFICATION

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer.

For more information, see the [Sexual Misconduct Resource Guide](#).

PBS INFORMATION FOR CURRENT STUDENTS WEBSITE

Our *Information for Current Students* website contains many useful resources for graduate students. <http://www.louisville.edu/psychology/graduate/info/>.



BACKGROUND

The \$100,000 Grawemeyer award recognizes outstanding ideas in all areas of the discipline of Psychology. Nominations are judged on the basis of originality, creativity, scientific merit and breadth of impact on the field of Psychology. The first University of Louisville Grawemeyer Award for Psychology was given in 2001. This award is given annually, and administered by the Department of Psychological & Brain Sciences.

Charles Grawemeyer, an industrialist, engineer and entrepreneur from Louisville, KY, had a life-long passion for music, education and religious studies. Consequently, he chose to honor ideas in the arts, humanities and sciences. Rather than rewarding recent or lifetime personal achievements, Grawemeyer wanted to recognize single powerful ideas or creative works.

More information is available at <http://www.grawemeyer.org>

Winners of the Grawemeyer Award in Psychology:

- 2020: **Robert Plomin** *"Predicting School Performance from DNA"*
- 2019: **Kent Berridge and Terry Robinson** *"Liking, wanting & incentive-sensitization theory of addiction"*
- 2018: **Robert Sternberg** *"Successful Intelligence"*
- 2017: **Marsha Linehan** *"Dialectical Behavior Therapy: Where We Are, Where We Were and Where We're Going"*
- 2016: **Steven Maier** *"Strength Through Adversity"*
- 2015: **James McGaugh** *"Emotional Arousal and Memory"*
- 2014: **Antonio Damasio** *"The Somatic Marker Hypothesis in Decision Making"*
- 2013: **Irving Gottesman** *"The Endophenotype Concept in Schizophrenia"*
- 2012: **Mortimer Mishkin and Leslie Ungerleider** *"Two Cortical Visual Systems"*
- 2011: **Walter Mischel** *"The Delay of Gratification and Willpower"*
- 2010: **Ronald Melzack** *"Gate Control Theory of Pain"*
- 2009: **Anne Treisman** *"Feature Integration Theory"*
- 2008: **Albert Bandura** *"Self-Efficacy"*
- 2007: **Giacomo Rizzolatti, Vittorio Gallese, Leonardo Fogassi** *"Mirror Neuron Systems"*
- 2006: **John O'Keefe and Lynn Nadel** *"Cognitive Map Theory of Hippocampal Function"*
- 2005: **Elizabeth Loftus** *"The Malleable Nature of Memory"*
- 2004: **Aaron Beck** *"Cognitive Approaches to Ethno Political Violence"*
- 2003: **Daniel Kahneman and Amos Tversky** *"Judgmental Strategies and Heuristics"*
- 2002: **James McClelland and David Rumelhart** *"Parallel Distributed Processing"*
- 2001: **Michael Posner, Marcus Raichle, Steven Petersen** *"Imaging the Human Mind"*

Travel Funding Instructions

*Department Travel Funding: \$100
(will be deposited into student financial aid account)*

Prior to Conference

Apply for Funding (from department, GSC, & GNAS, if funds are available)

- Send an email to your mentor requesting department funds, if available, and designating what they will be used for. You will also need to include what other funding you have been approved for (GSC, GNAS, GNAS, etc.). Your mentor will forward your request with their approval. (Up to \$200 available)
- Apply for GSC funding (Up to \$350 available, if presenting)
- Apply for GNAS funding (\$100)

Printing posters: You may use the department funds (your \$100) for printing your poster prior to leaving for the conference. When you are ready to print your poster, Amanda Cunningham will give you a department speed type number that will cover the cost of your printing. The cost of your poster will be deducted from your \$200 department funds. You will not be retroactively reimbursed for poster printing after the conference.

Flying versus Driving: Travel costs are reimbursable. If you plan on driving to a conference out-of-state, you must include a flight price comparison into your final documents for funding approval. The flight price comparison is a printout of flight costs for the days of travel and it must be printed prior to the conference. The department uses this cost to determine how much of the mileage you can be reimbursed for post-conference. This step must be completed prior to conference travel. The driver of the vehicle is the only person that can claim mileage for reimbursement.

Registration: You can request reimbursement for conference registration.

While at the Conference

Food while attending conferences: Food costs can be reimbursed up to a certain amount per meal/per day. This is a section of the TEV and can be completed post conference. You do NOT need individual receipts to be reimbursed for food.

Hotel: If you share a hotel room with other students in the program, each person must have their own individual receipt that lists their name and the amount paid towards the room with their credit card. If you are not listed as an occupant, and you do not have a receipt with your name/credit card, you will not be reimbursed; you need both for reimbursement.

All receipts towards conference costs must have your name, an itemized list of costs (i.e. parking/hotel/registration) and the method of payment listed (i.e. credit card's last 4 digits)

After the conference

- You must meet with Amanda as soon as possible following the reimbursable travel so that she can fill out the online reimbursement request form. Bring your receipts with you. If you fail to submit your receipts to Amanda within 60 days from returning from the conference, taxes will be taken out of the reimbursement. If you receive funds from GSC, they will be in the form of a scholarship. If you owe any financial aid, it will be taken out of the reimbursement.