Master of Science in CyberPsychology

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M.S. CyberPsychology Program Handbook
Revised September 7, 2023

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Overview

The M.S. CyberPsychology degree is offered as an accelerated fully online program that can be completed in as few as 14 months. Utilizing synchronous and asynchronous instruction, this degree prepares students to be social science researchers whose emphasis is in cyberpsychology. This applied discipline examines the influence that current and emerging (digital) technologies have on human behavior—essentially, exploring what it means to be human in the 21st century and beyond. This program builds on a wide range of psychological theory which is combined with critical examination of emerging trends across all domains of human behavior. Students are equipped with essential research skills sought after across a wide range of employment settings and doctoral training programs.

Educational Philosophy

The focus of the MS.CYP program is on the real-world application of cyberpsychological scientific inquiry that has been informed by theoretical exploration, primarily (but not exclusively) across the social sciences. MS.CYP faculty help students navigate the vast psychological library of knowledge in pursuit of empirical cyberpsychological examination of opinions, perspectives, and observations. Students are prepared through a guided research sequence where they develop their own unique conceptual understanding of what cyberpsychology entails and how to understand empirical research in the context of what it can offer as tangible contributions to the global community.

Mission Statement

MS.CYP Program Mission: Our mission is to support the development of talented students who can conduct exemplary basic and applied cyber psychological research at the graduate level. Students will engage in the transformative process of moving from passive consumers of information to active influencers of a collective knowledge base. Furthermore, students will be a part of a *supportive academic and culturally diverse environment*—MS.CYP faculty mentor learners to be contributors to the international cyberpsychological community by *empowering students to turn their aspirations into reality and achieve their true potential*.[1]

University Mission: Norfolk State University (NSU), a comprehensive urban public institution, is committed to transforming students' lives through exemplary teaching, research and service. Offering a supportive academic and culturally diverse environment for all, the University empowers its students to turn their aspirations into reality and achieve their full potential as well rounded, resourceful citizens and leaders for the 21st century.

NSU's strength lies in its core values. They form the foundation for the University's actions and reflect what is important to the members of the NSU community and the Hampton Roads region.

- **Excellence** – We are dedicated to fostering a culture of excellence in all facets of the University through the highest educational standards for student achievement, stellar faculty teaching, innovative research, dedicated service and creative co-curricular activities.
- **Student-Centered** – Students are our top priority, and we are committed to helping them become globally competitive in an enriching, stimulating and supportive environment.

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[1] NSU Mission Statement / 2019-2025 Strategic Plan

- **Diversity & Inclusiveness** – We foster a multicultural campus respecting all people, cultures, ideas, beliefs, identities, socio economic backgrounds, and perspectives. We train our students to become leaders in an ever-changing global and multicultural society.
- **Integrity and Civility** – We expect everyone to be accountable for his or her actions and to engage in honest, ethical behavior. We value the contributions of each person, treating all with respect and civility, and affirm our shared responsibility for institutional success.
- **Engagement** – We continually enhance the university's role and influence in affairs of local and global communities by promoting educational attainment, cultural enrichment, and economic development.
- **Pride** – We display great admiration for the University and its rich history and legacy.
- **Financial Empowerment** – We aggressively pursue expanded and more diversified revenue streams.

Program Objectives

The MS.CYP degree program will provide education and support to its students relevant to the study of the diverse influences of digital technology on human behavior—cyberpsychology. Students will explore how technology augments human communication and decision-making and how humans in turn, continue to develop new technologies based on those previous interactions. Through intensive mentorship, the program will provide students with an in-depth understanding of the social, behavioral, and psychological impact of digital technologies on human cognition. Students will learn how to apply fundamental psychological theories to better understand and explain the effects of technology on both individual and group behavior. Graduates of the MS.CYP program will be prepared to work as social science researchers who are capable of critically examining human behavior within the context of the globally connected digital landscape.

Program Learning Outcomes

Upon completion of MS.CYP coursework and training, students will be able to:
- *Describe* how current and emerging digital technologies impact how human beings think and behave individually and in groups.
- *Integrate* the ethical, cultural, social, political, and legal issues impacting applied cyberpsychological theory and research.
- *Conduct* cyberpsychological research informed by diverse interdisciplinary theories.
- *Conceptualize* practical and novel problems in society that are impacted by the continual changes in digital technologies.
- *Design*, *implement*, and effectively *communicate* cyberpsychological research findings.

Accreditation

Norfolk State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), who award associate, baccalaureate, master's, and doctorate degrees. The NSU Board of Visitors approved the MS.CYP program in November of 2017, and final approval from the State Council of Higher Education for Virginia (SCHEV) was granted in December of 2019. Upon notification of SCHEV approval, SACSCOC reviewed and subsequently approved the MS.CYP program in June of 2020.

Admission

All prospective students must complete an application through the [NSU School of Graduate Studies](). Additional information can be found on the university's [CyberPsychology website](). Fully completed applications go from the NSU School of Graduate Studies to the MS.CYP Program Coordinator within the Psychology Department, which are then reviewed by the MS.CYP Admissions Committee. This committee determines the merits of each application individually. Applicants are then notified of acceptance or rejection, typically within 2-4 weeks. Applications are accepted throughout the year on a rolling basis, and prospective students who meet criteria for being [highly qualified for acceptance]() may receive notification within 1 week. All applications must specify a desired program entry point (as indicated below), which will be accommodated if possible.

Semester *Term*	Fall O	Fall P	Spring O	Spring P	Summer O	Summer P
Start	August	October	January	March	May	June/July

Prospective students may apply for full or part-time status. By default, the program is set up to be completed in an accelerated timeframe of about 14 months for students who complete at least 12 credit hours per semester (6 credits per term) for the duration of the program. Registering for fewer credits will automatically change your status for any given semester but will likely impact your ability to graduate in the accelerated timeframe. Minimum admission standards are in accordance with the requirements of the NSU School of Graduate Studies *and* the MS.CYP [program requirements](). Meeting minimum criteria does not guarantee admission.

University Criteria

The NSU School of Graduate Studies establishes minimum standards that define a competitive prospective graduate student. This information can be found on the [Graduate Studies website]() and are summarized below.
1. Successful completion of an undergraduate degree from a regionally accredited college or university.
2. Official transcripts sent to the School of Graduate Studies and Research. (Unofficial transcripts may be uploaded into the application portal, but official transcripts are required prior to matriculation.)
3. Letters of recommendation and a personal statement expounding on the applicant's interest in the field of study.
4. Applicants must also meet one of the following requirements:
   -A minimum GPA of 2.5 on a 4.0 scale **OR**
   -A minimum GPA of 3.0 on a 4.0 scale in the last 60 hours of undergraduate work

You do not need to submit a "portfolio" as mentioned in the university's standard requirements and you are not required to take the GRE (but you may report your scores to the school if you have them).

International students who have graduated from a non-U.S. institution are required to have their transcript(s) evaluated by one of the agencies providing international transcript evaluation. Prospective students are responsible for ensuring this documentation is provided at the time of application submission. There are several agencies providing [international transcript equating](), each independent to the university.

Tuition Notice:
There is no difference in the tuition rate for in state versus out of state students. Current tuition for the MS.CYP program is indicated [here](). Matriculating full-time students may be eligible to apply for an [tuition and/or graduate assistantships](). Funds are extremely limited and will be granted on a first come first served basis, subject to qualifications as determined by the NSU School of Graduate Studies.

MS.CYP Minimum Criteria

All applicants must follow the following guidelines when applying. The following indicate the minimum criteria for application but are not a guarantee of acceptance into the program.

1. **Academic Background**

   a. Graduation from an accredited degree program is required and official transcript(s) indicating degree obtained, academic major, and degree obtained.

   b. International students must have their non-U.S. transcript professionally *evaluated* using any of the professional agencies that do this (e.g., see here). You may submit your application with an unofficial transcript from your university, although you will not be granted admission if conditionally accepted, until both your official university transcript and the evaluated transcript are received by NSU.

   c. There is no specific undergraduate academic major that is required, although preference will be given to applicants with an undergraduate background in psychological theory or social science research. All applicants should at minimum have familiarity with:
   - Introductory level psychological theory or application (such as basic principles of psychology, lifespan/human development, abnormal psychology, cyberpsychology)
   - Research Methodology (such as psychological or other social science research methods, quantitative / qualitative research design, experimental psychology)
   - Statistics (such as an applied stats for psychology or social science research; familiarity with using and understanding stats programs such as SPSS)

   d. The MS.CYP program is <u>***research-intensive***</u>. If you do not have at least some knowledge of basic psychological theory and basic social science research methodology, you may find the program difficult to complete. You are encouraged to take additional preparatory steps to gain more experience prior to applying, in particular with psychological research design and quantitative statistical analysis.

2. **Two letters of academic (or professional) recommendation**

   a. If you recently completed an undergraduate or graduate degree (within approximately the last five years), it is expected that *at least one recommender* will be a professor or instructor with whom you have completed at least one course and who can attest to your academic performance and potential as a graduate student. Other recommendation(s) can be from workplace or research supervisors, or other individuals who know you in a **professional** capacity. *Recommendation letters from personal contacts (e.g., friends or family) will not be accepted.*

   b. The recommender <u>must</u> fill out the school's rating form at minimum (which is emailed to them when you provide their contact information in the online application), although it is *highly recommended* for recommenders to also write a personalized letter on your behalf. Uploaded letters must be in PDF format and signed (digitally or otherwise) by the recommender, and it must include their current contact information (phone and email at minimum).

   c. The recommendation letter should specifically attest to the applicant's academic or vocational performance, as well as the student's abilities and potential for success at the graduate level.

2. **Grade Point Average (GPA)**

   a. Undergraduate GPA of 3.0 on a 4.0 scale is highly preferred. Graduate GPA (minimum GPA of 3.0 on a 4.0 scale) will be considered instead of, or in lieu of undergraduate GPA, whichever most benefits the applicant. However, all relevant official transcripts should be submitted with your application.

   b. Applicants whose GPA is below 3.0 may be considered at the discretion of the MS.CYP Program Coordinator and the Application Review Committee in situations where there is compelling evidence as

explained in the Personal Statement, as well as two <u>strong</u> letters of recommendation from individuals uniquely qualified to attest to your potential **as a graduate student**.

3. *<u>Personal Statement</u>*
   a. The personal statement is written in a narrative form that addresses your specific interest in *cyberpsychology,* what attracted you to the program, what you believe will allow you to be successful in this program, and what you hope to achieve as a student. Keep in mind, the MS.CYP program is research intensive and requires a capstone project to graduate, and being able to express what skills, abilities and experiences you have will be important to convey.

   b. The statement should be proofread and with formatting that does not exceed 2 pages—double spaced, 12 pt. Times or Arial font, with 1" margins, .5" header and footer.

4. *<u>Current Resume or CV</u>*
   a. Your resume (or curriculum vitae) should outline your relevant skills, education, and/or work experience. **Please do not include a cover letter or employment objectives as you might do if you were submitting the resume as part of a job application**.

   b. Dates and locations for all activities should be indicated wherever necessary.

   c. Include any relevant school, work, internship, volunteer, or other experience that may potentially be relevant to demonstrate your preparedness for graduate level scholarship.

Expedited Review

Applicants whose background and experience highly overlap with the requirements for the MS.CYP program will be considered for *expedited* review if **<u>all five</u>** of the following criteria are met:

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1. **<u>Academic Degree</u>**
   - Conferred Undergraduate degree in Psychology or *closely* related discipline
     (you may apply if you have not yet graduated, but if accepted into the program, you will be required to submit an official transcript showing your that your degree has been conferred)
     —OR—
   - Recently conferred Graduate degree

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2. **<u>Grade Point Average (GPA)</u>**
   - Undergraduate GPA of 3.0 on a 4.0 scale (equivalent to a "B")
     —OR—
   - Graduate GPA of 3.3 on a 4.0 scale (equivalent to a "B+")

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3. **<u>Academic Experience</u>**
   - Completion of at least one introductory psychology course— (minimum of 3 semester credit hours) with a final grade of B or higher
     —AND—
   - Completion of at least one statistics course—*preferably* applied psychological statistics (minimum of 3 semester credit hours) with a final grade of B or higher
     —AND—
   - Completion of at least one social science-related research methods (minimum of 3 semester credit hours) with a final grade of B or higher

     —OR—
   - Completion of at least one experimental psychology-related course (minimum of 3 semester credit hours) with a final grade of B or higher

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4. **<u>Personal Statement</u>**
   - Narrative clearly demonstrates how the student's goals align with the overall purpose and mission of the MS.CYP program
     —*AND*—
   - Statement is well-written, and free of proofreading errors

5. **<u>Recommendations</u>**
   - Both recommenders provide applicant ratings that are within the top 10th percentile for each category assessed
     —*AND*—
   - Both recommenders provide evidence of a recent educational, academic, or other professional relationship via **a written and signed narrative,** in addition to percentile ratings

Non-Graduate Degree Seeking

Students seeking matriculation but who are not accepted may immediately reapply to the Graduate Certificate in CyberPsychology. All certificate courses are shared with the MS.CYP curriculum and upon completion of the requirements, the student may submit a new MS.CYP application, with all courses completed with a grade of 'B' or higher transferring for credit towards MS.CYP graduation. Additionally, the university offers non-degree seeking status for graduate school applicants; however, this is not applicable to the MS.CYP program.

Curriculum Requirements

The MS.CYP degree program curriculum consists of a *Foundation & Research* core (21 semester credit hours) and an *Elective* core (21 semester credit hours). Graduate level coursework offered by other programs outside of MS.CYP may be substituted for the *Elective* core **only** and with prior permission from the MS.CYP Program Coordinator. Students must complete at least the required 42 credit hours with a passing grade of *B* or higher, and with no more than two courses with a *C*. The *Minimum grade expectations* section of this handbook provides further details, and all university standards can be found in the NSU Graduate Studies *policies*.

The MS.CYP program is part of the university's *accelerated programs* offerings which allow full-time students to complete the program in about 14 months. To facilitate this, students are generally registered into a specific sequence of courses each semester. By default, students should follow this sequence to stay on track for accelerated graduation. Students seeking approval to deviate from this sequence should understand the potential implications, most notably potential delays in completing the program in an accelerated fashion.

As an online student at NSU, you have access to all university resources. Please refer to the Office of Graduate Studies, the Office of Information Technology and the Office of Extended Learning for more details.

Course Descriptions

Course descriptions for all MS.CYP courses are located in Appendix A. Course descriptions for these, as well as non-MS.CYP graduate courses at NSU can be found in the university's Graduate Catalog.

Core Curriculum
- 21 credit hours of *Foundation & Research* courses
- 21 credit hours of *Elective* courses

Foundation & Research Core: All 21 credit hours from the following:

PSY 510 Psychology & Cyberspace (3 credits)
PSY 520 Current Trends in CyberPsychology (3 credits)
PSY 530 Research & Ethics in CyberPsychology (3 credits)
PSY 610: CyberPsychology Research (three consecutive 3 credit hour courses, totaling 9 credits)
PSY 690 CyberPsychology Capstone (3 credits)[*]

Elective Core: Any combination of 21 credit hours from the following:[**]

PSY 535 Quantitative Research Methods (3 credits)
PSY 536 Qualitative Research Methods (3 credits)
PSY 540 Consumer & Media Psychology (3 credits)
PSY 550 Human-Computer Interaction (3 credits)
PSY 560 Virtuality (3 credits)
PSY 570 Forensic CyberPsychology (3 credits)
PSY 580 Cybercognition & Behavior (3 credits)
PSY 590 Cyberpsychopathology (3 credits)
PSY 600 CyberPsychology Internship (1 – 3 credits consecutively, up to 9 credits total)
PSY 620 Advanced CyberPsychology Research (1 – 3 credits consecutively, up to 9 credits total)

[*] Capstone research projects may require additional time for completion, delaying the accelerated graduation timeline
[**] A projected course sequence will be provided to you upon matriculation that will provide a comprehensive sequence of courses you can anticipate taking in order to graduate within the accelerated timeline for full-time students

Transfer Credit & Waivers

Matriculating students who have previous graduate level coursework may transfer credit from *graduate* level courses which have *highly overlapping* course descriptions and rationale to those offered in the MS.CYP *Elective Core* only (i.e., transfer credit will not be eligible to substitute for PSY 510, PSY 520, PSY 530, PSY 600, PSY 610 or PSY 690). Transfer credits will only be accepted with prior approval from the Program Coordinator and a grade of *B* or higher. The request for transfer credit should be made when applying for admission to the program (or as soon as possible afterwards) and is the responsibility of the student to initiate. Requests should be given to the Program Coordinator in writing using the *Transfer Credit Request Form* located in Appendix B, along with copies of course syllabi and any other applicable course documentation. A maximum of **6 credit hours** with a grade of *B* or higher may be transferred into the MS.CYP program. Generally, credits should have been earned within the past five years prior to matriculation in the MS.CYP program. Undergraduate courses, Certificate courses (graduate or otherwise), or other non-Graduate level courses will not be reviewed. General information about NSU's transfer criteria can be found here. Waiver of course credit will not be permitted for a student's prior work experience under any circumstances. Students who have been enrolled at NSU as non-degree seeking student or who have been in NSU *graduate* certificate courses *will* be allowed to request transfer of any applicable course credits with a grade of *B* or higher, *without* the 6-credit limitation.

Electives, Internship, & Advanced Research

Electives: Courses from other graduate academic units at NSU cannot be taken as electives in the MS.CYP program at this time unless special permission has been obtained by the Program Coordinator. This policy does not apply to transfer courses, which is outlined in more detail in this MS.CYP Program Handbook.

Internship: PSY600 CyberPsychology Internship is an elective course offering ranging from 1-3 credit hours per term and may be taken recurrently up to 9 credits total across terms and semesters. Only one internship at any given time is allowed. Previous paid or volunteer work, practicum, internship, or other internship-type experiences completed prior to registration in a PSY600 section cannot be transferred into the program for course credit. In general, the number of credit hours of PSY600 will depend on the anticipated number of hours to be worked each week per the schedule below:

Course Credit Hours	Weeks Per Term Weeks Per Semester	Weekly Hours Required (Appx)	Expected Total Hours per TERM
3.0	6 – 8 14 – 16	18 – 20 8 – 10	140 – 160
2.0	6 – 8 14 – 16	12 – 14 5 – 6	80 – 110
1.0	6 – 8 14 – 16	6 – 8 3 – 4	40 – 60

Internship consists of an applied experience in a cyberpsychology-related position, across a wide variety of possible settings. The **training site** must be identified *prior* to registration for the course(s). A designated supervisor at the training site must be identified *prior* to the start of the internship. The supervisor will be responsible for overseeing progress and ongoing evaluation of performance. This will constitute a partial basis for passing the course, with the remaining course grade criteria based on the PSY600 instructor's weekly course assignments beyond those requirements of the training site. Classroom activities typically include but are not limited to weekly oversight of internship tasks and evaluation of required internship-related performance via paperwork and documentation (e.g., training contract, intermittent evaluations by the site supervisor, and final time sheet). Course instructors have discretion to included additional tasks and assignments as they deem appropriate. To pass PSY600, the student is responsible for submitting all previously mentioned paperwork and documentation, and course assignments, within the online classroom by their due dates. This is a pass/fail course with the final grade at the discretion of the course instructor, not the training site.

NSU and the MS.CYP program cannot guarantee internship placements, although the Program Coordinator will work with students and potential sites to establish a formal training relationship in in a timely fashion. It is the responsibility of the student to identify potential sites and work with the Program Coordinator to set up a training opportunity if one does not already exist. Once a potential site has been identified, the Program Coordinator will work with the site to establish a formal agreement. ***It may take several weeks (or months) to establish a new training relationship.*** When you are ready to begin the formal process of establishing a new internship training relationship, you are required to reference and utilize the formal documentation provided in Appendix C. Existing training sites do not require the student to engage in this process; however, **all** training opportunities must be approved by the Program Coordinator in advance of registration for PSY600. Internships may be virtual or require a physical presence on site. The student will work in conjunction with their training site to establish the site's schedule and preferences. Internship(s) do not guarantee future employment!

Grade Expectations

The minimum passing grade for all courses in the MS.CYP program is *C*; however, no more than two grades of *C* are permitted throughout the student's academic program. Additionally, any grade lower than a *C* (as defined by the each course's syllabus) will be treated as a failure of that course. Some courses are graded as Pass/Fail and students must comply with the standards of those courses to receive a *P*, which does not factor into the GPA calculation. A student will be required to retake any course in which they *fail*, receive a non-pass, or earn

a grade of *C* (more than the two C allowance). Students are also required to maintain a 3.0 GPA (*B*) across each academic *semester*. If a failing grade is received for an elective course, the student may either re-take that course or choose a new elective towards completion of the degree. Retaking a course and receiving a higher grade will increase the cumulative GPA but the initial failure will still remain on your official transcript. The NSU Graduate School may notify students of automatic termination from the program upon the end of a term where ongoing grade expectations are not met.

Any instance of a *C* or lower, or *non-pass* will trigger an academic probationary review. The MS.CYP Program Coordinator and/or NSU Graduate School office will correspond with the student and potentially meet to determine guidance towards an academic probation plan. When needed, a probation plan will identify the reason for the probation status, specific goals and milestones for success, and a relevant timeframe for satisfactory performance. Students are expected to contribute to the development of this plan and will have access to a copy of their plan. Failure to comply with the requirements of a probation plan will be grounds for termination from the program. NSU policy on academic probation can be found here. Further information about probation from the program can be found in the *Academic Probation* section of this handbook.

Incomplete Grades

If circumstances warrant an "*I*" (*Incomplete*) for a specific course, the student will work with the course instructor to complete an *Incomplete Grade Contract* (Appendix D) prior to the end of the semester. This contract will specify a period prior to the end of the subsequent semester for completion of all outstanding course deliverables. The granting of an incomplete is at the instructor's discretion and is based on university standards and applicable policies as outlined in the specific course's syllabus. In general, to be considered for an *I*, a student must have:
- Satisfactorily completed a significant portion (generally 80%) of the course deliverables with a passing grade of a *B* or higher to date;
- A legitimate reason with documented evidence to support the request; and
- A signed *Incomplete Grade Contract* which specifies a timeframe for completion of any remaining work in order to satisfy a course's requirements.

NOTE: An approved *I* will automatically convert to an *F* if the student has not completed all outstanding requirements satisfactorily as indicated in the *Contract*. The course instructor is responsible for communicating grade change information to the NSU Registrar; however, it is the student's responsibility to ensure grade changes have been processed as needed.

Academic Probation

Any student failing to maintain a 3.0 (cumulative GPA) or who does not meet the criteria outlined in the *Grade Expectation* section will be placed on academic probation. Specifications of the probation will be communicated in writing (see Appendix E). The probation period is typically one semester but may be longer if the student does not complete the probation requirements or if the Program Coordinator determines it is needed. If the student's GPA does not increase to 3.0 by the end of the semester after probation has been initiated, or the student continues to struggle academically (i.e., two or more grades of *C* or lower), the student may be terminated from the program. A student may be placed on academic probation multiple times as well. Students not meeting the specifications of their probation and who are subsequently terminated from the program may reapply to the program if they wish, with all courses with a *B* or higher counting towards graduation.

Grievance Procedure

Formal grievances will be reviewed in a timely fashion by the Program Coordinator pending the student's submission of written and appropriate documentation. It is highly advisable to attempt to resolve the grievance directly with the conflicting party. For general grievances that cannot be resolved through discussion with the instructor or Program Coordinator, the student may then contact the Psychology Department Chair and request a departmental hearing with the Psychology Department Grievance Committee. Applicable to all grade disputes, final grading in a course shall be at the discretion of the instructor of record. Note: If the instructor of record for a class is unable to provide a final grade for a student for any reason, the Program Coordinator will assume this responsibility and determine a grade based on the availability of documented work housed within the course's online classroom. All grievances, grade-related or otherwise, will follow the following process. Students should document actions taken at each stage.

- **Stage 1:** The student initiates formal contact with the instructor/faculty member via email, phone, or in person meeting (virtual or face-to-face). The student will specify the reason for the dispute and a brief explanation pertaining to the concern. Students should provide documentation to support their position.
  - o Ongoing discussion is recommended to resolve the issue. If there is no resolution, the student should proceed to Stage 2 (in a timely fashion).
- **Stage 2:** If discussion with the faculty member does not resolve the dispute, the student requests a formal meeting with the Program Coordinator. This request is made in writing (see Appendix F) and must include a brief summary of the issue, any documentation the student wishes to provide as evidence, and a summary of the steps they have taken to try and resolve the issue.
  - o Two possibilities may result from the investigation conducted by the Program Coordinator:
    - ▪ If there is sufficient evidence to support further action, a conference will be scheduled with the stakeholders and Program Coordinator (or designee). The role of the Program Coordinator at this stage shall be that of a mediator first and arbitrator only if necessary.
    - ▪ If the dispute is not found in the student's favor, the student may choose to accept the finding or further dispute the concern (Stage 3).
- **Stage 3:** At this stage, the student will need to follow standard university procedures for escalation. The student has the right to bring the concern to the attention of the Psychology Department Chair, Psychology Department Grievance Committee, and if needed, the Dean of the College of Liberal Arts.

More details about university-wide grievance procedures can be found in the NSU Graduate Catalog and outlined here. NSU's student complaint/resolution form for the College of Liberal Arts can be found here.

Leave of Absence / Withdrawal

Students may request a temporary leave of absence from the program and/or university. Extended absence is typically requested only in extreme situations. Students will be required to document their request in writing (see Appendix G). The request will be reviewed by the Program Coordinator. A time period for the extended leave must be indicated and should not be longer than one calendar year. A student in good academic standing at the time of absence will be in good standing upon returning. While on leave, the student does not pay full tuition but must register for PSY 501 (Continuous Enrollment). Also located in Appendix G is the form used if you wish to permanently withdraw from the program. Students who withdraw but subsequently wish to complete their degree are required to reapply.

Graduation Requirements

To graduate from the MS.CYP degree program, students must meet all of the following requirements:

Coursework and University Policies

- 42 credit hours to be comprised of the core and elective courses as outlined in this Handbook;
- Cumulative GPA of at least 3.0 according to university standards;
- No more than two final grades of *C* for any required course contributing to the degree requirement;
- No *incomplete* grades and not on academic probation;
- Compliance with all other university requirements—academic, administrative, and financial (e.g., no outstanding financial obligations to the university).

Capstone Research

The capstone project provides students with an opportunity to investigate a cyberpsychological topic of interest in conjunction with faculty guidance and oversight. Through the capstone research sequence (three sections of PSY 610 followed by three credits of PSY 690), students develop a research topic, secure Institutional Review Board (IRB) approval (if necessary), collect data and / or secure access to archival data prior to enrollment in PSY 690, and then finalize, present and defend their research project's conclusions in PSY 690. Passing PSY 690, and therefore completing your capstone research represents the culmination of the MS.CYP degree.

Capstone projects may be quantitative or qualitative in nature and may be based on any type of research endeavor approved by the PSY 610 instructor and/or the Capstone Chairperson. Examples of appropriate research projects include but are certainly not limited to surveys, focus groups, case studies, experimental design, use of secondary or archival data, or meta-analysis. Some of these methodologies are generally beyond the scope of what is typically covered in MS.CYP courses (eg, experimental studies; meta-analysis); however, a student may conduct such studies with the approval of their Capstone Chairperson.

__Special note about literature reviews as a viable capstone project:__ A literature review is not the same as a qualitative analysis or a meta-analysis. Conducting a *comprehensive* literature review on a pre-approved topic will only be allowed if the following criteria are specifically adhered to:
1. The purpose of your literature review must be to offer some real-world relevance to your topic, otherwise, it will not rise to the level of rigor required for the degree. Simply summarizing a handful of research studies, without providing discussion or implications for academic / research / clinical / other relevant practice will not be acceptable.
2. The beginning of your capstone deliverable must be a statement of purpose highlighting the importance of your literature review and what reviewing the literature for your specific topic will facilitate for others who may be interested in your topic. In essence, tell your audience why anyone should be interested in what you are reviewing—why is it important. This is a required component of the Capstone Proposal.
3. In addition to the purpose statement needed for the Proposal to be approved, the Capstone Manuscript (the document deliverable upon your defense meeting) must include your comprehensive literature review, which should be organized in a manner that is logical and coherent based on the stated purpose of your project. Information must *not* be presented in a manner similar to an annotated bibliography. Additionally, you will need to agree upon with your Chairperson a reasonable number of sources you plan to include in your literature review. The review must be comprehensive, which will dictate how many references you are likely to need. These are to be peer-reviewed academic articles, although you are allowed to include non-academic sources to supplement your writing. In general, these additional sources should be from reputable sources.

4. Your methodology section should be a detailed account of what you did to search for, and sort through the sources you used. There should be a detailed account of your keywords and searches, including how you narrowed your results and chose articles for the review that you did.
5. The results section is going to be the qualitative (or quantitative) themes present (or noticeably absent) from the articles you reviewed.
6. The discussion portion of the manuscript must demonstrate a synthesis of the information you summarized from the literature. You will summarize the broader themes and patterns you observed during your research, make inferences and generalizations (where appropriate) to add relevance to your review, and provide your perspective on areas for future research that could be based at least in part on your findings.

Capstone completion requires a written and oral deliverable. The written portion will start with a research proposal (PSY 610) and end with a finalized capstone manuscript (PSY 690) that will mimic the format and writing style of a peer reviewed academic journal article in decided upon by the student and the student's research *Chair*. The oral component will mimic the format of a professional presentation delivered to an academic audience, utilizing web conferencing tools (eg, Zoom, MS Teams, etc). Further guidance, forms, and required documentation can be found in Appendix H.

Research Advisement & Capstone Committee

The capstone project will be overseen by the PSY 610 and PSY 690 instructors, and a *Capstone Committee*. A committee *Chair* will be identified towards the beginning stages of the PSY 610 process. The remaining committee members will be recruited subsequently. Both the Chair and PSY 610 instructor are responsible for ensuring the project is appropriate and researchable, and that the student progresses in a timely fashion. A sample schedule of expected deliverables towards capstone completion is provided in Item 1 of Appendix H.

The *Chair* must be a member of the NSU Psychology Department, although exceptions may be allowable on a case-by-case basis and only with prior approval from the MS.CYP Program Coordinator. The additional committee members (typically 2-4 total) may be any other faculty member at NSU. Faculty outside of NSU who have relevant training, as well as non-faculty individuals who are uniquely and highly qualified based on content expertise *may* be allowed to participate as a committee member with prior permission from the Program Coordinator. The Chairperson's role is to ensure the student's capstone project meets a sufficient level of rigor and is appropriately connected to the field of cyberpsychology. The instructor for PSY 690 will ensure all required documentation is completed (not including any IRB documentation required during the PSY 610 sequence). Beginning in PSY 610, students will work with the instructor to identify and finalize a viable capstone topic, develop a formal written research proposal, and prepare for data collection/analysis. Subsequently, the student should complete the capstone project proposal and approval form (Item 2 in Appendix H) in PSY 610 which ensures all committee members are in agreement with the prospective research project before the student begins their actual research. At any point between here and enrollment in PSY690, the student will use the capstone cover page (Item 3 in Appendix H) to a) obtain signatures from all committee members once the project is completed, and b) copy/paste it as the first page of the capstone manuscript.

The Committee's charge is to ensure the student's final oral and written deliverables meet the standard for academic rigor as indicated in the *Capstone Rubric* (Appendix I). The rubric will cover the following broad categories: project significance; clarity of objectives; practicality and utility; appropriateness of methodology; interpretation of results; application of findings to cyberpsychology; and quality of presentation. Individual committee members are expected to review the student's written deliverable within two weeks of its receipt. Committee members may, but are not required, to provide direct feedback to the student, during this time, or they may hold any comments or edits until the capstone oral defense meeting. Committee members are not

obligated to provide additional service to the student, yet it is the Chair's responsibility to ensure that comments or edits to the final manuscript are addressed prior to determining the capstone has been successfully completed.

If the committee identifies areas of concern after reviewing the final manuscript or during the oral defense, the student and committee will identify a reasonable timeframe for implementing revisions. The committee will determine if the revisions warrant an additional presentation or if only minor revisions are needed, which can be approved through electronic correspondence directly with the Chair. If this process extends beyond the end of the semester of enrollment in PSY 690, the student will receive an *Incomplete* for the course and will have a predetermined amount of time to complete the work, to be determined by the committee Chair. If the committee determines the student has failed their capstone project outright, the student will *Fail* the course and be required to retake part or all of the capstone research sequence. If the student receives a second PSY 690 *Fail*, the student will be recommended for termination from the program.

Timeline to Completion

In general, the student will formally begin their capstone research in PSY610 and then complete two additional (and ideally) successive sections of PSY 610 (totaling 9 credits). With approval from the PSY610 instructor and Program Coordinator, the student may request completing the PSY 610 sessions out of a consecutive sequence. The final capstone project deliverables must be completed while enrolled in PSY690. Overall timeline to completion for the graduate degree will be in accordance with the standards set forth by the university's Graduate Catalog, which currently indicates four years for all Master's level programs from the time of matriculation. Within this timeframe and generally during PSY 690, completion of the capstone will be based a written manuscript and synchronous video presentation for the oral defense.

Written Manuscript

The written deliverable will be in the format of a scientifically written research paper consistent in quality and scope of a typical peer-reviewed journal article in the social sciences—cyberpsychology in particular. An appropriate target journal should be identified by the student working in conjunction with their Chair to facilitate the student's use of that journal's typical formatting for the capstone. This would be the only reason to deviate from the capstone manuscript format, as provided in Item 3 of Appendix H. Using the most current version of APA Style and with deviations to occur only with prior approval from the capstone *Chair*, the finalized written manuscript that has been approved by the Chair must be presented for review to the student's committee at least two weeks prior to the anticipated presentation date. This deliverable must be in MS Word format and adhere to formatting and layout as identified in Item 3 of Appendix H. Feedback will be provided to the student during the presentation meeting along with any edits to be implemented. Once the student completes all final revisions as communicated to the student (after the oral defense) and all committee members have approved a *Pass* for the manuscript, final and completed documentation (eg, cover page and manuscript) will be submitted within the designated PSY 690 course area. Note, while it is not required for the student to submit their written manuscript to the academic peer-reviewed journal previously indicated for possible publication, it is highly encouraged for the student to work in conjunction with their Chair (and any committee members) as co-authors for submission of the manuscript for academic peer review. The student shall be named as first author, and subsequent co-authors and authorship order, at the discretion of the student.

Synchronous Video Presentation

Each student is required to host a synchronous presentation of their capstone project using video conferencing (eg, Zoom, MS Teams, etc.). Students wishing to present in person may request this in advance but physical presence of committee members is at their discretion. The presentation will be no less than 15 and no more than

50 minutes and should be considered a professional activity. The format of the talk is comparable to what would be expected at an academic conference, and in this virtual format, students are required to be visible at all times. Having a slide presentation is highly recommended, and the student should ensure that participants can see their slides and themselves during the virtual meeting. Students should anticipate being available (without distraction) for approximately two hours although the entire process is likely to take less time. The student must ensure they have access to reliable internet that will support the bandwidth needed for audio and visual streaming. The presentation should demonstrate a *comprehensive understanding* of the background, methodology and results, as well as a discussion of the (cyberpsychological) implications of the study, limitations of the research, and recommended future directions.

The committee will engage the student in discussion and ask questions primarily at the conclusion of the presentation. Subsequent to this question/answer period, the committee will retire to a virtual breakout room to discuss the presentation and manuscript. Upon return from the breakout room, the Chair will inform the student as to their capstone status (*Pass [with or without Minor Revision], Conditional Pass [with Major Revisions],* or *Fail*). Minor revisions are not likely to require the committee to reconvene to pass the student, but major revisions may, at the Chair's discretion. Only a *Fail* will trigger the remediation process, overseen by the Chair working in conjunction with the Program Coordinator.

Archival

The presentation will be recorded and archived. This recording, and the final manuscript, will be housed by the MS.CYP program. Archival of (raw) data is also recommended. Files will be kept on secure NSU computers/ servers. If desired, students may give open permission to share the presentation and manuscript with interested third parties. No external publication using the data will be permitted without express consent from the student.

Graduate Certificate Degree

A student enrolled in the MS.CYP program who in the process of completing their degree requirements fulfills the required coursework for the Graduate Certificate in CyberPsychology may submit the required paperwork to be awarded the Certificate while still matriculating in the MS.CYP process.

Time Limit

A student matriculating at NSU is expected to complete all requirements within a four-year period. Failure to accomplish this may result in the student being dismissed from the program. A student may be granted exception via a written petition (see Appendix J) which must be submitted to the Program Coordinator prior to the expiration of the time limit. Exceptions are typically granted for no more than one year. Students requesting an exception must also submit a plan of action for completing all degree requirements to their Chair.

Course Sequence

MS.CYP students can enroll full or part-time. Courses are delivered over a 7-week period and always via an asynchronous online format using the university's learning management system (Blackboard). Classes are offered year-round (Fall, Spring, Summer) with two *terms* per semester ("O" and "P" terms). A sample plan of study that outlines the sequence of courses is provided in Appendix K, Anticipated courses that will be available are provided at the time of matriculation in the program. Deviating from the projected full-time accelerated sequences may result in a delayed graduation date (in part due to expected course availability for any given term). It is a university expectation that students will generally not take more than two courses (six credits) per

7-week *term*, and therefore no more than four courses (12 credits) per 16-week *semester*. Students entering in a "P" term should contact Financial Aid services to determine availability of funding, as "P" term entrance will limit the student's first semester in the program to 6 credits.

Full-Time

A full-time graduate student in the MS.CYP program will take at least nine (9) credit hours per academic semester (i.e., Fall, Spring, or Summer). These credits are typically completed across both terms within any given semester (e.g., Fall O and Fall P).

Part-Time

A part-time graduate student in the MS.CYP program will take less than nine (9) credit hours per academic semester (i.e., Fall, Spring, or Summer). These credits may be completed across both O and P terms within any given semester, or only O, or only P terms.

Standards of Conduct

Students should become familiar with the policies and procedures established by the Norfolk State University Office of Graduate Studies.

Ethics

All graduate students should abide by the spirit of the American Psychological Association's Ethical Principles and Code of Conduct, as well as all applicable standards of conduct established by NSU.

Academic Integrity

Academic integrity is essential. The Graduate School enforces the university's academic integrity policies and codes of conduct. Students are expected to conduct their research, scholarship, and academic work, and all other related activities with the highest standards of academic integrity. All work submitted by students must be original and their own. Any text, figures or graphics copied or paraphrased from another author or source must be appropriately identified, acknowledged, and attributed, or it shall be deemed plagiarism. Any student who commits plagiarism in the preparation of degree milestones will be subject to termination from the program. Please note that you are allowed to reuse your own work from various courses to include in your written capstone proposal and manuscript, as these are your own works that have not been previously published. Anything formally published by yourself or others must be cited appropriately.

University Disability Statement

In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990, we ask if you have a disability or think you have a disability, please contact the office of Accessibility Services/International Student Services (OASIS): Bowser, Suite 121, 757-823-2014, 757-823-2640. Please note that the course instructor and/or MS.CYP Program Coordinator must be in possession of your ADA accommodation paperwork (or correspondence from the ADA office) prior to providing you with the accommodations requested. Accommodations are NOT retroactive.

Appendix A: Course Descriptions

PSY501: CyberPsychology Continuous Enrollment; 0—1 semester credit hour)
This course provides the student with continuous matriculating status for the semester while not enrolled in coursework, but adhering to all other university policies and procedures for continuous enrollment.

- Prerequisites: Permission from the MS CyberPsychology Program Coordinator

PSY510: Psychology & Cyberspace (*Foundation & Research* Core; 3 semester credit hours)
The psychology of cyberspace is explored through examination of the intersection between psychological theory and the progression of technology in everyday life. The behavioral implications of digital technologies will be explored, with an emphasis on computer mediated communication, online identity and anonymity, impression management, online addiction, telehealth and help-seeking, cybercrime, digital privacy, and information security.

- Prerequisites: Current CyberPsychology student or permission from the MS CyberPsychology Program Coordinator or instructor

PSY520: Current Trends in CyberPsychology (*Foundation & Research* Core; 3 semester credit hours)
Current trends in the field of cyberpsychology are explored with an emphasis on preparing the student to be aware of the current areas of greatest need relevant to this discipline area. This course is the first of the research sequence and will prepare students to determine gaps in qualitative and quantitative cyberpsychological research. Discussions and assignments will provoke critical thinking and help students explore potential research topics for their capstone project.

- Prerequisites: Current CyberPsychology student or permission from the MS CyberPsychology Program Coordinator or instructor

PSY530: Research & Ethics in CyberPsychology (*Foundation & Research* Core; 3 semester credit hours)
This course is designed to provide the student with a collection of ethical guidelines for conducting social science research, with an emphasis on non-traditional sources of data collection. Traditional research methods and principles of ethical conduct for conducting a psychological study are introduced. Strategies needed to effectively plan, design, evaluate and disseminate cyberpsychological research are discussed.

- Prerequisites: Concurrent with PSY510 or PSY520; Or permission from the MS CyberPsychology Program Coordinator

PSY535: Quantitative Research Methods (*Elective Core;* 3 semester credit hours)
This course focuses on understanding quantitative research applied to the critical examination of human behavior. Methodologies and theoretical foundations are discussed, building upon descriptive and inferential statistical techniques.

- Prerequisites: Concurrent with or subsequent to PSY530; Or permission from the MS CyberPsychology Program Coordinator

PSY536: Qualitative Research Methods (*Elective Core;* 3 semester credit hours)
This course focuses on understanding qualitative research applied to the critical examination of human behavior. Methodologies and theoretical foundations are with particular emphasis on both emic and etic approaches consistent with field interviewing, focus group surveying, and examination of publicly available source material. Data analytic approaches will be examined and academic article critique will be included.

- Prerequisites: Concurrent with or subsequent to PSY530; Or permission from the MS CyberPsychology Program Coordinator

PSY540: Consumer & Media CyberPsychology (*Elective Core;* 3 semester credit hours)
This course will introduce students to the psychology of the consumer and the media in an increasingly digital world. Student will examine the relevance of psychology theory and research to understand how social media in particular impacts the social and economic well-being individuals within different societies. Students will explore how consumer preferences are shaped and influenced by the different media available to them, as well as how information is cultivated and delivered to people based on big data sourcing and algorithms that leverage users' online activity.

- Prerequisites: PSY510 or PSY 520 or permission from the MS CyberPsychology Program Coordinator

PSY550: Human-Computer Interaction (*Elective Core;* 3 semester credit hours)
Human-computer interaction (HCI) is an interdisciplinary field that integrates theories and methodologies from computer science, cognitive psychology, human factors, digital learning, and other related areas. The course will cover the basic theory and methods that exist in the field, and use case studies, critical thinking and experiential activities to examine the potential applications of HCI in physical and digital environments.

- Prerequisites: PSY510 or PSY 520 or permission from the MS CyberPsychology Program Coordinator

PSY560: Virtuality (*Elective Core;* 3 semester credit hours)
Virtuality explores the artistic, scientific, and clinical application of reality and actuality on human behavior. Diverse and interdisciplinary approaches will be used to explore the intersection between society, culture, technology, and digital connectivity to better understand methods of increasing quality of life and life satisfaction. This course incorporates psychological theories which support the biological bases of behavior, sensation and perception, cognition and communication, and mental health care to facilitate the critical examination of how virtual and augmented reality and related technologies are leveraged to improve human functionality and performance.

- Prerequisites: PSY510 or PSY 520 or permission from the MS CyberPsychology Program Coordinator

PSY570: Forensic CyberPsychology (*Elective Core;* 3 semester credit hours)
This course addresses the research and application of psychological knowledge to different areas of (digital) forensics specifically as they apply to the intersection of psychology, sociology, and criminal justice. Classification of cybercrimes, applying forensic psychology to deviant online behavior, and criminological and forensic psychological perspectives will be addressed.

- Prerequisites: PSY510 or PSY 520 or permission from the MS CyberPsychology Program Coordinator

PSY580: Cybercognition & Behavior (*Elective Core;* 3 semester credit hours)
This course is designed to teach the underlying principles of human cognition (i.e., attention, thinking, perception, intelligence, comprehension, memory, decision-making, problem solving, reasoning) as it applies to human behavior in cyberspace. Attention will be given to the comparison of online versus offline behavior and decision making. This course deals with understanding how higher mental processes are influenced by digital technologies, and provides relevant theories and research to support a deeper understanding of cybercognition.

- Prerequisites: PSY510 or PSY 520 or permission from the MS CyberPsychology Program Coordinator

PSY590: Cyberpsychopathology (*Elective Core;* 3 semester credit hours)
This course offers a broad overview of abnormal psychology and applies concepts to behaviors commonly impacted by digital technologies. Topics may include how to define normal versus abnormal behavior, diagnostic features and etiology of well-established psychopathology, prevalence and treatment of psychopathology and related disorders, critical evaluation of current debates about digital addictions and online self-help, and a focus on the influence of societal and systemic factors.

- Prerequisites: PSY510 or PSY 520 or permission from the MS CyberPsychology Program Coordinator

PSY600: CyberPsychology Internship (*Elective Core;* 1-3 semester credit hours, up to 9 credits total)

Internship experience in a cyberpsychology related position provides the student with an opportunity to apply their knowledge in an applied setting. Internship does not guarantee future employment but aims to significantly enhance marketability post-graduation. Internships may require a physical presence for 5-20 (or more) hours per week, with credit hours (minimum of 1 maximum of 3 per semester) commensurate with anticipated hours of work. The course instructor will also provide indirect supervision and oversee required documentation and evaluation completion. All training opportunities must be approved by the MS CyberPsychology Program Coordinator prior to their start. Students are also required to complete course assignments facilitated by the course instructor. Students may repeat this course for credit multiple times up to 9 semester credit hours in total.

- Prerequisites: PSY510 or PSY520 and PSY530; OR permission from the MS CyberPsychology Program Coordinator

PSY610: CyberPsychology Research (*Foundation & Research* Core; 3 semester credit hours, taken times in succession)
This course facilitates the formal research process for the student to develop, refine, carry out and analyze data in pursuit of a successful capstone project. In this course, students will work with their instructor to identify an appropriate and researchable capstone topic and prepare the required background information and documentation needed to execute their study. Students will conduct literature reviews and formulate a full research proposal outlining all areas of their proposed study. Students will prepare all documentation for institutional review board review and carry out their research study, leading directly into PSY690 (Capstone) where they will finalize and present their project. PSY610 is repeatable and students are expected to complete 9 credits prior to enrolling in PSY690.

- Prerequisites: PSY 530 or permission from the MS CyberPsychology Program Coordinator

PSY620: Advanced CyberPsychology Research (*Elective Core1*-3 semester credit hours, up to 9 credits total)
This course is intended for students pursuing independent cyberpsychological research under direct faculty supervision.

- Prerequisites: PSY 530 or permission from the MS CyberPsychology Program Coordinator

PSY690: CyberPsychology Capstone (*Foundation & Research* Core; 3 semester credit hours)
The CyberPsychology Capstone is the final course in the research sequence. Building on the progress achieved in PSY610, students will be prepared to compile their results in a comprehensive research report and present their research findings for approval. Capstone completion is acknowledged after the student successfully presents and defends their project, representing the culmination of the student's development throughout the program and the final deliverable prior to earning the MS CyberPsychology degree.

- Prerequisites: 9 credits of PSY 610 and permission from the MS CyberPsychology Program Coordinator

The following courses were previously available as electives in the MS.CYP program but are currently suspended from the program as of Summer 2022. They are listed in this handbook for historical reference only.

CSC535: Computer Security (*Elective Core;* 3 semester credit hours)
This course is designed for IT professionals to learn computer and network security theories and practices that can be used to significantly reduce the security vulnerability of computers on internal networks or the Internet. The course assumes some familiarity with various operating systems and computer networks. Topics include cryptography, program security, operating systems security, database security, network security, security administration, computer ethics, and legal issues

- Prerequisites: Prerequisites: PSY510 or PSY 520 or permission from the MS Cybersecurity Program Coordinator and/or MS CyberPsychology Program Coordinator

CYS688: Human Aspects of Cybersecurity (*Elective Core;* 3 semester credit hours)
This course surveys the human aspects of cyber security. Topics include ethics, privacy, usability security, cyber crime and the social, psychological and cultural aspects of cyber crime. Emphasis will be placed on the theoretical as well as the practical aspects of human security

- Prerequisites: PSY510 or PSY 520 or permission from the MS Cybersecurity Program Coordinator and/or MS CyberPsychology Program Coordinator

Outside Electives

No electives outside of the MS.CYP curriculum options are currently allowable.

Transfer Courses

Please refer to the *Transfer credit & Waivers* section of this Handbook.

Appendix B: Transfer Credit Request Form

Use this form to initiate a request for credit to be transferred from a previous (accredited) graduate institution to the MS.CYP degree program. *Core* and *Internship* courses are not eligible for transfer. Students are responsible for providing official transcripts for the institution where the course was completed (if not already located within your online application to the university). International students must have transcripts *equated* first, consistent with expectations outlined in the [Admission](#) section of this Handbook. Unless otherwise approved, courses must have been completed within the last five calendar years and with a passing grade of *B* or higher. Students should provide all pertinent course information to facilitate a comprehensive review of applicability of the transfer (at minimum to include the course syllabus).

To view or download this file, please click the PDF image or the hyperlink below.

https://www.nsu.edu/getattachment/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/College-of-Liberal-Arts/Departments/Psychology/Programs/M-S-CyberPsychology/Transfer-Credit-Request-Form.pdf.aspx?lang=en-US

Appendix C: Internship Intent & Agreement Forms

When you are beginning the process of setting up an internship training opportunity, fill out the Internship *Intent* form and submit it to the MS.CYP Program Coordinator. If the site and training experience is approved, you will be notified to complete the *Internship Agreement* form in collaboration with your internship supervisor.

To view or download these files, please click the PDF image or the hyperlink below.

Internship Intent Form

https://www.nsu.edu/getattachment/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/College-of-Liberal-Arts/Departments/Psychology/Programs/M-S-CyberPsychology/Internship-Intent.pdf.aspx?lang=en-US

Internship Agreement Form

https://www.nsu.edu/getattachment/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/College-of-Liberal-Arts/Departments/Psychology/Programs/M-S-CyberPsychology/Internship-Agreement.pdf.aspx?lang=en-US

Appendix D: Incomplete Grade Contract

When requesting a grade of *Incomplete* for a course, complete the PDF below in full and submit it to your course instructor for approval. Criteria for approval of an Incomplete are outlined in the [Incomplete Grades](#) section of this Handbook.

To view or download this file, please click the PDF image or the hyperlink below.

[PDF]

https://www.nsu.edu/getattachment/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/College-of-Liberal-Arts/Departments/Psychology/Programs/M-S-CyberPsychology/Incomplete.pdf.aspx?lang=en-US

Appendix E: Academic Probation

Any MS.CYP student placed on Academic Probation will receive this form and be asked to affirm agreement with the terms identified.

To view or download this file, please click the PDF image or the hyperlink below.

https://www.nsu.edu/getattachment/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/College-of-Liberal-Arts/Departments/Psychology/Programs/M-S-CyberPsychology/Academic-Probation-Form.pdf.aspx?lang=en-US

Appendix F: Grievance Procedures

Complete this form and submit to the MS.CYP Program Coordinator to escalate a grievance if initial contact with the grieving party has not yielded amicable resolution.

To view or download this file, please click the PDF image or the hyperlink below.

https://www.nsu.edu/getattachment/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/College-of-Liberal-Arts/Departments/Psychology/Programs/M-S-CyberPsychology/Grievance-Procedure.pdf.aspx?lang=en-US

Appendix G: Leave of Absence / Withdrawal

Use this form if you intend to request an official leave of absence from the program or if you intend to fully withdraw from the MS.CYP degree program. This should be submitted directly to the MS.CYP Program Coordinator.

To view or download this file, please click the PDF image or the hyperlink below.

https://www.nsu.edu/getattachment/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/College-of-Liberal-Arts/Departments/Psychology/Programs/M-S-CyberPsychology/Leave-of-Absence.pdf.aspx?lang=en-US

Appendix H: Capstone Research Guidance

The Capstone research project is a data-driven project overseen by MS.CYP faculty and carried out independently by the student. The acceptability of the research method(s) employed will be determined by the PSY610 course instructor and Capstone Chair. Spanning three sections of PSY610, students are guided through the process of developing their research proposal and beginning their actual research. Once the research is complete, the proposal is used as the basis for the capstone manuscript, which is the primary deliverable in PSY690 (CyberPsychology Capstone course. PSY610 and PSY690 are graded as *Pass* or *Fail,* with expected deliverables outlined in Item 1 of this appendix.

The major deliverable from PSY610 is a fully developed research proposal—with research methodology approved by the university's institutional review board (if necessary)—and carried out under the direct supervision of the PSY610 instructor, with consultation from the student's capstone Chair. Approval for this proposal should be documented in Item 2 of this appendix.

There are two deliverables for PSY690:
- o A written manuscript document of scholarly (publication) quality in the format of an APA research paper (length will vary, but students should expect to produce a 15–50-page manuscript inclusive of all research paper components, as a general guideline). The template for the manuscript is provided in Item 3 of this appendix.
- o An oral presentation (typically a synchronous web conference) outlining your research study and results. The capstone committee meets after the presentation in a breakout room and determines if the student has passed (fully or conditionally) or failed.

Additional details about the scope and breadth of the research project and its processes and procedures are outlined earlier in this handbook will also be covered in PSY610. In general, capstone research can be based on original or secondary (i.e., archival) data, quantitative or qualitative, survey or experimental, cross-sectional or longitudinal. However, all research must be your own original work, not duplicated from previous work you or others have done. All projects must be approved by the PSY610 instructor and the Capstone Chair.

Guidelines for the formatting of the written deliverable are outlined below. Please note that the oral presentation should be based solely on the research in the capstone manuscript. It should be treated as a presentation given to a professional audience. Unless otherwise noted, the format for the written manuscript will be based on the most current version of APA style (information on formatting can also be obtained from Purdue University OWL). Students must adhere to APA style for written research reports, including an appropriately formatted cover page, abstract, body text, reference list, and any applicable tables and figures (as needed). A detailed template for your written deliverable is provided in Item 3 of this appendix.

Please do not use the thesis/dissertation guide provided by the NSU School of Graduate Studies which pertains directly to a thesis or dissertation. However, the depth of your work will likely be similar that of a thesis-quality research project. Your written manuscript should be based on the APA research paper template (not the APA student research paper template) and must include the following information:
- Title page: includes the running head, title, author name and affiliation.
- Abstract: on the second page, a summary typically ranging from 150-500 words.
- Dedication and acknowledgments page (optional): This is not part of most research paper templates, but you are allowed to include this as page 3 if you wish. This page must be removed prior to submitting to any academic peer-reviewed journal if you choose to do this (subsequent to completion of PSY 690).
- Body text: The following Level 1 heading/sections should be included:

- o Introduction (with as many Level 2 and Level 3 sub-headings as needed, and a dedicated section with at least 1 paragraph dedicated to the *Purpose of the Study*)
- o Methodology (specifying Level 2 sub-headings for sample, instruments, procedures, etc.)
- o Results (in-depth summary of all analyses conducted and statistical results)
- o Discussion (with the first paragraph(s) highlighting the major findings of the study, followed by real-world application of the findings.
- o Limitations and future directions for the research topic
- o Conclusion (a final, high-level overview of the entire study)
- o References (alphabetical, in accordance with APA style, unless otherwise required by the specifications of the journal the student will be submitting to).
- o Tables and figures should not be included in text. Rather, placeholders should be in-text and tables/figures should be indicated after the references. If any appendices are required, they should be provided subsequent to the final table/figure.

The best resource for formatting details will be the latest version of the APA style publication manual and/or Purdue University OWL. Your written manuscript must be submitted in MS Word format (.doc or .docx).

The following templates are provided in the Appendices for this Handbook:

1. Capstone checklist (covering deliverables found in PSY610—PSY690)
2. Capstone Project Proposal Approval Form
3. Cover Page for the Capstone Project, including the manuscript template

Item 2 is for documentation purposes only but will be required for satisfactory completion of PSY610.

Item 3 is the manuscript template but the first page of the Capstone written deliverable submitted in PSY690. Please ensure this page is not counted in the page numbering of the full manuscript. You will make the cover page for the document template from Item 3 before submitting it to your committee for review.

Item 1: Capstone Research Project Checklist

To view or download this file, please click the PDF image or the hyperlink below.

https://www.nsu.edu/getattachment/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/College-of-Liberal-Arts/Departments/Psychology/Programs/M-S-CyberPsychology/Capstone/Capstone-Research-Project-Checklist.pdf.aspx?lang=en-US

Item 2: Capstone Project Proposal & Completion Forms

Use this form when you are finalizing your capstone proposal. This form will be given to your Capstone Chair and then submitted in conjunction with course deliverables in PSY610.

To view or download these files, please click the PDF image or the hyperlink below.

Capstone Project Proposal Approval Form

https://www.nsu.edu/getattachment/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/College-of-Liberal-Arts/Departments/Psychology/Programs/M-S-CyberPsychology/Capstone/Capstone-Project-Proposal-Approval-form.pdf.aspx?lang=en-US

Capstone Project Completion Form

https://www.nsu.edu/getattachment/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/College-of-Liberal-Arts/Departments/Psychology/Programs/M-S-CyberPsychology/Capstone/Capstone-Project-Proposal-Completion-form.pdf.aspx?lang=en-US

Item 3: Capstone Manuscript Template

To view or download this file, please click the WORD image or the hyperlink below.

https://www.nsu.edu/getattachment/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/College-of-Liberal-Arts/Departments/Psychology/Programs/M-S-CyberPsychology/Capstone/Capstone-Project-Written-Paper-Template.docx.aspx?lang=en-US

Appendix I: Capstone Project Rubric

The Capstone scoring rubric will be used to evaluate the student's written and oral deliverable. Each member of the student's Capstone Committee will complete the form independently and submit to the Committee Chair for determination of final grading on the project.

To view or download this file, please click the PDF image or the hyperlink below.

https://www.nsu.edu/getattachment/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/College-of-Liberal-Arts/Departments/Psychology/Programs/M-S-CyberPsychology/Capstone/Capstone-Rubric.pdf.aspx?lang=en-US

Appendix J: Petition for Extension of Time

Use this form if you need to request an extension of time in the MS.CYP program, typically used on when the duration of your capstone project exceeds the maximum allowable amount of time in a graduate degree program according to university standards.

To view or download this file, please click the PDF image or the hyperlink below.

https://www.nsu.edu/getattachment/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/College-of-Liberal-Arts/Departments/Psychology/Programs/M-S-CyberPsychology/Petition-for-Extension-of-Time-Revised-0519.pdf.aspx?lang=en-US

Appendix K: Course Sequence

Accelerated (Full-time)

Semester 1 (7 weeks)	credits	Semester 1 (7 weeks)	credits
PSY 510 Psychology & Cyberspace	3	PSY 520 Current Trends in CyberPsychology	3
PSY 530 Research & Ethics in CyberPsychology	3	Elective 1	3
Subtotal	6	Subtotal	6

Semester 2 (7 weeks)	credits	Semester 2 (7 weeks)	credits
Elective 2	3	PSY 610 CyberPsychology Research	3
Elective 3	3	Elective 4	3
Subtotal	6	Subtotal	6

Semester 3 (7 weeks)	credits	Semester 3 (7 weeks)	credits
PSY 610 CyberPsychology Research	3	PSY 610 CyberPsychology Research	3
Elective 5	3	Elective 6	3
Subtotal	6	Subtotal	6

Semester 4 (7 weeks)	credits
PSY 690 CyberPsychology Capstone Research	3
Elective 7	3
Subtotal	6

Rotating Elective Course Options*

- PSY 535: Quantitative Research Methods (3)
- PSY 536: Qualitative Research Methods (3)
- PSY 540: Consumer & Media CyberPsychology (3)
- PSY 550: Human Computer Interaction (3)
- PSY 560: Virtuality (3)
- PSY 570: Forensic CyberPsychology (3)
- PSY 580: Cybercognition & Behavior (3)
- PSY 590: Cyberpsychopathology (3)
- PSY 600: CyberPsychology Internship (3)**
- PSY 620: Advanced Cyberpsychology Research (1-3)**

* Electives will be offered on a rotating basis and may not be available every term
** Course can be taken for 1, 2 or 3 credits, and up to 9 credits total

Total credits for Degree program
42 semester credit hours

Months to completion: Approximately 14 months (minimum)
Accelerated Track (full-time—12 credits per semester)[!]

Degree completion timeline is dependent on total number of credits completed each semester

Full-Time *Accelerated* Sequence (Sample)

Full Time (Accelerated)[1]: 12 credits per semester	
Semester/Term	**Course**
Semester 1 (Term "O")	PSY 580-Cybercognition & Behavior
	PSY 520-Current Trends in CyberPsychology
Semester 1 (Term "P")	PSY 530-Research and Ethics in CyberPsychology
	PSY 510-Psychology and Cyberspace
Semester 2 (Term "O")	PSY 540-Consumer and Media CyberPsychology
	PSY 536–Qualitative Research Methods
Semester 2 (Term "P")	PSY 535–Quantitative Research Methods
	PSY 610-CyberPsychology Research
Semester 3 (Term "O")	PSY 560-Virtuality
	PSY 610-CyberPsychology Research
Semester 3 (Term "P")	PSY 610-CyberPsychology Research
	PSY 590-Cyberpsychopathology
Semester 4 (Term "O")	PSY 570-Forensic Cyberpsychology
	PSY 690-CyberPsychology Capstone

PSY600 (Internship) and PSY 620 (Advanced Research) can be taken up to 9 credits each with prior permission and can substitute courses PSY535, 536, 540, 550, 560, 570, 580, or 590

[1] Full-time equates to at least 9 credit hours per semester. Completion of the program within the accelerated timeframe requires 12 credit hours per semester (two courses per term).

Part-Time _Single Course Per Term_ Sequence (Sample)

Part Time[2]: 6 credits per semester	
Semester/Term	**Course**
Semester 1 (Term "O")	PSY 520-Current Trends in CyberPsychology
Semester 1 (Term "P")	PSY 510-Psychology and Cyberspace
Semester 2 (Term "O")	PSY 530-Research and Ethics in CyberPsychology
Semester 2 (Term "P")	PSY 535–Quantitative Research Methods
Semester 3 (Term "O")	PSY 536–Qualitative Research Methods
Semester 3 (Term "P")	PSY 540-Consumer and Media CyberPsychology
Semester 4 (Term "O")	PSY 570-Forensic Cyberpsychology
Semester 4 (Term "P")	PSY 560-Virtuality
Semester 5 (Term "O")	PSY 550-Human-Computer Interaction
Semester 5 (Term "P")	PSY 590-Cyberpsychopathology
Semester 6 (Term "O")	PSY 610-CyberPsychology Research
Semester 6 (Term "P")	PSY 610-CyberPsychology Research
Semester 7 (Term "O")	PSY 610-CyberPsychology Research
Semester 7 (Term "P")	PSY 690-CyberPsychology Capstone

PSY600 (Internship) and PSY 620 (Advanced Research) can be taken up to 9 credits each with prior permission and can substitute courses PSY535, 536, 540, 550, 560, 570, 580, or 590

[2] Part-time is less than 9 credit hours per semester, via any combination of courses per term