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Overview

The M.S. CyberPsychology program (MS.CYP) is year-round, fully asynchronous online program designed to prepare students for careers in areas of applied social science. Cyberpsychology examines the relationship between human behavior in the 21st century and both current and emerging (digital) technologies. The program builds on a wide range of psychological theories combined with critical examination of emerging trends across all domains of psychology and related interdisciplinary fields. Students are equipped with essential research skills applicable across a wide range of employment settings and higher education programs. Full-time students (12 credits per semester) are on an accelerated track and can complete the program in less than a year and a half.

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

**MS.CYP Program Mission**: Our mission is to support the development of talented students who can conduct exemplary basic and applied 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, 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. Norfolk State University'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 Norfolk State University 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.

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. 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 from SCHEV approval, SACSCOC reviewed and subsequently approved the MS.CYP program in June of 2020.
Admission

All prospective students must complete the application process 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 office to the MS.CYP Program Coordinator (PC) within the Psychology Department, which are then reviewed by the MS.CYP Admissions Committee (AC). This AC determines the merits of each application individually. Applicants are then notified of acceptance or rejection, typically within 2 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.

<table>
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<th>Semester</th>
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<td>January</td>
<td>March</td>
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<td>June</td>
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Prospective students may apply for full or part-time matriculation status. Minimum admission standards are in accordance with the requirements of the NSU School of Graduate Studies and the additional MS.CYP program requirements (located here). Meeting criteria does not guarantee admission. **Note:** Starting in a “P” term prevents you from being a full-time student during your first semester, but not subsequent semesters.

University Standards

Norfolk State University and the 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.)
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. There are several agencies that provide international transcript equating, and each is independent to the university.

**Tuition Notice:**

**There is no difference in the tuition rate for in versus out of state students**

Matriculating full-time students may be eligible to apply for tuition assistantship and graduate assistantship funding. Funds are limited and will be granted on a first come first served basis, subject to qualifications. These funds are overseen by the School of Graduate Studies, not the CyberPsychology program.
MS.CYP Standards

In addition to the University standards previously indicated, the MS.CYP AC requires additional criteria and documentation as indicated below.

Application Process & Requirements

Norfolk State University’s application for Graduate Studies can be found here. The University’s minimum requirements were previously summarized and outlined in more detail here. Additionally, please ensure your application reflects the following program-specific documentation:

- Graduation from an accredited degree program is required;
- Academic major / area of concentration is open, although preference will be given to students with an undergraduate background in psychological theory / research or social science;
- The MS.CYP program is research-intensive, and applicants should aim to demonstrate their experience, proficiency, or academic potential to engage in research via the application, in particular the personal statement and letters of recommendation;
- At minimum, students are encouraged to have familiarity with:
  * Introductory psychology (including abnormal / personality / developmental psychology);
  * Experimental Psychology / Statistics (social science related) & Psychological Research Methods.

All applicants must adhere to the guidelines below (also indicated on the MS.CYP website):

1. **Two letters of academic or professional recommendation**
   a. **At least one recommender** must be a professor or other academician 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 letter(s) can be from professors, workplace or research supervisors, or another individuals who know you in any professional capacity.
      - Recommendation letters from recent professors are highly recommended.
      - Recommendation letters from personal contacts (e.g., friends or family) will not be accepted.
      - Exceptions may be granted upon request to the PC, for example if you graduated several years ago and no longer have contact/access to professors.
   b. The recommender must fill out the school’s rating form at minimum (which is emailed to them when you provide their contact information in your online application), although it is highly recommended for recommenders to also write a personalized letter and upload it. Uploaded letters must be in PDF format and signed (digitally or otherwise) by the recommender, as well as their current contact information.
   c. The recommendation letter should specifically attest to the student’s academic or vocational performance, as well as the student’s abilities and potential for success at the graduate level.
   d. Recommendation letters that do not meet these criteria will typically not be accepted.

2. **Grade Point Average (GPA)**
   a. Undergraduate GPA of 3.0 on a 4.0 scale is highly preferred. Graduate coursework (minimum GPA of 3.0 on a 4.0 scale) will be considered in addition to or in lieu of undergraduate GPA.
   b. An undergraduate GPA of 2.50 may be considered if the application is accompanied by strong letters of recommendation from individuals uniquely qualified to attest to your potential as a graduate student AND a personal statement (see following itemized point) that includes insight specifically about your interest in this program and your plan to be successful despite previous academic difficulties (ie, low GPA).
3. **Personal Statement**
   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.
   b. The statement should be proofread and with formatting that does not exceed 2 pages. It should be double spaced, 12 pt. Times or Arial font, with 1” margins, .5” header and footer.

4. **Current Resume or CV**
   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 as necessary.
   c. Include any relevant school, work, internship, volunteer, or other experience that may potentially be relevant to demonstrate your preparedness for graduate level studies.

**Expedited Review**

Applicants whose background and experience highly overlap with the requirements for the MS.CYP program will be considered for expedited review (i.e., application review within 1 week of submission). An application’s review will be expedited by the MS.CYP AC if all the following criteria are met:

1. **Academic Degree**
   a. 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—
   b. Recently conferred Graduate degree

2. **Grade Point Average (GPA)**
   a. Undergraduate GPA of 3.0 on a 4.0 scale (equivalent to a “B”)
      —OR—
   b. Graduate GPA of 3.3 on a 4.0 scale (equivalent to a “B+”)

3. **Academic Experience**
   a. Completion of at least one social science-related research methods or experimental psychology course (minimum of 3 semester credit hours) with a final grade of B or higher
      —AND—
   b. Completion of at least one statistics course (minimum of 3 semester credit hours) with a final grade of B or higher

4. **Personal Statement**
   a. Statement clearly demonstrates how the student’s goals align with the overall purpose and mission of the MS.CYP program (as described above)
      —AND—
   b. Statement is well-written, and free of significant proofreading errors
5. **Recommendations**
   a. All recommenders provide applicant ratings that are no lower than the 15\textsuperscript{th} percentile for each category assessed
   —AND—
   b. Recommenders provide evidence of a recent educational, academic, or other professional relationship via **a written and signed narrative** included in addition to percentile ratings

**Non-Degree Seeking**

The university offers non-degree seeking status for potential students in the Graduate School, however, this is not applicable to the MS.CYP program. This status is therefore unavailable currently. Alternatively, students should consider applying off the Certificate in CyberPsychology program once it is available, which is currently to be determined but potentially at some point in 2023.

**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 PC. Students must complete all 42 credit hours with a passing grade of *B* or higher, and with no more than two courses with a passing grade of *C* permitted. The *Minimum grade expectations* section of this handbook provides further details, and all university standards can be found in the NSU Graduate Studies *policies*.

**NOTE:** The MS.CYP program is part of the university’s *Accelerated Programs* initiative which allows full-time students to complete the program in under 1.5 years (about 14 months). To facilitate this, students are generally locked into a specific sequence of courses which is based on anticipated course offerings for all electives. Because of this, by default, students are expected to follow this sequence to stay on track for accelerated graduation. Students seeking approval to deviate from this sequence should understand the potential implications of this, most notably potential delays in completing the program in an accelerated fashion.

**NOTE:** As an online student pursuing graduate education at NSU, you have access to all university resources including the NSU Library. Please refer to the Office of Graduate Studies, the Office of Information Technology (Client Services OIT Help Desk) and the Office of Extended Learning (and Blackboard Help Desk) for more details about accessibility.

**Course Descriptions**

Course descriptions for all MS.CYP courses are located in Appendix A. Course descriptions for 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:**
M.S. CyberPsychology Program Handbook

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)

* 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

**Electives**

Courses from other graduate academic units at NSU cannot be taken as electives in the MS.CYP program at this time. All electives must be chosen from the psychology electives indicated above. This policy does not apply to transfer courses, which is outlined in more detail later in this handbook.

**Internship**

PSY600 CyberPsychology Internship (anywhere from 1-3 credit hours) may be taken recurrently up to 9 credits total. Only one internship at any given time is allowed. Previous work, 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.

<table>
<thead>
<tr>
<th>Course Credit</th>
<th>Weeks Per Semester</th>
<th>Weekly Hours Worked (Appx)</th>
<th>Expected Total Hours</th>
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<tbody>
<tr>
<td>3.0</td>
<td>6 – 8</td>
<td>18 – 20</td>
<td>140 – 160</td>
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<td>14 – 16</td>
<td>8 – 10</td>
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<td>2.0</td>
<td>6 – 8</td>
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<td>14 – 16</td>
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<td>1.0</td>
<td>6 – 8</td>
<td>6 – 8</td>
<td>40 – 60</td>
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<td>14 – 16</td>
<td>3 – 4</td>
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</table>

**Training Site**

MS.CYP Program Handbook v08-10-22 10
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. 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 evaluations of performance. This will constitute a partial basis for passing the course based on the PSY600 instructor’s grading criteria, as will weekly course assignments in the PSY600 online classroom. This is a pass/fail course, and the final grade is at the discretion of the course instructor.

NSU and the MS.CYP program cannot guarantee internship placements, although the PC will work with students and sites to establish a formal training relationship in a timely fashion. It is the responsibility of the student to identify potential sites and work with the PC to set up a training opportunity if one does not already exist. All training opportunities must be approved by the PC in advance of registration for PSY600. Once a potential site has been identified, the PC 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, the training site must still be approved in advance.

Please note that internship(s) do not guarantee future employment. Rather, they represent defined responsibilities that can serve to enhance marketability. Internships may require a physical presence on site. Student will work in conjunction with their training site to establish the site’s schedule preferences. The MS.CYP PC will only intervene if students are unable to negotiate a mutually amenable schedule with the agreed upon site supervisor.

PSY 600 Class Requirements
Students will enroll in a 1, 2, or 3 credit section of PSY600 based on discussion with the PC. The course is repeatable and can be taken as many times as desired, up to a total of 9 credit hours total. Students will enroll in the 7-week section, but internship activities may be agreed upon for a different length of time, in which case, the student will enroll in PSY600 in subsequent terms to cover the relevant dates of the internship experience. The course will be graded as pass or fail and subject to the individual criteria of the instructor assigned to facilitate the course, but in general, successful completion of the course will be dependent upon satisfactory completion of internship hours and weekly responsibilities (acknowledged and signed by the internship supervisor), as well as weekly participation in the PSY 600 online classroom. 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.

Transfer Credit and Waivers
Matriculating students who have previous graduate level education may transfer credit from graduate level courses which have highly overlapping course descriptions and rationale to those offered in the MS.CYP Elective Core (i.e., transfer credit will not be eligible to substitute for PSY 510, PSY 530, PSY 600, PSY 610 or PSY 690, nor PSY600). Transfer credits from institutions external to NSU will only be accepted with prior approval from the PC 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
M.S. CyberPsychology Program Handbook

initiate. Requests should be given to the PC in writing using the Transfer Credit Request Form located in Appendix D. A maximum of six credit hours with a grade of B or higher may be transferred into the MS.CYP program from another accredited Graduate program. The student must submit copies of course syllabi and any other applicable course documentation with Appendix D for review. Generally, credits should have been earned within the past five years prior to matriculation in the MS.CYP program. Undergraduate courses, Certificate courses, or other similar non-Graduate level courses will not be honored as transfer credits. 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 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.

Grade Expectation

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. Any grade lower than a C 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 in order to receive a P. A student will be required to retake any course in which they fail, receive a non-pass, or earn a grade of C in excess of the two-maximum cutoff. Students are also required to maintain a 3.0 (B) average across each academic semester. If a failing grade is received for an elective course, the student may either re-take that elective or choose a new elective towards completion of the degree (but which will remain factored into the overall GPA). Retaking a course and passing with a higher grade will result in a corresponding increase of the GPA accordingly.

Any instance of a C or lower, or non-pass will trigger an academic probationary review. The MS.CYP PC will meet with the student and any other applicable parties (e.g., course instructor) 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 E) 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 passing grades of a B or higher;
- A legitimate reason with documented evidence to support the request; and
- A signed agreement (i.e., an 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 accordingly.
Grievance Procedure

Formal grievances will be reviewed in a timely fashion by the PC according to the schedule outlined below, 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; however, when this does not yield an amicable resolution, the grievance may be elevated. For general grievances that cannot be resolved through discussion with the PC, 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 MS.CYP PC 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 sequential process indicated below. Students should document actions taken at each stage.

- **Stage 1**: The student will initiate formal contact with the instructor/faculty member via email, phone call, 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 are strongly advised to provide any documentation or evidence to support their position.
  - The faculty member has 5 business days from the time of receipt to formally respond, addressing the concern in an official capacity. 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 can request a formal meeting with the PC to discuss the concern. The request to the PC must be 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 thus far.
  - The PC has 5 business days from the time of receipt to formally respond to the student.
  - Two possibilities may result from the investigation conducted by the PC:
    - If there is sufficient evidence to support further action, a conference will be scheduled with the student, course instructor, and PC (or designee). The role of the PC at this stage shall be that of a mediator first and arbitrator only if it becomes 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. If the dispute persists outside of the Psychology Department, university grievance procedures for students shall be adhered to as outlined here.

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

Academic Probation
Any student failing to maintain a 3.0 cumulative GPA (B), or who otherwise 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 (Appendix G). Typically, probation will last a minimum of one semester, but may be longer if the PC determines it is needed. If the student's GPA does not return to at least a 3.0 by the end of the semester after the next courses have been started for the student, or the student continues to struggle academically (ie, two or more grades of C or lower), the student may be required to leave the program. A student may be placed on academic probation multiple times if circumstances dictate. Students not meeting the specifications of their probation and who are subsequently terminated from the program may reapply to the program after removal, although the same academic standards for grades will apply (ie, students will need to retake courses completed that were lower than a B and maintain a 3.0 GPA).

**Leave of Absence**

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 H). The request will be reviewed by the PC. A time period for the extended leave must be indicated and may not be longer than one calendar year. A student in good 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). At the end of the approved absence, a student may apply for an extension by requesting another leave of absence.

**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 42 credit requirement;
- No incomplete grades and not on academic probation;
- Compliance with all other university requirements—academic, administrative, and financial (eg, no outstanding financial obligations to the university).

**Capstone Research**

The capstone project provides students with an opportunity to investigate a cyberpsychological topic of their interest in conjunction with faculty guidance and oversight. Through the capstone research sequence (nine credits of PSY 610 and three credits of PSY 690), students will develop a researchable topic, secure Institutional Review Board (IRB) approval if necessary, collect original 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.

There will be a written and oral deliverable. The written portion will start with a research proposal and end with a finalized capstone resembling a typical manuscript that will mimic the format and writing style of a peer reviewed academic journal article in cyberpsychology. The oral component will mimic the format of a professional presentation delivered to an academic audience. Further guidance, forms, and required documentation can be found in Appendix I.
Research Advisement & Capstone Committee

The capstone project will be overseen by the PSY 610 and PSY 690 course instructor(s) and a Capstone Committee. A committee Chair will be identified early in the PSY 610 process. Faculty and committee members will ensure the student’s project is researchable and progressing accordingly. Towards the beginning of the PSY 610 process, the student will identify a Capstone Committee Chairperson, and once approved by the PSY 610 instructor, will work with the Chair to identify a capstone committee. 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 PC. The additional committee members (typically 2-4 total) may be faculty in the Psychology department, in other departments within NSU, external faculty with relevant training, or external individuals who are highly qualified based on content expertise. The PSY 610, PSY 690, or MS.CYP PC will determine the appropriateness of each committee member. The Chairperson’s role is to ensure the student’s capstone project meets a sufficient level of rigor, is appropriately connected to the field of cyberpsychology, and ensure all documentation is completed. The Chair will also indirectly ensure the student is proceeding in a timely fashion, in conjunction with instructor oversight in PSY 610. All members must sign the appropriate documentation provided in Item 1 of Appendix I.

Starting in PSY 610, students will work with their course instructor to identify and finalize a viable capstone topic, develop a formal written research proposal, and prepare for data collection/analysis. A sample schedule of expected deliverables towards the capstone is also provided in Appendix I. Subsequently, the student should complete Item 2 in Appendix I as required in PSY 610 or PSY 690. Please refer to Item 3 in Appendix I for a projected sequence of deliverables as you progress through PSY 610 and into PSY 690.

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 J). 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 at least two weeks in advance of the presentation date and provide direct feedback to the student, although students may request non-Chair committee members be more involved earlier in the capstone process. Additional involvement beyond this expectation is at the discretion of each individual committee member.

If the committee identifies areas of concern after a student has defended their capstone project during PSY 690, the student and committee will identify a reasonable timeframe for completing 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. 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 F, 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 are required to complete three successive sessions of PSY 610 (totaling 9 credits over three semesters). With approval from the PSY610 instructor(s) and PC, the student may request completing the three PSY 610 sessions out of 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 on a written manuscript and synchronous video presentation.

**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. 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 4 of Appendix I. 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 after presentation to their committee and all committee members have approved a *Pass* for PSY 690, there is an expectation (but not requirement for passing PSY 690 or completing the degree) for the student to submit their written manuscript to an academic peer-reviewed journal for possible publication. Details of the manuscript submission and process will be discussed with the committee Chair.

**Synchronous Video Presentation**

Each student is required to prepare and conduct a live / synchronous presentation of their capstone project using video conferencing technology. Students wishing to present in person may request this in advance. The presentation will be a 30-50-minute professional discussion comparable to what would be expected at an academic conference. Students should anticipate being available (without distraction) for approximately two hours. The student must ensure they have access to reliable internet that will support the bandwidth needed for audio and visual streaming. The committee should be able to see the student during the presentation, in addition to any slides. The discussion 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 questions at the conclusion of the presentation, and then immediately convene in private, and then 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’s project. Major revisions are likely to require additional time for committee review and potentially another presentation. Failure will trigger the remediation process, overseen by the Chair working in conjunction with the PC.

**Archival**

The presentation should be recorded to facilitate archiving, which will be housed by the MS.CYP program alongside the written manuscript. 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 written capstone with interested third parties. No external publication using the data will be permitted without express consent from the student.

**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 K) which must be submitted to the MS.CYP PC prior to the expiration of the time limit. Exceptions are granted for one year and only two exceptions are allowed. Students requesting an exception must also submit a plan of action for completing all degree requirements.

**Course Sequence**

MS.CYP students can enroll either as full or part-time matriculating students. Courses are delivered over a 7-week period and always via an asynchronous online format using the university’s learning management system (Blackboard). Courses are offered year-round with two terms per semester (i.e., Fall “O” and Fall “P”, Spring O and Spring P, and Summer O and Summer P). A sample plan of study that outlines the sequence of courses is provided in Appendix L, although this sequence does not specify when specific electives will be available. Accordingly, a course sequence based on your semester and term of entry (samples provided in Appendix M) are provided to students which highlights the expected course availability and course sequence students should follow to graduate within the expected (accelerated) timeframe. Students may deviate from this sequence at their own discretion, but it is not recommended to do this without prior discussion with your academic advisor or PC. 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 the program in a “P” term who desire a full-time course load are highly advised to contact Financial Aid services at NSU to determine availability of funding, as “P” term entrance will require the student’s first semester in the program to be part-time.

**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 must abide by the American Psychological Association’s Ethical Principles and Code of Conduct as well as all applicable standards of conduct established by NSU and the Department of Psychology.
**Academic Integrity**

Academic integrity is essential. The Graduate School enforces the university’s academic integrity policies and codes of conduct. Students in this program are expected to conduct their research, scholarship, and academic work, and all other related activities with the highest standards of academic integrity. In particular, all coursework and academic milestones submitted by students in the MS.CYP program must be their own original work. Material must never have been submitted in whole or in part to satisfy the requirements of prior courses or degrees taken by them or another individual. 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 being terminated 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 PC 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; 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: CyberPsychology Research II** *(Elective Core; 1-3 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: Course Substitution Form

Use this form if you are requesting the substitution of a required course from the MS.CYP curriculum. Substitutions must be approved by the PC in advance of registration.

[NSU Course Substitution Approval Form]

Date Student Name (Last, First, M.I) Student ID

Required Course Substitution Hrs Hrs
Type of Course
Required Course Substitution Hrs Hrs
Type of Course
Required Course Substitution Hrs Hrs
Type of Course

Required Course Substitution Hrs Hrs
Type of Course

Please provide an explanation for the substitution if the courses are not equivalent.

Advisor/GPCD Approved Not Approved Signature Date
Dean Approved Not Approved Signature Date
Dean, SSGR Approved Not Approved Signature Date

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Appendix C: Internship Intent & Agreement Forms

When you are beginning the process of setting up an internship training opportunity, fill out page 1 of the PDF below and submit it to the MS.CYP PC. If the site and training experience is approved, page 2 must be completed in collaboration with the training site supervisor and then submitted to the PC as well.

Embedded PDF
(click image)
Appendix D: 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).
Appendix E: 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.

![Embedded PDF](click image)
Appendix F: Grievance Procedures

Complete this form and submit to the MS.CYP PC to escalate a grievance if initial contact with the grieving party has not yielded amicable resolution.
Appendix G: Academic Probation

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

<table>
<thead>
<tr>
<th>Academic Probation—To be completed by the MS.CYP PC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: __________</td>
</tr>
<tr>
<td>Semester/Year: __________</td>
</tr>
</tbody>
</table>

**Reason for academic probation (check all that apply):**
- [ ] Cumulative GPA < 3.00
- [ ] Failure of course(s) (specify):
- [ ] Course grade < "C" (specify):
- [ ] Second/Third/Other (specify):
- [ ] Other (specify):

**Summary of circumstances:**

**Expectations for successful resolution of probation (check all that apply):**
- [ ] Semester GPA > 3.00
- [ ] Courses Completed
- [ ] Cumulative GPA > 3.00

**Expected date of resolution (Semester/Year):** __________

**Summary of probation plan & consequences of failure to meet probation requirements:**

**Date of plan creation:** __________ | **Date reviewed with student:** __________

**Program Coordinator:_________________________** | **Date:** __________

By signing below, the student acknowledges and fully understands all information as presented above. If the student wishes to add any additional information, please do so below or check "NA" if left blank.

**Date:** __________ | **Student:** __________ | **ID#:** __________

Rev 4/8/2021
Appendix H: Leave of Absence

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 PC.

![Embedded PDF]

(click image)
Appendix I: 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 course instructor(s) in PSY610 and PSY690. The Capstone course (PSY 690) is graded as Pass or Fail and based on the following components:

- A faculty approved original research project—with a fully developed research proposal—approved by the university’s institutional review board if necessary—which will be completed in PSY610, and carried out under the direct supervision of NSU faculty and culminating in a professional report document and presentation (during PSY690).
  - A written 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).
  - An oral presentation (virtual [or in-person upon request] and synchronous) of approximately 60-90 minutes inclusive of presentation (typically 30-50 minutes) and discussion with your committee afterwards. The student should provide slides and be visible within the video conferencing platform.

Additional details about the scope and breadth of the research project and its processes and procedures will be covered in PSY610. In general, capstone research can be based on original or secondary (i.e., archival) data collection, 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 course instructor(s) and/or the MS.CYP PC, typically in conjunction with enrollment in PSY610.

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 manuscript you will prepare. 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 can also be obtained from Purdue University OWL). Students should 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 this appendix (Item 3).

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 brief summary should be provided. Typical abstracts range 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 (subsequent to completion of PSY 690).
- List of Tables: If you have two or more tables in-text, you should include an itemized list of tables with their corresponding descriptions. This may not be included in all templates available online.
- List of Figures: If you have two or more figures in-text, you should include an itemized list of figures with their corresponding captions. This may not be included in all templates available online.
- Body text: The following Level 1 heading/sections should be included:
M.S. CyberPsychology Program Handbook

- 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)
- Methodology (specifying Level 2 sub-headings for sample, instruments, procedures, etc.)
- Results (in-depth summary of all analyses conducted and statistical results)
- Discussion (with the first paragraph(s) highlighting the major findings of the study, followed by real-world application of the findings.
- Limitations and future directions for the research topic
- Conclusion (a final, high-level overview of the entire study)
- References (alphabetical, in accordance with APA style, unless otherwise required by the specifications of the journal the student will be submitting to).
- 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. Your written manuscript must be submitted in MS Word format (.doc or .docx), no exceptions.

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

1. Capstone Project Proposal Approval Form
2. Cover Page for the Capstone Project
3. Written manuscript template

**Item 1** is for documentation purposes only but will be required for satisfactory completion of PSY610.

**Item 2** will be 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 3** is your full capstone research paper. It is based on your approved capstone proposal (completed during PSY610), with updated information reporting on the results and implications of your findings.
Item 1: Capstone Project Proposal & Approval Form

Embedded PDF
(click image)
Item 2: Capstone Project Cover Page

Embedded WORD document
(click image)
Item 3: Capstone Research Project Checklist

Capstone Research Project Checklist

- Enroll in first session of PSY610 (Date complete: )
- Start List of topics (Date complete: )
- Secure a capstone research chair (Date complete: )
- IDEA papers (Date complete: )
- Annotated bibliography of chosen topic (Date complete: )
- Research Questions & Rough draft of research proposal (Date complete: )
- Completed literature review for Research Proposal (Date complete: )
- CITI training—as needed (Date complete: )
- Secure capstone committee members (Date complete: )
- Finalized Research Proposal (Date complete: )
- Submission to IRB—if necessary (Date complete: )
- IRB approval—if necessary (Date complete: )
- Start of data collection or access to archival data—if needed (Date complete: )
- Data collection completed as necessary (Date complete: )
- Data cleaning complete—as necessary (Date complete: )
- Data analyses complete (Date complete: )
- Methodology and Results sections written (Date complete: )
- Discussion section written (Date complete: )
- Tentative presentation date communicated to committee (Date complete: )
- Manuscript proofread (Date complete: )
- Capstone manuscript approval from chair (Date complete: )
- Confirmation of presentation day/time with committee (Date complete: )
- Manuscript to committee—3 weeks’ notice minimum (Date complete: )
- “Pass” for presentation (Date complete: )
- “Pass” for manuscript (Date complete: )

Rev: 7/15/2022
Item 4 Capstone Manuscript Template

*NOTE:* All highlights on the following document denote template text that you will edit

Embedded WORD document

(click image)

Capstone template.docx
Appendix J: Capstone Project Rubric

The Capstone scoring rubric will be used to evaluate the student’s written deliverable and synchronous presentation. 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.

<table>
<thead>
<tr>
<th>MS/CYP Capstone Scoring Rubric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: ________________________</td>
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<table>
<thead>
<tr>
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<table>
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<th>Standard</th>
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<th>Fail</th>
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<tr>
<td>Conceptualization</td>
<td>The investigation demonstrates original and critical thinking. The design and execution are evidence of original research, thought leadership, and conceptualization.</td>
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<tr>
<td></td>
<td>The investigation lacks originality and critical thinking. The design and execution are evidence of routine and conventional research.</td>
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<tr>
<td>Abstract</td>
<td>The abstract provides a concise description of the study, including purpose of the research, methodology, and summary of findings and implications.</td>
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<tr>
<td></td>
<td>The abstract does not provide a concise description of the study, including purpose of the research, methodology, and summary of findings and implications.</td>
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<tr>
<td>Introduction</td>
<td>The introduction makes a clear case for the relevance of the problem and provides a concise study.</td>
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<tr>
<td></td>
<td>The introduction is not well developed. The introduction does not provide sufficient evidence to support and justify the need for the study or does not sufficiently provide the study's significance.</td>
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</tr>
<tr>
<td>Literature Review</td>
<td>The literature review is complete and reflects current literature.</td>
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<tr>
<td></td>
<td>The literature review is incomplete or does not include relevant literature.</td>
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</tr>
<tr>
<td>Methodology</td>
<td>The methods provide a clear rationale for their approach, describe the research design and sample, and clearly explain data collection and analysis methods.</td>
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<tr>
<td></td>
<td>The methods lack a clear rationale for their approach, or are not explained in a manner that provides the reader with confidence in the study.</td>
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<tr>
<td>Results/Findings</td>
<td>Analysis and interpretation are supported by strong evidence and data.</td>
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<tr>
<td></td>
<td>The findings of the study are not clearly or sufficiently demonstrated, and are not supported by adequate evidence and data.</td>
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<tr>
<td>Discussion/Conclusion</td>
<td>The discussion connects and extends the study to the wider field and draws conclusions, including the clear presentation of important quantitative findings and/or qualitative data.</td>
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<td></td>
<td>The discussion of findings is not clear and does not extend the study to the wider field.</td>
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<tr>
<td>Style/Format</td>
<td>The dissertation is written in APA format and is formatted appropriately.</td>
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<tr>
<td></td>
<td>The dissertation is not written in APA format or is not formatted appropriately.</td>
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</tr>
<tr>
<td>Writing</td>
<td>There is good flow and organization across the entire manuscript.</td>
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</tr>
<tr>
<td></td>
<td>The writing flow and organization is not well organized. The transitions and logical flow are not adequately developed and poor for the reader following the argument.</td>
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<tr>
<td>Presentation</td>
<td>The presentation is conducted in a professional manner and in accordance with all guidance provided by the committee.</td>
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<tr>
<td></td>
<td>The presentation is not conducted in a professional manner and does not adhere to all guidance provided.</td>
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Capstone Scoring Criteria:
- Full Pass - "Pass" for all items
- Conditional Pass - "Pass" for most items, with no more than two formal "Revisions" needed
- Revision Required - "Revisions" needed for more than three items, with no items as "Fail"
- Fail - "Fail" on any item

Ear: 4/9/2021
Appendix K: 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 degree program according to university standards.

SCHOOL GRADUATE STUDIES AND RESEARCH

Petition for Extension of Time for Degree Completion

[Extension cannot exceed one year]

Students seeking an extension of time for degree completion must attach a justification/evidence that the extension is warranted. The student and advisor must develop and submit a plan of study detailing how all degree requirements will be completed during the one year extension period. This plan must include specific dates for each remaining requirement and must be attached to this petition.

Date

Student’s Name PRINTED

Student’s Signature

ID #

E-mail address

Phone #

Department:

Degree: Master’s Ph.D.

Date Student Entered Program

Approval of Advisor/Chair

Print Name

Date

Advisor/Chair’s Signature

Approval of Program Coordinator/Director

Print Name

Date

Program Coordinator/Director Signature

Petitions are submitted to the School of Graduate Studies for review and approval.

____ Approve

____ Deny

Date

Graduate Dean’s Signature
## Appendix L: Sample Course Sequence (Full-Time)

<table>
<thead>
<tr>
<th>Semester 1 (7 weeks)</th>
<th>credits</th>
<th>Semester 2 (7 weeks)</th>
<th>credits</th>
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</thead>
<tbody>
<tr>
<td>PSY 510 Psychology &amp; Cyberspace</td>
<td>3</td>
<td>PSY 520 Current Trends in CyberPsychology</td>
<td>3</td>
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<tr>
<td>PSY 530 Research &amp; Ethics in CyberPsychology</td>
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<td>Elective 1</td>
<td>3</td>
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<td><strong>Subtotal</strong></td>
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<table>
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<th>Semester 4 (7 weeks)</th>
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<tr>
<td>Elective 2</td>
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<td>Elective 3</td>
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<td><strong>Subtotal</strong></td>
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<table>
<thead>
<tr>
<th>Semester 5 (7 weeks)</th>
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<th>Semester 6 (7 weeks)</th>
<th>credits</th>
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</thead>
<tbody>
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<td>PSY 610 CyberPsychology Research</td>
<td>3</td>
<td>PSY 610 CyberPsychology Research</td>
<td>3</td>
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<tr>
<td>Elective 5</td>
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<td>Elective 6</td>
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<td><strong>Subtotal</strong></td>
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<td><strong>Subtotal</strong></td>
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</table>

<table>
<thead>
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<th>Semester 7 (7 weeks)</th>
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<tr>
<td>PSY 690 CyberPsychology Capstone Research</td>
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<td>Elective 7</td>
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<td><strong>Subtotal</strong></td>
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</table>

**Total credits for Degree program**
42 semester credit hours

**Months to completion (minimum)**
Approximately 14 months (full-time—12 credits per semester)

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

### 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
Appendix M: Course Sequence by Term of Entry

Based on your semester and term of entry, the electives that will be offered each term for the duration of your program can be projected, although are subject to change.

PSY600 (Internship) and PSY 620 (Advanced Research) can be taken up to 9 credits each with prior permission and can substitute courses PSY 535, PSY 536, PSY 540, PSY 550, PSY 560, PSY 570, PSY 580, or PSY 590

* Note *

Students beginning in a “P” term are not eligible to be full-time for that semester
<table>
<thead>
<tr>
<th>Term</th>
<th>Courses</th>
<th>Term</th>
<th>Courses</th>
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</table>
| Fall Mini Term O | PSY 530-Research and Ethics in CyberPsychology  
               | PSY 510-Psychology and Cyberspace | Fall Mini Term P   | PSY 520-Current Trends in CyberPsychology  
               | PSY 570-Forensic CyberPsychology                       |
| Fall Mini Term P | PSY 520-Current Trends in CyberPsychology  
               | PSY 536 - Qualitative Research Methods | Spring Mini Term O  | PSY 510-Psychology and Cyberspace  
               | PSY 530-Research and Ethics in CyberPsychology |
| Spring Mini Term O | PSY 535–Quantitative Research Methods  
               | PSY 550-Human-Computer Interaction | Spring Mini Term P   | PSY 610-CyberPsychology Research  
               | PSY 536 - Qualitative Research Methods |
| Spring Mini Term P | PSY 610-CyberPsychology Research  
               | PSY 560-Virtuality | Summer Mini Term O   | PSY 610-CyberPsychology Research  
               | PSY 535–Quantitative Research Methods |
| Summer Mini Term O | PSY 610-CyberPsychology Research  
               | PSY 590-Cyberpsychopathology | Summer Mini Term P   | PSY 610-CyberPsychology Research  
               | PSY 580-Cybercognition & Behavior         |
| Summer Mini Term P | PSY 610-CyberPsychology Research  
               | PSY 570-Forensic CyberPsychology | Fall Mini Term O    | PSY 540-Consumer and Media CyberPsychology  
               | PSY 560-Virtuality                                  |
| Fall Mini Term O | PSY 690-CyberPsychology Capstone  
               | PSY 540-Consumer and Media CyberPsychology | Fall Mini Term P    | PSY 690-CyberPsychology Capstone  
               | PSY 550-Human Computer Interaction |

<table>
<thead>
<tr>
<th>Term</th>
<th>Courses</th>
<th>Term</th>
<th>Courses</th>
</tr>
</thead>
</table>
| Fall Mini Term O | PSY 530-Research and Ethics in CyberPsychology  
               | PSY 510-Psychology and Cyberspace | Fall Mini Term P   | PSY 520-Current Trends in CyberPsychology  
               | PSY 570-Forensic CyberPsychology                       |
| Fall Mini Term P | PSY 520-Current Trends in CyberPsychology  
               | PSY 536 - Qualitative Research Methods | Spring Mini Term O  | PSY 510-Psychology and Cyberspace  
               | PSY 530-Research and Ethics in CyberPsychology |
| Spring Mini Term O | PSY 535–Quantitative Research Methods  
               | PSY 550-Human-Computer Interaction | Spring Mini Term P   | PSY 610-CyberPsychology Research  
               | PSY 536 - Qualitative Research Methods |
| Spring Mini Term P | PSY 610-CyberPsychology Research  
               | PSY 560-Virtuality | Summer Mini Term O   | PSY 610-CyberPsychology Research  
               | PSY 535–Quantitative Research Methods |
| Summer Mini Term O | PSY 610-CyberPsychology Research  
               | PSY 590-Cyberpsychopathology | Summer Mini Term P   | PSY 610-CyberPsychology Research  
               | PSY 580-Cybercognition & Behavior         |
| Summer Mini Term P | PSY 610-CyberPsychology Research  
               | PSY 570-Forensic CyberPsychology | Fall Mini Term O    | PSY 540-Consumer and Media CyberPsychology  
               | PSY 560-Virtuality                                  |
| Fall Mini Term O | PSY 690-CyberPsychology Capstone  
               | PSY 540-Consumer and Media CyberPsychology | Fall Mini Term P    | PSY 690-CyberPsychology Capstone  
               | PSY 550-Human Computer Interaction |

<table>
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<tr>
<th>Term</th>
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<th>Term</th>
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</thead>
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               | PSY 510-Psychology and Cyberspace | Fall Mini Term P   | PSY 520-Current Trends in CyberPsychology  
               | PSY 570-Forensic CyberPsychology                       |
| Fall Mini Term P | PSY 520-Current Trends in CyberPsychology  
               | PSY 536 - Qualitative Research Methods | Spring Mini Term O  | PSY 510-Psychology and Cyberspace  
               | PSY 530-Research and Ethics in CyberPsychology |
| Spring Mini Term O | PSY 535–Quantitative Research Methods  
               | PSY 550-Human-Computer Interaction | Spring Mini Term P   | PSY 610-CyberPsychology Research  
               | PSY 536 - Qualitative Research Methods |
| Spring Mini Term P | PSY 610-CyberPsychology Research  
               | PSY 560-Virtuality | Summer Mini Term O   | PSY 610-CyberPsychology Research  
               | PSY 535–Quantitative Research Methods |
| Summer Mini Term O | PSY 610-CyberPsychology Research  
               | PSY 590-Cyberpsychopathology | Summer Mini Term P   | PSY 610-CyberPsychology Research  
               | PSY 580-Cybercognition & Behavior         |
| Summer Mini Term P | PSY 610-CyberPsychology Research  
               | PSY 570-Forensic CyberPsychology | Fall Mini Term O    | PSY 540-Consumer and Media CyberPsychology  
               | PSY 560-Virtuality                                  |
| Fall Mini Term O | PSY 690-CyberPsychology Capstone  
               | PSY 540-Consumer and Media CyberPsychology | Fall Mini Term P    | PSY 690-CyberPsychology Capstone  
               | PSY 550-Human Computer Interaction |

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<th>Term</th>
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               | PSY 510-Psychology and Cyberspace | Fall Mini Term P   | PSY 520-Current Trends in CyberPsychology  
               | PSY 570-Forensic CyberPsychology                       |
| Fall Mini Term P | PSY 520-Current Trends in CyberPsychology  
               | PSY 536 - Qualitative Research Methods | Spring Mini Term O  | PSY 510-Psychology and Cyberspace  
               | PSY 530-Research and Ethics in CyberPsychology |
| Spring Mini Term O | PSY 535–Quantitative Research Methods  
               | PSY 550-Human-Computer Interaction | Spring Mini Term P   | PSY 610-CyberPsychology Research  
               | PSY 536 - Qualitative Research Methods |
| Spring Mini Term P | PSY 610-CyberPsychology Research  
               | PSY 560-Virtuality | Summer Mini Term O   | PSY 610-CyberPsychology Research  
               | PSY 535–Quantitative Research Methods |
| Summer Mini Term O | PSY 610-CyberPsychology Research  
               | PSY 590-Cyberpsychopathology | Summer Mini Term P   | PSY 610-CyberPsychology Research  
               | PSY 580-Cybercognition & Behavior         |
| Summer Mini Term P | PSY 610-CyberPsychology Research  
               | PSY 570-Forensic CyberPsychology | Fall Mini Term O    | PSY 540-Consumer and Media CyberPsychology  
               | PSY 560-Virtuality                                  |
| Fall Mini Term O | PSY 690-CyberPsychology Capstone  
               | PSY 540-Consumer and Media CyberPsychology | Fall Mini Term P    | PSY 690-CyberPsychology Capstone  
<pre><code>           | PSY 550-Human Computer Interaction |
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<th>Term</th>
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<tr>
<td><strong>Program Entry: Spring Term O</strong></td>
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<td>Spring Mini Term O</td>
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<td><strong>Program Entry: Spring Term P</strong></td>
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<td>PSY 540-Consumer and Media CyberPsychology</td>
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<td>Term</td>
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