INTRODUCTION

Welcome to the Department of Psychology at Norfolk State University. The information in this booklet is designed to assist you as you pursue your Bachelor of Arts Degree in Psychology.

The Department of Psychology is one of the nine departments in the College of Liberal Arts. We offer course of study with concentrations in General Psychology, Teacher Certification in Special Education, and Teacher Certification in Early Childhood Education. In addition, we are part of the Virginia Consortium Program in Clinical Psychology which grants the doctoral (Ph.D.) degree in clinical psychology.

The Department is currently composed of seven full-time faculty members. We are committed to your success and are here to assist you in every way possible.

DEPARTMENTAL MISSION STATEMENT

The purposes of the Psychology Department are as follows:

{1} to provide a flexible, relevant, and fundamentally sound curriculum for students majoring in psychology;

{2} to prepare students to render service initially as paraprofessionals or behavioral scientists and eventually as professional psychologists;

{3} to provide a thorough behavioral science background for students whose expertise can be utilized in related human service fields of employment.

Consistent with the University’s mission, the Department seeks to provide opportunities for obtaining a quality education through the acquisition of knowledge, understanding, and skills and to instill in all students an appreciation for and sensitivity to ethical and aesthetic values.
DEPARTMENTAL GOALS

A. Goal 1: Knowledge

[1] Graduates will have an understanding and knowledge of psychological facts, concepts, principles, and theories, as they pertain to diverse populations;
[2] Graduates will have knowledge in scientific reasoning and psychological research;
[3] Graduates will have knowledge and understanding of psychological disorders, and diagnostic and therapeutic techniques.

B. Goal 2: Skills

[4] Graduates will have skills in critical thinking and problem solving;
[5] Graduates will have skills in scientific reasoning and psychological research;
[6] Graduates will have skills in quantitative reasoning;
[7] Graduates will have skills in oral and written communication;
[8] Graduates will have competency in the use of computers and other technologies for the purposes of researching and communicating findings on various topics in psychology purposes of researching and communicating findings on various topics in psychology;
[9] Graduates will have discipline specific writing skills;
[10] Graduates will have the ability to apply acquired psychological skills and knowledge to real life situations.

C. Goal 3: Values/Attitudes

[11] Graduates will have an awareness of unique needs and concerns of diverse populations;
[12] Graduates will have an awareness of professional ethics as outlined by the American Psychological Association.
FACULTY

**Dr. Darlene G. Colson** earned her Ph.D. in Clinical Psychology from the University of North Carolina at Chapel Hill. She completed her undergraduate and master’s work at Case Western Reserve University. She is a licensed clinical psychologist with interests in women’s and minority issues.

**Dr. Joy A. Cooley-Doles** earned her Psy.D. from the Virginia Consortium Program in Clinical Psychology. She obtained her M.S. from Virginia State University and her B.A. from The University of Virginia. She began service to Norfolk State University in 1989. Dr. Cooley-Doles values friendship, family, and laughter. She loves animals, especially dogs, movies, festivals, junk food, and mellow music. Her research interest is in the area of the human-companion animal bond. Her motto is “do unto others as you would have them do unto you.”

**Dr. Scott Debb** earned his Ed.D. in Counseling Psychology from Argosy University, and his M.A. in Counseling Psychology at the Adler School of Psychology in Chicago, IL. Dr. Debb started working at Norfolk State University in 2013, after becoming licensed as a Licensed Professional Counselor in Virginia. His research interests include quality of life issues, social justice, and best practices for the teaching of psychology (including online instruction). He is also fascinated by social psychological (and artistic) aspects of graffiti.

**Dr. Ernestine A. Duncan** is the Department Head. She earned her Ph.D. and M.A. degrees in Clinical Psychology from Georgia State University. Her undergraduate degree is from Oberlin College in Ohio. Dr. Duncan’s research interests include health psychology and more specifically, HIV/AIDS prevention in African Americans. Her clinical interests include working with children with Attention Deficit Hyperactivity Disorder (ADHD). She began teaching at Norfolk State University in 2001.

**Dr. Karen Y. Holmes** received her M.S. and Ph.D. in Social Psychology from Wayne State University. She began service to Norfolk State University in 2006. Her professional interests include examining issues related to perceived racism, coping and health outcomes in African Americans. Dr. Holmes is fascinated by the research process and is always eager to mentor motivated, serious-minded students.
**Dr. Ronald E. Thomas** received his Ph.D. from Boston University. He is a licensed clinical psychologist and his interests include community psychology, prevention, and substance abuse.

**Dr. Karen B. White** received her doctorate degree in Clinical Psychology from the Virginia Consortium Program for Professional Psychology, her master’s degree from Norfolk State University in Community/Clinical Psychology and her bachelor’s from North Carolina Central University. Dr. White is reality therapy certified. Her research interests include investigating the relationship between self-disclosure, intimacy, and satisfaction in African-American and European-American heterosexual relationships. She is involved in various ministries in her church.
STUDENT ADVISING

One of the keys to your success is staying in close touch with your academic advisor. You will be assigned an advisor, as an entering student, who will work with you throughout your tenure as an undergraduate student. Your advisor will help you in choosing the curriculum most appropriate for your career goals and will assist you in choosing courses that meet the requirements of your curriculum. At no time should a student register, drop or add courses, without benefit of academic advisement. In addition, you must see your advisor at the beginning and middle of each semester.

All full-time faculty members will be available eight hours per week for student advisement and consultation. The office hours for each faculty member are posted on each office door. Every effort will be made to be available during scheduled office hours. If you find that the scheduled hours do not fit your schedule, call or email your academic advisor to schedule an appointment. You may also leave a note on the door with the date and time of your visit and a number where you can be reached.

TRANSFER CREDIT ACCEPTANCE POLICY

The Office of Admissions will evaluate courses taken at other regionally accredited institutions.

A Certificate of Advanced Standing listing all transfer credits accepted by the University will be sent to the student. The department chair or advisor will make the final decision to accept transfer credit applicable to the student’s chosen major or curriculum. All transfer credits are evaluated at the time of enrollment. Non-degree students are not eligible for a Certificate of Advanced Standing.

Additional transfer credit may be obtained in the following ways:

● Advanced Placement Examinations
● College Level Examination Program
● American College Testing-Proficiency Examination Program
● Credit for Military Service
Credit for Military Service Schools

Virginia Community College System Articulation Agreements.

PROFESSIONAL ORGANIZATIONS

The Virginia Association of Black Psychologists (VABPsi) is open to student membership. It presents an opportunity for students to meet other professional psychologists in the area and also to participate in various professional activities.

ACCREDITATIONS

The Virginia Consortium Program in Clinical Psychology, of which this department is a member, is accredited by the American Psychological Association.

STUDENT ORGANIZATIONS AND HONOR SOCIETIES

The national honor society in psychology is Psi Chi. You may join as a student if you have the required grade point average. Check with your academic advisor or the faculty advisor for the organization. The Psychology Club is the departmental organization for psychology majors and faculty. It meets weekly and sponsors many valuable activities.

You are encouraged to join and participate in as many of the above organizations as you possibly can. This will enrich your learning experience while you are a student at Norfolk State and may help you with career planning and placement.

SCHOLARSHIP OPPORTUNITIES

The Financial Aid Office provides substantial information regarding types of aid, grants and scholarships. Early contact with the Financial Aid Office regarding aid, grants and scholarships is highly recommended.
The Psychology Department offers the Dr. William N. Colson Psychology Scholarship annually. Applications are due April 1 of each year.

**POLICY AND PROCEDURE FOR LETTERS OF RECOMMENDATION**

The faculty is interested in the promotion and advancement of students (i.e., employment, and graduate school admission) and is willing to write letters of recommendation. Given the nature and intensity of the faculty’s workload, it is suggested that your requests for letters of recommendation be submitted far in advance of deadlines imposed by potential employers and admissions committees. Get to know your faculty throughout your years of study in this department and provide them with as much supporting material as you can (regarding your achievements, honors and aspirations).
Recommendation Request Form*

*This form must be completed and returned at least three weeks (excluding holidays and final exam weeks) before the letter is needed.

1. Name: _______________________________________

2. Address: ______________________________________________________________

3. Phone: _______________________

4. How long has the recommender known you? __________ In what capacity? __________________________

5. Courses taken with the recommender:
   a. Course _________________ Semester and year _______________ Grade ______
   b. Course _________________ Semester and year _______________ Grade ______
   c. Course _________________ Semester and year _______________ Grade ______

Did you have to repeat any courses? ____ yes ____ no If yes, rationale/explanation.

______________________________________________________________________________

______________________________________________________________________________

6. Current GPA: __________ PSYC GPA __________

7. Outstanding characteristics or accomplishments:

______________________________________________________________________________

______________________________________________________________________________

8. Date letter is due:

9. Method of submission

10. Attach:
    a. □ Recommendation forms provided by the program
    b. □ Current resume
    c. □ Complete address for the program
    d. □ Personal statement
    e. □ Stamped envelope (if needed)
    f. □ Signed waiver □ Copy of current transcripts
COMPLAINT/GRIEVANCE PROCEDURE

The instructor has the responsibility for evaluating course work and determining grades; however, the student has the right to appeal a grade that he/she believes to be in error. The appeal process may involve the following steps (the issue may be resolved at any level):

1. The student confers with the instructor involved.

2. The student and instructor (preferably together) confer with the chairperson of the department offering the course.

3. The student and instructor (preferably together) confer with the dean of the school in which the department is housed.

4. When the above steps do not resolve the issue, the student may include a formal written appeal through the Provost Office to the Faculty/Student Grievance Committee for its review and recommendations. Appeals should not be taken lightly by either the student or the instructor.

5. Grade appeals should be made immediately after the grade in question is received. However, no appeals will be considered after one year has elapsed or after graduation, whichever is earlier.

COMPETENCIES

The administration and faculty of Norfolk State University are committed to providing a high-quality education for students. Among other things, this commitment requires providing documented evidence that students are competent in six areas: writing, technology, oral communication, quantitative reasoning, scientific reasoning, and critical thinking. As a result, with advance notice, students will be required to demonstrate competency in one or more of these areas before graduating from the university. For example, all new students entering Norfolk State University in Fall 2001 and thereafter will be required to demonstrate competency in writing before graduating.
CROSS-REGISTRATION POLICY

Norfolk State University students may also take undergraduate courses at any of the following Tidewater institutions:  Christopher Newport University, Hampton University, Old Dominion University, Regent University, Tidewater Community College, and Virginia Wesleyan College.

The following regulations apply to cross-registration:

● Cross-registration is limited to declared majors with cumulative grade point averages of 2.00 or better.
● Cross-registration is limited to 30 semester hours.
● Cross-registration is limited to courses not available to students at the home institution during the current semester

GRADUATION REQUIREMENTS AND PROCEDURES

Requirements for the bachelor’s degree are both quantitative and qualitative. The department head and advisor make the initial check for fulfillment of departmental requirements. The Registrar’s Office makes the final check for compliance with University-wide requirements.

To receive the bachelor’s degree, a student must:

1. Complete the General Education Core requirements.
2. Have a minimum cumulative grade point average of 2.0
3. A grade of ‘C’ or higher is required for each psychology course, and designated courses in the General Education Core.
4. Have a minimum of 120 semester hours of credit.
5. Meet all requirements of the curriculum leading to the degree for which he/she is a candidate.
6. Have spent a minimum of two semesters in residence at Norfolk State University and have earned a minimum of 30 semester hours of credit during this period, including all of the courses required by the senior year curriculum. Exceptions to this may be made only with PRIOR written approval of the Provost Office upon recommendation of the Department Head and School Dean. Exceptions may not exceed six semester hours.