



Graduate Association for Students of Psychology (GRASP)

Student Handbook
2021-2022



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Welcome

Dear Incoming TU Student:

Welcome to the University of Tulsa Graduate Department of Psychology! This packet is provided by GRASP, the GRaduate Association for Students of Psychology at the University of Tulsa. All psychology graduate students, both Clinical and I/O, automatically become members of GRASP upon admission into the program. We are a student-run organization that plans social gatherings, service events, diversity forums, and professional development opportunities. We also help to address the various needs of graduate psychology students.

With this goal in mind, the officers of GRASP put together this packet in order to help ease your transition into graduate school. This ‘Welcome Wagon’ packet should hopefully provide some useful information and direction. However, please keep in mind that this packet is merely intended to provide helpful suggestions – *it is by no means meant to replace or supersede information provided by the official TU Department of Psychology correspondence.*

The Peer Mentorship Program (PMP) is a student mentorship program within the clinical and I/O psychology programs that is facilitated by GRASP. If you would like to be a part of PMP (highly recommended) we will pair you with an advanced student within your program, who will serve as a mentor. Your mentor can answer any questions and guide you through any issues that may arise. Please email Erin Street, err4773@utulsa.edu if you are interested in the PMP, by Friday, July 30, 2021 and provide a phone number/e-mail address where you can be reached so your mentor can get in touch with you. Your mentor will contact you shortly after!

Additionally, you should be receiving more information soon about the orientation for all incoming graduate psychology students. This orientation usually takes place on the Friday before classes start so it will likely be scheduled for August 20th. There is usually a shared orientation in the morning with both clinical and I/O students together, as well as a separate orientation for the specific programs in the afternoon. We do not know the exact details for this event, but more information will be coming relatively soon from the department itself. If you have any questions at this time about orientation that you’d like addressed, contact the Psychology department’s administrative assistant, Naomi Orcutt at 918-631-2248 or by email at naomi-orcutt@utulsa.edu.

In the week following orientation, GRASP will be hosting a back-to-school get-together. We are anticipating that this event will be held in-person as the COVID-19 pandemic situation hopefully will continue to improve with increased vaccination rates. If the situation changes, however, we will make plans accordingly with public health and university guidance. More information will come later this summer, but we hope you can attend. We are excited to meet each and every one of you! Enjoy the remainder of your summer, and we look forward to seeing you this August.

Sincerely,
GRASP Officers

GRASP Mission Statement

To promote a spirit of cooperation and cohesion – and not one of competition – between graduate students; to provide meaningful opportunities for both professional and personal growth; and to foster collaborative relationships between psychology faculty and students.

GRASP officers are nominated and elected by students in both the I/O and Clinical programs. Below you will find contact information for all officers, as well as the GRASP faculty advisor, Dr. Brummel.

GRASP Position	Name	Email
President	Tim McDermott	tjm2973@utulsa.edu
Vice President	Erin Street	err4773@utulsa.edu
Secretary	Kendall Whitney-Snel	kew6331@utulsa.edu
Treasurer	Amanda Gentz	agg5225@utulsa.edu
Diversity Co-chair 1	Brooke Pangelinan	bap2853@utulsa.edu
Diversity Co-chair 2	Elissar El Sabbagh	ele4807@utulsa.edu
I/O Ph.D Representative	Kirby Hockensmith	kjh755@utulsa.edu
Clinical Ph.D Representative	Parker Kell	pak6602@utulsa.edu
I/O M.A. Representative 1	Veronica Leroy	vh11654@utulsa.edu
I/O M.A. Representative 2	Hayley Walton	haw9606@utulsa.edu
Clinical M.A. Representative	Pauleen Diamond	pad3811@utulsa.edu
Faculty Advisor	Dr. Bradley Brummel	bradley-brummel@utulsa.edu

Tulsa

Information about Tulsa can be found at <http://www.visittulsa.com>. This website contains information about the area, restaurants, movie theaters, entertainment, and articles about local politics and issues. Additional information about the city is provided below.

Apartment/Housing Information

We have put together a Google spreadsheet of apartments that past students have resided in or are currently residing in. We have included the location and the website where you can find more information about the apartments. For apartments that are not recommended, we have included a brief description of why they are not recommended. The apartment/housing information was updated this summer, and note that there are more apartments not on our list. See link below: <https://docs.google.com/spreadsheets/d/1gocqGJU6p1WELPj8jcghRQFKf8iIe4h3PbWa1yQA96M/edit?usp=sharing>

The classified section of the Tulsa World (<https://www.tulsaworld.com>) and the Apartments website (<https://www.apartments.com/>) are also good resources. If you are looking to rent a house, there are a few landlords who are reliable that are listed on the housing guide. Additionally, we've found that it can also be helpful to look in the Tulsa World, Zillow, or other online resources. Although they can be found all over town, there are many bungalows right around school and the fairgrounds, as well as in the area of 31st to 41st between Peoria and Riverside. Another option might be to contact local realtors, as many also rent houses and townhouses. Additionally, some students have decided to purchase houses in neighboring towns or in Tulsa. If you have questions about renting apartments or houses or purchasing a house,

please contact a GRASP member to be put into contact with current graduate students who may have additional insight to this.

Also, consider whether you will be living alone or with a roommate/spouse when choosing a residence. Another helpful website is apartmentratings.com, where one can view apartment ratings from prior and current residents.

Relocation Information

Utilities		
Telephone Services:	Cox Communications	(918) 806-6000
	AT&T	(877) 618-9496
Electric & Gas:	AEP Public Service Company	
	of Oklahoma (PSO)	(888) 216-3523
	Oklahoma Gas & Electric	(800) 272-9741
	Oklahoma Natural Gas	(918) 664-5463
Water/Trash/Recycling:	City of Tulsa	(918) 596-9511
Cable:	Cox Communications	(918) 806-6000
	DirecTV	(800) 531-5000
Internet:	Cox Communications	(918) 806-6000
	AT&T DSL	(877) 618-9496

For more information

For more information, contact the Tulsa Chamber of Commerce (918) 585-1201, www.tulsachamber.com.

The University of Tulsa (TU)

Map of TU

You will find a map of TU included with this handbook (Page 12). The buildings you will need to become most familiar with are 23 (Lorton Hall – home of the psychology dept.), 3 (Allen Chapman Student Union, formerly known as ACAC), 11 (Chapman Hall – where stats and some other classes are held), 15 (Fisher Hall East – Human Resources), 27 (McClure Hall –business office), & 28 (McFarlin Library). Additionally, These buildings are outlined in yellow on the map, and starred in the legend below.

Registration

You should be receiving information from the department concerning the classes you should enroll in for the fall semester. Most students tend to feel somewhat anxious about the registration process. Although we would advise you to try to register before classes begin, please do not spend a great deal of time worrying about registering for classes. If you have any questions about registration you contact the Graduate School (by email at grad@utulsa.edu or by phone at 918-631-2336). The Graduate School offices are located in Lorton Hall on the first level. You can also ask your mentor, a GRASP officer, faculty, or the department administrative assistant (Naomi Orcutt; contact info below) for assistance.

Financial Aid

If you need financial assistance, we recommend that you go to the financial aid office as soon as possible to avoid delay.

For more information, visit <http://admission.utulsa.edu/financial-aid/>. The Office of Student Financial Services is located in Collins Hall. Phone: (918)631-2526; Fax: (918)631-5105; or email at finaid@utulsa.edu. Their office hours are Monday through Friday 8 a.m. to 5 p.m.

For information regarding research assistantships, see <http://graduate.utulsa.edu/financial-assistance/assistantshipsfellowships/>. If you have an assistantship and have not received an award letter by the end of July, please contact the graduate school by email (grad@utulsa.edu) or phone (918-631-2336) with any questions and/or concerns.

Parking

While parking stickers are available for purchase (see more information below), many students opt out of purchasing a sticker, and choose to park off-campus. The majority of psychology graduate students use free on-street parking on E 6th Street or S Columbia Ave (just west of the Hardesty Sports Complex track and soccer field). A map is provided at the end of this document for reference (Page 13). Walking distance to Lorton Hall from these locations is ~5 minutes (which is equivalent to the walk time between Lorton Hall and an on-campus lot).

On-campus parking rules and regulations may be found at <https://utulsa.edu/parking/>. Parking stickers are valid for one year. Parking registration will be available online at times specified on the parking website (<https://utulsa.t2hosted.com/>), or you can obtain parking stickers at the beginning of the year in the ID/Parking office in Fisher Hall. You will need your license plate number, your driver's license, possibly your student ID, and your registration/insurance information.

Parking sticker prices are as follows:

Commuter lot: \$41. These lots are a 10-15 minute walk to Lorton Hall but are cheaper.

Resident: \$131. Resident permits are assigned only to students who live in on-campus housing.

Nonresident, regular: \$201 Nonresidents are those TU faculty, staff, and students who do not reside in on-campus housing. This permit allows you to park in lots closer to Lorton.

Nonresident, premium: \$801 Nonresidents are those TU employees and students who do not reside in on-campus housing. This permit would allow you to park in the Lorton parking lot.

Motorcycle and motorized scooter: \$26. TU employees and students with registered motorcycles, mopeds, or motorized scooters will be eligible to park in any campus parking lot (except premium lots) in the designated motorcycle parking areas. Available lots for each type of parking sticker can be found at: You may also download the campus map at <http://utulsa.edu/maps/> - select "Parking (PDF)."

Student ID's

Student ID's can also be obtained at Fisher Hall (Building #44 on your map). You will need these ID cards for the libraries, computer labs, athletic facilities, and other school related functions (e.g., intramural sports, etc.). You can also set up Golden Hurricane account that is drawn from your ID card (money to be used on things such as meals at the cafeterias, and vending machines).

Bookstore

The TU Bookstore is located on the south-east corner of 11th Street and Harvard Avenue, right across from campus. Graduate students often buy their books online to save money – ask around for tips. You can access the Efollett online bookstore at: <http://www.bkstr.com/tulsastore/home> (The prices for textbooks on this website are excellent). Also keep in mind that class readings often come from journal articles, many of which are provided on Harvey for each course or can be found online. We recommend asking your peer mentor or older students if they have physical or electronic copies of textbooks that you could borrow before purchasing any.

If you plan to print out materials on campus, expect to spend time printing copies. Paper and printing is free in the McFarlin Library (which offers double-sided printing). However, the University only offers us 1000 pages of free printing each semester (fall, spring and summer), an important limitation to keep in mind. If you run out of your 1000 page limit in a given semester, you can purchase more pages at \$10.00 per 100 pages.

There are many computer labs throughout campus, but those in Helmerich Hall are off limits to non-business students – thus, it is best to use the library computers. Our Graduate Student Lounge has a printer as well, if you are in need of a quick print that requires little paper.

Libraries

There are two libraries available to students – The McFarlin Library (main library) and the Law Library. You may print on library computers for free, however there is a limit of 1000 pages per student per semester. Most professors try to provide resources on pdf, as they may be printed at the library for no cost.

There is a coffee shop in McFarlin Library and quiet study rooms (which look like something out of Harry Potter). The McFarlin Library is where the printing computer labs are as well. The law library does not have a coffee shop, but they do have vending machines, and you can always bring your own snacks to either library. A nice thing about the law library is that there are individual desks with chargers.

Computer/Technology Related Items

TU Portal

Students now have access to both the TU Portal and TU Self Service. Between these two systems, you should be able to meet most of your needs as a student. To access the TU Portal, visit: <https://portal.utulsa.edu/>. To access TU Self Service, visit: selfservice.utulsa.edu. Enter your TU log-in and password when prompted. TU Portal is most relevant for paying your student account bill online. Errors in billing do occasionally occur so if you do not understand the charges on your bill, do not hesitate to reach out to your advisor or the graduate school with questions. Self service contains information regarding degree planning, registration, financial aid, and more.

For help with the TU Portal, visit: <https://portal.utulsa.edu/sites/portalhelp/> or contact IT services (contact information below).

Email Accounts

As a TU student, you will have a TU email account. TU uses Microsoft Office 365, so your email account will be set-up through Outlook. Both programs also frequently utilize Microsoft Teams for meetings.

For email communication, we have an email listserv called psych-students that allows GRASP to communicate w/ students in both I/O and clinical programs. This listserv will be how GRASP handles most communication and sends you invites for events throughout the year. Although GRASP is responsible for starting the listserv, it does not have to be used solely for GRASP communication. This email listserv was created to improve communication among all students. For example, if you wanted to have a going away party for people leaving for internship, or a big birthday party, or just need to send a message that would be useful to all students in both programs, then you would be encouraged to send an email to psych-students!

Computer Labs

TU students can use the computer lab at McFarlin Library (plaza level). Printing 1000 documents per semester is free. FUN FACT: some of the computers in the computer lab have SPSS on them. The ones that do have it are labeled “SPSS” on the tower. SPSS is required for Dr. Rhudy’s first semester statistics course. Additionally, some students choose to pair up and split the cost of SPSS licenses for home access throughout the year, which can be convenient.

IT Desk

If you have any other questions concerning computers or email accounts, etc., you can contact the IT Desk at <http://utulsa.edu/offices/information-technology/>, call them at 631-3500, or email help@utulsa.edu. Keep in mind that they typically will not assist with your personal computer or provide technical support not related to TU systems.

For more information

For more information see the University of Tulsa homepage at www.utulsa.edu.

TU's Psychology Department

We will give you a brief overview of the programs and important information that we feel is not addressed through other venues. You will receive detailed information regarding the programs from the directors (either in the mail or upon arrival and commencement of fall classes). As stated earlier, please keep in mind that information presented here is merely intended to provide helpful suggestions – it is by no means meant to replace or supersede information provided in official TU Department of Psychology correspondence.

Also see <https://artsandsciences.utulsa.edu/psychology/>, especially for important news and documents such as your program balance sheet and handbook.

Clinical Psychology Program

The Doctoral Program

The Ph.D. program in clinical psychology is APA accredited and requires a minimum of 90 semester hours beyond the baccalaureate degree. Students in the doctoral program complete the department's general psychology core, the clinical core, and other requirements of doctoral students in the department (the pre-candidacy research paper, comprehensive exams, dissertation and internship). Students are required to engage in clinical practica throughout their time in the program, beginning in their third semester. A year-long clinical internship is typically the last stage of the program. The opportunity exists for students to take additional elective courses both in and outside the Department of Psychology.

The Master's Program

The Master's program is a 45-credit-hour degree program that is designed to allow students to develop basic clinical skills that can be applied in a variety of agency settings. Most of the program is prescribed, although there is flexibility in the selection of some courses and choice of practicum placements. Master's students are required to complete clinical core courses, 15 credit hours distributed across five knowledge areas in a general psychology core, elective courses, and at least two semesters of practicum (i.e., 6 credit hours). Students may begin practicum in their third semester.

Clinical Faculty

Joanne Davis, Ph.D., *Director of Clinical Training (DCT)*

Nicki Aubuchon-Endsley, Ph.D.

Lisa Cromer, Ph.D.

Allan Harkness, Ph.D.

Elana Newman, Ph.D.

Jamie Rhudy, Ph.D.

Joanna Shadlow, Ph.D.

Jennifer Steward, Ph.D., *True Blue Neighbors Behavioral Health Clinic Director*

Industrial/Organizational Psychology Program

The Doctoral Program

The Ph.D. degree program requires a minimum of 90 semester hours beyond the baccalaureate degree. In addition to program elements that are required of all doctoral students (the general

psychology core, statistics, research methodology, the pre-candidacy research paper, the comprehensive exams, and the dissertation), students in the I/O program complete a 26-27-hour I/O core. Students can take electives in psychology, business, law, education, and engineering as consistent with their professional goals. Students are also required to complete two, 200-working-hour internships.

The Master's Program

The M.A. degree program is a 37-credit-hour program designed for both full- and part-time students. It is a flexible program that permits specialization in traditional personnel topics such as selection and performance assessment, organizational development and effectiveness, and the development of research skills for diagnosing organizational problems and evaluating interventions. Students complete 6 hours from the general psychology graduate core curriculum, 6 hours of electives, 9 hours in research methods and statistics, and 16 hours in industrial and organizational psychology and related topics. All M.A. students are also required to complete a 200-hour internship.

I/O Faculty

Robert Tett, Ph.D., *Department Chair*

Bradley Brummel, Ph.D., *Director of I/O Training*

David Fisher, Ph.D.

Anupama Narayan, Ph.D.

Jennifer Ragsdale, Ph.D.

Obtaining Keys

As a psychology graduate student, you can obtain keys for the following places:

- Front door to Lorton Hall (G1)
- Double doors to Psychology Department & Graduate Mailroom (G66)
- Laboratory keys of your respective labs

You should see the department administrative assistant, Naomi Orcutt, to obtain these. She will have you fill out a key card for the campus physical plant. You will need your student ID number when you request keys from Naomi. The physical plant will email/call you when they are ready. You will pick your keys up at the physical plant, but you must have your University of Tulsa ID card with you. This process can be complex so we recommend that you reach out to Naomi via email first to gain an understanding of what the process will be for obtaining your keys.

Student Mailboxes

Each psychology graduate student has a mailbox in the graduate student mailroom on the third floor of Lorton Hall. Please check your mailbox frequently for important information from the grad school, faculty, and GRASP.

For more information

For more information see the Department of Psychology homepage at

<http://artsandsciences.utulsa.edu/academics/departments-schools/psychology/> or call the department administrative assistant, Naomi Orcutt (918 631-2248).

Important Contact Information

TU Offices	Phone
University Operator	918 631-2000
Financial Aid	918 631-2527
Graduate Office (for registration)	918 631-2336
Business Office	918 631-2600
Health Center	918 631-2241

Psychology Staff	Phone	E-mail
Naomi Orcutt, <i>Department Assistant</i>	918 631-2248	naomi-orcutt@utulsa.edu
Psychology Faculty	Phone	E-mail
Joanne Davis	918 631-2875	joanne-davis@utulsa.edu
Bradley Brummel	918 631-3774	bradley-brummel@utulsa.edu
Nicki Aubuchon-Endsley	TBD	nicki-aubuchon-endsley@utulsa.edu
Lisa Cromer	918 631-2267	lisa-cromer@utulsa.edu
David Fisher	918 631-2723	david-fisher@utulsa.edu
Allan Harkness	918 631-2837	allan-harkness@utulsa.edu
Anupama Narayan	918 631-2472	anupama-narayan@utulsa.edu
Elana Newman	918 631-2836	elana-newman@utulsa.edu
Jennifer Ragsdale	918 631-2840	jen-ragsdale@utulsa.edu
Jamie Rhudy	918 631-2839	jamie-rhudy@utulsa.edu
Joanna Shadlow	918 631-3515	joanna-shadlow@utulsa.edu
Jennifer Steward	918-631-3342	jennifer-steward@utulsa.edu
Robert Tett	918 631-2737	robert-tett@utulsa.edu

THE UNIVERSITY OF TULSA



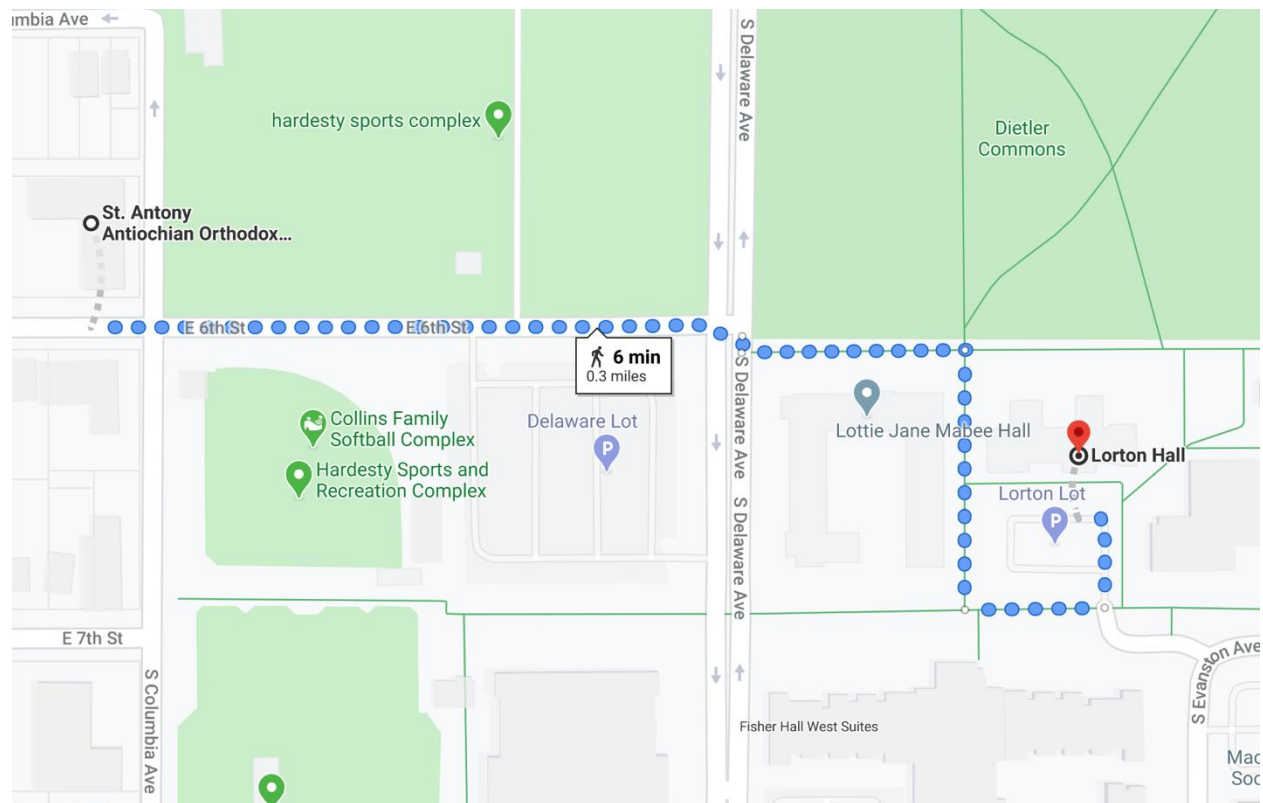
TU MAIN CAMPUS

1. Albert Plaza
2. Alexander Health Center
- ★ 3. Allen Chapman Activity Center
4. Annex East
5. Annex West
6. Bayless Plaza
7. Boesche Legal Clinic
8. Center for Global Education
9. Central Plant
10. Chapman Commons
- ★ 11. Chapman Hall
12. Child Development Center
13. Collins Hall/Shaw Alumni Center
14. Dietler Commons
- ★ 15. Fisher Hall East
16. Harwell Hall
17. Helmerich Hall
18. Holmes Student Center
19. Jackson Commons
20. John Rogers Hall
21. Kendall Hall
22. Keplinger Hall
- ★ 23. Lorton Hall

24. Lorton Performance Center
25. Mabree Legal Information Center
26. Mary K. Chapman Center
- ★ 27. McClure Hall
- ★ 28. McFarlin Library
29. Music Annex
30. Oliphant Hall
31. Phillips Hall
32. Rayzor Hall
33. Rogers Fountain
34. Samson Plaza
35. Sharp Chapel
36. Sharp Plaza
37. Stephenson Hall (under construction)
38. Tyrrell Hall (under renovation)
39. University School
40. Westby Hall
41. Zink Hall
- STUDENT HOUSING**
42. Brown Village Apartments
43. Pat Case Dining Center
44. Fisher Hall South
45. Fisher Hall West Suites
46. House 1: Kappa Alpha Theta Sorority
47. House 2: Delta Gamma Sorority

48. House 3: Kappa Kappa Gamma Sorority
49. House 4: Kappa Delta Sorority
50. House 5: 5th Place House
51. House 6: Delta Delta Delta Sorority
52. House 7: Chi Omega Sorority
53. John Mabree Hall
54. Kappa Alpha Fraternity
55. Kappa Sigma Fraternity
56. LaFortune House
57. Lambda Chi Alpha Fraternity
58. Lorton Village Apartments
59. Lottie Jane Mabree Hall
60. Mayo Village Apartments
61. Mayo Village Student Activities Center
62. Norman Village Apartments & Clubhouse
63. Pi Kappa Alpha Fraternity
64. Seventh Street House
65. Sigma Chi Fraternity
66. University Square Apartments - South
67. University Square Apartments - West
- ATHLETIC FACILITIES**
68. Athletic Ticket Office
69. Case Athletic Complex
70. Case Tennis Center
71. Chapman Plaza

72. Collins Family Softball Complex
73. Collins Fitness Center
74. H.A. Chapman Stadium
75. Hardesty Sports & Recreation Complex
76. Harwell Field
77. Harwell Tennis Courts
78. Hurricane Athletic Building
79. Hurricane Track/Soccer Stadium
80. Mabree Gym/Athletics
81. Multi-Purpose Field
82. Reynolds Center
83. Skelly Field
84. Soccer Practice Field
85. Siegfried Plaza
86. Thomas Plaza
- CAMPUS MINISTRIES**
87. Baptist Student Center
88. Hillel House
89. Muslim Student Association Prayer House
90. Newman Center
91. United Ministries Center
92. Wesley Foundation



Off-campus parking directions