



# Graduate Student Handbook

Ms Industrial/Organizational  
Psychology

Division of Humanities and Social Sciences (HSS)  
Psychology Program

Welcome to ACT's Industrial/Organizational psychology program

The mission of this program is to train students in the theories and methods of Industrial/Organizational Psychology and their application in work settings such as industry or government. Particular expertise can be developed in a variety of areas, including personnel selection, training, management development, motivation, group and intergroup relations, work and family issues, and organizational change and development, with an emphasis on positive psychology and coaching.

Leveraging resources from both the Division of Humanities and Social Sciences and the Business Division, this graduate program enhances communication between the two Divisions and facilitates possible research collaborations.

The graduate I/O program is part of the Psychology program which is housed within the Division of Humanities and Social Sciences (HSS).

Upon fulfilling all requirements, you are awarded a Master of Science in Industrial/Organizational Psychology.

Graduate school in many ways is highly structured, but at the same time requires considerable self-discipline. It requires you to be self-motivated, organized, and an agent of your own learning. The journey may be challenging, but we hope that you will find it exciting and immensely fulfilling.

*Dr. Maria Kyriakidou, Chair of HSS*

*Dr. Aimiliza Stefanidou, Coordinator of Psychology*

## 1. GRADUATE DEGREES REQUIREMENTS

### **MS I/O psychology**

ACT's MS I/O psychology program is built on key areas of industrial organizational psychology. The suggested curriculum, which was developed according to the *Guidelines for Education and Training in I/O Psychology* as outlined by the American Psychological Association's Division 14 Society of Industrial and Organizational Psychology (SIOP), includes a total of 36 credits, a total of ten (10) courses, including the thesis and the internship courses.

#### **Program of Study**

##### **T1**

PSY 501: INTRODUCTION TO INDUSTRIAL-ORGANIZATIONAL (I/O) PSYCHOLOGY  
**online**

PSY 510: PSYCHOLOGY OF GROUP DYNAMICS **hybrid**

##### **T2**

MBA-STAT 505: APPLIED STATISTICS FOR BUSINESS DECISIONS (cross-listed course with the Business School) **hybrid**

PSY 505: PSYCHOLOGICAL ASSESSMENT & MEASUREMENT **online**

##### **T3**

MBA-MNGT 520: ORGANIZATIONAL CHANGE AND LEADERSHIP (cross-listed course with the Business School) **hybrid**

PSY 520: POSITIVE PSYCHOLOGY & WELL-BEING COACHING **online**

##### **T4**

MBA MAN 433: CONFLICT MANAGEMENT & RESOLUTION (cross-listed course with the Business School) **hybrid**

#### **Electives-One from the following:**

PSY 515: EMOTIONAL INTELLIGENCE IN THE WORKPLACE **hybrid**

PSY 525: EXECUTIVE COACHING & LEADERSHIP MENTORING **hybrid**

PSY 530: SPORTS COACHING **hybrid**

PSY 570: TRAUMA INFORMED PRACTICES IN EDUCATION **hybrid**

##### **T5**

PSY 540: INTERNSHIP

PSY 550: THESIS

## 2. ADMISSION REQUIREMENTS AND STATUS

### 2.1. ADMISSION PROCESS

Admission to the ACT graduate program is competitive. To be considered for admission, candidates must hold a Bachelor's degree and demonstrate competency in English language. Please see the website for specific information, <https://www.act.edu/admissions/graduate-programs>

#### 2.1.1. Application Fee

A non-refundable application fee must be received before your application will be processed. The application fee must accompany your application in order for your request for admission to be considered. Please see the website for specific information, <https://www.act.edu/admissions/graduate-programs>

#### 2.1.2. Important Dates

Applications are considered throughout the year. It is to your advantage to submit your materials early. Only applications that are complete will be considered. The MS program of study schedule can be found on the website at <https://www.act.edu/academics/academic-calendar>

#### 2.1.3. Orientation

An orientation program is provided one week before classes start where students are introduced to the program, and the many resources available at ACT to support them through their academic journey.

#### 2.1.4. Academic Record

Your entire academic record, including all undergraduate work and any graduate work you may have completed will be evaluated. Completion of specific coursework in psychology is not required. All majors are considered equally. Although no specific minimum grade point average is required, applicants who are admitted must show evidence of being able to successfully complete a rigorous academic program.

#### 2.1.5. Transcripts and Credentials

Official copies of academic records of coursework completed in all colleges, universities, or other institutions attended are required. Credentials submitted for admission become the property of the College and are not returnable or transferable. Academic records must be received in a sealed envelope directly from the issuing institution and bear the original stamp or seal and signature of a school officer. Documents not in English must be accompanied by official English translations certified by the issuing institution. Photocopies without this certification will not be considered official.

#### 2.1.6. Work Experience

Employment prior to beginning your MS in I/O psychology is not required but is highly desirable for the program.

#### 2.1.7. Recommendations

Two recommendations are required. It is suggested to submit one academic and one professional recommendation. The individuals listed should be acquainted with the scope and quality of your academic or professional achievements. Select references who know you personally, are aware of your credentials, and are able to assess your potential for success in graduate study and in a professional setting.

#### 2.1.8. Interview

An interview may be required prior to a final admission decision. Applicants unable to visit the campus and whose credentials warrant an interview will be contacted by the Recruiting office to arrange an alternative interview format.

#### 2.1.10. Resume

Your resume should include a summary of your employment (including job titles and company names), education, extracurricular, and community activities.

#### 2.1.11. Campus Visits

Informational campus visits may be requested at any time. They typically include an admission interview and the opportunity to meet with current students and faculty. To schedule a campus visit, contact us at +30 2310 398398 or e-mail: [admissions@act.edu](mailto:admissions@act.edu)

#### 2.1.12. Housing

The College doesn't offer housing but can help new arrivals find a place to live through a list of registered off-campus housing which is maintained in the Academic and Student Affairs Office.

## 2.2. APPLICATION INSTRUCTIONS

### Personal Data

**Name:** List your name as you would like it to appear on all College records. Be consistent and use the name you have provided in all correspondence with us. If your name changes prior to enrollment, please notify the Office of Admissions in writing.

**Residence/Home Address:** Complete these lines as you would address an envelope to be mailed to yourself. Your home address will be used for correspondence forwarded to you in the Thessaloniki area for the period of your studies. If either addresses changes, please notify the registrar.

**Telephone/E-mail:** Provide telephone numbers as well as cellular phone numbers, and an e-mail address where you can be reached regarding your application.

## 3. CREDITS

### 3.1. ACADEMIC CREDIT AWARD

To receive credit for a course, students must comply with all academic requirements as outlined in the syllabus and/or by the instructor of the course. The curriculum is designed to provide students with opportunities to develop a 'skills set' such as diagnostic, research, supervisory and administrative skills mastered on the ground. In this light, the experiential nature of the new graduate program will require student involvement in projects that require thorough research.

ACT follows an accelerated academic term schedule for its graduate programs, which involves four academic terms per year. To ensure quality, both in teaching and student performance, given the high student engagement time, the full-time course load is limited to only two courses per term, a total of 6 credits and the program duration extends to 5 academic terms. Students will have the option to continue their studies on a part-time basis, 3 credits per academic term, which will allow them the time they will need to cope with the rigor of the program. Part time students can complete the program in 4 academic years maximum.

Online courses have been created with the same credit hour requirements as hybrid courses (3 face to face sessions and 3 online sessions) and will be reviewed by content experts to ensure that the workload and student engagement required are equivalent to standard credit hours.

Student engagement may include online seminars, threaded discussions, meeting with advisors, and additional independent work in lieu of class time. Instructors will monitor for pedagogy and student achievement to ensure that the learning outcomes for each such courses are met. All faculty teaching online & hybrid courses have been trained through a series of workshops offered through ACT's Faculty Development Program (FDP) on content areas such as online course design strategies and assessment schemes.

Both the Internship and the Thesis requirements reasonably carry six credits each due to their empirical scope, increased workload as well as duration (minimum 2 months, maximum 5 months).

### 3.2 TRANSFER OR GRADUATE STUDIES

#### Prior Learning Credit

There is a maximum of two (2) courses that can be transferred as a prior learning (APL) recognition of similar courses taken at a post-graduate level in other programs.

Transfer credit may be awarded for graduate courses taken at US- accredited or other State institutions in which a grade equivalent to a 'B' was earned. Prior to the award of transfer credit the student's transcript is scrutinized with respect to credit hours earned and course equivalencies by the Division(s) Chair(s). All applicants must communicate with the Registrar's office to fill out a Proficiency Credit application form and receive information on appointment of relevant faculty member. The application fee will stand at 200€ per evaluation and a candidate may be evaluated one once in a specific course.

## 4. TUITION AND FEES

Students should contact the Financial Department (Ms. Maria Salvaridou, [mts@anatolia.edu.gr](mailto:mts@anatolia.edu.gr), 2310 398245 or Ms. Eva Montiadou, [emont@act.edu](mailto:emont@act.edu), 2310 398219) regarding the payment of their tuition fees.

The College reserves the right to make adjustments to the fees and to assess additional fees when necessary.

Information about tuition and fees may be found in the Accounting Office or on ACT's web-site: [www.act.edu/act](http://www.act.edu/act)

### 4.1. FINANCIAL AID

ACT strives to be not only the 1st choice, but also an affordable choice for the education of youth from Greece, Southeast Europe, US and beyond. To that end, the College awards financial aid to a substantial number of students in each entering class. Financial aid awards aim to make quality education affordable to students in need and also reward a student's academic accomplishments and potential. The American College of Thessaloniki has developed a well-established program of financial aid to assist students in their quest for a college education. This program ensures that no student should be deprived from attending ACT because of financial restraints.

All applicants who would like to be considered for financial aid should complete the respective ACT financial aid application form.

Please see the website for specific information, <https://www.act.edu/admissions/student-aid>

### 4.2. APPLICATION FEE

A non-refundable application fee must be received before your application will be processed. The application fee must accompany your application in order for your request for admission to be considered. All fees must be paid at the aforementioned Banks, providing the candidate's full name.

The College reserves the right to make adjustments to the fees and to assess additional fees when necessary.

For information about College tuition and fees, direct inquiries to the Administrative Office.

## 5. REGISTRATION

### 5.1. NEW STUDENTS

New student registration will take place in person at orientation. Information regarding the orientation will be communicated to students in advance. If a new student cannot attend the orientation program, they may register via e-mail with the Registrar's office.

### 5.2. CHANGE OF REGISTRATION

Graduate students should check with the Registrar's Office for any course changes.

## 6. GRADING

### 6.1 COMPUTED GRADE-POINT AVERAGE (GPA)

The method of grading graduate students is the letter grade system. For purposes of computing the GPA on a student's transcript, the following scale is used:

Grade	Grade Point	Grade 100%
A	4.00	93-100
A-	3.67	90-92
B+	3.33	88-89
B	3.00	83-87
B-	2.67	80-82
C+	2.33	78-79
C	2.00	73-77
C-	1.67	70-72
D+	1.33	68-69
D	1.00	63-67
D-	0.67	60-62
F	Fail (course must be repeated) 0.00	0-59

Please note that the graduate grading scheme is different from the undergraduate grading scheme in ACT.

### 6.2. INCOMPLETE

The notation of I (incomplete) is an option providing a student with additional time (no more than 3 months) to complete unfinished work.



If the course work is not completed, the (I) will automatically be changed to an F with the exception of extraordinary circumstances, as determined by the Academic Standards & Performance Committee (AS&PC) and the Division Chair. Grades of Incomplete can be changed to letter grades only if the incomplete work is made up.

### 6.3 THESIS

All students must complete a Master's thesis: an original empirical research project conducted with the assistance of the advisor and following approval of the ACT's Institutional Review Board (IRB) for any type of research on human subjects.

The thesis is an integral part of the program as it enables students to demonstrate the application of those analytical, investigative and evaluative skills developed during the program. The thesis allows students to pursue issues in depth and undertake their own research under supervision.

Students have also to defend their thesis during a presentation that is scheduled with the presence of all members of the committee. A hard and a soft copy of the thesis will be kept in the Thesis Repository at the Bissell Library.

### 6.4 INSTITUTIONAL REPOSITORY

The American College of Thessaloniki has established an Institutional Repository for the graduate theses.

Students will first submit the *Thesis Requirements* form to the Advisor. They also need to submit a copy of the Thesis Requirements form to the Bissell Library.

Following their thesis defense, students will receive the *Defense Certificate form*, signed by their advisor and the committee members, which they need to submit to the Bissell Library. Along with the Defense Certificate form, students must submit to the Bissell Library:

- 1) a bound paper copy of their thesis and
- 2) a USB flash disk which includes the thesis in .pdf format and the "Institutional Repository Submission Form" .doc file.

Students are also required to sign and submit the *Institutional Repository License*, which provides to the Bissell Library the status of access in the Institutional Repository (open, internal or confidential). The Institutional Repository License is also signed by their advisor. All theses will currently be accessible only through the campus computers.

A Bissell Library staff member will sign the Certificate of Successful E-Thesis Deposit which students will then submit to the Registrar's office to ensure that the graduation requirements are met.

NOTE: In Spring 2020 the Bissell Library has initiated an on-line service for submission of the thesis papers. For more information visit <https://anatolia.libguides.com/ethesis>

## 7. CLASS ATTENDANCE, EXAMS & MAKE UPS

Students are expected to attend all regularly scheduled classes. Students may be allowed, under the approval of the Division's Chair and the Program Coordinator, to

make up final examinations which have been missed. The standard for justifying an absence from a major examination is evidence of a serious difficulty preventing attendance. A serious difficulty includes a student's own illness or hospitalization, a death in the immediate family (when the student attends the funeral), or other situations of similar gravity. Missed exams owing to other meaningful conflicts, such as job interviews, family celebrations, travel plans or difficulties, student misunderstandings, alarm clock failure, or personal convenience, will not normally be excused.

## 8. AWARDS FOR GRADUATE STUDENTS

Awards are presented to honor to students who have display academic excellence and service to the graduate program.

## 9. ACADEMIC INTEGRITY

### **ACT's Academic Integrity Policy**

A student committing an act of Academic Dishonesty in a given course will receive an F (0 percentage points) in the assignment where the academic infraction took place. If a student commits an act of Academic Dishonesty for a second time in the same course, this student will receive a failing grade in that course".

### Policy on the Use of Artificial Intelligence

All assignments you submit, including examinations, must be your own original work. If the use of AI against the specific guidelines of the assignment is detected and confirmed after an oral defense, your assignment will be considered an act of Academic Dishonesty. If students fail to orally defend their work, they automatically agree to a case of Academic Dishonesty. Where a course allows AI use for learning purposes, instructors will provide specific guidelines. All academic divisions at ACT, both undergraduate and graduate, will apply the following policy on academic integrity:

The individual faculty is responsible for enforcing the policy in a conscientious manner, for reporting all cases to the Academic Standards & Performance Committee (AS&PC) for record-keeping and for informing the affected students of their right to appeal the faculty's decision to the AS&PC. Faculty must also insert the college's policy on Academic Integrity in their course syllabi.

### College-wide Policy on Academic Integrity

#### AI-Assessments-Academic Integrity Policy

A traffic light system will be used to guide the use of AI platforms for course assignments:

The green light: If an assignment is green then, faculty is effectively allowing the use of AI. However, AI tools still cannot be used to write the final work on behalf of the students (this is considered a breach of academic integrity). Students must reference the use of AI, by submitting screenshots of the prompts they used to interact with AI

platforms and cite the AI outputs properly using the recommended documentation style in their field.

The orange light: If an assignment is orange in the traffic light system, faculty will clarify in the assessment guidelines how AI can be used. If students are unsure, they should ask their professor. In the orange system, AI cannot be used to write any of the actual content or to generate sources. Students must reference the use of AI, by submitting screenshots of the prompts they used to interact with AI platforms and cite the AI outputs properly using the recommended documentation style in their field.

The red light: If an assignment has a red light, AI cannot be used for any purposes.

#### NOTES

If faculty have a strong indication that assignments submitted are not the students' work, students will be asked to orally defend their work. Additionally, faculty may randomly choose assignments for an oral defense on the originality of the submission.

Although AI can be used, it is NOT considered a reliable academic source. Students will be responsible for any errors or omissions provided by the tool.

## 10. AUTOMOBILES-ADDRESSES-ID'S-POSTING MATERIAL

### 10.1. PARKING

Parking is provided in the general parking zones at no charge to students, faculty, and staff.

Parking areas include the area next to the New Building and north of the Bissell Library. Sufficient space is available in designated parking for faculty, staff, students, visitors and for motorbikes. On special occasions, additional parking on the Anatolia High School campus can also be used with prior notice.

### 10.2. POSTING MATERIAL ON CAMPUS

Bulletin boards are a primary means of communication among members of the American College of Thessaloniki. Students are encouraged to use them in a responsible manner. Items for posting must be pre-approved by the Program Coordinator. Information posted in violation of the above regulation, will be removed.

For information about posting materials, contact directly the Program Coordinator ([stefanid@act.edu](mailto:stefanid@act.edu)).

### 10.3. REPORTING CORRECT ADDRESS

Each student is required to report his or her correct address each quarter at the time of registration. This reported address must be the student's actual residence address. Any change of residence made during the quarter or session must be reported to the Registrar's Office.

## 10.4. PHOTO STUDENT IDENTIFICATION

College policy requires that all students carry their own picture ID card. Your American College of Thessaloniki Photo ID card is your official identification card throughout your entire academic studies at The American College of Thessaloniki, and it is required to access facilities and services across campus.

Plastic photo ID cards are issued by the school after fees are paid. ID cards are permanent and do not need to be replaced or updated on a quarter basis.

Students will receive their ID cards after submitting a receipt for payment of fees obtained from the Accounting Office either from the Bissell Library (upper campus).

ID cards are nontransferable and are to be carried at all times while on campus and presented to any authorized college employee upon request. They are required for any library use and school transportation and for any other service or activity the cardholder is entitled to. Failure to present the card may result in denial of the service or activity. Loss, mutilation or destruction of the card should be reported immediately to the Bissell Library Circulation Desk. There is a replacement fee for lost cards. ID cards are valid for currently enrolled students, alumni, faculty, staff and invited guests. The holder is personally liable for all obligations incurred by the use of the ID card. For information about ID cards, direct inquiries to the Bissell Library Circulation Desk

## 11. USEFUL ACT CONTACTS

Office	Director	2310398- Extension number	Email
President of Anatolia College	Dr. Panos Vlachos	204	<a href="mailto:president@anatolia.edu.gr">president@anatolia.edu.gr</a>
Provost of ACT & VP for Academic Affairs	Dr. Stamos Karamouzis	202	<a href="mailto:stamos@act.edu">stamos@act.edu</a>
Associate Dean for Academic Affairs & Director of Lifelong Learning Center	Dr. Sevasti Kessapidou	387	<a href="mailto:skessapi@act.edu">skessapi@act.edu</a>
Associate Dean for Administration & Student Affairs	Dr. Grigoris Baglavas	382	<a href="mailto:grigoris@act.edu">grigoris@act.edu</a>
Chair, Division of Humanities & Social Sciences	Dr. Maria Kyrakidou	235	<a href="mailto:markyria@act.edu">markyria@act.edu</a>
Chair, Business School	Dr. Nikolaos Hourvoulidiades	385	<a href="mailto:hourvoul@act.edu">hourvoul@act.edu</a>
Coordinator of Tourism & Hospitality	Ms. Anestis Anastasiou	389	<a href="mailto:anestis@act.edu">anestis@act.edu</a>
Coordinator of Psychology	Dr. Aimiliza Stefanidou	450	<a href="mailto:stefanid@act.edu">stefanid@act.edu</a>
Associate Dean for	Mr. Emmanuel	380	<a href="mailto:emaou@act.edu">emaou@act.edu</a>

Enrollment Management	Maou		
Director of Admissions	Ms. Roula Lebetli	239	<a href="mailto:rleb@act.edu">rleb@act.edu</a>
Enrollment Supervisor	Ms. Voula Dushku	238	<a href="mailto:vouladusk@act.edu">vouladusk@act.edu</a>
Director of Library & Archives	Dr. Evi Tramantza	391	<a href="mailto:evi@anatolia.edu.gr">evi@anatolia.edu.gr</a>
ACT Administrative Support	Ms. Kiki Avramidou	216	<a href="mailto:reception@act.edu">reception@act.edu</a>
International Programs & Student Services Coordinator	Mr. Vasilis Loukdis	453	<a href="mailto:vloukid@act.edu">vloukid@act.edu</a>
Administrative Assistant to the Registrar	Ms. Theodora Zafeiriou	224	<a href="mailto:actreg@act.edu">actreg@act.edu</a>
Registrar's Office	Ms. Maria Tsiougaraki	297	<a href="mailto:matsioug@act.edu">matsioug@act.edu</a>
IT Technical Administration Senior Coordinator	Mr. Nick Mitras	335	<a href="mailto:nick@act.edu">nick@act.edu</a>
Director of International Programs & Student Services	Ms. Heather Funk	215	<a href="mailto:heather@act.edu">heather@act.edu</a>
Coordinator of Athletic and Student Activities	Mr. Stepan Partemian	228	<a href="mailto:stepan@act.edu">stepan@act.edu</a>
Business Liaison, Career Services & Alumni Relations Senior Officer	Mr. Dimitris Hatzigeorgiou	337	<a href="mailto:dhatzige@act.edu">dhatzige@act.edu</a>
ACT Counselor	Ms. Giouli Papaioannou	454	<a href="mailto:giouli@act.edu">giouli@act.edu</a>
ACT MD (Pulmonologist)	Dr. Georgia Kounti		<a href="mailto:kounxat@act.edu">kounxat@act.edu</a>

