










# Psycho Philes

University of Houston Department of Psychology  
A Newsletter for Faculty, Students, and Staff

Issue 97:1

January 1997

## Reminders

-  Jan. 27: Last day to drop class and receive a tuition refund.
-  Jan. 29: 11:00 a.m. Executive faculty meeting, I/O Library.
-  Jan. 31: PARs due in main office for February payroll.
-  Feb. 1: Research space survey due in main office.
-  Feb. 7: Deadline for submissions to the Committee for the Protection of Human Subjects.
-  Feb. 10: Last day to drop a course without a grade.
-  Feb. 12: 11:00 a.m. Executive faculty meeting, I/O Library.
-  Feb. 19: Faculty meeting, 3:00 p.m., Rm. 35 Heyne.
-  Apr. 2: Last day to drop a class.

## For Your Information

### ❖ Reduced Office Staffing Friday, January 31

The regular full-time staff in the main, clinic, and academic offices will be attending a staff retreat/belated holiday gathering on Friday, January 31 from 1:30 - 5:00 p.m. Most staff will not return to the office. Full office staffing will be available during the lunch hour and several staff will be in by 7:15 a.m. that day. Student work study and fill-in staff will keep offices open, but limited services will be available during this period. Please plan your needs accordingly.

### ❖ Really, Really Big New Copier

The new large volume copier is now up and running. This copier is intended primarily to provide support for instruction, but also gives each faculty member a limited number of "free" copies. New copy procedures are in place that should help us better track and plan monthly copy costs. If you have any questions about how or who may use the copier, please see Nicole Bui or Caroline Watkins. Use of the Academic Office copier has increased lately causing overcharges in our monthly copy allotment. The Academic Office copier is a low volume copier and is not to be used by faculty, staff, students, or student groups.

### ❖ New Fax/Scanner Machine

The main office has a new fax/scanner that will be networked sometime soon. This should allow department staff to fax directly from their office computers and it provides a second scanner for the department. As soon as it is connected, we will send out instructions for remote faxing.

### ❖ Spring 1997 Faculty Meeting Schedule

The spring faculty meetings will be held Wednesdays at 3:00 p.m. in room 35 Heyne on January 22, February 19, March 19, and April 23.

### ❖ Use of Media Services

If you use Media Services and expect the charges to be paid by the department, you must complete a University Media Services Request Form. Forms are located in the main office. Media Services has been instructed to refuse all work brought to them that does not have prior approval from the department.

### ❖ Annual Staff Excellence Awards

Nominations for the annual staff excellence awards program are now being accepted. The deadline for nominations is January 28. All regular full-time non-

teaching employees with at least three years university service are eligible for nomination. The award recognizes meritorious service, dedication, and contribution to the university beyond normal requirements or expectations of the job. Nomination forms are available from Mani Kuffel. Also this year, our college will hold a college-wide staff award program. Materials will be available shortly. The Staff Excellence Awards and College Award Program are opportunities for faculty, student, and staff peers to acknowledge the contributions of staff to the mission of the department, college, and university.

#### ❖ Surplus Property Disposal

The surplus property storage and disposal site has been temporarily relocated to space in the Schlumberger facility. Space is limited at this facility, so transfer of property will be scheduled by equipment type in order to expedite disposal through wholesale purchasers. The first items to go are computer and office equipment. These items will be accepted by Property Management through Friday February 7. Work order requests must be received in Property Management by Friday, January 31. Several of the project groups have had work orders in for months, but please check with Caroline Watkins to ensure that your request has been processed and has not been lost.

#### ❖ Contract Processing

Non sponsored project contracts:

- Contracts less than \$1,000 require department and college certifying signature.
- Contracts more than \$1,000 require chair signature, and department and college certifying signature.
- Short-form contracts less than \$5,000 require 1 original and 2 copies.
- Short-form contracts greater than \$5,000 require 3 originals.
- Non-short-form contracts require 3 originals.

Sponsored project contracts:

- All contracts require 3 originals.
- Include on the voucher both the current charges and cumulative total of prior payments made under the same contract.
- Include the contract number in the reference field of the voucher and whether or not payment is partial or final.

#### ❖ P.I. Indirect Cost Accounts

Individual P.I. indirect cost accounts should be set up by the end of this month. P.I.s will be notified of their new account numbers, their 1997 IDC allocations (IDC generated during 1996), and account balances later this month.

#### ❖ Department Directory

The Spring/Summer department and graduate student directory will be distributed on January 30. Please review the current directory and get your corrections and changes to Nicole Bui by January 28.

#### ❖ Computer Technical Support

We are a big department with lots of computers. Our small technical support staff has been running itself ragged over the past few months trying to keep up with software upgrades, problems, and requests for new installations. The good news is that Hin Lo will continue to stay on as our technical support specialist. His hours are MWF, 9-5 pm. In addition we have recently hired another technical support specialist, Sean Woodward (see Coffee Break section for more information on Sean) to work TTH 9-3 pm. With Sean's hire, we now have support assistance each day of the week. Hin and Sean will focus their immediate attentions to catching up on the service request back log. All service requests must be directed to: [service-faq@fisher.psych.uh.edu](mailto:service-faq@fisher.psych.uh.edu). Using this service will provide you with the quickest response to your needs.

## From the Academic Office

📁 ITV Academic Support Assistant Information Sheets are available from the department. Faculty, please contact Tricia Spinks or Ashraf Shafiei if you intend on employing an ITV assistant for your course. The department has depended upon Distance Education in the past for ITV information. Often several months pass before our department has verification of its ITV assistants causing very long delays in payment to these individuals. This can be circumvented if you let us know first.

📁 All students must be registered by the 12<sup>th</sup> day of classes, January 27. After that date the Academic Office cannot add any more classes to a student's semester schedule.

📁 Instructors: The 12<sup>th</sup> day class rolls will be coming after January 27<sup>th</sup>, so remember when you receive the forms, please check roll for each section you are teaching. At this point in the semester, if a student does not appear on the class roll, he/she will need to go to Rm. 108 E. Cullen to clear up any registration problems. After the 12<sup>th</sup> day class roll, students can no longer be added to the class roster.

📁 We still need CORE CURRICULUM MATERIAL!  
Instructors teaching core course: PSYC 1300, 2301,

2380, 3310, 3332, 3341, 3360, 3361, 4321, 4325, 4344, please submit the supporting materials to Heather or Tricia.

☞ Please be patient with the Advising office during our major crunch time. We are currently trying to process graduate applications for fall 1997 while continuously performing our regular duties for instructors, staff, graduate and undergraduate students.

☞ Graduate Students: The Graduate Student Directory will go out at the end of January, please come by the Advising office to make sure your address and phone information is correct.

### Video Library Proposal Approved

Assistant Professor, **Dr. Beth Manke** received \$1,500 from the Office of the Vice Provost for Faculty Affairs to help fund the department's video library. The videos will be used for instructional purposes in undergraduate Psychology courses. The video library is located in the Resource room of the Academic Office.

### Social Circuit Call for Articles and Photos

The college of Social Sciences' newsletter *Social Circuit* is seeking input from faculty and staff on interesting articles for the spring copy. Contact Nicole Broyles with your ideas. The college is also developing a photo CD library and encourages submissions. Of most interest would be snapshots taken in the classroom, lab, or other action type photos. Please include with each photo the name of the person sending the photo, information about the event shown, and who is pictured in the photo. All photos would be returned.

Pictures of the Clinic's 10<sup>th</sup> Anniversary Party are available for viewing. The pics are great! If your interested in looking at the pictures, see Gwen Moore or Mani Kuffel.

### Attention ~~Neuropsychology Graduate~~ Students

Neuropsychology students who plan to attend the INS meetings in Orlando next month can receive a 50% discount on registration by volunteering to assist the Program Committee for just a few hours. You may be assigned to work registration, hand out materials at a workshop, or work the slide carousel at a symposium, etc. It's a good way to get involved in your professional organization. If interested, please contact Dr. David Francis right away at dfrancis@uh.edu. Dr. Francis will also need to know how to contact you. He will forward your name to the Program Committee Chair.

## What's New In Research

### NEW RESEARCH AWARDS

Ernest N. Jouriles, Sponsor: National Institute on Drug Abuse. Project Title: Children of Battered Women: Reducing Risk for Abuse.

### PUBLICATION, POSTERS, PRESENTATIONS, ETC.

●Knee, C.R. (1996). Review of Nye and Brower's "What's Social About Social Cognition." To appear in *Personal Relationship Issues*, the official publication of the International Network on Personal Relationships.

●Knee, C.R., & Zuckerman, M. (1996). Causality orientations and the disappearance of the self-serving bias. *J. of Research in Personality*, 30, 76-87.

●Zuckerman, M., & Knee, C.R. (1996). The relation between overly positive self-evaluation and adjustment: A comment on the Colvin et al. (1995) article. *J. of Personality and Social Psychology*, 70, 1250-1251.

●Reis, H.T., & Knee, C.R. (1996). What we know, what we don't know, and what we need to know about relationship knowledge structures. In G.F.O. Fletcher & J. Fitness (Eds.), *Knowledge structures and interaction in close relationships: A social psychological approach*. Hillsdale, NJ: Erlbaum.

●Zuckerman, M., Knee, C.R., Kieffer, S.C., Rawsthorne, L., & Bruce, L.M. (1996). Beliefs in realistic and unrealistic control: Assessment and implications. *J. of Personality*, 64(2), 435-464.

● Paul, G.L., Stuve, P., & Menditto, A.A. (in press). Social-learning program (with token economy) for adult psychiatric inpatients. *The Clinical Psychologist*. Invited article for the series, "Empirically Validated Psychological Treatments," edited by William C. Sanderson.

### Interviewing Institute Program March 17-20

The Interviewing Institute at the University of Houston, founded in 1952, is a training seminar designed to teach appropriate interviewing skills to individuals responsible for employment selection. The Interviewing Institute is the longest running interviewer training program in the country. It has maintained this status by its commitment to continuous incorporation of current research findings and new legislature. The five objectives of the program are to assist employers in identifying job-related interview objectives, utilizing effective questioning techniques, developing an interview structure, minimizing typical rater errors, and

increasing awareness of legal issues. Dr. James E. Campion, director of the Personnel Psychology Services Center, has accomplished these objectives for the past 20 years through the use of lectures, exercises, practice interviews, and small-group feedback sessions. The next program will be conducted March 17-20, 1997. If you are interested in additional information please contact Kimberly Adams, Institute Fellow, at 743-8518 or [kadams@uh.edu](mailto:kadams@uh.edu).

## Coffee Break



The department is pleased to welcome to **Phillip "Sean" Woodward** to the department. Sean joins our beleaguered technical support staff. He will work with **Hin Lo** and **Vu Tran** in trying to keep the department network and computers running smoothly. Sean, a long time Houstonian, had been living in Pennsylvania and recently moved back to attend the University of Houston in computer science and MIS.

There are new faces in old positions in the Dean's office. **Sandra Medellin** has been promoted to the position of Executive Secretary, replacing **Delia Vasquez**. **Montisha Hines**, has been promoted to Office Assistant, replacing Sandra. Montisha is an undergraduate psychology major with a special interest in education. Congratulations to Sandra and Montisha. In the Dean's academic office, **Chris Hammons** has been hired to serve as TA, replacing **John Sherman**. Chris is a doctoral political science student. **Vaishali Subramaniam**, joins the office as advising assistant II, replacing **Celia Fenceroy**. Vaishali will work as the graduation and degree plan analyst for the college. Vaishali is also a psychology undergraduate alum.

## Ask the Expert

Q: What car rental companies are under contract with the university and do I have to use them?

A: Advantage Rent-A-Car and AVIS are the contracted car rental agencies currently. Yes, you do have to use them. Exceptions are: when neither car rental company is available in the city to which you are traveling or when another rental company can provide a better rate. Remember, all travel requires prior approval, so check with Yolizma (research) or Ashraf (departmental) about your car rental options.

Q: I want to pay someone who is not employed at UH to do occasional work for my research project. I

really don't want to hire them as an employee. What needs to be done to get them paid for their services?

A: If services are to be provided from an individual that is not a UH employee, a contract must be prepared at least 10 days prior to the service. All ledger 5 (research) contracts must first be approved by OSP before service is rendered. Failure to establish a contract can cause serious delays in payments to individuals. Contact Yolizma for ledger 5 and IDC contract requests and Ashraf for departmental requests.

Q: I have a new address. Who should I notify?

A: It is important that you notify the department immediately of any name change, address, or phone changes. We provide the "official" reporting information to Human Resources and Payroll. See Caroline, Ashraf, or Yolizma about correcting your PAR.

Psycho Philes is published the 3rd week of each month. Your submissions should be received in the main office by the end of the 2nd week of each month and can be sent to Mani Kuffel at: [mkuffel@bayou.uh.edu](mailto:mkuffel@bayou.uh.edu), or put in the department mail drop box, room 105 Heyne.

All submissions are subject to editing for space and content.

Student and other associated organizations are encouraged to submit items for publication.