**Application for Psychology Department Honors Thesis II (PSY496) Last revised November 2020**

**Part 1: Instructions**

***Timeline for Submission:*** If you plan on registering for the course during the registration period, you may submit your proposal online beginning **two weeks prior to the first day of the registration period.** Proposals will be reviewed on a first-come, first-served basis and will be **accepted through 4pm on the last day of classes.**

**To be eligible to apply for a Psychology Honors, you must meet the following requirements:**

* Minimum GPA in Psychology of 3.3
* PSY 299 (minimum grade of B)
* Minimum of Junior Standing for PSY 396; Senior Standing for PSY 496
* 12 earned units (4 must be TCNJ units)
* Students cannot enroll in more than 1.5 units of independent study/research in a given semester
* Sponsorship by faculty member

1) **Complete this entire application form** (the word document that appears after these instruction pages) and have your faculty sponsor review it (e.g., via email). *Students should move on to the next step only after their faculty sponsor indicates that the proposal is ready.*

***For Winter and Spring 2021:*** *you do not need the R&R enrollment form.  Instead, you will need to upload your proposal and a screenshot or word document with email documentation that your course has been approved by your faculty sponsor and also your Department Chair*

If you would like to overload during the term you are completing the independent study/research:

* + Print the HSS overload form from <https://hss.tcnj.edu/wp-content/uploads/sites/157/2011/07/HSS-Overload-Request-Form.doc>
  + Contact Dr. Ruddy ([ruddy@tcnj.edu](mailto:ruddy@tcnj.edu)) to request permission to overload and, if permission is granted, to obtain her signature
  + Scan the signed form to make a pdf that you can upload

**2)** Log onto the [ELOPsy Online Application system](https://eawebprod.tcnj.edu/psyapp/login.php) using your TCNJ e-mail username and password, and submit all documents through the website. (You can reach the links to the ELOPsy Applications by clicking on “Academics & Research” on the Psychology homepage.)

Once your faculty sponsor has indicated their approval of your application in the online system, it will be reviewed by the department’s Independent Study Committee. **Incomplete proposals will not be reviewed.**  If you have questions, please contact your faculty sponsor.

**3)**  **Receive feedback from the Independent Study Committee.**

After your faculty sponsor has approved your application in the ELOPsy system, there are four possible status messages that will appear:

* ***In Review:*** The proposal has been successfully submitted and is currently being reviewed by the Independent Study Committee.
* ***Reviewer Feedback Submitted:*** A Committee member has reviewed your application and has submitted their feedback to the Chair of the Committee.
* ***Revisions Required:***Major or minor revisions are required.  You will receive an email through the system if revisions are required. The requested revisions will be documented in the system and will appear online to the student and faculty sponsor. These revisions must be submitted online within three days. Failure to submit the revisions in a timely manner will result in delayed approval of your proposal. Failure to submit the revisions in a timely manner will result in the delay in approval of your proposal. **ELOPsy applications will be reviewed no more than three times (the original submission plus two revisions); applications requiring more than 3 submissions will be rejected automatically.**
* ***Approved:***  The Chair of the Independent Study Committee has granted final approval of your proposal.

**4) Verify that you have been approved for the course.**

* Once your proposal has been approved, the ELOPSy Online system will notify you via e-mail.  Notification of your approval will be sent to the HSS Dean’s office.

**5)  Upload your approved application to the HSS website**

* Go to the HSS information at <https://hss.tcnj.edu/resources/current-students/forms/>
* Select HSS Independent study/research
* Upload your documents.
* The Dean’s office will process your application and request your course registration through Records & Registration. We suggest that you checkPAWS to ensure that you have been registered. If you have not been registered within 2 weeks of receiving approval, contact Records & Registration.
* The last day to be registered for Independent Study/Research is the last day of the drop/add period (usually the end of the first week of classes in the semester in which you will be enrolled in the course).

**\*\* It is your responsibility to check PAWS to ensure that you have been registered\*\***

**Part 2: Details on Requirements for Completion of the Honors Thesis II in Psychology**

* *During semester:* 
  + Student is encouraged to participate in informal gatherings of students and faculty to discuss ongoing research.
  + Student is also encouraged to attend research talks given by outside speakers and alums.
* *At the end of the second semester (PSY 496):*
  + Student submits complete draft of thesis paper to committee members at least one week prior to the defense.
  + Student defends thesis at a meeting of the entire committee.
  + Student must give a formal presentation of the project. If the thesis defense does not include a formal presentation, the student must present a poster or talk at the Celebration for Student Achievement or some other scholarly meeting or venue.
    - It is recommended (but not required) that the formal presentation be submitted by the faculty sponsor for inclusion in the public Psychology Department Calendar.
  + After the oral thesis defense, the entire committee must approve the thesis document.
  + Student submits an electronic copy of the final version of the thesis document to the faculty sponsor for departmental archiving.

**Part 3: Application**

Student’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester for which you are applying: (check one) \_\_\_\_Fall \_\_\_\_Spring \_\_\_\_Summer

Year: \_\_\_\_

Grade in PSY396:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Psychology GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Members: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (faculty sponsor)

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Experiential Learning Opportunities** (PSY391, PSY393, PSY396, PSY397, PSY399, PSY492, PSY493 or PSY496) you have PREVIOUSLY completed or are CURRENTLY enrolled in:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course and Project Title** | **Faculty Sponsor** | **Semester/Year** | **# Credits** |
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**2. Proposal:**

For PSY 496 (Honors Thesis II), edit your PSY 396 proposal. Add a description of the specific process by which you will answer your research questions and complete the research project. When writing your proposal, keep in mind that PSY 496 requires 20 – 25 pages of writing.

CHECKLIST FOR THIS SECTION (*required statements from PSY 396 must still be included and may be pasted verbatim*):

\_\_\_ Rationale and methods for the project are clearly explained.

\_\_\_ The proposal must clarify which parts of the study have already been completed, and which parts will be completed in the proposed semester

\_\_\_ Required ethics statement is included: **APA Ethical Guidelines will be followed throughout the project.**

\_\_\_ (If human or animal participants) Required approval statement is included:

* + 1. Human research: **Approval** **from RPE/IRB will be obtained prior to the start of data collection.**
    2. Animals: **IACUC will be obtained prior to the start of data collection.**

See the *Ethical Principles of Psychologists and Code of Conduct* section of the APA website (http://www.apa.org/ethics/code2002.html) for more information on APA ethical guidelines.

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| **Proposal**: (Completed by the student. Suggested length of approximately 500 words.)  [TYPE IN THIS BOX. EXPAND THE BOX AS NEEDED.] |

**3. Time Line and Assessment:** In the table below, please list the project milestones with appropriate activities and dates of completion. You must list 3-6 LEARNING OBJECTIVES for your Honors Thesis and specify how each learning objective will be ASSESSED. Required items are listed in bold. Please move them within table and add objectives/assessment as appropriate.

*\*\*\*Do not delete any of the text (or change the bold font) that is already in the table. Just add content as needed.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Date*** | ***Brief description of activities*** | ***Learning Objective*** | ***Assessment (if applicable)*** |
| **Entire semester** |  |  | **Weekly meetings with faculty sponsor** |
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|  |  |  | **Draft #1 submitted for faculty sponsor feedback**  (usually revised Introduction and Method) |
|  |  |  | **Draft #2 submitted for faculty sponsor feedback**  (usually Results) |
|  |  |  | **Draft #3 submitted for faculty sponsor feedback**  (usually Discussion) |
|  |  |  |  |
| **One week prior to thesis meeting** |  |  | **Final submission of complete thesis to committee (20-25 page paper)** |
| **End of the semester** |  |  | **Formal oral defense presentation given to thesis committee** |
|  |  |  | **Submission of an electronic copy of the final version of thesis document to the faculty sponsor for departmental archiving** |

**4. Relevant References:**

Using APA style, include a list of at least 5 relevant scholarly resources that you will consult as you begin your work.

CHECKLIST FOR THIS SECTION:

\_\_\_ References are listed in APA style.

\_\_\_ At least 5 of the references are relevant scholarly resources.

|  |
| --- |
| **References:**  [TYPE IN THIS BOX. EXPAND THE BOX AS NEEDED.] |

**5. Title Page:**

On the following page, please create an APA-formatted title page which includes the student’s name, the title of the project, and the names of committee members; this document will become part of departmental records.