**Instructions and Application for Psychology Thesis I (PSY394) Last revised February 2023**

**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 Thesis, you must confirm that you meet the following requirements:**

* Minimum GPA in Psychology of 3.3
* PSY 299 (minimum grade of B)
* Minimum of Junior Standing by the time that PSY394 starts (at least 4 unites from TCNJ)
* Students cannot enroll in more than 1.5 units of independent study/research in a given semester
* Sponsorship by faculty member
* Creation of a thesis committee comprising the faculty sponsor and two additional faculty members. *At the discretion of the student and faculty sponsor, one of the committee members may be a faculty member from an outside institution or a community member with relevant knowledge and experience*.

**Details on Requirements for Completion of the Psychology Thesis I**

* *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 semester:*
  + Student sends 10-15 page thesis draft to committee at least one week prior to the committee meeting
  + Student meets with entire committee to discuss progress on the thesis; committee members provide suggestions for the remainder of the thesis work.

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**Instructions**

**The approval process has FOUR parts.**

1. **Part 1 is getting obtaining overload approval (only for students who would like to overload during the term that they are completing the independent study/research)**
2. **Part 2 is getting approval from the Psychology Department.**
3. **Part 3 is getting approval from the School of Humanities and Social Sciences.**
4. **Part 4 is making sure that you are correctly registered on PAWS.**

**In order to make sure that you are correctly registered, you must complete all parts of the approval process.**

**PART 1: Obtain Overload Approval**

1. If you are requesting permission to overload and your **primary major is Psychology (or another department in HSS),** please follow the following steps:
   1. If your primary major is Psychology, please complete the overload interest form found on this webpage: <https://hss.tcnj.edu/humanities-and-social-sciences-course-overload/>
   2. Your request will be sent to your major Department and you will receive an email describing next steps.
   3. Once you have received an email from the Dean of HSS giving you permission, you can proceed to Part 2 of the application process. Keep this email. You will need to submit a screenshot of this email to the HSS Application in Part 3.
2. If you are requesting permission to overload and your **primary major is NOT Psychology** **or any other major in the School of Humanities and Social Sciences**, please follow the following steps:
   1. Please contact your School to request approval to overload.
   2. Once you have received approval, you can proceed to Part 2 of the application process. You will need to submit a screenshot of the approval (typically, an email giving permission) to the HSS Application in Part 3.

**PART 2: Obtain Psychology Department Approval**

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). If you will need to overload, make sure you complete the overload process as explained on the first page.
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 this website.  (You can reach the links to the ELOPsy Applications by clicking on “Academics & Research” on the Psychology homepage.) Once your faculty sponsor has approved 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 or the Chair of the Independent Study Committee.
3. After you have submitted your application, you will receive feedback on the status of your application.

* **Faculty Sponsor Approved**: Once your faculty sponsor has approved the application, you will receive an email notification. Keep this email. You will need to submit a screenshot of this email to the HSS Application in Part 2.

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* **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.
* **Approved:**  The Chair of the Independent Study Committee has granted final approval of your proposal.  You will receive an email notification of the approval. Keep this email. You will need to submit a screenshot of this email to the HSS Application in Part 2 when asked for the Department Chair’s approval. For the Psychology Department, the Independent Study Committee approval takes the place of the Chair’s approval.

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**PART 3: Obtain School of Humanities and Sciences Approval**

1. Go to HSS [website](https://hss.tcnj.edu/study-and-research-courses-in-the-school-of-humanities-and-social-sciences/): <https://hss.tcnj.edu/study-and-research-courses-in-the-school-of-humanities-and-social-sciences/>
2. Select the link that says “HSS Independent Study/Research Proposal System”
3. Complete the online form. You will be asked to respond to many of the similar questions as was on the Psychology Department Application, among other questions. You may want to prepare your response to the following questions ahead of time:
   1. “Please summarize your proposed independent thesis/project in 1 or 2 sentences.”
   2. “Please enter the topic of your independent thesis/project (30 characters max).  This will appear on your TCNJ transcript.”
   3. “If you would like Records & Registration to swap one of your current classes for this independent thesis/project course, please enter the course to swap”
4. Upload the following forms to the HSS online portal:
   1. Screenshot of the Faculty Sponsor Approved email notification.
   2. Screenshot of the Application Approval email notification.
   3. The Psychology Department Application Form (the same form that you already completed and uploaded to the Department Application portal)
   4. For students requesting overload only: Screenshot of permission to overload (typically, an email from the Dean of your school giving you permission).

**PART 4: Check Registration on PAWS**

1. The Dean’s office will process your application and request your course registration through Records & Registration. We suggest that you check PAWS to ensure that you have been registered. If you have not been registered within 2 weeks of receiving approval, contact Records & Registration.
2. 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).
3. It is your responsibility to check PAWS to ensure that you have been registered. Unless you are registered for the course, you will NOT be allowed to complete the course.

**Application**

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

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

Year: \_\_\_\_

Grade in PSY299:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

**1. Experiential Learning Opportunities** (PSY391, PSY393, PSY394, PSY396, PSY397, PSY399, PSY492, PSY493, PSY 494, 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 394 (Psychology Thesis I), develop a proposal that includes reference to relevant literature, proposed area of research, and a specific timeline for developing the full research proposal. Using APA format, describe the rationale for undertaking this research study. Briefly include citations from existing literature and the research question(s) that you will address.

For projects not involving data collection, this might include literature searches or use of archives. For projects involving data collection this should include the data collection method, such as interviews/observations or equipment/tools used to collect data, and the source of participants/subjects.

When writing your proposal, keep in mind that PSY 394 requires 10-15 pages of writing.

CHECKLIST FOR THIS SECTION (*required statements in bold may be pasted verbatim*):

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

\_\_\_ 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 Psychology 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*** |
| **Entire semester** |  |  | **Weekly meetings with faculty sponsor** |
|  |  |  | **10-15 pages of writing**  (typically Introduction and Method) |
| **One week prior to thesis meeting** |  |  | **Submission of current thesis draft to committee** |
| **End of the semester** |  |  | **Meeting with thesis committee** |
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**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.