

HURON UNIVERSITY COLLEGE
2017-2018
Psychology 4880E
Honors Thesis

1.0 CALENDAR DESCRIPTION

Independent research under the direction of a faculty member.

Antirequisite(s): [Psychology 4850E](#) and the former Psychology 459.

Prerequisite(s): Registration in the fourth year of the Honors Specialization Psychology Program at Huron College.

1.0 course (Huron)

2.0 COURSE INFORMATION

Course Coordinator: Dr. Tara Dumas
Office: V121
E-mail: tdumas2@uwo.ca
Office hours: Tuesdays 9:00-10:00am and Thursdays 2:30-3:30pm

Time and Location of Lectures: Thursday 12:30-1:30 in HUC-V107*
*see OWL for a list of course meeting dates

Course website: <http://owl.uwo.ca> {login & password = UWO login ID and password}

3.0 TEXTBOOKS AND OTHER DOCUMENTS

American Psychological Association. (2010). *Publication Manual of the American Psychological Association*. (Sixth Edition). Washington, D.C.: Author.

The following documents are available on the OWL Website:

- (1) DUTIES OF THESIS ADVISORS
- (2) HOW TO PREPARE A RESEARCH PROPOSAL
- (3) POLICY GOVERNING ETHICAL REVIEW OF UNDERGRADUATE RESEARCH PROJECTS INVOLVING HUMAN PARTICIPANTS AT HURON UNIVERSITY COLLEGE
- (4) ETHICAL GUIDELINES FOR RESEARCH INVOLVING HUMAN PARTICIPANTS AT HURON UNIVERSITY COLLEGE
- (5) PROCEDURES FOR A PROPOSAL MEETING
- (6) RULES FOR USING THE PARTICIPANT POOL AT HURON
- (7) PROCEDURES FOR A DATA COLLECTION SESSION
- (8) GUIDE FOR THE PREPARATION OF A THESIS IN PSYCHOLOGY
- (9) PROCEDURES FOR A THESIS ORAL

The following forms are available on the OWL Website:

- (1) REQUEST FOR ETHICAL APPROVAL OF A UNDERGRADUATE RESEARCH PROJECT INVOLVING HUMAN PARTICIPANTS AT HURON UNIVERSITY COLLEGE
- (2) ANIMAL ETHICS FORM
- (3) CONSENT FORM TEMPLATE FOR PERSONS AT LEAST 16 YEARS OF AGE

4.0 COURSE OBJECTIVES

- to conduct a year-long, independent research project under the guidance of an approved faculty member
- to produce a formal, APA-style monograph
- to defend the thesis in an oral examination

5.0 EVALUATION

The course grade will be determined as follows:

<u>Component</u>	<u>% of Grade</u>
Request for Ethics Approval	5%
Thesis Introduction Draft	10%
Written Thesis Presented at the Oral	75%
Oral Examination	10%

Further details of how these grades are awarded may be found on OWL.

6.0 POLICY ON GRADING STANDARDS

Students at Huron University College should consider a grade in the range from 80-89 to be evidence of satisfactory performance in the Thesis Course. Grades in the A+ (90-100%) range will only be awarded for performance that is demonstrably superior to the fourth-year honors standard.

7.0 POLICY ON OWL

All the documents listed in this course outline are available on OWL. **Familiarity with these documents is essential for success in the course.** In addition, various course announcements will also be made via OWL as the class meets only occasionally. **Students are responsible for checking the OWL site regularly.**

8.0 ADDITIONAL NOTES

1.0 The Thesis Advisor

Although having an individual *thesis advisor* is not essential, it is strongly recommended. The duties of a thesis advisor are outlined in detail in the document entitled: **DUTIES OF THESIS ADVISORS**

It should be noted that individual faculty members here, and elsewhere, are entitled to be selective in whom they agree to supervise. Advisors need not be Psychologists but the Department must approve all advisors other than those in the Psychology Department at Huron University College, even if they are members of other Psychology departments.

2.0 The Thesis Committee

The *Thesis Committee* will consist of the Advisor and a Second Reader, a faculty member from the Department appointed by the Course Coordinator. The second reader will serve as Chair of the Thesis Committee. The second reader will be assigned by the Department and posted on OWL. The Committee will serve both at the Student's *Proposal Meeting* and at the Student's *Oral Defence of the Thesis*. In the case of a student who has no advisor, the Department will select two Readers to constitute the Thesis Committee and appoint one as Chair of the Committee. Once established, the names of students and the members of their thesis committee will be posted on OWL. The various roles of a thesis committee are outlined in relevant sections below and in relevant documents.

3.0 Access to the Participant Pool

Students taking Psychology 1100E are required to participate in four hours of departmentally approved research (or fulfill an alternative obligation). These students constitute the *Participant Pool* and all 4880E students have access to this pool. Note that 4880E students are not guaranteed participants for their research studies. However, 4880E students may supplement their sample with participants which they procure themselves (as long as the recruitment process has been ethically approved). Students in Psychology 4880E who desire a share of the Participant Pool must attend the Participant Pool meeting and also read the document "Rules for Using the Participant Pool at Huron".

4.0 The Research Proposal

The first written submission is a *research proposal*. This proposal will allow the Thesis Committee to evaluate: (1) **the scientific merit of the proposed research project**; and (2) **the ethical adequacy of the research project**. No student will be allowed to collect data until ethical approval has been granted, either in the context of a *proposal meeting* (see below) or as the result of review by some outside agency. The collecting of data without formal ethical approval will result in non-acceptance of any thesis based on such data, hence course failure. Details of how to create a Research Proposal may be found in the document entitled **HOW TO PREPARE A RESEARCH PROPOSAL**.

5.0 The Proposal Meeting

The document entitled: **PROCEDURES FOR A PROPOSAL MEETING** outlines how to schedule a Proposal Meeting, how to prepare for it, and what will happen at the meeting. Note, that even in cases in which there has been prior *ethical approval* of the project by an outside agency, all students must submit a Research Proposal and have a Proposal Meeting with the Thesis Committee. Students cannot proceed with their research until the Thesis Committee has provided approval.

6.0 Advertising for Participants from the Participant Pool

Huron uses a software system called “SONA” that manages research participation in studies. Any researcher who wishes to access participants in the Huron Participant Pool must attend the Sona meeting prior to starting data collection. Following formal ethical approval of their project, and after researchers have set times and dates, and booked locations for collecting data, they may request from the SONA Coordinator access to the SONA site. Once access is granted, researchers may post their study and available slots.

7.0 Conduct of a Data Collection Session

The procedures for conducting a data collection session may be found in the document entitled: **PROCEDURES FOR A DATA COLLECTION SESSION**. Read this document carefully before attempting to collect data from human participants.

8.0 Format of the Thesis

The format of the thesis is outlined in the document entitled: **GUIDE FOR THE PREPARATION OF A THESIS IN PSYCHOLOGY** and must be followed scrupulously for both the Version for the Oral Examination and the Final Version. If a thesis provided to the examiners in anticipation of the thesis oral fails to conform to the appropriate format, it may be returned for revision. Those who fail to complete their oral examination by the last weekday of the Final Examination Period will receive an F in the course unless an INCOMPLETE is granted based on medical grounds. In such a case, the revised thesis must be returned to the Course Coordinator by August 31, and if it is acceptable, a fall oral will then be scheduled.

9.0 The Oral Examination

Each student will have to defend his or her thesis in an oral examination, normally held during the final examination period. Each student must submit two (2) hard copies of the thesis to his/her Thesis Committee (one for each member) at least 7 days in advance of the scheduled thesis oral examination date. The document entitled: **PROCEDURES FOR A THESIS ORAL** outlines the procedures for scheduling an oral examination and also what happens during the Examination. The course cannot be passed without this oral examination and there will be no exemptions for any reason. The last possible date for an oral examination that will permit a June graduation is the last weekday of the Final Examination Period. Note, however, that scheduling an oral this late will leave little time for revisions, as the completed thesis, with all signatures included, is due in the hands of the Chair of the Department no later than noon, one-week after the end of the Final Examination period (with the last possible submission date on May 1, or the first business day after).

10.0 Submitting the Finished Thesis

The procedures for submitting the Final Thesis are also outlined in the document entitled **GUIDE TO THE PREPARATION OF A THESIS IN PSYCHOLOGY**. A final PDF version of the thesis with all revisions completed must be submitted to the Chair of the Department no later than May 1 (or the first business day after). The final thesis will be published on Scholarship @Huron, and will be catalogued by the Huron Library. If the student wishes to have one or more hard copies of the thesis bound, copies will be bound at the student's expense (cost will be determined by the library in January).

9.0 SCHEDULE OF DEADLINES*

Proposal Meeting	October 31 (or first business day after)
Thesis Introduction Section**	November 10 (or first business day after)
Confirmed Date for Final Oral Exam	March 15 (or first business day after)
Draft of Complete Thesis to Advisor	March 30 (or first business day after)
Last Day to Submit FINAL THESIS**	May 1 (or the first business day after)

* Note that these are **the last possible dates**. Earlier dates are possible and encouraged!

** Draft of Thesis Introduction should be submitted to OWL site.

**Students who do not submit the final thesis by this date will NOT graduate in the June Convocation.

10.0 SCHEDULE OF CLASS MEETINGS

Sep 7	Introduction to the Course
Sept 14	Research Ethics Proposal Workshop
Sept 21	Mock Proposal Meeting
Oct 5	SONA
Mar 1	How to Write a Thesis
Mar 22	Old/New Social – Class Photo
Mar 29	Scholarship @ Huron and Copyright



Appendix to Course Outlines

Prerequisite Information

Students are responsible for ensuring that they have successfully completed all course prerequisites. Unless you have either the requisites for this course or written special permission from your Provost and Dean to enrol in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Conduct of Students in Classes, Lectures, and Seminars

Membership in the community of Huron University College and the University of Western Ontario implies acceptance by every student of the principle of respect for the rights, responsibilities, dignity and well-being of others and a readiness to support an environment conducive to the intellectual and personal growth of all who study, work and live within it. Upon registration, students assume the responsibilities that such registration entails. The academic and social privileges granted to each student are conditional upon the fulfillment of these responsibilities.

In the classroom, students are expected to behave in a manner that supports the learning environment of others. Students can avoid any unnecessary disruption of the class by arriving in sufficient time to be seated and ready for the start of the class, by remaining silent while the professor is speaking or another student has the floor, and by taking care of personal needs prior to the start of class. If a student is late, or knows that he/she will have to leave class early, be courteous: sit in an aisle seat and enter and leave quietly.

Please see the *Code of Student Rights and Responsibilities* at:

<http://www.huronuc.ca/CurrentStudents/StudentLifeandSupportServices/StudentDiscipline>

Technology

It is not appropriate to use technology (such as, but not limited to, laptops, cell phones) in the classroom for non-classroom activities. Such activity is disruptive and is distracting to other students and to the instructor, and can inhibit learning. Students are expected to respect the classroom environment and to refrain from inappropriate use of technology and other electronic devices in class.

Academic Accommodation for Medical/Non-Medical Grounds

Students who require special accommodation for tests and/or other course components must make the appropriate arrangements with the Student Development Centre (SDC). Further details concerning policies and procedures may be found at:

http://www.sdc.uwo.ca/ssd/?requesting_acc

- (a) **Medical Grounds** for assignments **worth 10% or more of final grade**: **Go Directly to Academic Advising**

University Senate policy, which can be found at

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf,

requires that all student requests for accommodation on medical grounds for assignments worth 10% or more of the final grade be made directly to the academic advising office of the home faculty (for Huron

students, the “home faculty” is Huron), with supporting documentation in the form (minimally) of the Senate-approved Student Medical Certificate found at:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform_15JUN.pdf.

The documentation is submitted in confidence and will not be shown to instructors. The advisors will contact the instructor when the medical documentation is received, and will outline the severity and duration of the medical challenge as expressed on the Student Medical Certificate and in any other supporting documentation. The student will be informed that the instructor has been notified of the presence of medical documentation, and will be instructed to work as quickly as possible with the instructor on an agreement for accommodation. The instructor will not normally deny accommodation where appropriate medical documentation is in place and where the duration it describes aligns with the due date(s) of assignment(s). Before denying a request for accommodation on medical grounds, the instructor will consult with the Provost and Dean. The instructor’s decision is appealable to the Provost and Dean.

(b) Accommodation on Medical Grounds for assignments worth less than 10% of final grade: Consult Instructor Directly

When seeking accommodation on medical grounds for assignments worth less than 10% of the final course grade, the student should contact the instructor directly. The student need only share broad outlines of the medical situation. The instructor **may** require the student to submit documentation to the academic advisors, in which case she or he will advise the student and inform the academic advisors to expect documentation. The instructor may not collect medical documentation. The advisors will contact the instructor when the medical documentation is received, and will outline the severity and duration of the medical challenge as expressed on the Student Medical Certificate and in any other supporting documentation. The student will be informed that the instructor has been notified of the presence of medical documentation, and will be instructed to work as quickly as possible with the instructor on an agreement for accommodation. The instructor will not normally deny accommodation where appropriate medical documentation is in place and where the duration it describes aligns with the due date(s) of assignment(s). Before denying a request for accommodation on medical grounds, the instructor will consult with the Provost and Dean. The instructor’s decision is appealable to the Provost and Dean.

(c) Non-medical Grounds: Consult Instructor Directly

Where the grounds for seeking accommodation are not medical, the student should contact the instructor directly. Late penalties may apply at the discretion of the instructor. Apart from the exception noted below, academic advisors will not be involved in the process of accommodation for non-medical reasons.

Where a student seeks accommodation on non-medical grounds where confidentiality is a concern, the student should approach an academic advisor with any documentation available. The advisors will contact the instructor after the student’s request is received, and will outline the severity and duration of the challenge without breaching confidence. The student will be informed that the instructor has been notified that significant circumstances are affecting or have affected the student’s ability to complete work, and the student will be instructed to work as quickly as possible with the instructor on an agreement for accommodation. Before denying a request for accommodation where documentation has been submitted to an academic advisor, the instructor will consult with the Provost and Dean. The instructor’s decision is appealable to the Provost and Dean.

Statement on Academic Offences

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

Statement on Academic Integrity

The International Centre for Academic Integrity defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behaviour that enable academic communities to translate ideals to action." (CAI Fundamental Values Project, 1999).

A lack of academic integrity is indicated by such behaviours as the following:

- Cheating on tests;
- Fraudulent submissions online;
- Plagiarism in papers submitted (including failure to cite and piecing together unattributed sources);
- Unauthorized resubmission of course work to a different course;
- Helping someone else cheat;
- Unauthorized collaboration;
- Fabrication of results or sources;
- Purchasing work and representing it as one's own.

Academic Integrity: Importance and Impact

Being at university means engaging with a variety of communities in the pursuit and sharing of knowledge and understanding in ways that are clear, respectful, efficient, and productive. University communities have established norms of academic integrity to ensure responsible, honest, and ethical behavior in the academic work of the university, which is best done when sources of ideas are properly and fully acknowledged and when responsibility for ideas is fully and accurately represented.

In the academic sphere, unacknowledged use of another's work or ideas is not only an offence against the community of scholars and an obstacle to academic productivity. It may also be understood as fraud and may constitute an infringement of legal copyright.

A university is a place for fulfilling one's potential and challenging oneself, and this means rising to challenges rather than finding ways around them. The achievements in an individual's university studies can only be fairly evaluated quantitatively through true and honest representation of the actual learning done by the student. Equity in assessment for all students is ensured through fair representation of the efforts by each.

Acting with integrity at university constitutes a good set of practices for maintaining integrity in later life. Offences against academic integrity are therefore taken very seriously as part of the university's work in preparing students to serve, lead, and innovate in the world at large.

A university degree is a significant investment of an individual's, and the public's, time, energies, and resources in the future, and habits of academic integrity protect that investment by preserving the university's reputation and ensuring public confidence in higher education.

Students found guilty of plagiarism will suffer consequences ranging from a grade reduction to failure in the course to expulsion from the university. In addition, a formal letter documenting the offence will be filed in the Provost and Dean's Office, and this record of the offence will be retained in the Provost and Dean's Office for the duration of the student's academic career at Huron University College.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers

submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com.

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

Personal Response Systems (“clickers”) may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning. Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else’s clicker in class constitutes a scholastic offence,
- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence.

Policy on Special Needs

Students who require special accommodation for tests and/or other course components must make the appropriate arrangements with the Student Development Centre (SDC). Further details concerning policies and procedures may be found at:

http://www.sdc.uwo.ca/ssd/?requesting_acc

Attendance Regulations for Examinations

A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations:

- 1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year.
- 2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Provost and Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Provost and Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Provost and Dean of the Faculty offering the course will communicate that decision to the Provost and Dean of the Faculty of registration.

Class Cancellations

In the event of a cancellation of class, every effort will be made to post that information on the Huron website, <http://www.huronuc.ca/AccessibilityInfo> (“Class Cancellations”).

Mental Health @ Western

Students who are in emotional/mental distress should refer to Mental Health @ Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

Academic Advising

For advice on course selections, degree requirements, and for assistance with requests for medical accommodation [see above], students should contact an Academic Advisor in Huron’s Student Support Services (huronsss@uwo.ca). An outline of the range of services offered is found on the Huron website at: <http://www.huronuc.ca/CurrentStudents/AcademicAdvisorsandServices>

Department Chairs and Program Directors and Coordinators are also able to answer questions about their individual programs. Their contact information can be found on the Huron website at:

<http://www.huronuc.ca/Academics/FacultyofArtsandSocialScience>