

SPECIALIZED HONOURS THESIS (PSYC 4001 6.00) GUIDELINES AND CONTRACT

Procedure for Enrolling in 4001:

- 1) Students obtain a 4001 thesis contract from the Specialized Honours website: http://www.yorku.ca/health/psyc/Specialized_honours_program.html
- 2) Students complete and sign the contract with their supervisor
- 3) Students make a photocopy for themselves and their supervisor
- 4) Students leave a copy of the signed contract with the secretary in room 280 BSB for approval (i.e. confirmation that prerequisites have been completed) by the specialized honours coordinator
- 5) Approved contracts will be submitted to the Undergrad office by the specialized honours coordinator
- 6) Students will be contacted by email if enrollment in 4001 is not approved
- 7) Students will be able to enroll in 4001 on line approximately 1 week after submitting contracts assuming there is no problem with the contract

An expanded description of the thesis project should accompany this form. *The expanded description should be at least 150 words long.* It should be as concrete as possible and clearly indicate both the obligations of the student and the obligations of the professor. It will serve as a combination course description and teacher-student contract.

Often the student can write out the project description after a discussion with the professor, but the professor should not sign the contract until the description has been read and revised as necessary.

Please note:

1. The description should be concrete and explicit.
2. Do not leave agreements “understood” – they often become “misunderstood”.
3. Explicitly state the basis for grading in the Evaluation Section of the Application form.
4. If there are to be discussion meetings, set up regular times.
5. The professor should be sure that the student’s background in Psychology is sufficient to handle the project.
6. The student should keep a copy of this Agreement Form and expanded description.
7. Whether the content of this course/topic is relevant for a HEALTH or SCIENCE credit must be indicated in the ‘Course Number’ box on page 4 of this contract (HH for Health, SC for Science).

Grading Procedure for PSYCHOLOGY 4001 6.0 (Specialized Honours Independent Thesis and Thesis seminar course)

- 5 % oral presentation of proposal to seminar group, assigned by seminar course director
- 5 % participation in seminar, assigned by seminar course director
- 20 % external evaluation of final thesis paper assigned by seminar course director
- 5 % for poster presentation, assigned by seminar course director
- 15 % for Introduction and Methods, assigned by supervisor
- 50 % evaluation on final thesis, assigned by supervisor

Ultimately the supervisor assigns 65% of the grade and the seminar course director assigns 35% of the grade.

Following, is a description of the components of the evaluation:

Oral presentation of the proposal: This presentation is mandatory and is worth 5% of the final grade. Students must give a short mini-presentation (about 15 minutes in length) of their proposal to be scheduled in the first term. It is recommended that it be graded on a pass/fail basis.

Participation: Students in the seminar course are expected to show up for the proposal presentations of other students and to participate actively in the presentation asking questions about the literature and about the methods proposed (worth 5% of the participation grade).

Final Draft of Introduction and Methods submitted to supervisor: This version of the Introduction and methods is mandatory and worth 15% of the final grade. The thesis supervisor grades this component. It is due the last day of the December examination period and when this is not possible, no later than January 15th. This deadline will give the student the opportunity to receive feedback about their writing from their supervisor.

Poster Day Participation: Developing and presenting a poster on poster day is mandatory and is worth 5% of the final grade. Poster Day is held in April usually between the last day of classes and the final examination time period. If the student has a test scheduled at the time of the poster session, they should have someone put up their poster for them. The poster presentation will provide you with an opportunity to receive feedback about your thesis before submitting your final draft (about one week later). It is recommended that the poster be graded on a pass/fail basis.

External Evaluation: The seminar course director will evaluate the final product (the written thesis) and not the process (e.g., the amount of work that was involved in getting to the final product). This is worth 20% of the final grade. In order to give enough time to evaluate the students work and provide his/her grade to their supervisor, the student will be required to submit this draft of their thesis some time in mid-April (date to be announced).

Supervisor Evaluation: After the student has received feedback, modifications can be made to the final paper and that final paper is handed in to their thesis supervisor. The thesis supervisor will evaluate both the thesis paper as well as the process. The final supervisor evaluation will be worth 50% of the students grade. This is due the last week of the April exam time period.

PREREQUISITE: Students must have applied to and been accepted into the Specialized honours program in Psychology and must have completed at least eighty-four credits including PSYC 3010 3.0 (Intermediate Research Methods). This course is not open to Special Students. It is highly recommended that students take 3031 3.0 (Intermediate Statistics Laboratory) prior to taking the thesis seminar course

The student should read the Psychology Honours Thesis Handbook for basic information about the Thesis. Honours Thesis supervision may be arranged with any full-time faculty member in the Faculty of Health/Science Psychology Department. Be sure to fill out this contract and enroll in PSYC 4001 6.00 by the Fall deadline (usually in late September or early October).

Students interested in applying for PSYC 4001 in the Department of Psychology MUST complete the following questions in conjunction with their supervisor.

1. Is the student aware of the Department deadlines for various aspects of the thesis? Y N
2. Will the student present the work at the Annual Provincial Undergraduate Thesis Conference? Y N Possible
3. For students who enrolled in the Specialized honours BSc prior to September 2012, please indicate if the Content of this course/topic is relevant for: BA ____ and/or BSc ____ (supervisor checks one or both).
4. It is important to be clear on the workload that the thesis will involve. After discussion, circle one of the following numbers which gives your best estimate of the total number of hours the student will spend on the thesis including, library work, proposal writing, collecting data, data analysis, and drafts of the thesis:
 - a) less than 250 hours (specify hours _____)
 - b) 250 hours
 - c) 300 hours
 - d) 350 hours
 - e) more than 350 hours (specify hours _____)
5. Please append an expanded course description of at least 150 words.
6. The final copy of the completed Thesis must be submitted to the Professor bound in an official cover that the student obtains from the Psychology Office in Rm. 291/292 BSB.
7. Please note that the Independent Thesis Course is subject to the Faculties of Health/Science deadlines relating to enrolment, withdrawal and course completion. Relevant deadline information is detailed in the University Undergraduate Lecture Schedule.
8. Students should keep a copy of this agreement.

**FACULTY OF HEALTH
PSYCHOLOGY 4001 6.00
SPECIALIZED HONOURS THESIS CONTRACT FORM**

*** PLEASE RETURN COMPLETED APPLICATION FORM TO THE PSYCHOLOGY DEPARTMENT
(remember to keep a copy for your files)

PLEASE TYPE OR PRINT

Student Name: _____

Student Number: _____

Email Address: _____ Year Level of Student: _____

Current Home Number: _____ Work Phone Number: _____

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| Department: | Effective Term: (i.e. FW08, F08, W09) |
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Have you completed all 4001 Prerequisites?

PSYC 2020 Statistical Methods I & II: Yes _____ No _____

PSYC 2030 Introduction to Research Methods: Yes _____ No _____

PSYC 3010 Intermediate Research Methods: Yes _____ No _____

PSYC 3031 Intermediate Statistics Laboratory: Yes _____ No _____

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| Course Title: (Maximum 40 characters. This title will appear on your York University Transcript) |
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| Brief Course Description: Maximum 40 words or 200 characters. This course description should be carefully written in order to convey what the course is about. For editorial consistency, verbs should be in the present tense. |
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Please note that some Departments/Divisions require an expanded course description before granting approval. If applicable, please attach an expanded 150 word course description to this application form.

Representative Bibliography: Please list books, essays, articles films etc that will be used as reference materials for this course. If space provided is not adequate, please attach a separate sheet to this application form.

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Evaluation: Please indicate the percentage value and due date of each assignment. Please take note of Faculty, Departmental or Divisional regulations regarding maximum and/or minimum percentage allotments.

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Instruction/Supervision: Please indicate proposed frequency of meetings between student and supervisor(s) (i.e., weekly, bi-weekly, monthly, bi-monthly)

Name of Supervisor:

(Please print)

Signature of Supervisor:

Signature of Student

Date

Approval from the Specialized Honours Coordinator

Signature of Specialized Honours Coordinator

Date