Psych 499 A-B-C
Orientation meeting
Tuesday Jan. 5th, 2016
Today’s Session

• **Psych 499 Coordinator**
  - Fall 2015-Spring 2016: Richard, PAS 3053, reibach@uwaterloo.ca

• **REG Coordinator & Ethics Administrator**
  - Michelle Manios, PAS 3013, regadmin@uwaterloo.ca

• **Psychology Library Liaison**
  - Tim Ireland, tireland@library.uwaterloo.ca
The Honours Thesis is a unique opportunity

- apprenticeship in how to conduct research from the formulation of a hypothesis to analyzing and writing up results
- individual interaction and collaboration with a faculty member and graduate students
- capstone experience for undergraduate honours degree
- essential preparation for graduate studies
General Remarks

- **Finding Information on Psych Dept. Webpage**
  - Current Undergrad Students
    - Courses
      - Psych 499 A/B/C
- **Information on:**
  - Honours thesis handbook (updated)
  - Orientation meetings
  - Deadlines & Important dates
  - Oral Presentation Schedule
  - Contact information
  - And more….. (e.g., where to find a sample thesis)
• Supervisors
• Course format
• Common mistakes
• Additional opportunities
Finding a supervisor

- Contact faculty members after you have enrolled in Psych 499A
- You might have to ask several different profs
- Ordinarily, make email contact first with:
  - Unofficial transcript
  - Statement of interest (why do you want to work with this particular faculty member)
  - What terms you hope to enroll in Psych 499A/B/C
  - Request an appointment to meet in person
• Selecting a thesis topic
  – Consider an on-going project in the faculty member’s lab or suggesting an idea of your own
  – If suggesting your own topic,
    • Be prepared to explain why this topic interests you
    • What you have already read on this topic
    • Topic needs to be narrow enough to develop a clear research question and specific, testable hypotheses
• **Supervision styles**
  
  – Some are structured, others less so
  
  – Up to you to establish and maintain regular contact with your supervisor
  
  – Plan accordingly if your supervisor is going on sabbatical
  
  – Be sure to clarify and manage expectations
    
    • How often will you check in (online or f-to-f)?
    
    • Level of independence expected
    
    • Deadlines
Supervisors

• **Supervisors are useful to you beyond the thesis**
  
  – Letters of reference
  
  – Information about:
    
    • applying for scholarships
    
    • applying to graduate programs
Course Format

• Psych 499 enrollment requires a Psych cumulative average of 82%

• Only when you are officially enrolled in 499A can you contact potential supervisors
• **There are 3 components:**
  – **499A:** literature review, research question(s), & thesis reviewer nominations
  – **499B:** research design, proposal, & presentation
  – **499C:** data collection, analysis, & final write-up

• **Psych 499 can take 2 to 5 terms**
  – Many students complete thesis in 2 terms (499A/B in term 1, 499C in term 2)
  – But up to 5 terms might be necessary for coop students

• **Be flexible**
Registering for 499A vs. 499A&B

- **499A only** –
  - you will submit thesis reviewer nominations by April 4 and a progress report by April 23
  - You will complete your presentation the following term

- **499A&B** –
  - Thesis reviewer nominations due by Jan. 13
  - If you do not complete 499B even though registered for it, you MUST complete 499A progress report
  - If you DO COMPLETE 499B, then you do NOT need to hand in 499A progress report
  - TIP: book your 499B presentation slot early!

- **499C** submit your final thesis to Richard Eibach (reibach@uwaterloo.ca) by April 15
Course Issues

- **Thesis Supervisor**
  - Email Emily Mininger (emininger@uwaterloo.ca) the name of your thesis supervisor no later than noon, January 13

- **Thesis reviewer nominations 499A**
  - due by January 13 if enrolled in 499A&B, April 4 if 499A
  - email Richard Eibach (reibach@uwaterloo.ca) 3 names of faculty members
  - brief (approx. 50 wds) description of thesis topic

- **Thesis coordinator will contact faculty members to find out if they are available to serve as the reviewer**

- **Reviewer will:**
  - read and attend 499B proposal presentation and provide feedback
  - read 499C thesis paper
  - help assign final grade
Course Issues

• **Progress Report 499A**
  - due by noon, April 23
  - 5 to 10 pages
  - General statement about research area
  - A brief description of relevant literature
  - The research question
  - Outline of further steps
  - Approved by supervisor (need signature) and submitted to Richard Eibach’s mailbox
• Research Proposal 499B
  – Due 2 business days prior to your presentation date (Thurs 4:30pm for a Tues presentation)
  – 10-15 pages
  – Title, Abstract
  – Concise background literature & clear statement of research question(s)/hypotheses
  – Method (measures/experimental procedures)
  – Expected Results
    • Plans for data analysis & Proposed timeline to complete project
  – Approved by supervisor (signed) and submitted to thesis reviewer’s mailbox
• Oral presentation for 499B
  – 50 min; talk 20-25 min; remainder for discussion
  – Use PowerPoint; Practice in advance
  – Explain your rationale, purpose, methods, and hypotheses
  – Not formally graded
  – Reviewer will ask general questions, probe your knowledge, make suggestions
  – Attend some in advance to familiarize

(Note: Oral presentation before data collection)
Course Issues

• 499C
  – Ethics approval (or end of 499B)
  – Data collection
  – Analysis
  – Write up (more on next slide)
Course Issues

- **Final Report 499C**
  - Due by **April 15**
  - 20-30 pages
  - Title, Abstract, Introduction, Literature Review & Hypotheses, Method, Results, General Discussion, References, Tables & Figures, Appendices
  - Email to Richard Eibach (reibach@uwaterloo.ca)
  - Graded by the Supervisor who comments and suggests grade range, and Thesis Reviewer who comments and assigns final grade
    - same grade applied retroactively to 499A/B/C
• Reminder:

- Lots to do in each phase, so don’t fall behind
• **Thesis Awards**
  
  – Recognize exceptional performance throughout all stages of the thesis project

  – Awarded annually at June Convocation for theses completed the prior three terms

  – Nominated by Supervisor

  – In general, 5-6 are selected
• You are responsible for following research integrity standards and university policies
  – Strongly recommend that you review UW’s Graduate academic integrity module
  – Module provides useful information about properly identifying sources, collaborating with integrity, and honestly recording and reporting research findings
    – http://uwaterloo.ca/library/get-assignment-and-research-help/academic-integrity/graduate-students-and-academic-integrity
  – Further UW information/resources about responsible research conduct:
    – https://uwaterloo.ca/research/office-research-ethics/research-integrity/academic-integrity/training-and-resources
• You can’t enroll in Psych 499A because average isn’t high enough.
  – If close to required average, submit a 499A application to Emily Mininger (emininger@uwaterloo.ca) by January 13

• You can’t find a supervisor.
  – Approach faculty with a targeted request. Ask faculty members for ideas. Consult with 499 Coordinator.
Common Mistakes

• Don’t allow enough time for:
  – ethics clearance
  – data collection
  – data analysis
  – writing multiple drafts of the final product

• Final product is not APA format or is missing:
  – abstract
  – *introduction/overview before* literature review
  – clear and specific statement of hypotheses
  – writing for a *general* psych audience
Ontario Undergraduate Psychology Thesis Conference
- an informal forum for students in Ontario to present a summary of their theses
- either orally or in poster format
- to a friendly and enthusiastic audience of peers and to discuss your work with others who have similar interests

Typically end of April or early May (abstract due in March)
- 2016: Wilfrid Laurier University

No registration fee for presenters or faculty members and lunch is provided

Opportunity to network with Psychology students and faculty at other universities

Participants report that the event is very worthwhile and enjoyable

Looks great on graduate school applications
2–Minute Thesis Option

• **Consider creating a short "video snapshot" of your work.**
  – Great way to tell others about your thesis & your experience at UW
  – Create a 1-2 min. video where you explain what you researched and what you found out
  – Use a smartphone or Department’s video camera

• **Logistics**
  – Make your video after you submit 499C paper (within 2 weeks please)
  – You are responsible for emailing your video to the thesis coordinator (reibach@uwaterloo.ca)
  – We will review, upload to the Psych Dept. website, and let you know when you can share the link with others

• **Note: Completing a video is optional**
  – Whether or not you choose to capture your thesis on video will in no way affect your grade in PSYCH 499 or eligibility for thesis awards
Who Can Answer Questions

- **Emily Mininger, Psych Undergrad Advisor**
  - Paperwork (enrolment, extensions, etc.)
  - Scheduling 499B presentation

- **Richard Eibach, Thesis Coordinator**
  - Should I be taking the thesis?
  - Issues with your supervisor

- **Your thesis supervisor**
  - Research question & literature, designing your study, analyzing data, writing final product
Ethics Applications for Honours Thesis
Checklist for submitting your Ethics Application
(see Honours Thesis Handbook)

Step 1  TCPS2 (CORE) Ethics Tutorial
Step 2  Form 101 Ethics Application
Step 3  Research Proposal
Step 4  Oral Presentation
Step 5  Receive Full Ethics Clearance
Step 6  Form 104 Modifications
Step 1

TCPS2 (CORE) Ethics Tutorial
http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/

Go to the URL above and click on this link to start tutorial

This tutorial must be completed BEFORE ethics application is submitted.
Step 2

Form 101 - Ethics Application

You must received Full Clearance before data collection can start

For steps on submitting an ethics application go to the Office of Research Ethics' website at:

https://uwaterloo.ca/research/office-research-ethics/research-human-participants/application-process

- Instructions on how to complete Form 101

If off campus you must log in through VPN to access the Form 101 and 104 applications on the ORE site.
Step 2 – cont’d

On the ORE Research with human participants webpage (https://uwaterloo.ca/research/office-research-ethics/research-human-participants) select the “Application Process” link.

Click on the “Sign In” button.
Step 2 – cont’d

You are now on the profile page
Create a user profile
Check with supervisor as some prefer to use the lab profile account
Complete the application
Form 101 completion instructions can be found at:

Attach supporting materials
Recruitment Materials
REG (Sona Description); PsycPool (email/phone scripts); Flyer

Information/Consent Letter (ICL); + post-debriefing consent if using deception
Feedback Letter (+ Oral Debriefing if using deception)
Survey/Questionnaire/Interview items and/or Stimulus Appendices
Research Proposal (if available but not required)

Print and sign application (student + supervisor) – 1 (ONE) copy double-sided
Submit to DERC mailbox (3rd floor PAS mailroom) – not ORE office
Exemptions from ethics review – see page 7
Step 3
Research Proposal
Reviewed/approved by Supervisor

Step 4
Oral Presentation
To receive departmental approval of project

Step 5
Receipt of ORE Full Clearance
Data collection may begin

Step 6
Form 104 – used if revisions are necessary after Full Clearance
Submit revised materials

WARNING!! Allow 3 – 4 weeks to obtain Full Ethics Clearance
Exemption from ethics review

Not sure if you need to submit an ethics application?

A Form 101 Ethics application is **NOT REQUIRED** if the project involves:
- only supplemental or re-analysis of existing data
- there will be **no new** data collected
- the existing data was collected under an active, approved ORE Number
- you were identified as a ‘Student Investigator’ under that ORE Number

A Form 104 Ethics modification is **REQUIRED** if:
- you were **NOT** identified as a ‘Student Investigator’ under that ORE Number
- the original ORE number **DID NOT** mention the honours thesis

In either of these cases you must:
- notify the **DERC officer** prior to starting the project who will process the exemption
- Submit Form 104
- await approval of the ethics exemption from the 499 Faculty Advisor
- complete the TCPS2 CORE Tutorial (*if necessary*)
- In all other scenarios a Form 101 application is required.
- If you are unsure, contact the **DERC Officer**
REG/Sona

If you will be using the Sona Participant pool you will need to:

• Step 1: Complete TCPS2 (CORE) Ethics Tutorial
  http://pre.ethics.gc.ca/eng/education/tutorial-didacticiel/

• Step 2: Attend the Sona 1-hour Researcher Training Session
  • Dates/Times posted at
    https://uwaterloo.ca/research-experiences-group/researchers/reg-dates

• Step 3: Create your Study on Sona
  • Guidelines posted at
    https://uwaterloo.ca/research-experiences-group/researchers/sona-study-creation-approval-visibility

NOTE:
Do you need REG/Sona Prescreen question(s) and/or Mass Testing scale(s)?
Discuss this with your supervisor (i.e. - need to recruit specific groups)
Advise/discuss with REG Coordinator early on
  Don’t wait until the term when you are planning to collect data as these surveys are
created in advance of each term
Contact Info

REG/Sona (credit/pay studies)
REG Coordinator/Sona Administrator
• Michelle Manios regadmin@uwaterloo.ca

REG Researchers’ Homepage
• https://uwaterloo.ca/research-experiences-group/researchers

Researcher Training Sessions (mandatory)
• https://uwaterloo.ca/research-experiences-group/researchers/reg-dates

Psych Delegated Ethics Review Committee (DERC)
DERC Officer: Michelle Manios mamanios@uwaterloo.ca

Office of Research Ethics (ORE)
ORE Research Ethics Manager: Dr. Sacha Geer sacha.geer@uwaterloo.ca

PSY Cpool (pay studies)
PSY Cpool Coordinator: Michelle Manios, psycpool@uwaterloo.ca