

Psychology Department Honors Thesis Calendar and Guidelines – Fall 2011 **(last updated 11/17/2011)**

Psychology and Behavioral Neuroscience honors students should follow this instead of the more general “RECOMMENDED CALENDAR” in “Honors Thesis Guidelines: Connecticut College Standardized Format” which can be found on Camelweb.

1) JUNIOR YEAR—Spring Semester

February-March—Students should discuss proposals with relevant faculty members and submit them to departments or programs, by the end of the first week of May. Students who are studying away should discuss their proposals with faculty advisers and submit their proposals by e-mail. The student should write a proposal (3-5 pages) for a senior project that outlines a yearlong research project in terms of topic, method, and timeline.

A research proposal should include:

1. Purpose of the study.
2. Relevance of the study.
3. Brief review of the literature. The identification of the main question/hypotheses in the existing literature.
4. Main questions addressed by this study.
5. Preliminary ideas about methodology.
6. Preliminary timetable for completing the study.
7. Annotated bibliography with at least five sources approved by the thesis adviser.
8. Advisor name, 1st reader’s name, and 2nd readers name. Second reader may be a faculty member from outside of the Psychology Department. Both readers must be asked and agree to serve in this capacity for their names to be listed.

The Psychology Department will hold an information session for students interested in conducting an honors thesis in their senior year in the week following spring break. Key points from this information session will be summarized and sent to junior majors studying away in the spring semester.

Students interested in conducting an honors thesis must verify with the proposed advisor that they have the required 3.5 average in their major courses at or above the 200 level. Exceptions to this GPA requirement will only be considered with advisor approval, and must be reviewed at the May Psychology Department staff meeting.

This proposal is due by the end of the first week in May of the junior year.

Early-Mid May—Departments or programs determine which applications to accept for Honors Study based on criteria that each department or program has developed in accord with the standards of the discipline. The department should approve the adviser, second reader, and the second reader. The completed Honors Thesis Card is to be submitted to the Office of Records and Registration before the end of classes in May (copies are distributed as indicated on the bottom of the Honors Thesis Card). Under exceptional circumstances the department/program chair and thesis adviser may jointly permit a later application, but no students may be accepted for honors study after the

beginning of their senior year. In the event that an application is received between May and the beginning of the senior year, the Office of Records and Registration should be informed no later than the end of the Add/Delete Period in the fall semester of the senior year.

2) SENIOR YEAR—Fall Semester
Student must be enrolled in 497.

By November 1st – A complete IRB proposal for the thesis is due to the thesis adviser and the two readers (committee members) no later than November 1st. The IRB proposal, with appropriate revisions, should be submitted to the IRB for approval by the November IRB meeting date whether the proposal requires full board review (vulnerable populations), subcommittee review (standard review for nonvulnerable, adult populations), or review for exempt status (archival data analysis or research meeting other special exemption criteria).

By end of the first semester—Students should submit to their thesis adviser and their two readers a complete introduction and methods section for their thesis. Students will receive feedback on these sections in January, and revisions are due to the advisor and readers by February 10.

If a student has failed to make sufficient progress towards these thesis deadlines by the end of the 2nd semester, the committee will discuss discontinuation in the honors program, and may recommend that the first semester's work be converted to an individual study.

3) SENIOR YEAR—Spring Semester
Student must be enrolled in 498.

By February 10th- Students should submit a revised Introduction and Methods section to their committee members.

Four weeks before the College's Thesis deadline – Students should submit a complete draft of their Results section to their committee members for review and comment. Feedback should be returned to the student within one week.

Readers who do not receive the drafts described above have the right to be excused from the committee. This decision should be made no later than the Results section due date of **four weeks prior to the thesis due date**, and must be communicated to the thesis student, advisor, and department chair.

Two weeks before the College's Thesis deadline – Students should submit a complete draft of their thesis to their committee members for review and comment.

Production/Submission Guidelines – Formatting of the thesis should follow APA guidelines, except as noted below.

- The thesis sections should appear in the following order: title page, abstract, dedication (optional), acknowledgments (optional), table of contents, list of tables (if there are any) with

their page numbers, list of figures (if there are any) with their page numbers, introduction (includes literature review and hypotheses), method (includes participants/subjects, apparatus/measures, procedure), results, discussion, references, appendices (as needed).

- The thesis cover page should not be in APA format; see example below.
- Running heads are not necessary.
- If included, the acknowledgments page is to thank committee members (i.e., sponsor and readers), family and friends, or others who contributed to the quality of the thesis or to making it possible for the author to focus on the project and do good work.
- The abstract may be longer than APA recommendations to provide a more complete summary of the work, but should not exceed one page.
- Tables and figures should each be set on separate pages but within the Results section, rather than at the end of the manuscript as in APA style. (See examples in Bill 411).

One week prior to end of classes in the second semester of the senior year, the completed thesis is due. Late submissions will not be considered for Honors.

Students should submit **one hardbound final copy and two softbound final copies** on the thesis due date to the Psychology Department office.

Students must submit the **Connecticut College Honors Thesis Submission Form** which requires two signatures from the thesis advisor, reader names, and the signature of the thesis student. As stipulated in the CC Honors Thesis Submission Form, the student must also upload an electronic copy of the thesis to Digital Commons @ Connecticut College using the access option agreed to with the advisor.

Public Presentation

Honors thesis students are required to present and defend their thesis at the Psychology Department conference in late April. Honor thesis panels will be arranged with sufficient time for each student to present their work and participate in a question/answer period with faculty and other conference attendees.

Title Page format:

Main Title:

Subtitle (if there is one)

A thesis presented by

Student's Name

to the Department of Psychology

in partial fulfillment of the requirements

for the degree of

Bachelor of Arts

Connecticut College

New London, CT

Month/Day/Year