## DEPARTMENT OF PSYCHOLOGY GRADUATE THESIS GUIDELINES

- 1. Before registering for thesis you should confer with the <u>department chair</u> concerning the appointment of your research adviser and the other members of your thesis committee.
- 2. The committee should be composed of the major research advisor and at least two other members of the faculty who have agreed to serve as committee members. Provide your research advisor and committee members with a one page description of your research projects including references.
- 3. When the committee is established, the student must complete the thesis registration form, <u>Arrangements for Completing the Thesis Requirements for the Master's Degree</u>. This form is available online and in the Registrar's Office.
- 4. With approval of the thesis adviser, the graduate student may schedule and register for thesis credit. The student must submit the thesis registration form to the <a href="Department Chair">Department</a> Chair to schedule, as thesis is not listed online as a regularly scheduled class. Each student must complete six thesis credits, but may register for three credits at a time. The student should indicate the course and department number. (Example: <a href="PSY 612 Thesis II">PSY 612 Thesis II</a> or <a href="PSY 613 Thesis II">PSY 613 Thesis II</a>). In planning work on your thesis, you should take into consideration faculty members are not always on campus during the summer sessions.
- 5. During Thesis I the graduate student, under the direction of their research advisor, will conduct and exhaustive literature review of their topic, as well as a proposed methodology for carrying out the thesis project (abbreviated sample proposal).
- 6. Once the research advisor has reviewed and approved the thesis proposal, the graduate student must provide the committee members with a copy of the final thesis proposal <u>at least 1 week prior</u> to the proposal defense date. The thesis proposal should adhere to strict <u>APA formatting and style guidelines</u>. Although there are no required page guidelines, it is not uncommon for proposals to range from 25–50 pages or more in length.
- 7. Thesis I culminates with a formal proposal defense where the graduate student will orally present his or her completed thesis proposal to the committee members for commentary and critique. If the proposal defense is successful, the graduate student, under the direction of their thesis advisor, may then begin implementing the thesis project during Thesis II.
- 8. During Thesis II the graduate student, under the direction of the thesis advisor, will conduct their actual program of research. The graduate student <u>must</u> receive approval from the <u>Human Subject Committee</u>, if the research uses human participants, or the Animal Care and Use Committee, if the research uses animal subjects, <u>prior to</u> collecting any actual data.

- 9. Be aware that there are a number of research and travel grants available from the <a href="Shippensburg Graduate Research Fund">Shippensburg Graduate Research Fund</a> to support graduate student scholarship.
- 10. A "Q" grade must be submitted for Thesis I and II when the work is **not** completed. Only when the thesis is 100% completed can a regular letter grade be submitted by the thesis advisor and recorded. Under **no** conditions can a regular letter grade be submitted for Thesis I or II unless the thesis is completed and signed by all members of the Thesis Committee.
- 11. Thesis II culminates with the final oral defense of the thesis project, where the graduate will present your completed research to the committee members for commentary and critique. Once the research advisor has reviewed and approved the final thesis paper, the graduate student must provide the committee members with a copy of the final thesis at least 1 week prior to the thesis defense date.
- 12. Upon successfully defending the thesis, the graduate student must be submitted their formatted paper to the Registrar's Office within one calendar year of the date of registering for Thesis II. Students who do not complete the thesis within one calendar year from the date on which they registered for Thesis II must register for thesis credit again and pay the appropriate course fees. If you do not complete the thesis within the required time and do not re-register for Thesis II, F grades will be recorded for both Thesis I and Thesis II.
- 13. Upon completion, a copy of your thesis will be housed in the Lehman Library and made available to the public. Students interested in having their thesis copyrighted may obtain information from the <a href="Ezra Lehman Memorial Library"><u>Ezra Lehman Memorial Library</u></a> or by writing to the <a href="Copyright Office, Library of Congress"><u>Copyright Office, Library of Congress</u></a>, Washington, DC 20559.
- 14. Your defended Thesis should be submitted to the Registrar's Office approximately 30 days before your intended graduation date!