

**A GUIDE TO
THESIS PROPOSAL, PREPARATION,
AND DEFENSE**

**MASTER'S PROGRAM IN INDUSTRIAL-ORGANIZATIONAL
AND EXPERIMENTAL PSYCHOLOGY
DEPARTMENT OF PSYCHOLOGY
XAVIER UNIVERSITY**

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I. From Idea to Data Collection

The thesis project required of candidates for Xavier University's Master of Arts (MA) degree in Psychology serves as one of the culminating or capstone educational experiences toward the Master's degree. The thesis provides Master's candidates with an opportunity to integrate information and procedures acquired through course work, independent study, and practical experiences. In addition, the thesis process allows the student to function as a "project manager" in that the student is responsible for arranging meetings, collecting data, and making progress towards the completion of the thesis project.

The thesis is a research project that generally involves an empirical investigation of a specific question within the field of psychology. The common theme to all theses is to expand the student's understanding of the knowledge base of psychology, as well as scholarly competence and knowledge of research design and analysis. The project results from one-on-one collaboration with a Xavier University Department of Psychology faculty member, the Thesis Chair.

In general, the thesis process involves seven steps (see Appendix A for summary of Thesis process with estimated timeline:

- (1) the prospectus, which is a short document (2-3 pages) used as an organizing tool that represents the initial ideas about the study;
- (2) the thesis proposal, which is a written document that contains an extensive literature review and a research plan;
- (3) the proposal meeting with the thesis committee;
- (4) the proposal revision which is completed, signed by the Thesis Chair, and submitted to the Department Chair two weeks after the thesis proposal meeting;
- (5) the final thesis manuscript written in APA manuscript style
- (6) the thesis defense meeting with the committee;
- (7) the bound thesis which contains the final thesis manuscript (appropriately revised), and all relevant materials (e.g., appendices).

Thesis projects vary substantially, so it is difficult to describe procedures that apply to all students. This handbook is designed to give pertinent information regarding the thesis process and should be considered only as a guide.

A. Where to Begin

Upon entering the master's program, every student is assigned a faculty advisor. The faculty advisor can be a resource for research ideas and students are encouraged to discuss research ideas or areas of interest with him or her. The advisor may help the student continue to develop the thesis project (at which point the advisor becomes the Thesis Chair), or the faculty advisor may direct the student to a faculty member who has interest or experience in the student's area of interest. Students typically find the thesis project more rewarding if they choose an advisor whose interests are within the area of the thesis topic (e.g., an area in which the advisor has published or an area in which the advisor practices). The Thesis Chair must be a full-time faculty member in the Department of Psychology at Xavier.

B. Prospectus/Deadline to Select Thesis Chair

A prospectus is a short document (2-3 pages) which is used as an initial organizing tool that represents the ideas about the study. It should include (but not necessarily be limited to) the following:

- (1) Why the student wants to pursue research in this area;
- (2) the key constructs in the study;
- (3) broad relevant domains in the literature;
- (4) a statement of research expectations (similar to hypotheses, but not quite so formal)

The particular information requested for the prospectus may vary by faculty member. By October 15th of the second year, students need to have a prospectus for their thesis accepted by a faculty member who is willing to chair the thesis. The Department Chair will officially appoint the Thesis Chair, after receiving from the student a copy of the prospectus signed by the faculty member. Such appointment needs to occur by the October date in order for the student to register for classes in the Spring semester.

C. Role of the Thesis Chair

The Thesis Chair's task is to provide direction for the thesis project. This typically involves meeting with the student to develop the idea for the project and reading drafts of the written proposal. The Chair can be expected to provide feedback on all aspects of the written documents including: grammar and clarity of writing; organization of the literature review; thoroughness of studies presented; quality of the methodology proposed; appropriateness of proposed statistics, and APA formatting.

When the Thesis Chair is satisfied with the quality of the proposal, the student schedules a meeting of the thesis committee members at which the proposed study is discussed. The proposal is given to committee members at least two weeks before the date of the proposal meeting. Unless otherwise directed by the Thesis Chair, committee members do not review drafts of the proposal.

D. The Thesis Committee

The thesis committee is composed of the Thesis Chair and at least two additional members. The Thesis Chair must be a full-time faculty member in the Department of Psychology, but committee members may be other full-time Psychology faculty, adjunct faculty, other psychologists, faculty from other Xavier University departments, or individuals with expertise in the thesis domain. When the student would like to invite individuals who are not full-time or adjunct Psychology faculty, he or she should be able to provide a rationale for that person's involvement to the Department Chair as well as submit a copy of the person's vita to the Department Chair. All appointments to thesis committees are made by the Department Chair, taking the student's requests and preferences into account (along with other considerations). The Department Chair is an ad hoc member of all thesis committees and must be informed of proposal and defense dates (this can be done through the Department secretary). The Department Chair is also provided with a copy of the proposal at the same time as Thesis Committee members. The Department Chair attends proposal and defense meetings at his or her discretion.

The Thesis Committee judges the proposal largely in terms of the adequacy of the research plan. However, they will also consider the student's knowledge of the literature and will determine at the

proposal meeting whether the student is ready to undertake the thesis research. The thesis committee also reviews how the proposed project provides protection of human participants, in preparation for its review by Xavier's Institutional Review Board (IRB). As such, the committee closely examines Informed Consent forms and discusses related issues at the proposal meeting. (Departmental Guidelines for the involvement of students as research participants are presented in Appendix B.)

E. Scheduling Proposal & Defenses Meeting/Distribution of Copies

The student is responsible for scheduling the proposal and defense meetings. This information should be submitted to the Department Secretary in writing, who will post the date, time, and location of the meeting. Two weeks before the proposal meeting date, copies of the proposal document are distributed to the committee members and the Department Chair. For the thesis defense, copies are distributed to the committee members two weeks before the defense meeting. There is no need to give a copy of the thesis document to the Department Chair at that time.

Inevitably, there are changes to proposal and defense documents after the meetings. Students are required to make those changes and submit corrected copies within two weeks of the proposal/defense meetings. The proposal/defense process is not considered completed until these changes have been made and the revised document has been approved and signed by the Thesis Chair and, in instances of the thesis defense, reviewed by the Department Chair.

F. The Thesis Proposal

The thesis proposal describes the study the student plans to conduct and forms the basis of the student's thesis "contract" with the thesis committee (and, by extension, the Department and the University). The proposal must include clearly stated hypotheses (or research objectives, in the case of qualitative studies), built upon a careful and thorough review of the existing literature. The thesis proposal also should clearly and explicitly describe procedures and planned analyses. The specific elements of the proposal and the order in which they appear are listed in Section II of this Guide (pgs.7-10).

The proposal document should convince the committee that the student clearly understands the issues underlying the proposed study, and that the research plan is sufficient for the research area.

G. The Thesis Proposal Meeting

With the approval of the Thesis Chair, the student contacts the committee members to find an agreed-upon time for the proposal meeting. The student must also notify the Department Chair of the time and place of the proposal meeting. Rooms for the meetings are scheduled by the student using the sign out book located outside the rooms in Elet with the exception of Elet 304, which is scheduled through the department secretary. Copies of the thesis proposal must be submitted to all committee members and to the Department Chair at least two weeks prior to the scheduled meeting.

The thesis proposal meeting is open to other graduate students and faculty. The format of the thesis proposal meeting will vary based upon the direction of the Thesis Chair. Prior to the scheduled meeting, the student should discuss the expectations and format for the meeting with the Thesis Chair. In general, the student should expect to be able to provide a concise description of the project, describe the study's methodology, potential study limitations, and be able to describe the statistical procedures planned to analyze the data.

There are three possible outcomes of a thesis proposal meeting: (1) acceptance with minor revisions; (2) conditional acceptance requiring major revisions; or (3) rejection. The outcome is determined by majority vote of the committee. Under the first outcome, a revised copy of the thesis proposal (signed by the Thesis Chair) and the Department form (filled out by the Thesis Chair) are to be submitted to the Department Chair within two weeks of the meeting. These are placed in the student's file.

Acceptance can be conditional upon the student being able to make the substantial revisions or additions to the proposal or the research plan as agreed upon by the thesis committee. A sufficient reason for conditional acceptance of a proposal would be that the student is not prepared at the time of the proposal presentation or has not considered thoroughly the issues in the literature. A subsequent proposal

meeting may be required, but it cannot occur sooner than one month after the initial meeting. The student will be told of the deficiencies and what is needed to remedy them by the Thesis Chair. Failing such remedy, the committee may suggest that the student pursue another thesis topic.

Finally, the committee can decide that the proposal is unacceptable. Among the grounds for that decision would be unsuitability of the problem, a poor research plan and procedure, and/or a poor understanding of the area. If a thesis proposal is rejected, a Thesis Proposal form is filed with the Department Chair and placed in the student's file to document this action. The student can improve the proposal or begin a new project. This could be done with the same Thesis Chair and committee, or a different Chair and committee. He or she must wait a minimum of 3 months before convening another proposal meeting.

H. The "Completed" Proposal

The proposal meeting inevitably produces changes to the written document and/or research plan. Because the proposal constitutes the first three chapters of the final (bound) thesis, all revisions that are agreed upon at the proposal meeting must be made to the document and submitted to the Thesis Chair within two weeks of the proposal meeting. When the revised proposal has been approved and signed by the Thesis Chair, it is submitted to the Department Chair and placed in the student's file.

The revised proposal constitutes a contract between the student and the University, with the thesis committee serving as the official representative. The student cannot alter the design and plan of research after the revised proposal has been submitted to the Department. If the student does not follow through on the approved plan, the committee is at liberty to reject the thesis without regard to the amount of data collected or effort involved in the project. If circumstances arise that require a change in design or procedure, the Thesis Chair and the committee must be advised of the situation and approve of those changes. Any changes should be documented in the student's Department file.

I. Submitting the Project to the Xavier University IRB

In keeping with University policy, all research projects involving human subjects must be submitted to the University Institutional Review Board (IRB). Information about submitting proposals can be found in The Institutional Review Board for the Protection of Subjects in Research: Policies and Procedures (available in Elet 102 in the Department Secretary's office or at XU website www.xu.edu/irb/index). Samples of consent forms are provided in Appendix C. Proposals to the IRB are to be submitted within two weeks of the thesis proposal meeting. With the exception of archival data, no data are to be collected until the IRB approves the project, and no data (including archival data) may be analyzed until the student receives IRB approval.

II. Outline of the Thesis Proposal

A. Basic Elements and Format of the Thesis Proposal Manuscript

Below is a list, in order, of the pages and sections of the proposal:

1. A University approved first page indicating that this is a thesis proposal presented to the faculty of Xavier University with space for approval signature by the Department Chair and Thesis Chair. (See Appendix D).
2. Title page: The title of the thesis is presented in full. (See Appendix E).
3. Listing of members of Thesis committee, with appropriate academic rank indicated. (See Appendix F.)
4. Table of Contents--(See Appendix G).
5. List of Tables, if any (indicate page number[s] for each). (See Appendix H). For both the thesis proposal and defense, tables should be presented within the document and not at the end of the document.
6. List of Figures, if any (indicate page number[s] for each). For both the thesis proposal and defense, figures should be presented within the document and not at the end of the document.

7. List of Appendices (includes tests, etc. referenced in proposal with page number[s] for each). (See Appendix I).

Note: Sections 4 - 8 (Acknowledgments- List of appendices) above are paginated with small roman numerals that are centered at the bottom of the page. (See Appendix G).

- 8.* Review of the Literature (Chapter I). The relevant literature is reviewed and discussed in order to provide a detailed background for the proposed study. The length of this section varies depending on the amount of relevant literature. Thesis Chairs can help provide guidance regarding length and areas to be covered. This section is written in the past tense.
- 9.* Rationale and Hypotheses (Chapter II). This section begins with a brief (usually 1 ½ -2 pg) summary statement of the relevant literature, followed by a formal statement of the hypotheses. Hypotheses are stated in the future or present tense, and can be presented either in the null or alternate form; the tenses and forms chosen are left to the discretion of the student in consultation with the Thesis Chair. Whatever the form of the stated hypothesis, it is always the null hypothesis that is tested statistically.
- 10.* Method (Chapter III). This section describes participants, design of the investigation, measures or instruments, and procedure. Effect size estimates and the number of participants necessary to insure adequate power should be stated in the proposal and the actual effect size and power should be included in the participant section of the method in the thesis document. Descriptions of the measures should include psychometric information, including validity and reliability. The procedure is a narrative account of exactly how each element of the research will be investigated. Except for the report of

previous validity and reliability findings, this section of the proposal is usually written in the future tense.

- 11.* Proposed Analyses (Chapter IV). The plan of analysis for each hypothesis is to be clearly indicated. A clear statement should be included indicating the level(s) of significance to be used. Some Thesis Chairs may also want students to discuss study limitations in this section.
12. References. This list is to include all literature cited in the proposal and should be presented strictly following APA style (consult most recent Publication Manual of the American Psychological Association,).
13. Appendices. This section presents copies of measures, supplementary data or information, statements of consent, special questionnaires, data outside the purview of the main hypotheses, description of participants where relevant, or IRB materials (the latter three may only apply to the final thesis manuscript). In addition to the typical tables and figures included in a manuscript, raw data may be included in the appendices.

* The starred items are to be listed as Chapters I through IV in the Table of Contents and on the top of the first page of the respective Chapters. Pages on which these sections begin are to be indicated in the Table of Contents. The References and Appendices sections, including pages on which they begin, are also listed in the Table of Contents.

A. Page Layout

The page design for the proposal is as follows: Margins: Left - - 1.5 inches; Right - - no less than 1 inch (no right margin justification); Bottom - - 1 inch; Top - - 1 inch, with the exception of chapter heading pages which should have a 2 inch margin. All pages have a running head and are numbered consecutively with the page number at the top extreme right, including the appendices. It should be printed from a laser printer using fonts deemed acceptable by the most current American Psychological

Association's Publication Manual. All text and tables are double spaced.

III. Finishing the Thesis

A. Conducting the Study/Data Collection

If the study involved human participants, no data are collected until the study has been approved by the Xavier University IRB. Unless otherwise stipulated by the Thesis Chair, the student is solely responsible for the execution of the study, including recruitment of participants and data collection. Likewise, the student is responsible for all costs incurred in carrying out the thesis study, such as copying materials or purchasing copyrighted questionnaires and measures. The Thesis Chair can provide assistance in solving any problems that might arise as the project proceeds.

B. Analyzing the Data

The student is responsible for all data analyses, unless specifically described in the thesis proposal. Consultation with knowledgeable faculty members or statistical consultants is allowed, but analyses should be completed by the student. The Thesis Chair can be used as a resource in managing difficulties that might arise.

C. Discussing the Results

This section describes interpretation of the results, including results different from those expected. Moreover, this section should also address future research directions based on the results as well as limitations within the current study.

D. Summary (Thesis)

The Summary is to serve as a draft of the thesis that might be suitable for submission to a professional conference (such as the annual meeting of the Society for Industrial and Organizational Psychologists) or to a professional journal for publication. As such, this section shall follow the APA format for manuscripts described in the most current Publication Manual of the American Psychological Association. The exception to this format is that Tables, Figures, Appendices, and References do not need

to be reproduced in this section. The specific sections include Introduction, Method, Results, and Discussion. This section should not exceed 3500 words (about 12 pages of text). Consistent with the start of previous chapters, the Summary should be listed in the Table of Contents as Chapter VI. “Summary” is centered and placed at the top of the page. Consistent with the current edition of the Manual, the title of the thesis should be centered and placed under “Summary” at the top of the page, followed by the introduction section.

E. Basic Elements and Format of Thesis Defense Manuscript

Below is a list, in order, of the pages and sections of the thesis defense document:

1. A University approved first page indicating that this is a thesis proposal presented to the faculty of Xavier University with space for approval signature by the Department Chair and Thesis Chair. (See Appendix D).
2. Title page: The title of the thesis is presented in full. (See Appendix E).
3. Listing of members of Thesis committee, with appropriate academic rank indicated. (See Appendix F.)
4. Acknowledgments (if desired).
5. Table of Contents--(See Appendix G).
6. List of Tables, if any (indicate page number[s] for each). (See Appendix H). For both the thesis proposal and defense, tables should be presented within the document and not at the end of the document.
7. List of Figures, if any (indicate page number[s] for each). For both the thesis proposal and defense, figures should be presented within the document and not at the end of the document.
8. List of Appendices (includes tests, etc. referenced in proposal with page number[s] for each). (See Appendix I).

Note: Sections 4 - 9 (Acknowledgments- List of appendices) above are paginated with small roman numerals that are centered at the bottom of the page. (See Appendix G).

- 9.* Review of the Literature (Chapter I). The relevant literature is reviewed and discussed in order to provide a detailed background for the proposed study. The length of this section varies depending on the amount of relevant literature. Thesis Chairs can help provide guidance regarding length and areas to be covered. This section is written in the past tense.
- 10.* Rationale and Hypotheses (Chapter II). This section begins with a brief (usually 1 ½ -2 pg) summary statement of the relevant literature, followed by a formal statement of the hypotheses. Hypotheses are stated in the future or present tense, and can be presented either in the null or alternate form; the tenses and forms chosen are left to the discretion of the student in consultation with the Thesis Chair. Whatever the form of the stated hypothesis, it is always the null hypothesis that is tested statistically.
- 11.* Method (Chapter III). This section describes participants, design of the investigation, measures or instruments, and procedure. Effect size estimates and the number of participants necessary to insure adequate power should be stated in the proposal and the actual effect size and power should be included in the participant section of the method in the thesis document. Descriptions of the measures should include psychometric information, including validity and reliability obtained in the current study. The procedure is a narrative account of exactly how each element of the research will be investigated. This section of the thesis defense manuscript is written in the past tense.
- 12.* Results (Chapter IV). A detailed description of the findings is presented. This includes findings inconsistent with the hypothesis as well as those consistent.

Analysis of the results is to be consistent with the currently best available methods and in accord with the proposed analyses previously stated in the thesis proposal. Ordinarily, descriptive statistics are presented early in the result section. Figures and tables, while optional, are strongly recommended to facilitate communication. Figures and tables must be labeled so completely that they can be interpreted without reference to the text of the thesis. This section is written in the past tense.

- 13.* Discussion (Chapter V). The discussion describes the state of knowledge contingent upon the findings of the thesis. Thus, this section relates review of the literature, rationale and hypotheses, method, and results into a unified whole. A definite statement is to be made about the acceptance or rejection of the hypotheses given the results. Moreover, a statement of what problems or issues arise as a result of those findings should be undertaken. Finally, future directions for research, a discussion of the study's limitations, and overall conclusions should be addressed in this section.
- 14.* Summary (Chapter VI). This is to serve as a draft of the thesis which might be suitable for submission to a professional conference. As such, this section shall follow the APA format for manuscripts as described in the most recent *Publication Manual of the American Psychological Association*). The exception to this format is that Tables, Figures, Appendices, and References do not need to be reproduced in this section. The specific sections include: Introduction, Method, Results, and Discussion. This section will be no more than 12 pages (or 3500 words) in length.

14. References. This list is to include all literature cited in the proposal and should be presented strictly following APA style (consult most recent Publication Manual of the American Psychological Association,).
15. Appendices. This section presents copies of measures, supplementary data or information, statements of consent, special questionnaires, data outside the purview of the main hypotheses, description of participants where relevant, or IRB materials (the latter three may only apply to the final thesis manuscript). In addition to the typical tables and figures included in a manuscript, raw data may be included in the appendices.

* The starred items are to be listed as Chapters I through VI in the Table of Contents and on the top of the first page of the respective Chapters. Pages on which these sections begin are to be indicated in the Table of Contents. The References and Appendices sections, including pages on which they begin, are also listed in the Table of Contents.

F. The Thesis Defense

The student is responsible for scheduling the time and location of the thesis defense and informing the Department secretary of such information. As is the case with the initial proposal, these arrangements are not made until the Thesis Chair feels that the thesis is in proper shape for the defense. However, the thesis defense must be successfully completed with all necessary revisions made by Friday of the first full week of April in order for a student to participate in the subsequent May commencement ceremony. Each member of the thesis committee is to be given a copy of the entire thesis document (including all five chapters), at least two weeks prior to the arranged date. The defense meeting is open to other faculty members and graduate students. Typically, the student presents the study and the results obtained. Committee members are free to ask questions about the purpose, methods, and results presented in the document, along with questions on related areas consistent with the context of the thesis.

The committee will come to a judgment about acceptance of the thesis based upon the written document and the oral defense. Three possible judgments can be made:

- 1) The candidate has passed the defense, subject to minor revisions to be overseen by the Thesis Chair or by a designated committee member.
- 2) The candidate has passed the defense, conditional upon significant modification of the thesis document. A subsequent thesis defense may be required which can occur no sooner than one month after the initial meeting, (The student should be aware that a conditional pass may potentially jeopardize his or her meeting the April deadline to participate in the May commencement ceremony).
- 3) The candidate has not passed the defense. This outcome would occur, for example, if the study departs markedly from the study described in the proposal, or if there are ethical violations such as plagiarism or fraudulent data collection. Under these circumstances, the student may also be expelled from the program.

The decision concerning thesis acceptance is by majority vote of the committee. This judgment is based upon the quality of the submitted document and the quality of the oral defense. The thesis and its defense are assigned a Pass/Fail grade.

G. Binding

The document bound as the complete thesis includes the signed cover page and the thesis defense document (including the Summary). (Note that the Proposed Analyses section is omitted in the defense document.) When the Thesis Chair determines that all required revisions have been made, the student will present a minimum of three cover pages and one copy of the complete thesis to the Thesis Chair. After the Thesis Chair reviews, approves, and signs the document, it is submitted to the Department Chair for review, approval, and signature. At that time, the student makes the additional copies to take to the

library for binding. If a student wishes to have any additional copies bound, he or she should also supply the necessary number of cover pages for signature.

The completed copies and cover sheets are taken to the Periodicals Office at McDonald Library to be bound by the University. One copy will remain in the McDonald Library; the cost of binding this copy is covered by the student's graduation fee. The student is also responsible for furnishing his or her Thesis Chair and the Department with bound copies; the student pays for the cost of binding these copies. The Department will not consider the thesis process completed until the bound Department copy of the thesis is delivered to the Department Chair (See Library Binding Guidelines in Appendix J).

H. Thesis Grade

The thesis is graded Pass/Fail. The thesis grade will only appear upon a student's transcript when the thesis has been received by the McDonald Library for binding. In the absence of a thesis grade (as well as all other academic/internship requirements), a student cannot be said to have earned a MA degree in Psychology from Xavier University.

Appendix A

SUMMARY THESIS PROCESS WITH ESTIMATED TIMELINE

Phase I (Prospectus/idea development)

- Develop idea, read literature, polish idea, develop research expectations and broad ideas about method and materials
- Present prospectus to potential chair of project
- Prospectus accepted and thesis chair appointed by second Friday in October of student's second year

Phase 2 (proposal writing; approx. 3-8 months)

- Write proposal
- Allow at least two weeks for receiving comments from thesis chair for each draft
- Keep in mind that it typically takes a minimum of 4-5 drafts
- Rough estimate for Phase 2: 5 drafts x 2 weeks for feedback x your writing/revision time; very likely 5-8 months (but can be longer)

Phase 3 (proposal meeting; approx. 2 months)

- Schedule proposal meeting (must coordinate with three faculty committee members)
- Committee members and department chair need document two weeks prior to proposal meeting
- Upon passing proposal, submit IRB application within 2 weeks. Allow one month for IRB approval
- Two weeks after proposal meeting, all changes need to be made and revised copy approved and signed by Thesis Chair; proposal placed in student's file

Phase 4 (data collection; time-varies depending on project)

- Keep in mind "time consumers" such as getting into a system to collect data (e.g., schools, VA, hospitals, etc.)
- Organize materials (photocopying, collating, obtaining informed consents, etc)
- Collect data
- Score data
- Data entry
- Data analyses

Phase 5 (finishing the thesis; 3-6 months)

- Interpret results of analyses
- Write Summary of the thesis, which is a conference- or publication-style paper
- Complete several drafts and revisions (keep in mind two-week turn around from chair for each draft)
- Schedule defense meeting (must coordinate with three faculty committee members)
- Committee members need document two weeks prior to defense meeting
- Thesis defense must be successfully completed by Friday of the first full week in April in order to participate in May commencement ceremony.
- Make post-defense revisions within two weeks of defense meeting
- Obtain final approval from thesis chair and department chair (submit minimum of three copies of cover sheet with one copy of complete thesis document to Thesis Chair for review and signature by thesis chair and then by department chair)
- After cover sheets are signed, make additional copies of complete thesis document

- Deposit all copies at the library
- Receive final grade only when above is completed

Appendix B

DEPARTMENTAL PROCEDURES ON RECRUITMENT FROM THE PSYCHOLOGY PARTICIPANT POOL

This handout is designed to familiarize you with the departmental procedures for recruiting participants for research from psychology classes. Please read the information carefully. Anyone not following these procedures may lose all privileges in accessing the department's participant pool. If you have any questions or need clarification on any policies outlined in this handout, contact Dr. Christian End at 745-3249 or Elet, Room 214.

PARTICIPANT POOL: The department's participant pool consists of all individuals who are recruited from classes taught in the Psychology Department.

OBTAINING PERMISSION TO RECRUIT FROM PARTICIPANT POOL: To obtain permission to recruit from psychology classes, you must have your study approved by the Xavier University IRB. Guidelines and policies for the IRB are available in the Psychology Department office (Elet 102).

Students conducting research as part of a course (e.g., PSYC 221, 223) must have the approval of the course professor.

RECRUITMENT: You should directly contact an instructor if you wish to recruit from his/her class. Some instructors may want you to come to their class to recruit, other instructors may want you to give them the needed information and they will do the recruiting for you. You should have the following information available in either case:

- Brief description of your study and what the participants will be doing

- Approximate time needed for participation

- Sign-up sheets for recruitment (that indicate the date and time of participation as well as the place where the study will occur)

Instructors and/or experimenters should remind students that sign-up sheets will be posted outside Elet 213. If students should forget when or where they are supposed to participate, they should check this board. Neither the Psychology Department secretary nor the course instructor will have this information.

AFTER RECRUITMENT: You must post a photocopy of your sign-up sheets on the Participant Pool bulletin board across from Elet, Room 213. Do not post original sign-up sheets as students are not allowed to sign-up for participation on this bulletin board. If you have students put their phone number on the sign-up sheets, do not post phone numbers.

DATA COLLECTION: You should retain a copy of each participant's signed informed consent form for your records in case there are any discrepancies regarding research participation by a student. Inform the respective professor about student participants. Students are always anxious to know that they have received their credit. Therefore, it is beneficial to the instructor and the student if you turn in your credit sheet in a timely manner. After students have completed their participation in your study, you should give them a copy of the signed informed consent form. Inform students that you will turn in a list of participants to the instructor. They are to retain their copy of the informed consent for their records as proof of their participation in case there are any discrepancies in reporting credits to instructors.

Each semester a deadline will be set for the last date to turn in credit sheets to instructors. Therefore, you must complete data collection before that date. The deadline is one week prior to the first day of final exams.

AFTER COMPLETION OF STUDY: When you have finished your data collection, you are responsible for removing your sign-up sheet from the Participant Pool bulletin board.

GENERAL RECOMMENDATIONS: The following are some general suggestions related to use of the participant pool which you may find useful.

* It is useful to provide participants with appointment reminders that they may fill out when they sign up for an experiment. Below is one example:

Stroop Color-Naming Study
Elet 213

Date: _____

Time: _____

Call 24 hrs in advance to cancel
or reschedule (745-3535)

SAMPLE "CREDIT" REPORT

* Enter credit hours in terms of 1/2 or 1 hour credits (e.g., a study which takes 45 mins would give the student 1 hour of research credit)

INSTRUCTOR: _____ Date: _____

Experiment conducted by: _____

Phone # of experimenter: _____

(in case of questions)

Brief Title of Study: _____

Name of Participant	Date of Participation	Number of Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of Participants who did not show up for scheduled testing time:

_____	_____	_____
_____	_____	_____
_____	_____	_____

SAMPLE SIGN-UP SHEET

Title of Study: _____

Experimenter: _____

Phone # of Experimenter: _____

If you need to cancel, please notify the experimenter at the number listed above at least 24 hours in advance.

Date: _____

Time: _____

Room: _____

Name	Instructor	Phone#
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Appendix C

SAMPLE INFORMED CONSENT FORMS

I agree to take part in a study conducted by Morell Mullins, Ph.D. and his research assistants from Xavier University. This study looks at how situational judgment tests can affect one's ability to succeed on the job. Dr. Mullins can be reached at 745-3170 if I have any questions about the project.

I understand that if I sign below, I am agreeing to take a few pencil and paper tests. It will take about 1/2 hrs to complete these tests.

None of my answers or scores from the tests will be given to me or anyone else involved in my care. The answers are kept confidential, meaning that they are stored without my name on them.

I understand that my participation in this study is voluntary. That means that I do not have to do it, and I can stop it at any time without any negative consequences.

I understand if I agree to be in this study, I will not get anything special by doing it. However, my participation will help health professionals learn more about the ability of older adults to live independently.

Signature

Name Printed

Witness signature

Date

Sample Permission Form

I am giving permission for the individual for whom I serve as guardian, _____, to take part in a study at his/her residential facility. This study looks at how mood and cognitive abilities can affect one's ability to function independently.

This study is conducted by Morell Mullins, Ph.D. and his research assistants from Xavier University. Dr. Mullins can be reached at 745-3170 if you have any questions about the project.

If I sign below, I will be giving permission for the study staff to ask the person for whom I am guardian if he or she wants to complete some tests that measure his/her mood, cognitive abilities, and ability to perform job-related activities. It will take about 30 minutes to complete the study. Testing will not interfere with the person's regular activities.

If I give permission and the individual for whom I serve as guardian agrees to be tested, none of his/her answers or scores will be given to me or anyone else. The answers are kept confidential, meaning that they are stored without his or her name on them. When the researchers use the information, they look at the answers of groups of respondents. Only general results of the study will appear in professional journals or at professional meetings; nothing that might be presented will be only about the individual for whom I am guardian.

I or the individual for whom I serve as guardian (i.e., ward) can stop the testing at any time without any negative consequences.

I understand if I and my ward agree to be in the study, we will not get anything special by doing it. We will help psychologists learn more about the how to select the right person for the right job.

Guardian's signature

Guardian's name printed

Witness signature

Date

A STUDY OF DIRECTED FORGETTING

SAMPLE CONSENT FORM

You are being asked to participate in a project conducted through Xavier University. The University requires that you give your signed agreement to participate in this project. This is a research project designed to examine human memory. Your participation in this experiment will involve looking at a computer screen and determining whether certain letter strings appearing on the screen are words or nonwords. You will make "yes" or "no" judgments by pressing one of two computer keys. In addition, you will be asked to remember some items and forget others. The total time to complete the task will be approximately one hour.

There are no foreseeable risks or discomforts related to your participation.

We anticipate that your participation will provide you with some sense of the experimental methodology in the study of human memory, thus you will receive some educational benefit from this experiment. In addition, you may receive research credit in your psychology course for your participation as outlined by your course instructor.

Your name and results are strictly confidential. Reports of results will only be given in the form of average group scores, and no individual names or scores will be identified.

If you have additional questions about the purpose of this study or the results we obtain from this study, please contact Dr. Cynthia Dulaney at the Psychology Department (phone # 745-3535).

You are under no obligation to participate in this study, and you are free to withdraw at any time. There will be no penalty for withdrawal from the study; you will still receive full compensation (i.e., credit as outlined by your instructor).

We will be happy to answer any questions you have. Feel free to ask questions now, during the experiment, or after the experiment. Your cooperation and motivated performance are essential to us. Therefore, we will be happy to answer any questions about the goals, implications, and procedures of this research. At the end of the experiment, we will provide you with a written explanation of the purpose of this study.

If you decide to participate in this project, please sign below in the presence of the person who explained the project to you. You should be given a copy of this form to keep.

I fully understand the nature of the experiment and am willing to participate.

Participant Signature

Date

Experimenter Signature

Date

Appendix D

SAMPLE COVER PAGE

A Thesis
Submitted to the Faculty
of
Xavier University
in Partial Fulfillment of the
Requirements for the Degree of
Master of Arts
by
(Name)
(Date- - Month, year of proposal/defense)

Approved:

Christine M. Dacey, Ph.D., ABPP
Chair, Department of Psychology

(name of faculty member)
Thesis Chair

Appendix E

SAMPLE TITLE PAGE

The Interaction of Personality Traits and
Situational Judgment Tests

Appendix F

SAMPLE THESIS COMMITTEE PAGE

Thesis Committee

Chair	Morell Mullins, Ph.D. Assistant Professor of Psychology
Member	Cynthia L. Dulaney, Ph.D. Associate Professor of Psychology
Member	Kathleen J. Hart, Ph.D., ABPP Professor of Psychology

Appendix G

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* *Note:* Proposed Analyses appear in Table of Contents in the thesis proposal document; Results appear in the Table of Contents in the thesis defense document.

** *Note:* Summary and Discussion do not appear in the Table of Contents in the proposal but do appear in the final document.

Appendix H

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Appendix J

LIBRARY BINDING GUIDELINES

- Thesis/dissertation should be collected and initial paperwork should be done by individual departments. This is a more streamlined approach since the students already have to deal with the departments to get their thesis/dissertation approved and signed.
- Thesis/dissertation can be dropped off in Library Director's office. Hours for accepting thesis are Monday-Friday, 8:00am-3:00pm. (It is recommended that patrons call first (745-3884/3883) to make sure someone is in the office to accept the thesis/dissertation.) A Thesis/Dissertation Binding form should accompany each thesis/dissertation. If it is just NOT possible to drop off your thesis during office hours special arrangements can be made by calling the office at 513-745-3884.
- Library does not make photocopies of thesis/dissertation for patron. (For example if a patron wants 5 copies bound they must submit 5 unbound copies to the library.)
- Library ships thesis/dissertation as it is received. We do not check pagination or grammar.
- Payment for all copies of thesis/dissertation to be bound must be prior to shipment and preferably at the time thesis/dissertation is submitted for binding.
- Payments may be made by cash or check payable to Xavier University Library. The library DOES NOT bill bursar accounts.
- The cost to bind a thesis/dissertation is as follows:

Library copy	no charge
Each copy thereafter	\$16/each
- Patrons do have the option to have their thesis/dissertation shipped to them upon return from the bindery. They must first complete and submit a waiver (enclosed) to the library before thesis/dissertation can be shipped.
- The cost to have a thesis/dissertation shipped is as follows:

1 st copy shipped	\$5.00
Each additional copy shipped	\$3.00
- A binding pickup-delivery schedule has been attached. Turn around time for binding a thesis/dissertation is 3-4 weeks. Each department will be notified by phone that their shipment has returned from the bindery. Each department is to make arrangements for the retrieval of bound theses/dissertations from the library.

THESIS/DISSERTATION BINDING SUBMITTAL FORM

Date submitted to library _____
 Date leaving library _____
 Date returning to library _____

PATRON INFORMATION

Name: _____
 Address: _____
 Work phone: _____ Home phone: _____

THESIS/DISSERTATION INFORMATION

Title: _____

How many copies should be bound? _____ Will a copy go to McDonald Library? _____

Check one: _____ Patron will pick up thesis/dissertation when ready.

_____ Library to distribute thesis/dissertation on campus as indicated below:

<u>DEPT. AND/OR PERSON</u>	<u>ADDRESS</u>	<u>NO. COPIES</u>	<u>COST \$</u>
* Library		1	N/C
* Psychology Department		1	\$16.00
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Total number of copies being bound _____

* **required copies**

TOTAL COST: _____

PAYMENT

_____ Cash 2. _____ Check/Institution _____ Check No. _____

SPECIAL INSTRUCTIONS

Library worker accepting thesis/dissertation: _____

THESIS/DISSERTATION SHIPMENT WAIVER

I, _____ will release Xavier University Library of
all responsibility concerning the shipment of my thesis/dissertation entitled: _____

_____.

I also understand that I am responsible for all costs incurred for the shipment of my thesis/dissertation.

Signature

Date