

## **Application Process**

Students wishing to enroll in an independent research course in Psychology or Neuroscience must read and follow these instructions carefully. In addition, please note the prerequisites and exclusions associated with each independent research course as listed in the Calendar.

- 1) Read the General Information Sheet (attached).
- 2) Complete the top portion of the application form (attached).
- 3) If you have already secured a supervisor:
  - a. In the application form, have your supervisor fill in their section of the application form.  
*Note: If your supervisor is not a member of the UTSC faculty, you must obtain a co-supervisor in Psychology at UTSC, and also obtain their signature on the application form.*
  - b. Print off your ACORN transcript, and have your supervisor(s) sign each page of your transcript to indicate that they have reviewed it. Submit your transcript with your application form.  
*Note: If your supervisor is not a member of the UTSC faculty, your transcript should be signed by both your off-campus supervisor and your UTSC faculty co-supervisor.*
  - c. Email the completed application package to Keely Hicks (keely.hicks@utoronto.ca) by **Friday, August 20, 2021 at 5:00 pm**.
  - d. Add the appropriate course on ACORN (your status will be “interim”).
  - e. Check ACORN prior to the start of courses to view your registration status. The course will change from “interim” to “approved” once your enrollment has been completed.
- 4) If you have not secured a supervisor and wish to join the general applicant pool:
  - a. A limited number of students will be selected for research projects from the general applicant pool. If you wish to become involved in a research course in Psychology or Neuroscience, you should consult the Department of Psychology website for a listing of available supervisors. You should spend some time learning about their areas of research so that your interests align.
  - b. In the attached application form, indicate in ranked order the names of the faculty members you would like to be supervised by.
  - c. Print off your ACORN transcripts and include them with your application.
  - d. Prepare a one page, single-spaced statement of interest to include with your application. Your statement of interest should outline your reasons for wanting to pursue a research project, which faculty members you are interested in working with and why, what your research interests are, and any skills you possess that will help you succeed in the course.
  - e. Email the completed application package to Keely Hicks ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)) by **Friday July 16, 2021 at 5:00 pm**.
  - f. If you are accepted into the course, you will be notified via email by **Friday August 13, 2021**. Endorsed forms will then be sent to the Registrar’s Office to complete your enrolment in the course on ACORN.

**Application Form**

**TO BE COMPLETED BY STUDENT:**

First Name:		Student #:	
Last Name:		Phone #:	
Email:		Course:	PSYD98Y3Y    NROD98Y3Y
Signature:		Date:	

NOTES:

- Please append a printout of your **transcript** from ACORN.
- If you **have NOT secured a supervisor**, please append a **statement of interest**.
- If you **have secured a supervisor**, a statement of interest is not required, but your supervisor(s) **must sign each page** of your transcript.
- All course prerequisites will be strictly enforced

*COMPLETE ONLY IF SUPERVISOR HAS NOT BEEN SECURED:*

Potential Supervisors:

1.
2.
3.

**TO BE COMPLETED BY SUPERVISOR:**

Project Title:  
 (appears on transcript):

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Supervisor:

Name:	Signature:	Date:
Email:		
I understand that I am required to cover the cost of poster printing. The department will cover the cost of printing for students with off-campus supervisors.		Yes No

*UTSC Faculty supervisors only:*

Co-supervisor:  
 (if relevant)

Name:	Signature:	Date:
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Confirm all prereqs have been met by checking the boxes:

<b>PSYD98</b>	PSYC02H3 [PSYB01H3 or PSYC70H3] [PSYC08H3 or PSYC09H3] Enrolled in a PSY or MHS Major/Specialist GPA of 3.3+ over last 5.0 credits	<b>NROD98</b>	15.0 credits completed [PSYB07H3 or STAB22H3] 0.5 credit in a PSY/BIO/NRO lab [PSYC08H3 or PSYC09H3] ( <i>recommended</i> ) GPA of at least 3.3 ( <i>recommended</i> )
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**TO BE COMPLETED BY PSYCHOLOGY DEPARTMENT:**

Departmental Endorsement:	Signature:	Date:
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## General Information

### Requirements and Deadlines

The Honours thesis is to be completed over two consecutive semesters, and is worth 1.0 credits.

You will be actively engaged in research during these two semesters and you will be required to submit a full written report of that research at the end of the course. Literature reviews do not meet the course requirements, as students are required to conduct a full research project.

The due date for your assignment is the last day of classes in the winter term: **Friday April 8, 2022 at 5:00 p.m.** This is a fixed university deadline and is NOT subject to change by you or by your faculty supervisor. A penalty of **5% per day** will apply after the due date. In extraordinary cases, an extension of up to 5 business days can be approved by the Chair of the Division, and should be requested at the earliest possible time to [psychology-program-supervisor@utsc.utoronto.ca](mailto:psychology-program-supervisor@utsc.utoronto.ca). Extensions beyond 5 business days can only be granted through a formal petition.

### Procedure

Ordinarily, you will begin the research at the start of the semester, meeting with your faculty supervisor to determine the project you will be working on. Once under way, you will work on carrying out the project, meeting periodically with your faculty supervisor. Toward the last month of the winter semester, you should be presenting drafts of your research paper to your faculty supervisor for feedback and revision, so that everything can be finalized by the deadline specified above.

You will also be required to submit a poster of your work for Thesis Day. Thesis students are required to participate in Thesis Day activities, which essentially allow students the opportunity to present the results of their yearlong research projects to faculty, staff and students in the Department. Students are also required to attend a research talk organized by the Department. Thesis Day is typically held during the study break, before final exams.

Faculty within the department are expected to cover the cost of poster printing at UTSC Academic Printing Services. If you have an off-campus supervisor, the department will cover poster-printing costs, if contacted in advance. Please confirm with your off-campus supervisor who will be responsible for paying for any other incidental costs associated with the project. Be sure to have this discussion with your supervisor BEFORE committing to the course.

Undergraduate students conducting an independent research project for a course that involves human participants will need to complete, along with their faculty supervisor, an [Undergraduate Ethics Review Protocol Form – Student-Initiated Projects](#). It is the responsibility of both the student and the supervisor to understand and comply with federal and University policies governing research involving humans and to submit an ethics protocol. This should be discussed in your early meetings with your supervisor. Completed forms must be submitted to Ainsley Lawson at [psychology-undergraduate@utsc.utoronto.ca](mailto:psychology-undergraduate@utsc.utoronto.ca) for review by the Psychology Delegated Ethics Review Committee prior to data collection. Once approved, a protocol number and expiry date will be provided. Protocols may take up to 3-4 weeks to be reviewed so it is highly advisable to submit protocols early and within the first term of the course-based research project to avoid delays in project completion. Course-based research reviewed through the Psychology Delegated Ethics Review Committee must be minimal risk in order to proceed.

## **Communication**

Although you will have the support of the thesis course instructor, all enquiries concerning the progress of your research, writing requirements, evaluation, or any other issues related to your project should be directed to your faculty or off-campus supervisor.

If you have an off-campus supervisor, you should provide them with a copy of these. Any questions or concerns an off-campus supervisor has should be directed to the faculty co-supervisor.

In addition to in-class resources, announcements and resources will be provided through the course Quercus page throughout the year, and it is your responsibility to check the page regularly.

## **Evaluation and Submission**

Evaluation in the course will be based on the final paper and your supervisor's appraisal of your performance in this research course. Your supervisor's evaluation will constitute 60% of your grade. A second reader grade will constitute 15% and in-class requirements will contribute the remaining 25% of the grade.

The submission procedure is as follows: **No later than Friday April 8, 2022 at 5:00 p.m.**, you will submit a copy of your research paper to the course instructor and an identical copy of your research paper to your supervisor. The date and time of your submission will be recorded on the copy provided to the course instructor, which will be used to apply any late penalties. Off-campus supervisors will be required to submit their grade on the final paper directly to the course instructor via email no later than 1-2 weeks after the due date. Your submission will be assessed by your supervisor and a second reader.

[Note: Whether or not the research works out as anticipated will not affect your grade. You will be graded on the quality of your work and you will in no way be penalized if the data are not ideal.]

You and your supervisor may agree on an arrangement for the work to be undertaken and for scheduling along the way, but the rules you have just read above apply to all Psychology research students and cannot be contravened in individual cases.