PSYC90 / PSYC93 / NROC90 / NROC93
Supervised Study – C-level, 0.5 credit
2021-2022 Fall-Winter Sessions

UNIVERSITY OF
TORONTO
SCARBOROUGH

Department of Psychology & Neuroscience

Application Process

Students wishing to enroll in a supervised study course in Psychology or Neuroscience must read and follow these instructions carefully. In addition, please note the prerequisites and exclusions associated with each 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 your "Project Title" and provide their signature and contact information.
   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. If you are missing any of the course prerequisites, please ensure that your supervisor is aware. 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 or drop off the completed application package to Keely Hicks (keely.hicks@utoronto.ca, office SW420B) 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 or drop off the completed application package to Keely Hicks (keely.hicks@utoronto.ca, office SW420B) by **Friday July 16, 2021 at 5:00 pm**.
   f. Add the appropriate course on ACORN (your status will be "interim").
   g. 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. If you are not accepted, you should drop the course.

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Application Form

TO BE COMPELTED BY STUDENT:

First Name:		Student #:	
Last Name:		Phone #:	
Email:		Course:	PSYC90H3Y NROC90H3Y PSYC93H3Y NROC93H3Y
Signature:		Date:	

NOTES:
- Choose the **C90** version of the course unless you have already completed it previously
- 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):	

Supervisor:	Name:	Signature:	Date:
	Email:		

Co-supervisor: (if relevant)	Name:	Signature:	Date:

Confirm all prereqs have been met by checking the boxes:	PSYB70H3 or equivalent (please state course code: _____) PSYB07H3 or equivalent (please state course code: _____) 2.0 credits in PSY courses completed Cumulative GPA of at least 2.7

TO BE COMPLETED BY PSYCHOLOGY DEPARTMENT:

Departmental Endorsement:	Signature:	Date:

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General Information

Requirements and Deadlines

The supervised study research course is to be completed over two consecutive semesters, and is worth 0.5 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. 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.

Following each meeting, you will complete a **"Supervised Study Passport"** which will log the agenda for that meeting, the goals achieved since the last meeting and the goals to be achieved by the next meeting. Each log you prepare should be e-mailed to your supervisor for feedback and approval by return e-mail. These e-mails and logs will form the completed "supervised study passport" package that is to be submitted as an appendix to the final paper. Alternatively, these logs can be written in hard copy, signed by your supervisor, and scanned and attached as an appendix to your final paper.

Specific projects will require different levels of student involvement with respect to background research, experimental design, skill acquisition, data collection, analysis and interpretation of these results. **The first entry in the "supervised study passport" should clearly outline the tasks and responsibilities of the student in the project and the percentage each will contribute to the final grade.** Toward the end 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 deadlines specified above.

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 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.

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Communication

All inquiries 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.

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 on the research paper will be based solely on the appraisal by your primary supervisor (faculty or off-campus supervisor) of your performance in the research course as detailed in your first "supervised study passport" entry.

The submission procedure is as follows: **No later than Friday, April 8, 2022 at 5:00 p.m.**, you will submit an electronic **PDF** copy of your research paper (including appendices) through the course Quercus page, and an identical copy of your research paper to your supervisor. The date and time of your submission will be recorded Quercus, which will be used to apply any late penalties.

You will receive written feedback from your primary supervisor. Off-campus supervisors will be required to submit the final mark, breakdown of grades and feedback on the final paper directly to the on-campus faculty co-supervisor via email no later than 1-2 weeks after the due date.

[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.