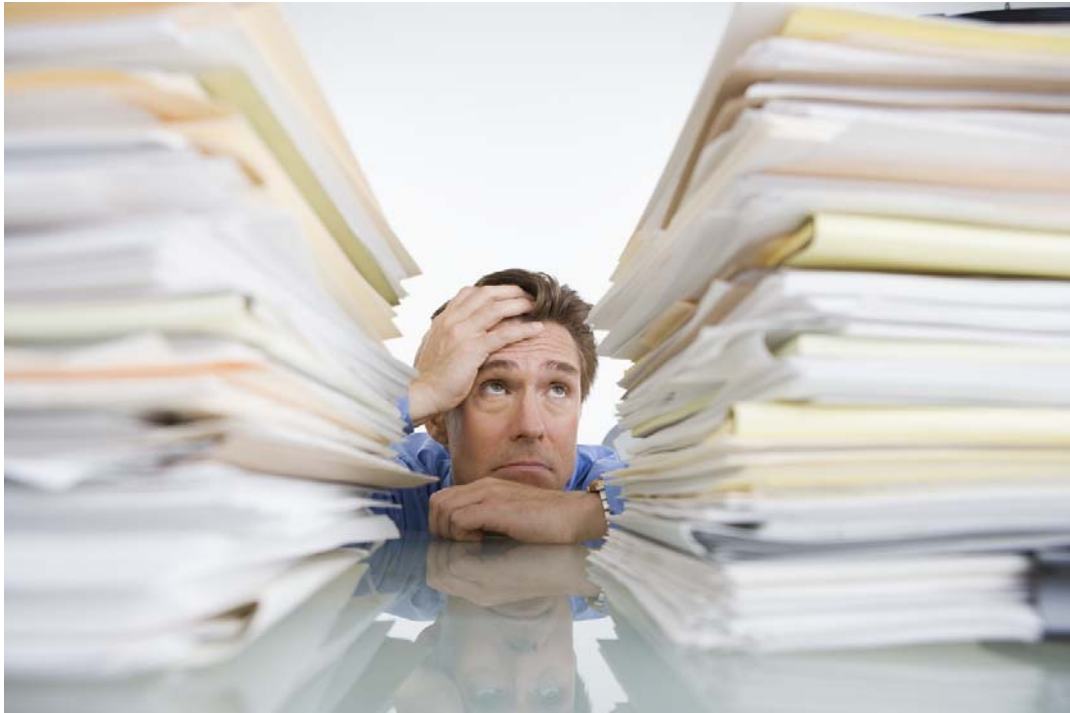


**Psychology Honours Project Courses - A Guide for Students
(or How to Stay Fine in 2009)**



Dr Andrea Lamont-Mills

Examiner PSY4001 and PSY4002

lamontm@usq.edu.au

ph – 07 4631 1703

Table of Contents

Psychology Honours Project Courses - A Guide for Students to Staying Fine in 2009.....	4
Time.....	4
Research Project	4
Selection of Topic and Supervisor	4
Supervisors.....	5
Supervisor Responsibilities	6
Student Responsibilities.....	7
Data Collection	9
Execution of the Research	9
Questionnaires.....	10
Mailing	10
Access to Experimental Subjects.....	11
Experimental Rooms.....	11
Format of the Thesis Project.....	12
Due Dates	12
Writing the Dissertation	12
Word Length.....	13
Format	13
APA Style.....	13
Page Numbering.....	13
Title Page	14
Statement of Originality.....	14
Abstract	14
Acknowledgments.....	14
Table of Contents	14
Main Body of the Report	14
Appendices.....	15
Thesis Submission	16
Thesis Binding	16
Extension Policy	17
Penalties for Late Submission	17
Assessment.....	17
Subsequent Publication of Research	18
2009 Thesis Marking Process.....	18
What are your Workplace Health & Safety obligations?	19
CRAFTSMEN BOOKBINDERS.....	23
Thesis Binding Form	23
Thesis Submission Checklist	24

Psychology Honours Project Courses - A Guide for Students to Staying Fine in 2009

Revised and expanded by Dr Andrea Lamont-Mills (with previous contributions by Dr Nola Passmore, Dr Tony Machin, Mr Ken Mavor, Assoc Prof Paul Bramston, and Assoc Prof Andrew Ellerman)

Time

The Psychology Honours Project courses represent 37.5% of the year's effort and your time should be allocated accordingly. This should involve approximately 480 hours of work during the year **in addition to** consultation time spent with your supervisor.

The amount of individual supervision time per student that is allocated to each supervisor is 26 hours. This is the maximal amount of time allocated to each supervisor. Please use this time wisely and come prepared to your supervision sessions. Each supervisor in the department supervises differently. Some supervisors may like to talk to or see the student that they are supervising each week. This means that you could have a 1 hour supervision session each week for the 13 teaching weeks of each semester (26 hours across 2 semesters). Other supervisors may like to have fortnightly sessions, and so forth. You will need to clarify this with their supervisor at the beginning of the project. Make sure you are really clear on what is expected here.

You have 34 weeks in which to complete your thesis. This means that you should be putting aside 14 hours per week plus consultation time to work on your thesis. This excludes the time taken up in the thesis workshops.

A Word of Advice

My advice for you is to work on your thesis regularly because you will not be able to pull it all together at the last moment. You should timetable regular weekly time to work on your thesis and stick to it. Be ruthless and selfish with this and use it for thesis work. By doing this you minimise your chances of having a panic attack at the end and stressing out. You also need to be setting deadlines for when draft sections of your thesis are to be handed into your supervisor for editing and stick to them. You cannot expect your supervisor to read the first draft of your work a week before the final thesis is due. So get organised, sit down, and start sooner rather than later.

Research Project

There are three main phases of the research project in the Honours year:

1. Selection of topic and supervisor.
2. Execution of the research.
3. Writing the dissertation.

Selection of Topic and Supervisor

Available topics and supervisors will be posted on the Honours website. Only those projects on the website are available for you to choose from as projects must be developed by supervisors and submitted for scope approval. Any deviations from this

approved project must be re-examined and approved. This is the supervisors responsibility.

1. Supervisor and Topic

You should choose a supervisor who you feel that you could work with effectively and efficiently. That is, you should consider what type of supervision that best suits your style of working. For example, if you like regular contact and timely feedback then you should try to choose a supervisor who also believes in regular contact with students and who you know gives timely feedback. For those students who have not come through our undergraduate program, feel free to ask me for some inside knowledge of supervisors' ways of working. That way you can make an informed decision. Many students choose a topic not out of interest but who is the supervisor.

A Word of Advice

I have yet to hear of a student being offered a job or a Masters/Doctoral place on the basis of what they did for their thesis. So my strong tip is to choose what you wish to do on the basis of supervisor not topic.

2. Ethics

All procedures which require the use of human or animal subjects must obtain clearance from the USQ Ethics Committee. Your supervisor has already submitted this application or will submit this. The USQ Ethics form must be completed and submitted to the Departmental Ethics Committee prior to commencing data collection. **No data collection can take place until ethical clearance has been obtained.** It is your responsibility to ensure that you have checked the ethics status of your project with your supervisor prior to commencing data collection.

3. Time

Each thesis project must be able to be completed within the period available from the start of Semester 1 to the end of Semester 2 (i.e., 34 weeks). Each thesis project has already been assessed for scope so this should not be a problem. However any delays that you foresee or that occur must be discussed immediately with your supervisor and myself as the examiner of PSY4001 and PSY4002.

A Word of Advice

Data collection is one area you need to really be careful of and watch the time you allocate to this task. My tip is to set a definite END of data collection date and stick to it. Collecting data up until October is a recipe for tears and tissues. Small data sets are not a problem in and off themselves. It is how you deal with the data set and make sense of this is and then understand the limitations of the data that is of most importance.

Supervisors

You will be working closely with your supervisor over the coming year. As such, you need to establish a solid working relationship as soon as possible. To help you with this I have prepared some points for you to consider or act on during your first few meetings with your supervisor. You need to clarify the following issues:

1. What role will you play in the project? For example, as the staff member has already designed the study where are you coming in with respect to the project? How will you take “ownership” of the project? What exactly does the supervisor expect you to do in terms of running the project (e.g., collect data, liaise with organisations, etc)?
2. Are there any factors that could lead to possible delays in the conduct of the project? This is where you check for ethical clearance, check if the supervisor has already gained access to any special populations that you are using, is there anything from your side that may delay the conduct of the project, etc.
3. What expectations does the supervisor have regarding the supervision process (e.g., how often would consultation occur, only one read of each chapter, etc.)?
4. Does the supervisor have particular requirements and if so exactly what are these (e.g., students will be expected to work as part of a team; students will need to learn certain procedures before embarking on data collection; students will need to be on campus for certain periods of time).
5. Will the supervisor be unavailable at any time during the year (e.g., due to work commitments, attendance at conferences, holidays, etc.). If they are it is the supervisor’s responsibility to ensure that your supervision is not interrupted. This may mean finding you a replacement supervisor during the time they are away.
6. If you live at a distance from the USQ campus, you will also need to discuss how this will impact on the project. For example, will you be able to collect data in the area where you live or will you be able to travel to Toowoomba to collect data? Do you need face-to-face meetings with your supervisor in order to conduct some parts of the project? You may be expected to travel for data collection. If you’re not prepared to do that, then do not select a thesis topic that requires this.

Other issues will be clarified as supervision continues during the year; however, it is worthwhile asking the above questions at the beginning. Most supervisor-student relationships work out very well. When problems do arise, it is often the result of differing expectations.

Supervisor Responsibilities

These are the supervisor’s responsibilities.

1. To ensure that your project is one that can be marked within the department.
2. To make clear at the beginning of the project what effort will be required by you and what risk factors are inherent in the project in terms of delays in obtaining ethical clearance, data collection, access to materials or acquisition of skills needed in order to conduct the project.
3. If you will be using methods or analyses that have not been covered in their undergraduate or fourth year courses, the supervisor must ensure that you

obtains training in the method or analyses prior to data collection or analysis begins.

4. To negotiate goals and deadlines for particular parts of the project with you (e.g., drafts of different sections, development of materials, data collection). These goals and deadlines should be put in writing and a copy kept by both the supervisor and you.
5. To make themselves available to consult with students at regular intervals. Supervisors are given 26 hours of consultation time to do this. This may be arranged in whatever way you and your supervisor see fit. In regard to students living at a distance from the USQ campus, much of this consultation will take the form of telephone or email contact.
6. To assist you in the preparation of the thesis itself and to ensure that you do not inadvertently commit an ethical breach in recruitment or data collection.
7. To give advice on the design, execution, analysis and writing up of the project to the best of their ability. Please note that you are expected to conduct their own analyses (with advice when necessary).
8. To read at least one draft of **each** section of the thesis within a reasonable time and to provide you with relevant feedback concerning these sections (provided that these drafts are submitted early enough). It will be your responsibility to negotiate submission timelines and turnaround times with their supervisor.
9. To advise you in advance of any periods during the year when he/she will be unavailable for consultation for periods in excess of five days (e.g., due to attendance at conferences, holidays, work commitments, etc.).
10. If the supervisor is unexpectedly absent from the USQ for a prolonged period (e.g., due to illness or other unforeseen circumstances), he/she should make alternative supervision arrangements for you. If this is not possible, due to the nature of the circumstances, the examiner will make suitable arrangements.

Student Responsibilities

These are your responsibilities

1. To arrange meetings with your supervisor at regular intervals. Students living at a distance from the USQ campus should arrange suitable times to consult with the supervisor via telephone or email. Again this may be arranged in whatever way the student and supervisor see fit.
2. To maintain regular contact with your supervisor. If you go MIA (missing in action) then you need to tell your supervisor.
3. To clarify the various aspects of the project with your supervisor, and to take initiative at relevant stages of the project. Please note that the extent to which initiative is taken at certain stages depends on the nature of the project. You should clarify your role in the project in the early meetings with your supervisor.

- As you become more familiar with the project, it is likely that your supervisor-student relationship will “shift” somewhat so that the you take more of the responsibility for the project.
4. To keep a written copy of any goals or activities set by the supervisor, to provide the supervisor with a copy of these, and to complete assigned work by the negotiated due dates.
 5. If you are unable to meet these due dates, the onus is on you to re-negotiate a new due date.
 6. To submit drafts of various sections of the thesis to your supervisor at mutually agreed deadlines so that your supervisor will have sufficient time in which to read the drafts and make comments.
 7. You are to carefully **proof** their drafts **before** submitting them to the supervisor. While supervisors will provide feedback and advice, it is not their job to proofread the material. Please also note that supervisor availability to read drafts is contingent on the submission dates of these drafts.
 8. A word of warning. Supervisors may not be able to read drafts that are submitted too close to the final due date.
 9. To advise your supervisor in advance of any periods during the year when you will be unavailable (e.g., holidays, work commitments, etc.).
 10. To advise your supervisor as soon as possible if you encounters any problems that may hinder your progress (e.g., prolonged illness, bereavement, etc.). If the problems are severe, your supervisor may need to discuss options with the examiner (with the student’s permission).
 11. While your supervisor will take care to give sound advice regarding each aspect of the project, you must take responsibility for the final version of the thesis that is submitted for marking.
 12. The markers can only evaluate the final written product and cannot award marks for inferred effort or intention. Therefore, you should take extreme care in the proofing of the final draft.
 13. Please note that just because your supervisor has given feedback on the thesis, it does not necessarily mean that he/she approves of the thesis. Again, the onus is on you to ensure that the final version of the thesis is of a satisfactory standard.
 14. You must also attend all thesis workshops and access messages on the thesis course forums regularly.
 15. The examiner will post messages on the various forums from time to time, and it is your responsibility to keep abreast of any announcements given.

16. If your email address changes during the semester, it is your responsibility to change this with the university.

A Word of Advice

You will need to ‘manage’ your supervisor. That is, you need to work with them and ensure that you are kept in their sights so to speak. If at any point in time you feel that you and your supervisor are at cross purposes or you feel things are not going well please contact me immediately so that I can help you out. Telling me the week before the thesis is due that your supervisor hasn’t been doing something that they are supposed to do isn’t helpful.

Data Collection

Whilst it is an APAC accreditation guideline that students are required to be involved in data collection for their thesis, just what is data collection and what this actually means is open to interpretation. The course specifications PSY4002 state that one of the objectives of the thesis is that students would be able to demonstrate that they could “implement a method of data collection that is appropriate to their research projects”. This may sound obvious, but there are various ways in which data can be collected and utilised. For example, your supervisor or other students may have already collected some data as part of a larger project and you are now joining the project. In order to address the APAC accreditation guidelines pertaining to data collection, the Psychology Department at the USQ has formulated a guideline for the conduct of your thesis. The policy regarding data collection is as follows:

1. All students to be involved in collecting some data which should be related to their research project. Or
2. In some cases, students will be exempt from collecting data if it is clear that substantial coding or transforming of data is necessary before the data are in a form suitable for analysis. In such cases, the Examiner will determine whether or not an exemption applies. All the studies using archival data fall into this category.

Your supervisor will be able to advise you of the best way to handle the data collection issue. You also need to adhere to certain safety procedures when collecting your data. These are explained in the section on Workplace Health and Safety that comes later in this document.

Execution of the Research

Students may begin preliminary work on their project as soon as convenient, subject to the availability of their potential supervisor, though data cannot be collected until the project has ethics clearance. Once ethical approval has been given by the Departmental Ethics Coordinator to proceed, students should begin work on data collection as soon as possible. Faculty safety procedures must be followed in collecting data. This will be explained during the Orientation Day.

In PSY4001 we will be covering Chapter 1 – Introduction and Chapter 2 – Method of your thesis. Chapter 1 encompasses the literature review. Facilities at the Library are available to conduct computer literature searches using the CD-ROM system or through

the internet. Training sessions will be available from the library for any student not familiar with the system.

- For any research that requires the use of human or animal subjects, data collection must **not** be commenced before approval has been given by the Ethics Committee.
- If participants are to be used from outside the USQ, a letter of introduction and authorisation from your supervisor or the Honours coordinator is required. Please arrange this with your supervisor.
- First year psychology students are also available for use as participants, and they receive experimental credit for doing so (where one hour of participation equals one per cent credit).
- This scheme is administered by the Psychology Technical Services staff who should be approached for requests well in advance of the time participants will be required. The appropriate form must be signed by the Head of Department before the experiment/survey can be advertised to first year students.
- Please note that you may not be able to collect all of your data from the first year psychology students, as student numbers are limited and there are often many research projects vying for participants at the same time. (Remember that staff and postgraduate students are also conducting research). Therefore, you may need to look further afield to find enough participants and this must be discussed with your supervisor to ensure that the ethics approval covers these other participants. If it does not the supervisor will need to submit a revised ethics application to the Ethics Committee before data collection can occur. This is especially the case if your participants need to meet certain criteria.

Questionnaires

Questionnaires can be paper, computer or web based. Please see Susie Gibson with your questionnaire format so that she can advise you on the best format.

The following steps are required to get a questionnaire ready for distribution:

- See Susie Gibson with questionnaire format complete a resource approval form.
- With your supervisor design the questionnaire.
- Bring questionnaire in electronic format to Susie Gibson for processing.

Please proof read, and check. If possible get another person to check it as well and show your supervisor. ***Once it has been processed it cannot be changed.*** It will take up to 10 working days for the questionnaire to be processed.

Mailing

See Susie Gibson to organise mailing questionnaires and reply paid envelopes.

Access to Experimental Subjects

Postgraduate students have access to the Psychology student experimental subject pool. Students enrolled in certain undergraduate courses (usually first year psychology) may earn up to 5% towards their course mark by participating in experiments within the Department.

With most experiments 1% is given per hour it takes a participant to complete the experiment.

The Department also runs a “draw for cash prizes” to encourage participants other than first-year psychology students to take part in our research projects. There is \$350 in the prize pool for each semester. Postgraduates have access to this system. The prizes are distributed as follows –

First prize	\$100 x 1
Second prize	\$50 x 2
Third prize	\$25 x 6

Contact Psychology Technical Services to organise this.

If the experimenter does not arrive within 15 minutes of the stated commencement time, participants are entitled to the credit for the experiment. If there is an unforeseen problem (e.g., equipment malfunction), it may be possible to negotiate another time; however, participants are not obliged to accept this offer. If experimenters are consistently unreliable, their access to the subject pool will be restricted.

If you have further queries about the workings of the experimental credit system, please speak to Psychology Technical Services.

Experimental Rooms

A limited number of rooms are available for use by honours & postgraduate students for experiments. If experiments require recording on video this can be done in room W416 or there is a portable unit available for use in other experimental rooms. Some other rooms are available but should be arranged with your Supervisor and Psychology Technical Services. Once you have clearance to use a room, it is essential that you book the room with Psychology Technical Services. The small numbers of rooms at our disposal are in constant demand for most of the year, so do not book them unless you know that you will be using them. ***Please do not block book the rooms. Only book the rooms when you will be using them. It is not fair on other students to have a room booked and not be using it.***

Use signs constructed for the purpose to let people know that a lab is being used and that you do not want to be disturbed. If experiments are being run after hours a telephone can be connected in the experimental room for security purposes. Ross Bool can help with this. Please leave rooms the way you found them.

Format of the Thesis Project

The Honours thesis is worth 3 units altogether, but is divided into two courses worth 1.5 units each. You enrol in PSY4001 in Semester 1 and PSY4002 in Semester 2.

In the first course, PSY4001, you will submit a draft of your Chapter 2 – Method, for fellow student analysis/feedback during the second thesis workshop. You will also be working up an ethics application during this second workshop that will be completed by the end of the workshop. At the end of the semester, you will submit a draft of Chapter 1 - Introduction to the same fellow student for their analysis/feedback.

Assuming that you submit these chapters and complete the ethics application, you will be awarded a temporary grade of IIP indicating satisfactory progress. For Psychology Honours Project 2, you will submit your final dissertation. However in the Semester 2 at the second workshop, you will again be submitting work for fellow student review/feedback.

Once a grade has been determined for your thesis, that grade will replace the IIP given for Psychology Honours Project 1. For example, if you are awarded an HD for your thesis, you will also retrospectively be given a HD for Psychology Honours Project 1. More detailed information regarding Psychology Honours Projects 1 and 2 are contained in the course specifications for the two courses. Please read each of these course specifications carefully.

Due Dates

Please refer to the course specifications for PSY4001 and PSY4002 for this information. The final dissertation due date is:

23rd October 2009

As well as the formal due date, you and your supervisor should also negotiate a timeline for completion of various parts of the project. While these due dates are not formal in an assessment sense, they may be used by your supervisor to determine whether or not you have been making satisfactory progress on your research project.

Writing the Dissertation

The final report of the research project must be submitted to the **Psychology Technical Services Staff** in **W419** by **12.00 noon on Friday 23rd October 2009**. Students who live at a distance from the USQ campus should post their copies of the thesis by express post or courier on that day. Please post to:

Psychology Technical Services
University of Southern Queensland
TOOWOOMBA QLD 4350

Word Length

The dissertation should be 9,000 – 15,000 words of text, excluding references, tables, figures, appendices, and preliminary pages (e.g., statement of originality, acknowledgements etc).

A Word of Advice

9,000 good words is great. 15,000 words of dribble is not good!

Format

The report must adhere to **basic** APA formatting requirements. So typed, double spaced on one side of the paper only, using good quality (Bond) white A4 paper, and with wide margins of 2.5 cm on the top, bottom, and right margins. The left margin should be 4 cm to allow for binding. The typeface should be clear and readable and may be printed on a dot matrix printer using near-letter-quality. It should conform to the requirements of the APA style, as laid out in the Publication Manual of the American Psychological Association (5th Edition, 2001). Copies of this manual are available in the Bookshop, and a copy is available in the Department Library (W419) for perusal by students.

Copies of previous theses are available in the Library and Honours theses published since 2003 are available in PDF format for your perusal. Supervisors may also be willing to lend copies of past theses. Please note, however, that you are only seeing the submitted versions of other students' theses and do not have the benefit of reading their marker's reports. Therefore, if you see discrepancies in style, format, or content compared with the instructions you have been given in this handbook, follow the guidelines given here.

APA Style

You must use the Fifth Edition of the APA Manual as your style guide for the thesis. When formatting your thesis, please keep in mind that the APA Manual is primarily directed at researchers who are intending to submit manuscripts to journals. As you would appreciate, editors and publishers often make various changes to the format in the final published copy. Since your thesis is the final copy, some deviations to APA style are permissible when such changes would improve the readability (e.g., you can use a separate chapter for each section, you may use an extra space to separate a table or figure from surrounding text). Please see the marking criteria for specific information and again check with your supervisor. If other variations are considered important you should note these in the thesis where appropriate. Also please take particular note of the following requirements, some of which are in addition to the requirements of APA style.

Page Numbering

Number the pages (including blanks, if any) up to but not including the first page of the actual text (referred to technically as the "front matter folio") in small Roman numerals in brackets. Number thereafter in Arabic, with no brackets. Number the pages of any appendices straight on from the text if bound with the text, but re-number if submitted separately.

In the front folio, include a separate page for each of the following:

Title Page

Contains:

1. Title
2. Author's name.
3. An entry reading "Being a report of an investigation submitted as a partial requirement for the award of Bachelor of Science (Honours), majoring in Psychology, at the University of Southern Queensland".
4. Date and year of submission.

Statement of Originality

On a new page, a signed statement to the effect that the report contains no material offered for the award of any other degree or diploma, or material previously published, except where due reference is made in the text. **Be sure to sign all copies.**

Abstract

The abstract appears on the next page. Its length should be of the order of 200-400 words. More detail will be given about the abstract during thesis workshops.

Acknowledgments

Acknowledgments of assistance - finance, equipment, advice, access to material, and so on - should be made to anyone who contributed substantially to the project. Your supervisor would be acknowledged here. This comes on a new page after the abstract.

Table of Contents

On a new page, show contents in the most informative fashion possible. Show chapter (section or division or part) numbers and titles and the initial page numbers. Show subsections with title if these seem to be helpful. The contents page, if properly prepared, gives the reader (or examiner) a comprehensive view of the structure of the report and facilitates subsequent reading. Indicate the titles and initial page numbers of the Appendices, if any. You can set up a word template that will automatically generate a TOC (and make changes to this as you write).

A contents list of tables and figures may follow. This list should be included only when the presentation leans heavily on tables to which the reader may need to refer. This would probably occur when there are more than say 10 tables, or when tables are reference tabulations such as for norms or population characteristics.

Main Body of the Report

The format of the main part of the report will usually follow the standard format of Introduction, Method, Results and Discussion sections. These are to be divided into

separate Chapters. Some variation of this structure may be necessary for different forms of projects (e.g., case studies). Discuss any variations in structure with your supervisor.

Appendices

In addition to the thesis appendices (e.g., questionnaires, consent forms, etc), you should also submit a copy of the following to Psychology Technical Services, so that markers can refer to your data and analyses if necessary:

1. A copy (in summary form) of the raw data collected for the project. The format should be discussed with your supervisor, but will usually be in the form of an annotated listing of the data files used for analysis. Submission on computer disk or CD is also acceptable, but it must be in easily readable form. Ethical issues may preclude this. Please check with your supervisor about this prior to submission.
2. Copies of computer output or hard calculations used for the data analysis (either hard copies or on disk or CD). The format should be discussed with your supervisor. Submit only those essential for the report. If photocopies are used, be sure they are legible. .

Thesis Submission

Students should submit the following to Psychology Technical Services W419:

- 2 spiral bound copies of thesis (for markers)
- 1 copy of data and output (on CD and if appropriate)
- 1 electronic copy of complete thesis document in Word or PDF format (on CD or via email) for the department records
- 1 loose-leaf copy of thesis for hard binding (for supervisor). If you require a copy/copies for yourself enclose the required number of loose leaf copies
- Completed form for thesis binding (*a copy is included at the end of this document*) **plus** proof of payment from USQ Finance
- Contact details for next three months – address, email, phone number.
- Completed Thesis Submission Checklist (*a copy is included at the end of this document*)

Thesis Binding

All payments for thesis binding are to be made through USQ Financial Services. Please clearly state your name and student number and that the payment is for “Thesis binding for Psychology”. Keep receipt as proof of payment.

PRICES inc GST: - 1 COPY ONLY \$45.00 (plus \$8.50 courier per order)
 . 2 or more COPIES \$33.00 ea. (plus \$8.50 courier per order)

N.B. Prices were correct at time of printing.

Payments can be made in various ways:

1. In person, at USQ Financial Services (J Block). Payment can be made in cash, EFTPOS, money order/cheque, or credit card.
2. Telephone – 07 4631 2583. Credit card payment only. Receipt will be sent to Psychology Technical Services and forwarded to you along with the marked copy of your thesis.
3. Mail – Cheque or money order, payable to USQ. Please clearly state your name and Student number and that the payment is for “Thesis binding for Psychology”. Receipt will be sent to Psychology Technical Services and forwarded to you along with the marked copy of your thesis. Postal Address:

Finance Cashier,
 USQ Financial Services,
 University of Southern Queensland,
 West Street,
 TOOWOOMBA QLD 4350

Extension Policy

Since you have two full semesters in which to complete your work, there is sufficient time to allow for short-term illnesses, personal issues, workload issues, or other interruptions that typically occur in the usual course of any given year. Therefore, **extensions are usually not given for the Honours thesis**. When planning your project, you should build in some “buffer time” during the year to allow for problems that may occur.

Penalties for Late Submission

The following late penalties and conditions will apply in cases where the student does not have an approved extension.

- Theses submitted up to two weeks after the agreed due date will be accepted. A penalty of 1 percent per day will be applied to the final percentage awarded for the thesis. For example, if your thesis is awarded 80%, but your thesis was 4 days late without an approved extension, your final percentage will be 76%. Deductions will be made up to a maximum of 10%.
- If a thesis is not submitted within two weeks of the due date, it will be awarded a FNC grade.

Assessment

The report will be assessed as it is presented, not in terms of any hypothetical intention of the author. Thus it is your responsibility to allow plenty of time for the proper typing of the report, and for the correction of the typescript. You are strongly advised to submit a draft of the report to your supervisor for comment before the final submission date. Be sure to allow sufficient time for this to be read and corrections made (e.g., two to three weeks).

All theses will be examined independently by two markers, excluding the supervisor. The following general criteria will be used:

1. Primarily, there should be evidence of analytical ability. You should show you can critically evaluate the topic in a way that demonstrates a discernible contribution to scientific knowledge and scholarship of the discipline. Whatever the area of the project or its approach to the discipline, there should be evidence that you appreciate the possible implications and limitations of what you have done. Also, of prime importance is clarity of presentation, with logical argument leading to justified conclusions in as parsimonious a way as possible.
2. There should be no major faults in the description of the study procedure, errors of logic in the argument, inconsistencies in theoretical reasoning, or misinterpretations of existing evidence.
3. There should be no demonstrable errors in selection and use of statistical procedures, or in interpretation of results.
4. The terminology and nomenclature in the report should always be correctly stated.

5. The report should not be unnecessarily long and arguments should be put succinctly. Content for inclusion should always be judged in terms of relevance to the major objectives of the project (which should be formulated). That is, brevity is considered a major criterion of good written expression.
6. The project should be written well in an impartial and readable style (e.g., simple sentences, active voice, proper grammar, jargon and acronyms minimised, consistent terminology etc.)
7. The abstract of the dissertation and its title should be adequate. Also, all figures, tables, and diagrams should be correctly labelled and there should be no redundancy in their presentation

Subsequent Publication of Research

Some projects will contain publishable work, though of course a manuscript presented for publication usually has to be shortened and carefully edited. You should consult with your supervisor after publication of grades with a view to preparing jointly such a manuscript. This will be easier if completed before further studies or jobs are begun. Please ensure that you keep copies of all data files and output files in case you need to run further analyses prior to publication. Copies of your data files and consent forms must also be given to your supervisor for archiving.

American Psychological Association guidelines for authorship of joint publications will apply to publications based on project research. All persons who have made substantial professional contributions to the research must be included as authors with names in order of the importance of the contribution. The submission for publication of research performed under supervision will always require the consent of your supervisor.

2009 Thesis Marking Process

Two staff members of the psychology department will each independently mark your thesis. The final score will be an average of the two marks. The marking criteria for 2009 will be made available later during the year.

What are your Workplace Health & Safety obligations?

The Workplace Health & Safety Act 1995 imposes legal obligations on all persons who may affect the workplace health & safety of others by their actions or lack of actions. The Act covers the Obligations of:

- Employers
- Persons in control of workplaces (i.e. supervisors; academics in charge of a class etc)
- Employees and others

The USQ Workplace Health & Safety Policy and Procedures Manual states specifically that the obligations of **Students, visitors and others** have the following obligations at the University:

- to comply with instructions given by the University/Faculty for workplace health and safety;
- to use any personal protective equipment provided by the Faculty
- not to wilfully or recklessly interfere with or misuse any health and safety equipment
- not to wilfully place at risk the health and safety of anyone at the University
- not to wilfully injure themselves.

Penalties are substantial: the maximum penalty for a breach causing death or grievous bodily harm is **\$60,000** or **2 years imprisonment** for an individual; **\$500,000** for a corporation

POLICIES IN THE FACULTY

The following are current Faculty WH&S policies which you will need to know and follow:

- Safety Inductions and Training of staff and Honours/Post Graduate Students;
- Children in Laboratories and Simulated Clinical Wards;
- Children in Computer Laboratories;
- Honours/Postgraduate After Hours Policy;
- Storage and Identification of Spiders;
- Dealing with Experimental Animals in Building Evacuations;
- Safety Boots in the Sciences Workshop.
- Chemical/Biological Laboratory Safety Policy & Procedures
- Safety in Simulated Clinical Areas
- Computer Laboratory Safety
- Manual Handling Policy & Procedures

Policies available at – <\\usq\sciences\Shared\Faculty Documents\Approved Safety Policies>

SAFETY CONTACTS

Emergency Number	2222
Security	7-120
Faculty Safety Co-ordinator (Kath O'Donnell)	2901 0412174790

**UNIVERSITY OF SOUTHERN QUEENSLAND SAFETY PROCEDURES
FOR PSYCHOLOGY STUDENTS
DATA COLLECTION AND RESEARCH PROCEDURES**

When undergraduate or postgraduate students conduct research as part of their course, we need to ensure that all possible care has been taken to ensure the safety of any procedures involved. From time to time, a student may have a research project that does involve some health or safety risk (e.g., where physiological procedures are employed). Such studies would not be allowed to proceed until a safety plan has been set in place. However, other seemingly innocuous studies may also involve some element of risk. Therefore, we have put some procedures in place to ensure that all data are collected in a safe manner.

STAGE 1: RISK ASSESSMENT

At the proposal stage of your research, you must complete the Workplace Health & Safety Checklist in conjunction with your supervisor. Most studies will involve no, or minimal, risk. However, some studies pose more serious concerns. Depending on the outcome of your risk assessment, the following procedures should be followed.

STAGE 2: SAFETY PLAN

1. STUDIES INVOLVING SOME DEGREE OF RISK

If a study involves some degree of potential risk to the health or safety of researchers or participants (e.g., handling of blood products; use of certain types of mechanical or electronic equipment), a safety plan should be developed in conjunction with the supervisor, the Faculty Health and Safety Officer, and other relevant staff or members of the community. Ethical approval would be contingent on such a plan.

2. STUDIES INVOLVING NO, OR MINIMAL, RISK

Most studies conducted by psychology students do not involve serious health or safety risks. However, we need to be aware that a seemingly innocuous procedure could have unexpected effects. Therefore, the following procedures must be followed by all students.

Collecting Data on Campus During Office Hours (Weekdays 9.00 to 5.00)

- Experimental rooms can be booked through Psychology Technical Services.
- The student must advise the supervisor of the times when data collection will take place.

- If a problem arises during the data collection, the student must immediately contact the appropriate person depending on the nature of the problem (e.g., supervisor, the Faculty Health and Safety Officer, Psychology Technical Services, or Security).
- The student must contact the supervisor by phone or e-mail as soon as practicable after the completion of each phase of data collection so that the supervisor is aware of any pertinent issues.

Collecting Data on Campus Out of Office Hours

- The student must advise the supervisor of the times when data collection will take place.
- The student must arrange for another person to be present, or nearby, at the time of data collection. This person should be informed of the expected completion time of the data collection, so that he/she can raise the alarm if there is a problem.
- If a problem arises during the data collection, the student or their associate must immediately contact the appropriate person depending on the nature of the problem (e.g., supervisor, the Faculty Health and Safety Officer, or Security).
- The student must contact the supervisor by phone or e-mail as soon as practicable after the completion of each phase of data collection so that the supervisor is aware of any pertinent issues.

Collecting Data Off Campus

- The student must advise the supervisor of the times when data collection will take place.
- Students must arrange for another person to be present, or nearby, at the time of data collection. This person needs to be informed of the expected completion time of the data collection, so that he/she can raise the alarm if there is a problem. Students must avoid situations where they may be alone with a potential participant (e.g., interviewing people in their own homes, collecting data in deserted areas such as parks or wilderness areas, door-knocking in a local neighbourhood, collecting survey responses in a mall). If the student is collecting data in such settings, he/she must arrange for another person to accompany him/her. If data collection is taking place within an organisational setting (e.g., school, hospital), the student may liaise with a person from that organisation.
- If a problem arises during the data collection, the student or their associate must immediately contact the appropriate person depending on the nature of the problem (e.g., supervisor, the Faculty Health and Safety Officer, Security, police).

- The student must contact the supervisor by phone or e-mail as soon as practicable after the completion of each phase of data collection so that the supervisor is aware of any pertinent issues.

Supervisor's Responsibilities

- He/she must ensure that the student is aware of the relevant safety procedures for the type of data collection that is taking place.
- He/she must complete the Workplace Health & Safety Checklist in conjunction with the student at the proposal stage of the project. Where a study involves some risk, he/she must devise an appropriate safety plan in consultation with the student, the Faculty Health and Safety Officer, and other relevant staff or members of the community.
- He/she must be aware of the times when the student will be collecting data, and advise the student regarding any pertinent issues that arise in the course of data collection.

Note

Some of these suggestions may sound alarmist. From memory, we have never had a serious problem with data collection. We are just putting these procedures in place to ensure the safety of all of our students.

Relevant Contact Numbers

(N.B.) All students should have these phone numbers with them when collecting data).

Ms Kath O'Donnell (Faculty Health and Safety Officer)	4631 2901 (office hours) 0412-174790 (mobile)
University Security	7-120 (from internal phone) 4631 2871 (from outside phone) 0412-716838 (mobile 24 hours)
Emergency	2222 (from internal phone) 000 (from outside phone)
Psychology Technical Staff	W419; Ph: 4631 1582

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Address: _____

Phone

Home: _____

Mobile: _____

Work: _____

Email: _____

Students should submit the following:

- 2 spiral bound copies of thesis (for markers)
- 1 copy of data and output (on CD)
- 1 electronic copy of complete thesis document in Word or PDF(on CD or via email) for the department records
- 1 loose-leaf copy of thesis for hard binding (for supervisor). If you require a copy/copies for yourself enclose the required number of loose leaf copies
- No. of loose leaf copies _____
- Ensure you sign every copy of your thesis
- Completed form for thesis binding plus proof of payment from USQ Finance
- Contact details for next three months – address, email, phone number (see above).

Either hand in to Psychology Technical Services (W419) by 12 noon on due date

OR

Post to:

Mrs Susie Gibson
Psychology Technical Services
University of Southern Queensland
TOOWOOMBA QLD 4350