

UNDERGRADUATE THESIS
IN PSYCHOLOGY (PSYD98) AND NEUROSCIENCE (NROD98)

(Rm AA-204)

Instructor: Suzanne Erb
Office: SW-627A
Office hours: Monday 1-3 pm
E-mail: erb@utsc.utoronto.ca

OBJECTIVES

The purpose of this course is to provide students pursuing a specialist degree in Psychology or Neuroscience with an intensive research apprenticeship in their discipline. In the process of collaborating with a faculty advisor, students will develop the skills necessary to conduct and present research. These skills include library research, designing experiments, collecting and analyzing data, interpreting results, writing, and public speaking.

COMPONENTS OF EVALUATION

The overall breakdown of your evaluation for the course is:

Supervisor grade	60%
Second reader grade	15%
Class grade	25%

The breakdown of your evaluation for the class component is:

1. Attendance and participation in scheduled meetings	10%
2. Ethics requirement	10%
3. Draft Introduction and Methods	10%
4. Oral presentation	35%
5. Poster presentation	35%

1. Attendance/participation

The class will not meet every week during the year. For scheduled classes, however, attendance is mandatory (except where indicated). Attendance will be taken at each meeting, and information about your contributions to the class will be made available to your supervisors. The opportunity the class time affords students to develop public speaking skills and to engage in discussion about research with peers is an important part of the overall research experience. Students must attend at least 50% of classes in order

to receive any of this portion of this component of the grade. A student may miss one class without penalty; however, any additional missed classes will be reflected in the final assessment of this component of the evaluation.

2. Ethics

All research in the University that involves living animals, human or non-human, must be approved by the appropriate ethics review board before the research can begin. There are 3 components to the ethics assignment for this course, and all students, regardless of whether they are doing human or animal research, are expected to complete each component:

1. *Meeting with supervisor to determine ethics requirements; submission of form documenting meeting, due Oct 6.* All students must consult with their supervisor first thing in the term to determine what review procedures have been followed for their projects and whether additional review proceedings are required before the work can be carried out. Many students will need to submit an "Undergraduate Ethics Review Protocol Form - Student-Initiated Projects" for approval by the Psychology "Delegated Ethics Review Committee" (DERC). The protocol form is available at <http://www.utsc.utoronto.ca/psych/experiential-learning>. Please speak with me, Ainsley Lawson, and/or your supervisor about the procedures for submitting these protocols for review. Ultimately, it is the responsibility of your supervisor to ensure that your projects have met the necessary ethics review requirements; however, it is an important part of your education to know and understand what those requirements are. For this reason, you are asked to have a conversation with your supervisor about the ethics requirement for your particular project as early in the term as possible, and to submit a form documenting this meeting to me by October 6.

2. *Completing Introductory Tutorial for the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2); due Oct 6.* All students are required to complete this tutorial online (<http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>), and obtain a certificate of completion to submit to Prof Erb on October 6. If you already have a certificate of completion, dated within the past year, you may submit this certificate and be exempt from repeated the course.

3. *Attending presentation on Ethics in Animal Research.* This presentation will be give by Dr. David Hanwell, our university veterinarian, in class on **Oct 6**.

3. First draft of Introduction and Methods

You will need to bring to class on January 26, two copies of a well-developed first draft of your introduction and methods; one copy will be submitted to me at the start of class and the second copy you will work with during class.

4. Oral Presentation

Students will give a 20-25 min oral presentation of their thesis project, followed by a 5-10 min discussion period. Presentations must include a well-developed background of current literature in the relevant research area that provides a sound rationale for the research question under study. A clear statement of the research question and hypotheses must be provided, as well as detailed description of the methodology, research design, and data analysis techniques. Because presentations are scheduled for relatively early in the year, it is not expected that most students will have data to present. If, however, a student has preliminary results that they wish to share, they may do so. In all cases, a discussion and interpretation of anticipated (or obtained) results, within the context of the published literature, must be provided.

Tips on giving effective oral presentations will be provided in class on Oct 27.

4. Poster Presentation

Students will present posters of their projects during a thesis day on April 9. This is a great opportunity to present your final work and receive feedback from professors and peers. More details about what should be included in the content of the posters, and the structure of the poster session, will be provided later in the term.

BLACKBOARD PORTAL

The U of T Blackboard Courseware Portal will be used in this course to post announcements and any relevant course materials.

FINAL THESIS SUBMISSION

Students are required to submit their final thesis, including to Turnitin.com (see Page 6 of the syllabus), by **Monday April 9 at 4 pm**. Further instructions for submitting documents will be provided later in the year. Late submissions will be subject to a penalty of 5% per day.

SCHEDULE OF CLASS MEETINGS

DATE:	TOPICS:
Sept 8	No class scheduled
Sept 15	Introductions and overview
Sept 22	No class scheduled
Sept 29	Graduate training and career workshop
Oct 6	Ethics in animal research
Oct 13	READING WEEK
Oct 20	No class scheduled
Oct 27	Ethics in science and the peer review process/ Giving Effective oral presentations
Nov 3	No class scheduled
Nov 10	No class scheduled
Nov 17	Oral presentations
Nov 24	Oral presentations
Dec 1	Oral presentations
 <i>....WINTER BREAK.....</i> 	
Jan 5	No class scheduled
Jan 12	Class Cancelled
Jan 19	Thesis research and writing support – optional attendance (Prof Erb)
Jan 26	Thesis research and writing support – optional attendance (Prof Erb)

Feb 2	Research and Writing Workshop I; Bring draft of introduction and methods to class (Nancy Johnson, Sarah Guay)
Feb 9	Writing Workshop II: Optional Attendance (Nancy Johnson, Sarah Guay)
Feb 16	No class scheduled
Feb 23	READING WEEK
Mar 2	Poster Workshop
Mar 9	No class scheduled
Mar 16	Writing Support; optional attendance (Prof Erb)
Mar 23	Writing Support; optional attendance (Prof Erb)
Mar 30	GOOD FRIDAY
April 9	Theses due by 4:00 pm
April 9	Poster Day

TURNITIN

Students will be required to submit their theses to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service are described on the Turnitin.com web site.

STATEMENT REGARDING ACADEMIC INTEGRITY:

Academic integrity is essential to the pursuit of learning and scholarship in a university, and to ensuring that a degree from the University of Toronto is a strong signal of each student's individual academic achievement. As a result, the University treats cases of cheating and plagiarism very seriously. The University of Toronto's Code of Behaviour on Academic Matters (<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun011995.pdf>) outlines the behaviours that constitute academic dishonesty and the processes for addressing academic offences. Potential offences include, but are not limited to:

In papers and assignments:

- Using someone else's ideas or words without appropriate acknowledgement;
- Submitting your own work in more than one course without the permission of the instructor;
- Making up sources or facts;
- Obtaining or providing unauthorized assistance on any assignment.

On tests and exams:

- Using or possessing unauthorized aids;
- Looking at someone else's answers during an exam or test;
- Misrepresenting your identity; and
- When you knew or ought to have known you were doing it.

In academic work:

- Falsifying institutional documents or grades;
- Falsifying or altering any documentation required by the University, including (but not limited to) doctor's notes; and
- When you knew or ought to have known you were doing so.

All suspected cases of academic dishonesty will be investigated following procedures outlined in the Code of Behaviour on Academic Matters. If students have questions or concerns about what constitutes appropriate academic behaviour or appropriate research

and citation methods, they are expected to seek out additional information on academic integrity from their instructors or from other institutional resources.

Note:

You may see advertisements for services offering grammar help, essay editing and proof-reading. Be very careful. If these services take a draft of your work and significantly change the content and/or language, you may be committing an academic offence (unauthorized assistance) under the *Code of Behaviour on Academic Matters*.

It is much better and safer to take your draft to the Writing Centre as early as you can. They will give you guidance you can trust. Students for whom English is not their first language should go to the English Language Development Centre.

If you decide to use these services in spite of this caution, you must keep a draft of your work and any notes you made before you got help and be prepared to give it to your instructor on request.

STATEMENT REGARDING ACCESSIBILITY

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach me and/or the *AccessAbility* Services as soon as possible.

AccessAbility Services staff (located in Rm SW302, Science Wing) are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations 416-287-7560 or email ability@utsc.utoronto.ca. The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course.

MISSED TERM WORK DUE TO MEDICAL ILLNESS OR EMERGENCY

All students citing a documented reason for missed term work (this includes assignments and midterm exams) must bring their documentation to the Undergraduate Course Coordinator, Ainsley Lawson, **within three (3) business days** of the term test / assignment due date. All documentation must be accompanied by the departmental [Request for Missed Term Work form](http://uoft.me/PSY-MTW) (<http://uoft.me/PSY-MTW>).

In the case of missed term work due to illness, only an **original copy** of the [official UTSC Verification of Illness Form](http://uoft.me/PSY-MED) (<http://uoft.me/PSY-MED>) will be accepted. Forms are to be completed in full, clearly indicating the start date, anticipated end date, and severity of illness. The physician's registration number and business stamp are required. In the case of other emergency, a record of visitation to a hospital emergency room or copy of a death certificate may be considered.

Forms should be dropped off in SW427C between 9 AM - 4 PM, Monday through Friday. Upon receipt of the documentation, you will receive an email response from the Course Instructor / Course Coordinator within three business days. The Course Instructor

reserves the right to decide what accommodations (if any) will be made for the missed work.

Note that this policy applies only to missed term work (assignments and midterms).

Missed final exams are dealt with by the Registrar's Office

(<http://www.uts.utoronto.ca/registrar/missing-examination>).

Failure to adhere to any aspect of this policy may result in a denial of your request for accommodation.