

PSYD98/NROD98: Undergraduate Thesis
University of Toronto, Scarborough (Fall 2018-Winter 2019)

Fridays, 1:00-3:00pm, BV264



Instructor: Kyle Danielson, PhD
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Office: PO 103, Room 108
Office Hours: By appointment

Dr. Kyle Danielson is an Assistant Professor, Teaching Stream in the Department of Psychology, where he teaches undergraduate courses in developmental psychology across the lifespan, as well as PSYA02 (Introduction to Psychology, Part 2). His primary research interests are in language acquisition and maintenance across the lifespan.

Contacting the instructor: I am very happy to hear from you by email whenever you have a question or concern, or to set up an in-person appointment. **When writing to me, please put “PSYD98” or “NROD98” in the subject line of the email to help me get to it faster.** I will respond to all emails within two business days (not counting weekends and statutory holidays).

Course Description: This course is designed to provide students in the Specialist programs in Neuroscience, Psychology, or Mental Health Studies with an intensive research apprenticeship in their field. In the process of collaborating with a faculty advisor, students will develop the skills necessary to conduct and present original research. These skills include library research, designing experiments, collecting and analyzing data, interpreting results, writing, and public speaking.

Prerequisites and/or Course Restrictions: Enrolment in this course is restricted to students in the Specialist programs of Psychology, Mental Health Studies, or Neuroscience **who have secured the support of a supervisor in one of those programs.** Students in the major programs in Psychology, Mental Health Studies, or Neuroscience may be permitted, if space permits, and if they have secured the support of a supervisor. In order to enrol in the course, students must have a cumulative GPA of at least 3.3, and have completed: PSYB01, PSYB07 (or the equivalent STA courses) and PSYC08.

Course Materials:

Quercus: You can access the course website through Quercus at <http://q.utoronto.ca> using your UTORid. Please check the course website frequently (e.g., at least once a week, before class) so that you don't miss important updates about the course. Quercus is where you will find the

course syllabus (this document), view your grades, see important announcements, and turn in assignments. **Any required readings will be posted to Quercus at least one week in advance of the class meeting for which they are due.**

Course Requirements and Grading: Your mark for this course consists of the following:

- Supervisor mark on your thesis (60%)
- Second faculty reader mark on your thesis (15%)
- In-class mark (25%)
 - Your in-class mark is derived as follows:
 - Attendance and participation (10%)
 - Ethics (10%)
 - Proposal (5%)
 - Oral presentation in class (30%)
 - Draft of introduction and methods sections (10%)
 - Poster presentation on Thesis Day (35%)

Attendance and participation (10%): Class will not meet each week. For more information, see the calendar at the end of this document. However, for scheduled classes, attendance is mandatory (unless otherwise noted in the calendar). Attendance will be taken at each class, and a report on your attendance will be forwarded to your research supervisor at the end of each term (December and April). A student may miss one class without penalty, but failure to attend more than one class will result in deductions from the attendance portion of your mark. Students must attend at least 50% of classes in order to get credit for the in-class portion of their thesis.

Ethics (10%): All research involving living animals, human or non-human, must be approved by the appropriate ethics review board before the research can begin. There are three 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. Even if an ethics component in this course seems irrelevant to you right now, adequate preparation at this stage will assist you in your future research endeavours.

1. *Meeting with supervisor to determine ethics requirements; submission of form documenting meeting. **Due October 4 by 11:59pm.*** Each student must meet with their supervisor **as soon as possible** to determine what review procedures are required for their projects. In some cases, a student may be joining an ongoing project for which ethics protocols have already been filed. In other cases, a student and supervisor may be required to submit an amendment to a supervisor's existing ethics protocol. In many cases, a student is starting a new project that will

require submission of a new ethics protocol in collaboration with the supervisor. **The form for you and your supervisor to complete will be available on Quercus. After completion, it should be scanned (or photographed) and uploaded to Quercus for marks.**

2. *Completing Introductory Tutorial for the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS-2). **Due October 4 by 11:59pm.*** All students, regardless of whether they are working with live humans this year or not, must complete the TCPS-2 training by navigating to: <http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel>. The training is also available in French. **Submit your certificate of completion on Quercus.** If you already have a TCPS-2 certificate, you may submit it instead of re-taking the course. **TCPS certificates do not count; you must have TCPS-2.**
3. *Training in Ethical Research with Animals. **Due October 4 by 11:59pm.*** All students, regardless of whether they are working with live animals this year or not, must complete the University of Toronto's Division of Comparative Medicine short course on ethics in animal research. The course comprises its own Quercus page, to which all thesis students will be invited in mid-September. The course must be completed in its entirety by the deadline.

Proposal (5%): You will submit a brief (200-300 word) proposal/plan for your research project on Quercus by **11:59pm on October 19**. This proposal should include: a rationale for the research (a hole in the existing literature), a research question, hypotheses, and a brief description of the methodology. You should construct this short proposal in collaboration with your research supervisor. Note that this research proposal will likely evolve as you and your supervisor continue to meet: that's ok! **This proposal will be marked for completion.** Incomplete, disorganized, informal, or outline drafts will not receive credit.

Oral presentation (30%): At the end of the first term, we will have three classes with oral presentations. In these presentations, you will be asked to make a brief (20 minute) presentation of your thesis project, in which you substantiate the proposal that you turned in in October. You should, in your presentation, make a clear statement of the research question, hypotheses, research design, methodology, and planned data analyses. You **may**, but are not required, to present preliminary data (some, but not all, students will have data to present at that time). After your presentation, you will answer questions from your classmates for up to 5 minutes. Of the 30% of your mark that this presentation comprises, 20% will be reflective of your oral presentation. 10% will be comprised of completing peer evaluations of your classmates' presentations. **It is therefore essential that you plan to attend these three classes.**

Introduction and methods draft (10%): On **Friday, February 1**, we will be doing an in-class workshop to edit introduction and methods sections of the thesis. Each student will need to bring **two hard copies** of the drafts to class on that

Friday, and will need to **submit one electronic copy on Quercus before class begins at 1:00pm**. This initiative has two purposes: 1) it helps you to structure your writing schedule such that you do not leave all of the writing until the last minute in the spring, and 2) it allows you to get feedback on your drafts from your classmates and from your instructor. **These drafts will be marked for completion: 5% for the introduction and 5% for the methods section.** Incomplete, disorganized, informal, or outline drafts will not receive credit.

Poster presentation (35%): On **Tuesday, April 9**, all thesis students and many supervised study students in PSY/MHS/NRO will present their work in a poster session called **Thesis Day**. This provides an opportunity to present your work and collect feedback from professors and peers. Awards will be given for outstanding posters. The afternoon will feature a “Data Blitz” in which interested students give short, 5-minute presentations of their research to the Department. Participation in the Data Blitz is optional, but participation at the **poster session is mandatory. Attendance at both events is mandatory.** Your supervisor is responsible for paying for your poster printing. More details about Thesis Day will be provided later in the academic year.

Final Thesis Submission: All students must submit the final draft of their theses on Quercus and on Turnitin.com by **5:00pm on Tuesday, April 9**. Late submissions will be subject to a penalty of 5% per day (or partial day) **off both the supervisor and secondary reader marks**. For example, if you turn your thesis in at noon on April 10, you will lose 5% from your supervisor’s mark and 5% from your secondary reader’s mark.

Ethical and Responsible Conduct: Always treat yourself, your classmates, and your instructional team with respect both in and outside of class. This includes being on time to class, and being aware of your words and actions. Be mindful of other students during class. Please turn off all mobile phones, mp3 players, etc. before coming to class. If you choose to take notes on a laptop, please quit/minimize any programs that may distract others (internet, messaging, Facebook, games, etc.), or sit in the back of the room where others cannot see your screen.

Cheating of any type is not tolerated. Just don’t do it—it is not worth your education, your reputation, or your future. Any cheating will result in failing the assignment or exam, and may lead to an automatic fail for the course and/or expulsion from the University. If you have any questions about the proper way of citing and using sources in your assignments, please see your instructor **before** the assignment is due. **Plagiarism is a major problem in theses. We will spend quite a bit of time learning how to avoid the pitfalls of plagiarism, which can be extremely detrimental to an academic career, even at the thesis stage.**

Missed Term Work: Everything described above is considered a required part of the class. Evaluation is most fair when all students complete all components with no special consideration being applied.

Missed Term Work due to Medical Illness or Other Emergency:

All students citing a documented reason for missed term work must bring their documentation to the Psychology Course Coordinator in SW427C **within three (3) business days** of the assignment due date. You must bring the following:

- (1.) A completed Request for Missed Term Work form (<http://uoft.me/PSY-MTW>), and
- (2.) Appropriate documentation to verify your illness or emergency, as described below.

Appropriate Documentation:

For missed **ASSIGNMENTS** due to ILLNESS:

- Submit **both** (1.) a **hardcopy** of the Self-Declaration of Student Illness Form (<http://uoft.me/PSY-self-declare-form>), **and** (2.) the **web-based** departmental declaration form (<http://uoft.me/PSY-self-declare-web>).

For assignments in OTHER CIRCUMSTANCES:

- In the case of a **death of a family member**, a copy of a death certificate should be provided.
- In the case of a **disability-related concern**, an email from your Disability Consultant at AccessAbility Services should be sent directly to both the Course Coordinator (psychology-undergraduate@utsc.utoronto.ca) and your instructor, detailing the accommodations required.
- For U of T Varsity **athletic commitments**, an email from your coach or varsity administrator should be sent directly to the Course Coordinator (psychology-undergraduate@utsc.utoronto.ca), detailing the dates and nature of the commitment. The email should be sent **well in advance** of the missed work.

Documents covering the following situations are **NOT acceptable**: medical prescriptions, personal travel, weddings, or personal/work commitments.

Missed Term Work Procedure:

Submit your (1.) request form and (2.) medical/self-declaration/other documents in person **WITHIN 3 BUSINESS DAYS** of the missed term test or assignment.

Submit to: Course Coordinator, Room SW427C, Monday – Friday, 9 AM – 4 PM

If you are unable to meet this deadline for some reason, you must contact the Course Coordinator via email (psychology-undergraduate@utsc.utoronto.ca) within the three business day window. Exceptions to the documentation deadline will only be made under exceptional circumstances.

Within approximately one week, you will receive an email response from the Course Instructor / Course Coordinator detailing the accommodations to be made (if any). You are responsible for checking your official U of T email and Quercus course announcements daily, as accommodations may be time-critical.

Completion of this form does NOT guarantee that accommodations will be made. The course instructor reserves the right to decide what accommodations (if any) will be made. **Failure to adhere to any aspect of this policy may result in a denial of your request for accommodation.**

Grade Changes:

Under **no circumstances** will the instructor of this course change a grade for an assignment or for the course mark. There is **no circumstance** (not a health issue, or death in the family, or impending graduation prevented by failing this course) that is compelling enough for the instructor to do so. Every semester Kyle has to tell students “no”, even when they present compelling and often heart-wrenching excuses. Please do not put Kyle in the awkward position of telling you “no” when you ask for a grade change. It will absolutely, under no circumstances, ever happen. You may, as always, petition the Registrar’s Office if you believe that your mark has been calculated incorrectly.

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.

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 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.

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.

Students are highly encouraged to read the guide on [How Not to Plagiarize](#) and to take advantage of [writing resources](#) on campus.

AccessAbility:

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.

Course Meeting and Deadlines Calendar

Friday, September 7	Introductions, Syllabus	
Friday, September 14	NO CLASS	
Friday, September 21	Graduate Training and Career Workshop	
Friday, September 28	NO CLASS	
Friday, October 5	Ethics in Human and Animal Research	All Ethics requirements due on Quercus by 11:59pm on Thursday night, October 4
Friday, October 12	NO CLASS	Reading Week
Friday, October 19	Writing a CV, soliciting letters of recommendation (this class is open to the entire Department of Psychology, but is mandatory for D98 students)	Proposals due on Quercus by 11:59pm
Friday, October 26	NO CLASS	
Friday, November 2	The peer review process, giving effective oral presentations	
Friday, November 9	NO CLASS	
Friday, November 16	Oral presentations	
Friday, November 23	Oral presentations	
Friday, November 30	Oral presentations	
	Winter Break	
Friday, January 11	NO CLASS	
Friday, January 18	Thesis formatting	
Friday, January 25	NO CLASS	
Friday, February 1	Writing workshop 1	Introduction and methods sections due in-class (2 copies) and on Quercus by 1:00pm
Friday, February 8	Writing workshop 2 (optional attendance)	
Friday, February 15	NO CLASS	
Friday, February 22	NO CLASS	Reading Week
Friday, March 1	Poster workshop	
Friday, March 8	NO CLASS	
Friday, March 15	Writing Support (optional attendance)	
Friday, March 22	NO CLASS	
Friday, March 29	Writing support (optional attendance)	
Friday, April 5	NO CLASS	
Tuesday, April 9	Thesis Day (Poster Presentations)	Thesis due on Quercus and Turnitin by 5:00pm