

## **Department of Psychology Honors-In-Discipline Thesis Instructions**

The Senior Honor's Thesis represents an in-depth, capstone experience designed to provide honors students with opportunities to develop a deeper knowledge of psychology, a closer intellectual interaction with faculty, and more complete preparation for their career goals. The Senior Honor's Thesis must use primary materials in the field of psychology. The thesis should represent a student's most sustained research as an undergraduate. It must be academically honest and in full compliance with ethical guidelines. An approved Senior Honors Thesis that has been orally presented in public is required for graduation as Psychology Honors-In-Discipline student from East Tennessee State University.

### **ENROLLMENT**

Typically, the Senior Honors Thesis is a project which begins the second semester of the junior year and is completed in the first semester of the senior year. The student should enroll for three hours credit (PSYC 4018) during each of the two semesters during which thesis work is performed. The proposal for the thesis project is due by the end of the first semester in which the student is enrolled in PSYC 4018. The completed thesis is due at the end of the second semester in which the student is enrolled in PSYC 4018. A student should plan to work a minimum of six to nine hours per week on the thesis project. Throughout the project, each student should engage in careful planning, thorough research, thoughtful analysis, good writing, and enthusiastic work.

### **THESIS CHAIR**

The HID Faculty Mentor will serve as the thesis chair for each admitted HID student. The thesis chair is responsible for guiding the student through the proposal and thesis.

### **THESIS PROPOSAL**

During the first semester in which a student is enrolled in PSYC 4018 the student should prepare a research proposal including the research problem, literature support for the project, methodology and references. If human subjects are to be used, preliminary submission materials for the IRB should be developed as well. If experimental animals are to be used, appropriate materials should be developed for approval of animal research.

### **THESIS FORMAT**

The thesis should be considered a manuscript that may be submitted for publication in a scholarly journal. It must follow the research guidelines established by the Publication Manual of the American Psychological Association (6th ed.) [APA Style] and be approximately the length of a typical manuscript submitted for publication which will vary by topic area. The final thesis must be submitted both electronically and as a hard copy. At least two permanently bound (soft cover and/or spiral binding obtainable at FedEx/Kinko's, CopyNet, and other printers) should be turned in to the Honors Coordinator. Additional copies can be given to the thesis mentor and family or friends. Students should also keep a copy for themselves.

The thesis should represent the student's individual research project involving data collection and analysis. A typical thesis will be 20-40 pages in length; however the emphasis should be on quality rather than quantity. The completed thesis should be presented orally in to a public audience and turned in at least one month prior to graduation.

**RECOMMENDED TIMETABLE**

The following timetable establishes guidelines based on spring graduation. In the event of an alternative registration, deadlines should be adjusted accordingly. If the research will be complicated or potentially risky for human subjects, adjust dates earlier to accommodate additional time for IRB approval.

<b>Junior Year</b>	
Spring	Register for PSYC 4018 for fall semester
<b>Senior Year</b>	
Fall	Register for PSYC 4018 for spring semester
Early Fall Semester	Turn in thesis proposal
Early Fall Semester	Submit IRB or IACUC application (if required)
September 30	Begin data collection (earlier is better)
Late Fall Semester	Present the first draft of the thesis to the thesis professor for review.
Early Spring Semester	Present the second draft of the thesis to the thesis professor
Mid Spring Semester	Arrange for a thesis presentation to be completed before April 20 <sup>th</sup> . This can be at a conference, lab meeting, or arranged public forum.
One week prior to the last day of classes or earlier	Submit two bound copies of the completed thesis, signed by the thesis professor, to the Psychology Honors-In-Discipline coordinator (one for the Department of Psychology and one for Honors). You also may want to give a copy to the thesis professor.

The following was taken from <http://www.etsu.edu/honors/thesis/ethesis.aspx> on 3/24/16 and edited specifically for Department of Psychology HID Students

## 2016 HONORS COLLEGE: Step-by-Step Instructions for Electronic Thesis Submission

ETSU hosts an electronic repository for theses submitted to the Honors College. The repository is a collaborative effort of the Honors College and Sherrod Library.

### Instructions for Electronic Thesis Submission

Prior to submitting an electronic thesis, the following must be completed:

- Thesis approved by Thesis Professor(s) and Thesis Reader(s)
- Copy of thesis [cover page](#) signed by student and Thesis Professor(s)
- Release Form/Agreement (download [here](#)) signed by student and Thesis Professor(s)
- Deliver cover page and release form **in person** to:  
Ms. Chastity Drew, Earnest House for University and Midway Honors Scholars  
Ms. Eva Lynch, Yoakley Hall for FPA and HID Scholars

*Save yourself time and frustration by being prepared before you begin. You must complete all required fields to save the submission form.*

1. Go to the eThesis website at: <http://dc.etsu.edu/honors/>.
2. Read the policies and be sure that you have satisfied the requirements BEFORE you start the online submission process.
3. Be sure your thesis is in PDF format. If your thesis is in a word processing program format like Microsoft Word (.doc, .docx), open it in that program and look under the FILE menu for the option to "Export" or "Save As" or "Print" the file in PDF format. If you have questions, please contact your honors program director ([UHS&MHS](#), [FPA](#), [HID](#)).
4. Make sure you have all files available to include in the online submission process.
5. Be ready to copy and paste the following into the online submission form:
  - an abstract for your thesis,
  - a list of keywords (optional), and
    - If there are words or phrases not in the title or abstract that would facilitate finding your thesis using a search engine like Google, type them on a single line separated by commas.
  - the list of your Thesis Professor(s) and Thesis Readers
    - Verify the correct spelling of your Thesis Professor(s) and Thesis Reader(s) names using the "Search ETSU and People" search box at the top of the ETSU home page. Type names with THESIS ADVISOR FIRST and separate multiple names with commas. Example: William Burgess Jr., Christopher Dula.
6. Choose Subject Categories that best describe your thesis content from the [Taxonomy of Academic Disciplines](#). You will select these categories from a drop-down menu in the online submission process.
7. Create an account by clicking on the "My Account" link.
  - Use your ETSU email address.
  - Create a password. It does not have to be your ETSU account password. If you forget your password, use the "Forget your password?" link on the "My Account" page to reset it.
  - *Do not call the OIT Student Help Desk because they cannot reset it for you.*
8. Go to the [Upload page](#).
9. Enter information in all of the REQUIRED fields, including Subject Categories.
10. Check the box to UPLOAD ADDITIONAL FILES if you have supplemental material in virtually any format (video, audio, etc.)
11. Click the SUBMIT button to save your input data and files.

After an Honors Thesis is accepted into the repository, it can be accessed through the [repository webpage](#) or by a search of ETSU's Sherrod Library Millennium catalog. All electronic theses, except those with a voluntary embargo, can be viewed by the general public.

Electronic E-thesis submission is required of all honors scholars.