

Honors Thesis Timeline

Junior Spring

- Matching with a mentor and establishing guidelines (i.e., deadlines, length, etc.)
 - Collaboration with the readers of the committee
- Discuss Proposal
- Write Proposal (1-2 Pages)
- Submit Proposals by the first week of May to psychology@conncoll.edu

Early-Mid May

- Thesis committee is approved and card is submitted to the registrar BEFORE the end of classes
- Enroll in 497

Early Fall Semester

- Discuss project timeline with advisor
- Discuss project with advisor and readers to get feedback for IRB

November 1st

- Submit IRB Proposal (unless alternative IRB timeline has been discussed)
- Enroll in 498

Mid December

- Submit draft of the introduction and methods section

January

- Revisions and feedback is given for introduction and methods section

February 10th

- Student submits revised introduction and methods section

4 Weeks before Thesis Deadline

- Submit Results section to committee members

2 Weeks before Thesis Deadline

- Submit full draft to committee members

One week before the end of classes, the Final Thesis is Due

Psychology Department Honors Thesis Calendar and Guidelines

Psychology and Neuroscience honors students should follow this instead of the more general “Recommended Calendar” in “Honors Thesis Guidelines: Connecticut College Standardized Format” which can be found on CamelWeb.

1) Junior Year (Spring Semester)

a) Students:

- i) Discuss proposals with relevant faculty members
- ii) Submit them by the end of the first week of May
- iii) Students who are studying away should discuss their proposals with faculty advisers and submit their proposals by e-mail.
- iv) The student should write a proposal (1-2 pages) for a senior project that outlines a year-long research project in terms of topic, method, and timeline.

A research proposal should include the study’s purpose and relevance, identification of the main question or hypotheses in the existing literature, a brief literature review, preliminary ideas about methodology, and a preliminary timetable for completing the study. Also include the Advisor’s name, 1st reader’s name, and 2nd reader’s name.

- Second reader may be a faculty member from outside of the Psychology Department. Both readers must be asked and agree to serve in this capacity for their names to be listed.

The Psychology Department will hold an information session for students interested in conducting an honors thesis in their senior year during the spring semester. Key points from this information session will be summarized and sent to junior majors studying away in the spring semester.

Students interested in conducting an honors thesis must verify with the proposed advisor that they have the required **3.5 average in their major courses at the 200 level or above**. Exceptions to this GPA requirement will only be considered with advisor approval, and must be reviewed at the May Psychology Department staff meeting.

This proposal is due by the end of the first week in May of the junior year.

Early-Mid May—Departments or programs determine which applications to accept for Honors Study based on criteria that each department or program has developed in accord with the standards of the discipline. The department should approve the adviser, first reader, and second

reader. Under some circumstances the department/program chair and thesis adviser may jointly permit a later application, but no students may be accepted for honors study after the beginning of their senior year.

2. **SENIOR YEAR—Fall Semester** - Students must be enrolled in 497.

First week of the semester - The student should meet with their advisor to discuss the timeline for the coming year, including any adjustments that might be made for the IRB proposal, or any other elements that may need to be adjusted due to the nature of the specific project.

During October - A call will be sent out by the Psychology Department asking for applications for awards that come with research funding. Students, particularly those that require funds to complete their projects, should strongly consider applying. We encourage students to also schedule a meeting with their advisor and readers to discuss their project and incorporate feedback into the timeline and IRB proposal.

By November 1st – A complete IRB proposal (Click [Here](#) to Submit) for the thesis is due to the thesis adviser and the two readers (committee members) no later than November 1st, unless an alternative deadline has been agreed upon by the student and the advisor. The IRB proposal, with appropriate revisions, should be submitted to the IRB for approval by the November IRB meeting date whether the proposal requires full board review (vulnerable populations), subcommittee review (standard review for non-vulnerable, adult populations), or review for exempt status (archival data analysis or research meeting other special exemption criteria).

By the end of the first semester - Students should submit to their thesis adviser and their two readers **a complete introduction** and **methods section** for their thesis. Students will receive feedback on these sections in January, and revisions are due to the advisor and readers by February 10th.

If a student has failed to make sufficient progress towards these thesis deadlines by the end of the 1st semester, the committee will discuss discontinuation in the honors program, and may recommend that the first semester's work be converted to an individual study.

3. **SENIOR YEAR—Spring Semester** - Students must be enrolled in 498.

By February 10th- Students should submit a revised Introduction and Methods section to their committee members.

Four weeks before the College's Thesis deadline – Students should submit a complete draft of their **Results section** to their committee members for review and comment. Feedback should be returned to the student within one week.

Readers who do not receive the drafts described above have the right to be excused from the committee. This decision should be made no later than the Results section due date of **four weeks prior to the thesis due date**, and must be communicated to the thesis student, advisor, and department chair.

Two weeks before the College's Thesis deadline – Students should submit a complete draft of their thesis to their committee members for review and comment.

Production/Submission Guidelines – Formatting of the thesis should follow APA guidelines, except as noted below.

- See Honors Thesis Template by clicking [here](#)
- The thesis sections should appear in the following order:
 - Title page,
 - Abstract, Dedication (optional)
 - Acknowledgments (optional)
 - Table of contents
 - List of tables (if there are any) with their page numbers
 - List of figures (if there are any) with their page numbers
 - Introduction (includes literature review and hypotheses)
 - Method (includes participants/subjects, apparatus/measures, procedure)
 - Results
 - Discussion
 - References
 - Appendices (as needed)
- The thesis cover page should not be in APA format; see example below.
- Running heads are not necessary.
- If included, the acknowledgments page is to thank committee members (i.e., sponsor and readers), family and friends, or others who contributed to the quality of the thesis or to making it possible for the author to focus on the project and do good work.
- The abstract may be longer than APA recommendations to provide a more complete summary of the work, but should not exceed one page.
- Tables and figures should each be set on separate pages but within the Results section, rather than at the end of the manuscript as in APA style
- See examples by clicking [here](#)

One week prior to the end of classes in the second semester of the senior year, the completed thesis is due. Late submissions will not be considered for Honors.

Students must submit the [Connecticut College Honors Thesis Submission Form](#) which requires two signatures from the thesis advisor, reader names, and the signature of the thesis student. As stipulated in the CC Honors Thesis Submission Form, the student must also upload an electronic copy of the thesis to Digital Commons @ Connecticut College using the access option agreed to with the advisor.

Public Presentation

Honors thesis students are required to present their thesis at the Psychology Department conference in late April or early May during the department conference. Honor thesis panels will be arranged with sufficient time for each student to present their work and participate in a question/answer period with faculty and other conference attendees.