Application for TCNJ Independent Study/Research in Psychology (PSY391/PSY393/PSY493)

Last revised November 2023

Timeline for Submission*:* If you plan on registering for the course during the registration period, you may submit your proposal online beginning **two weeks prior to the first day of the registration period.** Proposals will be reviewed on a first-come, first-served basis and will be **accepted through 4pm on the last day of classes.**

To be eligible to apply for a Psychology Independent Study/Research, you must meet the following requirements:

· Minimum GPA

- o PSY391 (Independent Study): 2.5

- o PSY393/PSY493 (Independent Research): 3.0

· 12 earned units (4 must be TCNJ units)

· Students cannot enroll in more than 1.5 units of independent study/research in a given semester

· Sponsorship by faculty member

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Instructions

The approval process has FOUR parts.

1. **Part 1 is getting obtaining overload approval (only for students who would like to overload during the term that they are completing the independent study/research)**
2. **Part 2 is getting approval from the Psychology Department.**
3. **Part 3 is getting approval from the School of Humanities and Social Sciences.**
4. **Part 4 is making sure that you are correctly registered on PAWS.**

In order to make sure that you are correctly registered, you must complete all parts of the approval process.

PART 1: Obtain Overload Approval

1) If you are requesting permission to overload and your **primary major is Psychology (or another department in HSS),** please follow the following steps:

    a. If your primary major is Psychology, please complete the overload interest form found on this webpage: https://hss.tcnj.edu/humanities-and-social-sciences-course-overload/

    b. Your request will be sent to your major Department and you will receive an email describing next steps.

    c. Once you have received an email from the Dean of HSS giving you permission, you can proceed to Part 2 of the application process. Keep this email. You will need to submit a screenshot of this email to the HSS Application in Part 3.

2) If you are requesting permission to overload and your **primary major is NOT Psychology or any other major in the School of Humanities and Social Sciences**, please follow the following steps:

    a. Please contact your School to request approval to overload.

    b. Once you have received approval, you can proceed to Part 2 of the application process. You will need to submit a screenshot of the approval (typically, an email giving permission) to the HSS Application in Part 3.

PART 2: Obtain Psychology Department Approval

1) Complete this entire application form (the word document that appears after these instruction pages) and have your faculty sponsor review it (e.g., via email). If you will need to overload, make sure you complete the overload process as explained on the first page.

2) Log onto the ELOPsy Online Application system using your TCNJ e-mail username and password, and submit all documents through this website. (You can reach the links to the ELOPsy Applications by clicking on "Academics & Research" on the Psychology homepage.) Once your faculty sponsor has approved your application in the online system, it will be reviewed by the department's Independent Study Committee. Incomplete proposals will not be reviewed. If you have questions, please contact your faculty sponsor or the Chair of the Independent Study Committee.

3) After you have submitted your application, you will receive feedback on the status of your application.

· **Faculty Sponsor Approved**: Once your faculty sponsor has approved the application, you will receive an email notification. <u>Keep this email. You will need to submit a screenshot of this email to the HSS Application in Part 2. Or, you can also submit the screenshot of the final approval email for proof of both Faculty Sponsor Approval and Department Approval.</u>

· **Revisions Required:** Major or minor revisions are required. You will receive an email through the system if revisions are required. The requested revisions will be documented in the system and will appear online to the student and faculty sponsor.

· **Approved:** The Chair of the Independent Study Committee has granted final approval of your proposal. You will receive an email notification of the approval. <u>Keep this email. You will need to submit a screenshot of this email to the HSS Application in Part 2 when asked for the Department Chair's approval. For the Psychology Department, the Independent Study Committee approval takes the place of the Chair's approval.</u>

PART 3: Obtain School of Humanities and Sciences Approval

1) Go to HSS [website](https://hss.tcnj.edu/study-and-research-courses-in-the-school-of-humanities-and-social-sciences/):
https://hss.tcnj.edu/study-and-research-courses-in-the-school-of-humanities-and-social-sciences/

2) Select the link that says "HSS Independent Study/Research Proposal System"

3) Complete the online form. You will be asked to respond to many of the similar questions as was on the Psychology Department Application, among other questions. You may want to prepare your response to the following questions ahead of time:

      a. "Please summarize your proposed independent thesis/project in 1 or 2 sentences."
      b. "Please enter the topic of your independent thesis/project (30 characters max). This will appear on your TCNJ transcript."
      c. "If you would like Records & Registration to swap one of your current classes for this independent thesis/project course, please enter the course to swap:"

4) Upload the following forms to the HSS online portal:
      a. Screenshot of the Faculty Sponsor Approved email notification.

b. Screenshot of the Application Approval email notification.
c. The Psychology Department Application Form (the same form that you already completed and uploaded to the Department Application portal)
d. For students requesting overload only: Screenshot of permission to overload (typically, an email from the Dean of your school giving you permission).

PART 4: Check Registration on PAWS

1) The Dean's office will process your application and request your course registration through Records & Registration. We suggest that you check PAWS to ensure that you have been registered. If you have not been registered within 2 weeks of receiving approval, contact Records & Registration.

2) The last day to be registered for Independent Study/Research is the last day of the drop/add period (usually the end of the first week of classes in the semester in which you will be enrolled in the course).

3) It is your responsibility to check PAWS to ensure that you have been registered. Unless you are registered for the course, you will NOT be allowed to complete the course.

Application

Student's name:_____   Faculty sponsor: _____

Course #(check one):

____PSY391   ____PSY393   ____PSY493   Number of units:_____

· **PSY391 should only be selected for Independent Study worth <u>LESS THAN 1 unit.</u>**

· **PSY493 is designated as a writing-intensive and speaking-intensive course.**

Semester for which you are applying: (check one): ____Fall ____Spring
____Summer

Year: ____

Type of project (check one, see description below):
____Apprenticeship ___Independent research
___Independent study

> Students who are working on research that stems from faculty work should check off Apprenticeship. In this case the student should complete the section entitled "Student Rationale for Undertaking Individual Work" (part 6) and the faculty member should complete the remaining portions of the application.

> Students who have generated a unique research topic of their own that the faculty member is overseeing should check off Independent Research and must complete the proposal themselves, in consultation with the faculty sponsor. (Please work with your faculty sponsor to revise your proposal *before* submitting it to the ELOPsy Online System. Faculty sponsors must indicate their approval of the application through the ELOPSy System.) No "rationale" statement is needed in this case.

1. **Experiential Learning Opportunities** (PSY391, PSY393, PSY396, PSY397, PSY399, PSY492, PSY493 or PSY496) you have PREVIOUSLY completed or are CURRENTLY enrolled in:

Course and Project Title	Faculty Sponsor	Semester/Year	# Units

2. Purpose and Method:

Using APA style, describe the rationale, or purpose, for undertaking this research. Briefly include citations from existing literature and develop the research question(s) that you will address. Also, describe the specific process by which you will answer these research questions. For projects not involving data collection, this might include literature searches or use of archives. For projects involving data collection this should include the data collection method, such as interviews/observations or equipment/tools used to collect data, and the source of participants/subjects.

      CHECKLIST FOR THIS SECTION:
___ Rationale for the project is clearly explained.
___ Methods are clearly specified.
___ Required ethics statement is included: **APA Ethical Guidelines will be followed throughout the project.**
     ___ (If human or animal participants) Required approval statement is included:

- Human research: **Approval from RPE/IRB will be obtained prior to the start of data collection.**
- Animals: **IACUC will be obtained prior to the start of data collection.**

See the *Ethical Principles of Psychologists and Code of Conduct* section of the APA website (http://www.apa.org/ethics/code2002.html) for more information on APA ethical guidelines.

Purpose and Method: (Completed by faculty member for Apprenticeship projects or by student for Independent Study.)

[TYPE IN THIS BOX. EXPAND THE BOX AS NEEDED.]

3. Time Line and Assessment: In the table below, please list the project milestones with appropriate activities and dates of completion. You must list 3-6 LEARNING OBJECTIVES and specify how each learning objective will be ASSESSED. **Required assessment items are listed in bold (DO NOT DELETE)**. Please move them within table and add objectives/assessment as appropriate.

*****Please delete the table that does not apply to your course. For the table relevant for you, do not delete any of the text (or change the bold font) that is already in the table. Just add content as needed.*

PSY391: Time Line and Assessment: Student submission work must be consistent with the type of work/number of units.

Date	*Brief description of activities*	*Learning Objective*	*Assessment*
Entire semester			**Weekly meetings with faculty sponsor**

PSY393: Time Line and Assessment:

Date	*Brief description of activities*	*Learning Objective*	*Assessment*
Entire semester			**Weekly meetings with faculty sponsor**
End of semester			**Submission of 10-15 pages of writing**

PSY493: Time Line and Assessment:

Date	Brief description of activities	Learning Objective	Assessment
Entire semester			**Weekly meetings with faculty sponsor**
			Draft #1 submitted for faculty sponsor feedback
			Draft #2 submitted for faculty sponsor feedback
			Draft #3 submitted for faculty sponsor feedback
End of the semester			**Final submission of complete 20-25 page paper**
			Formal oral presentation at _____ (please specify venue, e.g., Celebration for Student Achievement)

4. Relevant References:

Using APA style, include a list of at least 5 relevant scholarly resources that you will consult as you begin your work.

CHECKLIST FOR THIS SECTION:
      ___ References are listed in APA style.
      ___ At least 5 of the references are relevant scholarly resources.

References:

[TYPE IN THIS BOX. EXPAND THE BOX AS NEEDED.]

5. For students engaging in Apprenticeship Projects: Complete the following question about your rationale for undertaking this apprenticeship project.

Why did you choose this topic?

[TYPE IN THIS BOX. EXPAND THE BOX AS NEEDED.]

Discuss previous coursework and other experiences that have prepared you to participate in this research. Be sure to specify the skills that you bring to the project:

[TYPE IN THIS BOX. EXPAND THE BOX AS NEEDED.]

What do you hope to gain from working on this project? Specify knowledge, skills, and abilities:

[TYPE IN THIS BOX. EXPAND THE BOX AS NEEDED.]

How have you planned your schedule to accommodate the time commitment for this project? Be specific:

[TYPE IN THIS BOX. EXPAND THE BOX AS NEEDED.]