

ROOSEVELT UNIVERSITY
DEPARTMENT OF PSYCHOLOGY

THE CLINICAL PSYCHOLOGY MA THESIS



Revised May 2007

This booklet is designed to be a guide through the thesis process. For official regulations, see the current Roosevelt University Graduate Catalog.

A QUICK LOOK AT THE STEPS TO YOUR M.A. THESIS

The following is a list of steps you must **take to complete the requirements for** your thesis. Details on all steps can be found inside this packet.

- 1.) If you have decided that the thesis is the correct final project for you, you may begin working on it as soon as you have successfully completed the competence requirement. The first step in beginning your thesis project is to find a chair for your thesis committee. Your chair must be a member of the full-time faculty. Begin your search for a chair by identifying the area within clinical psychology in which you would like to conduct your thesis research. Phone or email faculty members who work in the area that interests you and request an appointment to discuss the possibility of working together. For most students, it takes at least one calendar year from the time you identify a chair to complete your thesis.
- 2.) As soon as you have a chair for you thesis committee, Register for Psychology 690A – Clinical Psychology Thesis, Part I (Students who entered the program before Spring 2008 may register for Psychology 690 – Thesis, instead). To do this, complete a Course Selection Worksheet (available from the Registrar's Office and from the online Graduate Student Center) that lists Psychology 690A (or Psychology 690, as appropriate) and have it signed by the Director of Clinical MA Programs (Dr. Judith Dygdon). Also, complete the "Individualized Section Registration Form" (available from the Registrar's Office and from the Online Graduate Student Center). This form will need to be signed by yourself, the chair of your committee (as "instructor"), the Head of the Department of Psychology (Dr. James Choca) and the Dean of the College of Arts and Sciences (Dr. Lynn Weiner) - or her representative. When you have secured all of the signatures required by these forms, take them both to the Registrar's Office.
- 3.) In consultation with your chair, find a second reader for your thesis committee (Your second reader must be a member of the full-time or part-time psychology faculty).
- 4.) In consultation with your chair, develop your thesis proposal.
- 5.) When your proposal is written in a form that suits your chair, give a copy of your proposal to your second reader.
- 6.) When your chair and second reader agree you are ready, request that your "thesis proposal meeting" be scheduled. Complete the *Request to Schedule Thesis Proposal Meeting Form* (available in the "Manuals and Forms" section of the Clinical Psychology students' website - www.roosevelt.edu/cas/sp/clinicalmaprograms.htm - and included in this packet as Appendix A) to do this.
- 7.) Present and defend your proposal at your publicly announced Thesis Proposal Meeting. Your chair will assign you a grade for Psyc 690A that reflects the quality of your thesis work so far. This completes the first part of your thesis work. Students who were admitted to the program during Spring 2008 or later must, at this point, register for Psychology 690B – Clinical Psychology Thesis, Part II. Students who register for Psyc 690 – Thesis must register for Psyc 690Y in each subsequent semester until their thesis work is completed. Follow the procedures outlined in step 2 to complete these registrations.

- 8.) Prepare the appropriate Institutional Review Board (IRB) application.
- 9.) When you have received the approval of the IRB, and under the direction of your chair, collect your data, analyze your data, and write your thesis.
- 10.) When your thesis is written in a form that suits your chair, give a copy of your thesis to your second reader.
- 11.) When your chair and second reader agree you are ready, request that your "thesis final orals" be scheduled. Complete the "Request to Schedule Thesis Final Orals Form" (available in the "Manuals and Forms" section of www.roosevelt.edu/cas/sp/clinicalmaprograms.htm - and included in this packet as Appendix B) to do this.
- 12.) Present and defend your thesis at your publicly announced Thesis Final Orals. Your chair will assign you a grade for Psyc 690B (or for Psyc 690, if that was your appropriate registration) that reflects the quality of your thesis work

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All psychology M.A. students must complete a final project. For students in the Clinical Psychology program, this project may be an empirical research thesis, a practicum, or a two course concentration sequence. The thesis involves designing and completing an empirical research project on an approved topic. Thesis work includes: reviewing the relevant literature, developing hypotheses, collecting data, subjecting data to statistical analyses, and interpreting the results of the research. Thesis work is done under the direction of a two person (at a minimum) faculty committee. You are eligible to formally begin your thesis, and register for thesis credit, after you successfully complete the competency requirement.

Selecting a Thesis Committee Chair and Topic

Your first step in getting your thesis work underway is the selection of a committee chair. You need not have your thesis plans developed at the time you approach a member of the faculty with a request to chair your committee. Your chair will help you develop your ideas into testable hypotheses. The chair of your committee must be a full-time member of the Psychology Faculty. Your chair should be someone who has expertise in the area you wish to study in your thesis work. A list of the full-time members of the Psychology Faculty, and information on their areas of research, is available on the Clinical Psychology MA students' website: www.roosevelt.edu/cas/sp/clinicalmaprograms.htm.

Registering for Thesis Credit

First, complete a Course Selection Worksheet (available from the Registrar's Office and from the online Graduate Student Center) that lists Psychology 690A (or Psychology 690, as appropriate) and have it signed by the Director of Clinical MA Programs (Dr. Judith Dygdon). Next, obtain an Individualized Section Registration Form from the Registrar's office in order to register for Psychology 690A – Clinical Psychology Thesis Part I. After completing this form, it should be signed by you (as student), the chair of your thesis committee (as instructor), Dr. James Choca, Director of the School of Psychology, and Dr. Lynn Weiner (or her representative), Dean of the College of Arts and Sciences. You may request Dr. Choca's signature in the Psychology Department Main Office on the 18th Floor of the Auditorium Building and you may request Dr. Weiner's signature in Room 620). You must submit the Individualized Section Registration Form and Course Selection Worksheet requesting to the Registrar's Office. If this process is not completed, you will not be registered for the thesis and will be unable to graduate.

Choosing Your Second Reader

Your chair will help you decide upon an appropriate person to invite to be your committee's second reader. The second reader may be a member of the full-time faculty, adjunct faculty, or part-time faculty.

Preparing Your Thesis

Your next step is to develop a **thesis proposal**. You will develop your proposal in close consultation with the committee chair. Your proposal will be comprised of an Introduction and Method section. Your Introduction section will include a review of the existing psychological literature on the topic you plan to investigate and a statement of the hypothesis or hypotheses you plan to test. Your review of the literature should be written in such a way as to guide your reader to the conclusion that the hypotheses you plan to test are reasonable and logical next steps in the development of psychology's knowledge in that area. Your Method section will include a description of the number of participants you plan to involve in your project and a description of from where you will recruit them, the specific procedures to be used to collect data, and the statistical procedures to be applied to the data. To see what a proposal looks like, examine a completed thesis in the library or an article published in a psychological journal. A proposal is identical in form to a finished thesis, or a

published article, minus the Results and Discussion sections. Your proposal should be acceptable to the committee chair before you give it your second committee member. Typically, several preliminary drafts must be written before a proposal is ready to be “heard” in the proposal meeting.

When your committee has accepted your proposal, ask each member of your committee to sign the *Request to Schedule Thesis Proposal Meeting Form* and give or send it to the Department of Psychology Secretary in the Psychology Main Office (18th Floor, Auditorium Building). (A copy of this form is available at the Clinical Psychology MA students' webpage at www.roosevelt.edu/cas/sp/clinicalmaprograms.htm and is included in this packet as Appendix A.) The Secretary will arrange the date and time of your proposal meeting. The proposal meeting is attended by yourself and the members of your thesis committee. Because these are formally announced public meetings, any member of the academic community may attend, but this rarely happens.

The purpose of this meeting is to evaluate the acceptability of your proposed project. You likely will be asked to open the meeting by giving an oral summary of your proposal. Committee members will ask you questions about what you plan to do and why. After a question-and-answer period, you likely will be asked to leave the meeting room for several minutes while your committee deliberates the acceptability of your thesis. When you are invited to return to the meeting, your committee will tell you if you may go forward with your thesis work. Committee members may specify changes to your proposal, and it is your responsibility to carry out these changes in your thesis work. Failure to do so can render your thesis unacceptable. If a proposal is not acceptable, the committee chair will indicate what changes must be made. A second orals may be required.

Once your proposal is accepted by your committee, it must be reviewed by Roosevelt's Institutional Review Board (IRB) whose responsibility it is to ensure that subjects are treated appropriately. For information on the IRB's procedures, consult the IRB packet available at the Psychology Student Information Centers and at the Online Graduate Student Center. You may begin recruiting subjects and collecting thesis data only after the successful completion of your proposal meeting and after you have secured the approval of the IRB

It is appropriate for you to consult with, and seek guidance from your committee, especially your chair while you collect and analyze your data and prepare your thesis document. Please note that your thesis must follow the style rules of the American Psychological Association and of the Roosevelt University Graduate Division. We recommend you examine other theses your committee recommends as models (copies are in the Roosevelt University library).

Your final thesis should include the following sections:

1. *Title Page* (See sample included as Appendix C in this packet.)

2. *Acknowledgment* One page should be devoted to acknowledgements. For administrative purposes all terminal project committee members must be listed and the committee chair designated. Students may acknowledge any other individuals who have contributed significantly to their terminal project.

3. *Table of Contents*

4. *Abstract*

5. *Introduction* (This section will be based largely on the Introduction section of your proposal.)

6. *Method* (This section will be based largely on the Method section of your proposal.)

7. *Results*

8. *Discussion*

9. *References*

APA Style

In writing your thesis, you generally must use APA style as presented in the latest edition of the Publication Manual of the American Psychological Association. There are some exceptions to APA Style in the thesis. These exceptions are made so that your thesis conforms to the rules set forward by the Roosevelt University Graduate Division. Some of these exceptions include: Omit "running headings"; integrate small tables and charts in the body of your text; and use 1 inch top, bottom, and right margins, and a 1 ½ inch left margin to leave room for binding. In general, when the Roosevelt University Graduate Division rules for thesis style and the APA style guidelines differ, follow the Roosevelt University Graduate Division guidelines. They are summarized in a *Thesis and Dissertations* document archived in the Online Graduate Student Center. You can find this document at www.roosevelt.edu/gradstudents/theses.htm.

Some style errors are common; so much so that the Department has prepared a document addressing some of the more common ones. This document, *Editing Theses*, is included as Appendix D in this packet.

Final Orals

Your committee members will likely read several drafts of your final thesis. When your committee members tell you that they approve of a draft, finalize that version by incorporating any remaining changes the members feel are necessary and give each committee member a final version of the complete paper. You should proofread this copy very carefully. You must also have each committee member sign the *Request to Schedule Final Thesis Orals Form*, indicating that you are ready for the oral defense of your thesis. A copy of this form is available at www.roosevelt.edu/cas/sp/clinicalmaprograms.htm and is included as Appendix B in this packet. Once signed, give or send this form to the Psychology Department Secretary who will set up the time for the final orals.

Final orals generally take about 1 hour. Like the proposal meeting, it is a formally scheduled, announced meeting. Members of the academic community are welcome to attend, but generally only the student and committee members are in attendance. It is generally expected that the student begin the meeting by giving a 10-15 summary of their thesis project. Following this, your committee members will ask you questions about the research you did, its implications, and future directions likely to be taken in the branch of the field in which you did your research. After the committee has finished asking questions, they will decide whether you have passed the orals. Usually you are asked to leave the room while the committee makes this decision. Sometimes the committee will request that substantial changes to the document be made. Sometimes, as second orals will be required. When your committee does decide you have successfully defended your thesis, your chair will award you a grade for Psyc 690B or Psyc 690, as appropriate.

After the Orals

After you have completed the orals, you must incorporate into the paper any changes recommended by the committee members. If requested, you should then show these changes to the committee.

When the committee is satisfied that your thesis is complete, you must deliver the final version of your thesis to the Psychology Department Secretary in the Psychology Main Office (Auditorium Building, 18th floor.) Your final copy must follow these Roosevelt University typing and printing regulations: Your original must be on white, 8 ½ x 11 inch, 20 lb weight, dissertation quality paper. Erasable or corrasable paper is not acceptable. The final thesis must be printed in black ink. Use a letter-quality printer (described in the APA Publication Manual) for your final thesis.

Your thesis will be archived electronically at the University Library. You will need to pay a \$45 fee for the services of the archiving agency.

If you have additional questions about University requirements, contact Dr. Judy Gouwens, Associate Dean of the Graduate Division (Auditorium Building, Room 818; 312 341-3616).

After final thesis has been received by the Psychology Department Main Office, it will be sent to the Dean of the Graduate Division who will review it to make certain that it meets University requirements. The Dean will return the document to the Psychology Office with notes on any changes that need to be made. The Psychology Department Secretary will contact you to inform you if any errors were found in your paper. In the case that errors are found, new copies of all effected pages bearing the required corrections must be submitted to the Psychology Main Office.

When the Graduate Division Dean has approved the final paper, the Director of the Clinical Psychology MA Programs has verified your transcript, and your committee chair has submitted your grade for Psyc 690B or Psyc 690, you will have completed all requirements for the Master of Arts Degree.

Graduation

In order to graduate in a given semester, you must do the following:

1. Complete the Application for Graduation. Usually, this must be done by the fourth week of the semester after which you intend to graduate. See the Registrar's Office for more information regarding this.
2. Successfully defend your thesis in your Final Orals no later than six weeks prior to the announced graduation date for that semester.
3. Submit your version and appropriate copies to the Psychology Department Main Office no later than four weeks prior to the announced graduation date for that semester.

If you complete all requirements, but are unable formally to be graduated at the close of that semester, you may obtain a letter from the Director of Clinical Psychology MA Programs stating that you have completed all requirements for the degree. This letter will satisfy most prospective employers and doctoral program admissions committees.

---Prepared by

Judith A. Dygdon
Jonathan C. Smith
Martin P. Weinstein

Department of Psychology

REQUEST TO SCHEDULE THESIS PROPOSAL MEETING

When the members of your committee have agreed that you are ready to have your thesis proposal meeting, complete this form and have your committee members sign it. Please return this form to the Psychology Department Secretary. The Secretary will schedule the meeting time for your proposal meeting.

Date: _____ Student ID Number: _____

Student's Name: _____

Student's Email: _____

Phone: (Home) _____ (Work) _____

Title of Thesis:

Dates and times preferred for proposal meeting: _____

Dates and times **impossible** for proposal meeting: _____

The committee members listed below agree that the graduate student named on this form is ready to have his/her thesis proposal meeting.

Name Printed	Signature	Date
Chair: _____	_____	_____
2nd Reader: _____	_____	_____
_____	_____	_____

Department of

Psychology

REQUEST TO SCHEDULE THESIS FINAL ORALS

When the members of your committee have agreed that you are ready to have your thesis final orals, complete this form and have your committee members sign it Please return this form to the Secretary for the Department of Psychology. The Secretary will schedule the meeting time for your final orals.

Date: _____ Student ID Number: _____

Student's Name: _____

Student's Email: _____

Phone: (Home) _____ (Work) _____

Title of Thesis: _____

Dates and times preferred for final orals: _____

Dates and times *impossible* for final orals: _____

The committee members listed below agree that the graduate student named on this form is ready to have his/her thesis final orals meeting.

Name Printed, Signature, Date

Chair: _____

2nd Reader: _____

Additional Reader: _____

FOR OFFICE USE:

Date of thesis proposal meeting: _____

APPENDIX C
SAMPLE TITLE PAGE

ROOSEVELT UNIVERSITY

THE RELATIONSHIP BETWEEN FAMILIARITY
WITH THESIS REQUIREMENTS
AND TIMELY GRADUATION

A THESIS SUBMITTED TO
THE FACULTY OF THE COLLEGE OF ARTS AND SCIENCES
IN CANDIDACY FOR THE DEGREE OF
MASTER OF ARTS IN
PSYCHOLOGY

BY
CLYDE SMITH
CHICAGO ILLINOIS

MAY, 2007*

*This date should be the month and year in which that semester's graduation ceremony will take place.

APPENDIX D

EDITING THESES

Theses must be edited carefully. They are important, formal documents that become part of the University's archives. Read the Publication Manual of the American Psychological Association. Fourth Edition and follow its style and usage guidelines.

In particular, be aware of the following rules:

1. Do not use run-on sentences.
2. In general, sentences should contain no more than 25 words.
3. Spell words correctly.
4. Make sure your use of punctuation is correct.
5. Indent, by five spaces, the first line of every paragraph.
6. In general, paragraphs should have at least 2 sentences.
7. In general, paragraphs should be less than one typed page in length.
8. The word "however", is often involved in problematic, run-on sentences. Incorrect: He did not enjoy the article, however, he decided to read it anyway. Better: He did not enjoy the article. However, he decided to read it anyway.
9. Avoid using the following expression: "the fact that".
10. Double space at all times, including references.
11. Do not right justify. (Leave right margin uneven.)
12. A pronoun must agree in number (i.e., singular or plural) with the noun it replaces. Incorrect: Neither the highest scorer nor the lowest scorer in the group had any doubt about their competence. Correct: Neither the highest scorer nor the lowest scorer in the group had any doubt about his or her competence. Incorrect: He or she can use the technique on their own. Correct: He or she can use the technique on his or her own.
13. Do not use contractions (e.g., use "do not" rather than "don't").
14. Use first person ("I believe") rather than third person ("this author believes") when giving your perspective on an issue; this will reduce awkwardness.
15. Do not use sexist language.
16. Make sure your citations and reference list items comply with APA style rules.
17. Make sure all of the citations in your paper have a corresponding entry in your reference list and make sure all the entries in your reference list have a corresponding citation in your paper.
18. In reporting references at the end of the paper, use APA style.
19. Begin the reference section with the work "References". This should be centered on the top of a new page.
20. Quotations require a citation and the page number on which the quotation was found. Failure to comply with this rule can result in a charge of plagiarism which could result in your termination from the program.

21. If you take a quotation directly from an author, you are considered to be using a primary source. However, if that author is quoting another author, you are considered to be using a secondary source. If the reference is a secondary source, put the secondary source in the reference list but cite the original work with the secondary source in the text.
22. As mentioned earlier, when Roosevelt University Graduate Division rules differ from APA style manual rules, follow the Roosevelt University rules. For example, do not use a running head (see section 1.06) or page headers (see section 4.06).

If you have difficulty organizing or editing your writing, consider the following: (A) Consult with the Roosevelt University Writing Center, Auditorium Building Room 650; writingcenter@roosevelt.edu; 312.341-2206; (B) Read Elements of Style by William Strunk, Jr., and/or (C) Hire a writing consultant (The Department of Psychology maintains a list of names of writing consultants.)

5/07