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1 HONOURS ADMINISTRATION

1.1 SCHOOL CONTACTS

Course Coordinator:

Dr Damian Birney
Room 449 Brennan Building; Phone 9351 4236 or internally 14236;
email: damianb@psych.usyd.edu.au

Assistant Co-ordinator

Dr Szonya Durant
Room 510 Griffith Taylor Building; Phone 9351 8930 or internally 18930;
email: szonyad@psych.usyd.edu.au

Coordinator of Theoretical Thesis:

Dr Fiona Hibberd
Room 451 Brennan Building; Phone 9351 2867 or internally 12867;
email: fionah@psych.usyd.edu.au

Course Administrative Officer:

Ms Rachel Moerman
Phone 9351 2866 or internally 12866;
email: moermanr@psych.usyd.edu.au

Note: All telephone extensions given in this handbook can be reached externally by dialling 935 before the extension number.

Contact details for all School of Psychology staff can be found at the following URL: http://www.psych.usyd.edu.au/phoneDB/dir_all.msql

1.2 PSYCHOLOGY COUNTER

For administrative queries and submission of forms and assignments, the Psychology Counter is located on the ground floor of the Mungo MacCallum Building. If the Honours Administrative Officer is unavailable, another staff member will be able to assist you. Opening hours may change depending on staffing and time of year, so check the School website.

The Honours Administrative Officer is your contact for all administrative matters related to Honours. However, answers to many of the questions you may wish to ask can be found in this Handbook and on the School website. Before sending an email or making a phone call to the administrative officer, please check to see whether the information you need is already easily available.

The School of Psychology web page is at: http://www.psych.usyd.edu.au/
The specific page for Honours students is at: http://www.psych.usyd.edu.au/teach2005/psyc4/ You should check this website regularly for updated information relevant to your courses and thesis work.
2 PSYCHOLOGY 4 PROGRAMME

2.1 COURSE OBJECTIVES

The distinctive feature of the Psychology 4 Honours course at the University of Sydney is its critical approach to research and scholarship. Since its inception early last century, the School has valued and nurtured conceptual enquiry as well as empirical enquiry. The Honours programme is designed to develop and evaluate students’ ability to demonstrate conceptual clarity in theorising and methodological clarity in the conduct of empirical research.

To achieve these broad objectives and to satisfy the Australian Psychological Society’s requirements for an accredited Fourth year program that completes “an integrated and comprehensive education in the discipline of psychology… [by providing] advanced level study in a range of areas and…advanced research training” (APS Accreditation Guidelines, October 2000, Updated September 2002 p. 23), the programme requires:

(i) the planning, conduct, and reporting of a substantial Empirical Research Project;
(ii) the arguing and writing of either a Theoretical Thesis or essays and other assessments related to two Special Fields Seminars;
(iii) the rounding out of scholarship, methodological understanding and critical analysis through lectures, seminars, and reading on a range of topics in Ethics and Research Methods.

2.2 COURSE STRUCTURE AND ASSESSMENT

The course is one year in duration and includes the following components:

a. Empirical thesis: Planning and implementation of a research project, under the supervision of a member of the School’s academic staff, and presentation of this research project as a dissertation (9,000 - 12,000 words), due on October 19th.

b. Theoretical Thesis OR Special Fields Coursework
   (i) The Theoretical Thesis option involves the development and writing of a Theoretical Thesis (max. 8,000 words), due on August 10th.
   OR
   (ii) The Special Fields Coursework option involves attendance and completion of the specified assessments for two Special Fields Seminars during Semester 1. These courses all involve weekly seminars. Details of content and methods of assessment for each topic are provided in Section 3.4.

c. Compulsory coursework
   (i) Research Methods. This course is held in Semester 1 only, and involves two components. The Experimental Design and Statistical Analysis component involves one lecture per week and one seminar every week, and is assessed via a 1.5 hour formal examination (held in the June examination period). The Field Research Methods and Psychometrics component involves one lecture per week, one tutorial per fortnight and a 1.5 hour formal examination in the June examination period.
   (ii) Ethics. This involves one lecture per week for the first 7 weeks of Semester 2 and an examination of 1.5 hours in September.

d. Supplementary coursework (Not assessed)
   You are encouraged to attend:
   (i) Computing Workshops (Semester 1)
   (ii) School Research Colloquium (Fridays, 4pm, approximately every 2 weeks during semester)

The general assessment requirements and weighting of each of these components in the calculation of students’ Honours grade is summarised in the Table on the next page. The assessment procedures used to standardise and combine the component marks and the processes used to assign Honours grades on the basis of the weighted scores are described in Section 8.
<table>
<thead>
<tr>
<th>Component</th>
<th>Assessment</th>
<th>Weighting</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empirical thesis</td>
<td>9000 - 12,000 words : Submitted for assessment by 2 independent examiners</td>
<td>50%</td>
<td>19th October</td>
</tr>
<tr>
<td>Theoretical Thesis OR</td>
<td>8,000 words; Submitted for assessment by 2 independent examiners</td>
<td>30%</td>
<td>10th August</td>
</tr>
<tr>
<td>Special Fields Seminars</td>
<td>Approx. 4,000 words assessment each Seminar; Major assignment submitted for independent assessment by 2 examiners</td>
<td>30% (15% each Special Field seminar)</td>
<td>Major Assignment: 1st August</td>
</tr>
<tr>
<td>Ethics</td>
<td>Formal 1.5 hr Examination in Week 9 of Semester 2</td>
<td>5%</td>
<td>19th September</td>
</tr>
<tr>
<td>Research Methods</td>
<td>Two formal examinations (both 1.5 hrs) in Semester 1 exam period</td>
<td>15%</td>
<td>Exam Period 20/6-2/7</td>
</tr>
</tbody>
</table>

### 2.3 CHOICE OF THEORETICAL THESIS OR SPECIAL FIELDS COURSEWORK

Students choosing the **Special Fields Coursework option** rather than the Theoretical Thesis option will be required to take two Special Fields seminars in Semester 1. See Section 3.4 for a listing of the Special Fields seminars to be offered in 2005 and a summary of their content and assessment methods. Each Special Field will contribute 15%, making a total of 30%, as for the Theoretical Thesis.

Students choosing the **Theoretical Thesis option** rather than the Special Fields option are strongly advised to attend Special Fields Seminars in Theory and Systems and in the area of their empirical research, but will not be examined in these.

Students should note that the two options differ in many aspects. In particular, Special Fields students are required to attend weekly classes and complete multiple, separate pieces of assessment, while Theoretical Thesis students are required to consult regularly with a supervisor and submit a single dissertation. Submission dates for the Special Fields assessments also differ slightly from that for the Theoretical Thesis. (See Schedule). Students should carefully read the Handbook sections about the theoretical thesis and the listing of Special Field seminars, and reflect on their own interests, capabilities and preferred forms of work schedule and assessment to decide which option is more suited to them.

Students intending to do the Theoretical Thesis option should contact Dr Fiona Hibberd as soon as possible. All students must submit the Special Field/Theoretical Thesis preference form distributed at preliminary meeting by February 21st. Special Fields allocations will be posted on the Honours website as soon as possible after forms have been submitted.
## 2.4 WORKLOAD AND SCHEDULE FOR 2005

The Psychology 4 course is very different in structure from your earlier undergraduate years. Although your studies are concentrated in one School and you have fewer class contact hours than in earlier years, the demands of the course are very heavy and concentrated into 9 months. Completing the course effectively will require you to carefully plan a schedule that allows you to carry out the reading, scholarship and writing required for your coursework and theoretical thesis, while continuously working on your empirical research project. Thus, more than any of your previous undergraduate years, Psychology 4 will test your ability to organise yourself efficiently and pace your workload to meet the various deadlines.

**Special Circumstances in 2005**

During the second half of the year, extensive building work will be undertaken in the Griffith Taylor (GT) building and in the Animal House area of the Badham Building. In preparation for this work, the whole of GT will need to be emptied and sealed off prior to the exam period of Semester 1. This will mean that data collection for 4th year projects that make use of the laboratories in GT during Semester 1 will need to be completed within this time or make use of alternative laboratory space that will be made available elsewhere in Semester 2. It is important to note that the alternative labs may not entirely replace those in GT and so it may become more difficult in Semester 2 to obtain enough testing time in these labs. Data collection for projects involving rats will need to be complete by the first week in July, at which point the whole Animal House facility will be closed. Students intending carrying out such projects should discuss the implications of the Animal House closure with their supervisor.

The Schedule below summarises the various formal deadlines associated with your coursework and research.

<table>
<thead>
<tr>
<th>Date</th>
<th>Special Fields Coursework Option</th>
<th>Theoretical Thesis Option</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday 21st February</strong></td>
<td>Submit Special Fields Preference Form</td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday 30th March</strong></td>
<td></td>
<td>Inform Administrative Officer of the topic chosen for Theoretical thesis</td>
</tr>
<tr>
<td>(Week 4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday 6th April</strong></td>
<td>Special Fields Major Assignments available on website</td>
<td></td>
</tr>
<tr>
<td>(Week 5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11th April – 26th April</td>
<td>Submit Empirical Research Proposal and ethics declaration.</td>
<td></td>
</tr>
<tr>
<td>Sem. 1 exam period (June 20th - July 2nd)</td>
<td>Research Methods examinations Usually held early in 1st week of exam period: Details to be posted</td>
<td></td>
</tr>
<tr>
<td><strong>Monday 18th July</strong></td>
<td></td>
<td>Submit draft of Theoretical Thesis</td>
</tr>
<tr>
<td><strong>Monday 1st August</strong></td>
<td>Submit two Special Fields Major Assignments (use cover sheets provided on website)</td>
<td></td>
</tr>
<tr>
<td>(Week 2, Semester 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday 10th August</strong></td>
<td>Submit Theoretical Thesis</td>
<td></td>
</tr>
<tr>
<td>(Week 3, Semester 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Monday September 19th</strong></td>
<td>Ethics and Current Issues Examination</td>
<td></td>
</tr>
<tr>
<td>(Week 9 Sem. 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tuesday October 4th</strong></td>
<td>Submit Empirical Thesis Progress Report confirming that drafts of Introduction, Method, results submitted to Supervisor (Appendix I)</td>
<td></td>
</tr>
<tr>
<td>(Week 10 Sem. 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday October 19th</strong></td>
<td>Submit Empirical Thesis</td>
<td></td>
</tr>
<tr>
<td>(Week 12)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All required forms and assessable work must be submitted to the Psychology Counter NO LATER THAN 4PM on the specified due date.

**Note:** Applications for University Postgraduate Research Awards close at the end of October. Check with the University Scholarships office (Ext. 13877) for details.
### 2.5 TIMELINE FOR EMPIRICAL RESEARCH PROJECT

The empirical research project requires you to work consistently throughout the year. To help you plan this major component of your workload, the flowchart on the next page specifies the various activities associated with conducting your empirical research project and suggests a general timeframe. You should discuss this timeline with your supervisor in the light of the specific demands of your project and plan a schedule that you endeavour to keep.

<table>
<thead>
<tr>
<th>From Early February</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Arrange to meet with your supervisor to discuss your project</td>
</tr>
<tr>
<td>▪ Begin reading relevant to your proposed topic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February to April</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Meet regularly with supervisor to:</td>
</tr>
<tr>
<td>▪ Develop research questions and hypotheses</td>
</tr>
<tr>
<td>▪ Discuss the literature you have read on the topic</td>
</tr>
<tr>
<td>▪ Develop and refine research design</td>
</tr>
<tr>
<td>▪ Design research tools (e.g. questionnaires, experimental protocols etc)</td>
</tr>
<tr>
<td>▪ Prepare draft Research Proposal and submit to supervisor for feedback</td>
</tr>
<tr>
<td>▪ Revise proposal on the basis of supervisor feedback and complete Ethics Declaration</td>
</tr>
<tr>
<td>▪ Submit Ethics application to University Ethics Committee</td>
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<table>
<thead>
<tr>
<th>April - May</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Submit Research Proposal and Ethics Declaration <strong>(sometime between April 11-26)</strong></td>
</tr>
<tr>
<td>▪ Finalise research instruments and methods</td>
</tr>
<tr>
<td>▪ Discuss any issues raised by Research Panel with supervisor and revise design/procedures if appropriate</td>
</tr>
<tr>
<td>▪ Pilot procedures</td>
</tr>
<tr>
<td>▪ Start conducting research study</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June-August</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Continue conducting research study</td>
</tr>
<tr>
<td>▪ Collate data and begin analyses</td>
</tr>
<tr>
<td>▪ Continue to review relevant literature and draft Introduction</td>
</tr>
<tr>
<td>▪ Draft Method section of thesis</td>
</tr>
<tr>
<td>▪ Begin draft of Results section</td>
</tr>
<tr>
<td><strong>Note:</strong> the exact order in which you conduct these tasks will depend on the participants you are testing and their availability during the semester break; if you must delay completing your testing until Semester 2, you should concentrate on writing your Introduction, Method and Appendices during the break</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Finalise analysis</td>
</tr>
<tr>
<td>▪ Update literature review</td>
</tr>
<tr>
<td>▪ Prepare final draft of Introduction, Method, Results to submit to supervisor for feedback</td>
</tr>
<tr>
<td>▪ Begin to draft Discussion</td>
</tr>
<tr>
<td>▪ Prepare raw data and other materials for Appendices</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Submit Empirical Research Progress Report confirming that Introduction, Method, Results have been submitted to Supervisor for feedback <strong>(October 4th)</strong></td>
</tr>
<tr>
<td>▪ Revise early thesis sections on the basis of supervisor’s feedback</td>
</tr>
<tr>
<td>▪ Finalise Discussion section (not to be read by supervisor)</td>
</tr>
<tr>
<td>▪ Write abstract</td>
</tr>
<tr>
<td>▪ Finalise Appendices</td>
</tr>
<tr>
<td>▪ PROOFREAD THESIS</td>
</tr>
</tbody>
</table>

**4pm (or earlier!) OCTOBER 19th**

**SUBMIT THESIS**
# 3 COURSEWORK DETAILS

## 3.1 COURSEWORK TIMETABLE FOR 2005

EDSA = Experimental Design & Statistical Analysis  
GT = Griffith Taylor Bldg  
EDU = Education  
BTR = Badham Tutorial Room

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00</td>
<td>Current Controversies in Developmental Psychology Psych</td>
<td>EDSA tutorial GT408</td>
<td>EDSA tutorial GT408</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.00</td>
<td>Models of Anxiety and Depression Transient Building 203</td>
<td>EDSA tutorial GT408</td>
<td>Neuroscience EDU 458</td>
<td>EDSA tutorial GT408</td>
<td>Intelligen and Cognitive Abilities BTR 2</td>
</tr>
<tr>
<td>12.00</td>
<td>Current Approaches in Advanced Social Psychology BTR 2 12-1:30pm</td>
<td>Current Approaches in Advanced Social Psychology BTR 2 12-1:30pm</td>
<td>Neurosciece EDU 458</td>
<td>EDSA tutorial GT408</td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td>Computing Methods Workshop (optional) Psych Tute Room 1, OTC</td>
<td>FRM Tutorial Psych Tute Room 2, OTC</td>
<td>Mysteries of the Mind BTR 2 1:30-3:00pm</td>
<td></td>
<td>Eating and weight related issues BTR 2</td>
</tr>
<tr>
<td>2.00</td>
<td>Health BTR 1</td>
<td>Perceptual Systems BTR 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.00</td>
<td>Learning BTR 2</td>
<td>EDSA LECTURE Slade Lecture Theatre (Physics Building)</td>
<td>Neuropsychological rehabilitation BTR 2</td>
<td>EDSA tutorial GT408</td>
<td>FRM Tutorial Psych Tute Room 2, OTC</td>
</tr>
<tr>
<td>4.00</td>
<td>EDSA tutorial GT408</td>
<td></td>
<td>FRM LECTURE Slade Lecture Theatre (Physics Building)</td>
<td></td>
<td>School Colloquium (optional)</td>
</tr>
<tr>
<td>5.00</td>
<td>SEMESTER 2 Ethics and General Issues LECTURE EDU 351</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.2 COMPULSORY COURSEWORK

3.2.1 RESEARCH METHODS
This course consists of two components.

A. Experimental Design and Statistical Analysis
This course consists of two components.

Thirteen one-hour lectures and 12 one-hour tutorials in Semester 1.
See Psychology 4 notice board for tutorial allocations.

Coordinator: Dr Margaret Charles
BR452, Phone: 9351 3354 E-mail: margretc@psych.usyd.edu.au

The aim of this course is to expand the menu of statistical tools available to students for their research, and to develop their understanding of the conceptual bases of these tools. Tutorial work will involve exposure to the features available in a large statistical package (SPSS) while at the same time reinforcing the concepts discussed in lectures.

Conceptual topics covered include: the empirical meaning of parameters in statistical models, scientific control, the effect of randomisation, experimentally-controlled design variables and observational predictors, and a critical understanding of statistical inference.

Statistical models discussed include: Multiple Linear Regression (MLR); Between Subjects analysis of variance and analysis of covariance (AN(C)OVA); Logistic Regression; Within Subjects analysis of variance and covariance, contrasts, oneway and higher AN(C)OVA; Between and Within Subjects designs.

The course will have a “critical” slant, aimed at communicating what these statistical tools offer, and what they do not offer, as research tools.

Assessment: 1.5 hour examination in the Semester 1 exam period, part multiple choice, part short answer written questions.

Timetable

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<td>The Multiple Linear Regression (MLR) model</td>
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<td>Estimation and testing in MLR</td>
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Teaching Outcomes
(i) an understanding of the empirical meaning of parameters in statistical models
(ii) an understanding of the scientific meaning of explaining variability
(iii) an understanding of experimental design issues: control of unwanted variability, confounding and bias, increasing power with covariate control
(iv) an understanding of the limitations and shortcomings of statistical models
(v) an ability to apply these design/statistical concepts in their own particular research projects
(vi) an ability to analyse data and interpret output in a scientifically meaningful way.

Text
There is no set text.

Useful references include:
B. **Psychometrics and Field Research Methods**
Thirteen one-hour lectures and six fortnightly tutorials in Semester 1.

(i) **Psychometrics (Dr Damian Birney)**

**General Description**
The lectures and tutorials consider two core issues surrounding psychological measurement. We will discuss the meaning of fundamental measurement and consider how this has been conceptualised in psychometric tools.

A. Conceptualization of fundamental measurement and validity (two lectures + 1 tutorial);
B. Item Response Theory, with an emphasis on the Rasch Model and typical applications (four lectures + 2 tutorials).

**The aims are:**
(i) to challenge students to develop an awareness of the requirements of fundamental measurement;
(ii) to develop an appreciation for the limitations of ALL measurement approaches in psychology;
(iii) to develop a basic understanding of “modern test theory” and in particular the Rasch Measurement Model, which attempts to address some of the measurement concerns.

**Teaching Outcomes**
(i) An ability to describe the core psychometric aspects of classical test theory
(ii) An ability to critically evaluate the concept of measurement and validity
(iii) An ability to describe the key features and parameters of Item Response Theory
(iv) A knowledge of the various applications of the Rasch Measurement Model in basic research and practical applications (clinical, education)

**Textbook**
There is no textbook for this component. List of required and suggested readings will be made available.

**Lecture Outline**
Lecture 1 (wk 1): Fundamental Measurement
Lecture 2 (wk 2): Rethinking Classical Test Theory and Validity
Lecture 3 (wk 3): Item Response Theory
Lecture 4 (wk 4): The Rasch Measurement Model I – Dichotomous Models
Lecture 5 (wk 5): The Rasch measurement Model II – Extensions
Lecture 6 (wk 6): The Rasch measurement Model III – Applications

**Tutorial Outline** (You will be required to attend one tutorial a fortnight)
Tutorial 1 (wk2 and 3): Measurement and Validity
Tutorial 2 (wk4 and 5): IRT models, Understanding the basics of the Rasch Model
Tutorial 3 (wk6 and 7): Applications of the Rasch Measurement Model

**Suggested Preliminary Readings** (we will cover aspects of these to varying degrees, but all are relevant)


**For the more interested student:**


(ii) **Field Research Methods (Dr Brian Crabbe)**
General Description
The aim of this course is to:
(i) develop students' awareness of the methods of field research in Psychology;
(ii) to encourage a critical evaluation of the methods and develop an awareness of the problems in obtaining accurate field research data;
(iii) to encourage a creative attitude and awareness of ways in which these problems might be overcome;
(iv) overall, to develop students' expertise in carrying out quality field research and to be a critical consumer of others' field research.

The lecture series, supplemented by recommended reading, follows a progressive consideration of all stages that may be encountered in a field research project, from decisions on the appropriate statement of the research problem, methods of gathering data, sampling procedures, coding of data, etc.

The tutorial sessions utilize a series of in class and out of class exercises to give students a "hands on" awareness of the methods, problems and developing solutions in the field research process.

Teaching Outcomes
(i) An ability to describe the methods of, and instruments used in, field research in Psychology;
(ii) An ability to critically evaluate the methods and instruments of field research.
(iii) An understanding of the problems in obtaining accurate field research data;
(iv) A knowledge of research which has demonstrated the existence of these problems
(v) Development of a creative attitude and awareness of ways in which these problems might be overcome;
(vi) Ability to take account of relevant factors in deciding appropriate methods and instruments to use in specific research projects;
(vii) Expertise in carrying out quality field research and to be a critical consumer of published field research.

Evidence of Learning
An examination consisting of approximately 30 minutes of short answer questions, and fifteen minutes of multiple choice questions. It will cover material in the course from lectures, tutorials and associated reading.

Syllabus – (by lecture sequence, though lecture numbers are approximate)

Lecture 1 (Wk 7) Types of Research Design (Methods of Enquiry)
Field Experiment and Survey
Techniques of Data Collection (Tools of Enquiry)
Direct Observation
Participant Observation

Lecture 2 (Wk 8) Data Collection (continued):
Indirect Observation
Unobtrusive Measures
Documents and Records

Lecture 3 (Wk 9) Data Collection (continued):
Interviews and Questionnaires
Willingness and ability to give answers
Learning about the topic: unstructured or semi-structured initial interviews
Writing the questions:
Open vs. closed questions
Order of questions
Order of answers

Lecture 4 (Wk 10) Writing the questions (continued):
Wording of questions
Acquiescence response set
Balance and imbalance in questions
Assessment of "no opinion"
Tone of wording
Lie scale
Attitude scales
Indirect questions
Layout of the questionnaire
Lecture 5  
Field work:  
Face to face interview, telephone interview  
Self completion questionnaire: mail, email; hand out/ pick up, web  
Obtaining accurate information:  
Approach to respondents: anonymous, advance letters,  
Who should do the interviewing? Relationship of interviewer/ respondent  
Contract, appropriate feedback, using a model

Lecture 6  
Field Work (continued)  
Sampling of respondents  
Problems of non-response

Lecture 7  
Analysis of data  
Content analysis  
Coding  
Preparing for computer analysis  
Secondary data analysis

Tutorials

Week 8/9  
Quantifying Direct Observations  
Children's play  
Children's use of playground equipment  
Quantification of TV programme  
Quantifying written or spoken communication  
Content analysis

Week 10/11  
Writing "Balanced Questions"  
Formal balancing; balancing by substantive counterargument.

Week 12/13  
Bias in questionnaire wording.  
An examination of questionnaires by the South Australian Health Commission and the Tobacco Industry on attitudes to advertising and sponsorship of sporting events by tobacco companies.

Essential References


It is also anticipated that Lecture Notes will be progressively available as downloads from the School of Psychology web page.

3.2.2 ETHICS AND CURRENT ISSUES

Coordinator:  Professor Stephen Touyz  
CPU 167,  9351 2646, Email: stephent@psych.usyd.edu.au

Other lecturers:  Dr A. Craddock, Dr Louise Sharpe

Format of Unit:  1 x 1 hour lecture per week for first 7 weeks of Semester 2

This unit covers ethical issues in Psychology. Lectures concerning current ethical and professional issues will be given by Psychologists working in a range of professional settings, such as clinical, counselling, organizational, assessment, educational, health and research settings. The lectures will discuss professional and ethical issues which commonly arise in these settings.

Teaching outcomes:

(i) Ability to describe, explain, evaluate and apply principles of ethical conduct that apply to psychologists working in the areas of professional practice covered in the lecture series.

Assessment:  Examination (1.5 hrs.)  
4.30 pm, Monday 19th September 2005

Text:  APS Code of Conduct for Psychologists.
Other references vary with topics covered each year.

### 3.3 SPECIAL FIELDS SEMINAR ELECTIVES

**Special Fields Teaching objectives**

These objectives apply to each of the Special Field areas, but specific areas may also have additional outcomes unique to that field.

(i) To develop in-depth knowledge of current developments in research and/or theory in the area covered by the Special Field seminars.

(ii) To take a critical stance in evaluating empirical evidence and/or psychological theories in the Special Field area.

(iii) To develop an appreciation of methodological issues in the Special Field area.

(iv) To develop an appreciation of ethical issues in the Special Field area.

(v) To be able to give an oral presentation of theoretical or empirical material relevant to the Special Field area.

**General Assessment Guidelines for Special Fields seminars**

The assessment for all Special Field seminars will require the equivalent of approximately 4,000 words of written work. This total will be made up of various specific assessment tasks. Details of the Assessment requirements for each Special Field Seminar are given below.

The assessment requirements for all Special Fields seminars will include a Major Assignment consisting of a substantial essay or critical review of at least 2,000 words that is worth at least 60% of the total mark for the seminar. Major assignments will be independently marked by two staff members or associates. Topics for Special Fields major assignments will be available for download from the Honours webpage on or after Wednesday, April 6th. Details of the other assessments for each Special Field course are summarised in Section 3.4.

Each of the special fields major assignments must be written on distinctly different topics: there should be minimal or no overlap in the literatures and therefore in the reference lists. Similarly, if the potential reference list for a student's major assignment question would overlap substantially with the references for the empirical thesis, then that topic is not appropriate for a major assignment for that student.

Note that you MUST attend the weekly meetings for your two Special Field seminars over the entire semester and contribute the required seminar presentations or other nominated assessments. Students missing more than 20% of seminars during semester (because of illness or misadventure) must apply for Special Consideration through the Science Faculty.

#### 3.3.1 SUBMISSION OF SPECIAL FIELDS MAJOR ASSIGNMENTS:

The due date for Special Fields major assignments is no later than 4 p.m. on Monday 1st August. Although both major Special Fields assignments are due on the same day, you are strongly advised to set personal deadlines and pace your Special Fields classwork, preparation and writing throughout the time available.

Two copies of each Special Fields major assignment must be submitted to the Psychology Counter. Special Fields assignments do not need to be bound, but each copy must have the appropriate cover sheet, as well as a second page that contains only the title of the essay and an accurate word count (excluding abstract and references). To ensure anonymity during the examination process, the student's name must not appear on the second cover sheet of the Special Field Assignment, nor anywhere else apart from the first cover sheet. Cover sheets will be available for download from the School website.

**Format**

Each major essay should contain an abstract (maximum 200 words), and a reference list, and must not exceed the word length specified for that Special Field assignment (excluding abstract and references). Where the word length is exceeded by more than 5%, the student will be penalised. For further details regarding format and word limits, see Section 7.

### 3.4 SPECIAL FIELD SEMINARS 2005

**GROUP (A) SPECIAL FIELD SEMINARS**

**Current Approaches In Advanced Social Psychology**

**Coordinators:** Dr Fiona White & Dr Lisa Zadrow

**Time:** Tuesday 12pm (May run till 1:30pm)
These seminars aim to introduce students to current theories and methodologies of Advanced Social Psychology, promote analytical reasoning and effective communication skills. Following a detailed introduction by the convenors, the unit will primarily consist of student-led seminars. The first section will examine cognitive processes involved in impression formation, gender-typing, affect, attachment styles, group conflict, prejudice and social neuropsychology. The second section will focus on current approaches to understanding traditional social psychological principles such as attraction, aggression, persuasion, stereotypes and social identity. Each student seminar presentation will be evaluated on: (i) style of presentation, (ii) ability to critically evaluate research methods and theories, (iii) structure of presentation, and (iv) ability to stimulate discussion and answer questions.

**Assessment:**
- Major assessment (70%) A 2,500 word essay on a topic specified by the coordinators
- Minor assessment (30%) A seminar presentation evaluated by the coordinators

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**Current Controversies In Developmental Psychology**
**Coordinators:** Dr David Livesey & Dr Pauline Howie
**Time:** Tuesday 10am

This seminar will focus on some current controversial issues in child psychology. Four to six topics are examined in some depth, with up to 3 seminars devoted to each topic. Topics are likely to include some of the following: Development of executive function and its relation to ADHD; Development of haptic perception: Do children identify objects by the way they feel?; Does poor motor imagery contribute to clumsiness? Are parents as important as peers as socialising influences?; Children's reports of past events: what determines accuracy?; Gender development: how do cognitive and social influences function? Each student will be required to give at least one seminar presentation, in which they will be expected to raise critical issues and lead discussion on a research paper.

**Assessment:**
- Major assessment (70%) 2,500 word essay on a topic to be specified by coordinators
- Minor assessment (25%) Seminar presentation
- Minor assessment (5%) Contributions to discussion throughout semester

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**Intelligence and Cognitive Abilities: Definitions and Issues**
**Coordinator:** Dr Damian Birney & Dr Gerry Pallier
**Time:** Thursday 12pm

These seminars aim to introduce established and developing conceptualisations of intelligence and cognitive abilities and to consider issues surrounding their definition, assessment, and subsequent application. In the first aspect of the course, theories from general approaches that have been prominent in the study of cognitive abilities will be considered. The *psychometric approach* encompasses theories that investigate individual differences in cognitive abilities using mostly correlational methodologies (an example is the Gf-Gc theory). The *information-processing or cognitive approach* typically uses experimental methods that focus on the underlying processes of intellectual performance (e.g., working-memory theories). We will also consider broader conceptualizations that often use a combination of research methods. These may include theories concerned with the context and socio-cultural environment in which cognitive abilities develop and are applied (e.g., modifiability of cognitive abilities; cultural specificity of abilities; practical, social, and emotional intelligence), the role of knowledge (e.g., long-term working-memory; expertise), and links with creativity and wisdom. The second aspect of the course will focus on student-led presentation and discussion of issues and controversies surrounding the theories and the limitations and strengths of the methods used.

**Assessment:**
- Major assessment (70%) 2,500 word essay on a topic to be specified by coordinators
- Minor assessment (25%) Seminar presentation (including a written summary of presented topic)
- Minor assessment (5%) Contributions to discussion throughout semester

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**Learning: Current Issues**
**Coordinators:** Professor Bob Boakes & Dr Justin Harris
**Time:** Monday 3pm

The aims of this seminar are: to introduce and develop students’ understanding of selected issues in the study of human and animal learning; to develop students’ ability to evaluate a piece of research in terms of its theoretical and methodological contributions; and to develop students’ skills in presenting and discussing empirical research and theories in this area of psychology. Four to six topics are examined in some depth, with
up to three seminars devoted to a topic. Topics in both animal and human learning are likely to include some of the following: food preferences, social learning, perceptual learning, human causal judgements, learning about absent events, instrumental learning, conditioning models of drug tolerance.

**Assessment:**

**Major assessment** (70%) 2,500 word essay in which students are required to evaluate one of a number of recent research studies.

**Minor assessment** (20%): Seminar presentation (10%) Contributions to discussion throughout semester

**Mysteries Of The Mind**

*Coordinators*: Professor Sally Andrews & Dr Caleb Owens

**Time**: Thursday 1:30pm – 3:00pm

This seminar series is stimulated by an edited book, *Unsolved Mysteries of the Mind*, that contains a set of chapters that review theory and research related to a number of “big questions” about human cognition that remain relatively poorly understood despite considerable attention by psychologists, philosophers and other cognitive scientists across decades and, sometimes, centuries. The unsolved mysteries reviewed in the book chapters include imagery and imagination, control of mental processes, consciousness, the function of emotions and the question of “can animals think?” Other topics that might be included, depending on student interest, are language acquisition and hypnosis.

We plan to spend two weeks on each of 6 topics – either those included in the book or alternative topics determined through discussion in the first seminar class. The first week on each topic will be devoted to class discussion of a general review chapter on the topic and the second will consist of student-led seminars based on papers selected by students as providing relevant new evidence on the topic under discussion.
Assessment
Major assignment (70%) 2,500 word essay on a question specified by lecturers and related to a different topic than the seminar presentation.

Minor Assignment (30%) Seminar assessment: Students will be required to read each of the general review papers and come to class prepared to discuss them. The group of students assigned to each topic will be required to find relevant papers and present them to the class in the student-led seminar weeks. Assessment will be based on the choice of papers and the materials used for the seminar presentation (20%) and on contributions to class discussion of the review papers and seminars (10%)

Reference

Neuroscience
Coordinators: Associate Professor Iain McGregor & Dr Ian Johnston
Time: Wednesday 12pm

The aims of this seminar are to introduce and develop students’ understanding and awareness of current topics in contemporary neuroscience. Students will develop the ability to critically evaluate, present and discuss research papers. This seminar series will cover a wide range of topics in the field of neuroscience such as neural stem cell research, transgenic research, neural basis of emotions, anxiety disorders, depression and drug addiction. Essay and presentation topics will be allocated or guided by the students’ own interest in neuroscience.

Assessment:
Major assessment (70%) 2,500 word essay in which students are required to evaluate one of a number of recent research studies.

Minor assessment (25%) Seminar presentation (including a written summary of presented topic) (5%) Contributions to discussion throughout semester

Perceptual Systems
Coordinators: Dr John Predebon and Dr Seizova-Cajic
Time: Tuesday 2pm

The aims of this seminar are to develop students’ critical understanding of current issues and developments in perception, and to develop students’ skills to critically evaluate the scientific worth of research reports. The seminar will cover a broad range of topics, and may include the following: visual attention, depth perception, visual and proprioceptive illusions, perceptual organization, the relationship between action and perception, neural correlates of visual awareness, binocular rivalry and intersensory integration. The particular topics selected for seminar presentation will be determined mainly by students’ interests. Topics will be chosen from journal articles and from book chapters.

Assessment:
Major assessment (70%) 2500 word essay on a topic to be specified by coordinators

Minor assessment (20%) Seminar presentation (content and structure) (10%) Contribution to discussion throughout the semester
Sensory Systems
Coordinators: Professor Ian Curthoys
Time: Friday 1pm

The focus of this seminar series will be on current research on non-visual sensory systems, and how such research bears on clinically related research questions. This Special Field complements the Visual Neuroscience and Perceptual Systems seminar and there will be no overlap. The aims are to introduce students to major experimental issues in order to highlight how fundamental these are in providing reliable, credible results before a coherent “model” can be put forward. 5 to 6 topics will be dealt with and student choice will determine some of these topics. Each student will be required to give one seminar presentation in which they present the material and also stimulate the discussion; 20% of the total mark for this Special Field will be based on this seminar presentation -style; critical evaluation of the topic; ability to raise major questions and stimulate discussion.

Assessment:
Major assessment (80%) 3000 word essay in which students are required to evaluate one of a number of recent research studies.
Minor Assessment (20%) Seminar presentation as evaluated by the coordinator

Theory & Systems
Coordinators: Dr Fiona Hibberd & Dr Hans Pols
Time: Tuesday 4pm-5:30pm

Scientifically investigating the mind and behaviour involves thinking about people in ways that conflict with many of the metaphysical presuppositions taken for granted in other areas of life. We will discuss some of these conflicts, such as determinism versus free will, the mind-body problem, and fundamental psychological concepts, such as cognition, motivation, emotion, the self and abnormality. In response to some of these conflicts, the very idea of scientific knowledge has been questioned and a range of epistemological objections has been raised against the possibility of psychology as an objective psycho-social science. Thus, issues relating to the logic of science will also be discussed. In the second part of this course, we will further investigate how, throughout the history of psychology, researchers in the discipline have attempted to resolve these broader issues, how they side-stepped them, or how they proposed theories or developed research designs in which these issues could be set aside, albeit temporarily. This series of seminars will highlight psychology’s need for theoretical and historical research, if it is to make genuine progress.

All students attending this seminar will be encouraged to participate in discussion, to develop confidence in articulating their own views on the matters discussed, and to enhance their repertoire of critical skills.

Assessment:
Major assessment (100%) 4000 word essay on a topic to be negotiated with either one of the coordinators
GROUP (B) SPECIAL FIELD SEMINARS

Students are limited to participation in 1 of these Seminars

**Eating And Weight-Related Issues**

**Coordinators:** Dr Elizabeth Rieger & Professor Stephen Touyz

**Time:** Friday 2pm

This course will provide an overview of current research on various biological, psychological, and environmental factors associated with eating and weight disorders. Each seminar will entail introductory material provided by the conveners followed by a group discussion and critique of relevant research. Several recent papers will provide a focus for the discussion. The first part of the course will pertain to eating disorders, with topics including a historical overview, family models of anorexia nervosa, various treatments of eating disorders (i.e., day hospital treatment, the Karolinska model, operant conditioning programmes, and the Australian and New Zealand College of Psychiatrists Clinical Guidelines for the treatment of anorexia nervosa), cross-cultural issues, and motivation to change. The second part of the course will focus on obesity, with topics including the etiology of obesity, psychological factors in obesity, childhood obesity, and the dieting controversy. Two internationally renowned researchers have been invited to contribute to several seminars: Professor Glenn Waller PhD (Professor of Eating Disorders, St. Georges Hospital, London) and Professor Daniel Le Grange PhD (Director of the Eating Disorders Programme, University of Chicago).

**Assessment:**
Major assessment (100%) 4000 word essay on a topic to be specified by coordinators

**Health Psychology**

**Coordinators:** Professor Phyllis Butow & Dr Louise Sharpe

**Time:** Monday 2pm

The aim of this course is to introduce students to the theoretical, methodological and clinical issues relevant to Health Psychology. The introductory classes will overview major models of health behaviour and health promotion. The remaining sessions will be student-led seminars focusing on risk perception and genetic counselling, psychosocial predictors of developing and surviving life-threatening illness, adjustment to chronic illness, doctor-patient communication, the role of social support, efficacy of psychosocial interventions and end-of-life issues. Throughout the course, we will discuss measurement and design issues in conducting research in this field. A range of illnesses and conditions will be used as case examples, including cancer, multiple sclerosis, rheumatoid arthritis and chronic pain.

**Assessment:**
Major assessment (70%) 2500 essay on topic specified by coordinators (choice of two)
Minor assessment (30%) Written summary of seminar presented in class.

**Models Of Anxiety And Depression**

**Coordinators:** Dr. Marianna Szabo & Dr. Caroline Hunt

**Time:** Monday 12pm

This course will expose students to theoretical, methodological and clinical issues relevant to the assessment, diagnosis and treatment of anxiety and depression. Several of these issues will be discussed with special reference to differences between adults, children, and adolescents. The classes will be structured as student-led seminars. Student participation will include giving an oral presentation of one paper, and reading one paper each week in preparation for the class. The introductory classes will overview current theoretical and empirical approaches to the conceptualisation and measurement of anxiety and depression. The next section of the course will focus on new developments in understanding anxiety in general and specific anxiety disorders in particular (for example, Social Phobia, Obsessive Compulsive Disorder, Panic Disorder with Agoraphobia). In the last part of the course we will concentrate on major cognitive and behavioural models of depression, and their applicability to children and adolescents.

**Assessment:**
Major assessment (70%) 2500 word essay on topic specified by coordinators.
Minor assessment (30%) Seminar presentation (including a written summary)
Neuropsychological Rehabilitation
Coordinators: Dr Karen Croot & Dr Sunny Lah
Time: Wednesday 3pm (may run till 4:30pm)

These seminars will introduce students to theory and practice in the rehabilitation of a range of cognitive impairments in adults. Topics will include disorders of memory, language, attention, visual perception, executive function, and social or emotional functioning following neurological insult. The seminars will survey how research into effective rehabilitation is formulated in each of these areas. We will consider the brain and cognitive bases for restoration of function during rehabilitation, and discuss whether it is more appropriate to seek to restore cognitive function or to develop compensatory strategies. We will also consider the design of rehabilitation studies, and the roles of double-blind randomised control studies and single case methodologies. Students will be expected to read in preparation for weekly discussion, and will be in charge of leading one of the seminars on a topic of their choice within the areas covered.

Assessment:
Major assessment (70%) 2,500 word essay on a topic to be specified by coordinators
Minor assessment (20%) Seminar presentation (hand in copy of Powerpoint slides or overhead transparencies)
(10%) Contributions to discussion throughout semester
3.5 SUPPLEMENTARY COURSEWORK
You are encouraged to attend three other non-compulsory series of lectures/seminars:

3.5.1 COMPUTING WORKSHOPS
These classes will provide you with information and hands-on experience in a range of aspects of the use of computers for word processing and data base searches as well as data collection, storage, analysis and reporting, all of which will prove invaluable during your honours year. A brief course will be held during Orientation Week and a series of workshops on particular topics and computer applications will continue during Semester 1.

Computer Orientation Workshop for Honours Students
Thursday 4th and Friday 5th of March Location: GT Room 427
10.00 am – 1.00 pm. Accessing and using your Psychology Computing account and the Experimentrix system for recruiting experimental participants. (Repeated at Friday AM)
2.00 pm – 5.00 pm. Using the internet for psychological research. (Repeated at Friday PM)

In the morning sessions of this workshop (10.00 am – 1.00 pm), Assoc Prof Cyril Latimer will conduct a short computer orientation course that will provide instruction in accessing and using your Psychology Computing account. Logins and passwords will be distributed and information on servers and general computing facilities will be described. Brief instruction in the Experimentrix system used to recruit Psychology 1 participants will also be provided. Afternoon Sessions (2.00 pm – 5.00 pm) will be given by University Librarians and will cover the use of the internet in psychological research.

Enquiries about this course should be directed to: Assoc Prof Cyril Latimer, Room NB414; Extn 12481; Mobile, 0407998737; Email cyril@psych.usyd.edu.au

IF YOU ARE UNABLE TO ATTEND THE ORIENTATION COURSE, PLEASE CONTACT ASSOC. PROF. LATIMER OR MR JOHN HOLDEN (EMAIL JOHNH, PH 13024) TO OBTAIN YOUR ACCOUNT DETAILS.

Computer Methods Workshops
1-2 pm Wednesdays, Semester 1, Psych 1 Tutorial Room 1, Old Teachers College
This course will be run by Assoc. Prof. Latimer, and will consist of a one-hour lecture/lab session each week during Semester 1. The course is open to Honours, Graduate Diploma and Postgraduate students in the School. No programming skills are required, but basic knowledge of the Macintosh and Windows operating systems is assumed. The course is not examinable, and students can choose to attend the entire course or opt to attend selected sessions only. The aim is to provide instruction in the use of a number of software packages that may be useful for your empirical research project:

(i) Endnote (Mac and PC). This application works inside word processors such as Microsoft Word and is used to create bibliographies and reference lists. Endnote can import directly the lists of references created during library database searches in Ovid.

(ii) PowerPoint (Mac and PC). PowerPoint creates electronic slide presentations. Graphics and text can be imported or constructed within PowerPoint, and there are facilities for import and presentation of movie and sound files. Presentations can be made on a data projector, printed as transparencies or exported for the making of physical slides.

(iii) SuperLab (Mac and PC). This application is used to sequence stimuli such as text and graphics and record responses in psychological experiments. Reaction times can be recorded with millisecond accuracy and exported as Excel files for analysis.

(iv) Excel (Mac and PC). Excel is a powerful spreadsheet application for the manipulation and analysis of data. Simple macros allow for easy and time-saving application of repetitive data analytic procedures. The Excel plugin “Contrast” for planned contrasts will also be covered.

(v) Cricket Graph (Mac). Construct graphs quickly and easily with this application. Cricket Graph exploits the simplicity of the Macintosh user interface like no other application.

(vi) SuperCard (Mac). SuperCard applies a simple, high-level programming language in the construction of stimuli and the recording of responses. It can be used in much the same way as SuperLab but can also create questionnaires and offer more control over sequencing and response recording.

(vii) Adobe Acrobat (Mac and PC). Adobe Acrobat is ideal for constructing questionnaires which are to be staged via email or website.

(viii) Using the School of Psychology Graphics Laboratory. Learn how to use the considerable graphics facilities of the School: eg. scanning, colour printing, slide making, digital image processing and movie making.


3.5.2 SCHOOL OF PSYCHOLOGY RESEARCH COLLOQUIUM
These will be held on Fridays, approximately fortnightly during semester time, at 4 - 5 p.m. in Room 424 in the Education Building. Papers are presented dealing with current research in a range of areas in Psychology, some by researchers in other Australian and overseas universities, and some by members of our own staff.
Presentations are usually fairly informal and followed by a question session. Attendance at the Colloquium will provide you with a valuable opportunity to hear psychologists – often quite internationally renowned – present their ideas and research. As well as expanding your awareness of research and providing you with insights into effective presentation techniques, attending these seminars will allow you to expose yourself to a range of ideas which may be of direct help in your Honours work, and to make contact with people in the field. The Colloquium programme will be posted on the Psychology 4 noticeboard and the School’s web page.

4. THEORETICAL THESIS

4.1 NATURE OF THE THEORETICAL THESIS

Most commonly a theoretical thesis is concerned with some well-known theoretical concept that is influencing lines of research in some area of psychology. The aim of the thesis should be to disentangle the theoretical presuppositions from factual material that is supposed to support or exemplify them, and then to examine the theoretical component to see whether it is logically coherent, whether it can be expressed without necessarily leading to self-contradiction, whether it can be put to any conceivable empirical test, whether it can possibly increase our understanding of the phenomena under study or only give a spurious appearance of doing so, and so on. Most of the topics suggested in Section 4.4 below refer to theoretical concepts of that kind. Some other topics deal with aspects of theory-building as such: eg. the nature of explanation, of confirmation and disconfirmation, the types and uses of theoretical constructs. These should always be worked out taking actual psychological theories as examples. A thesis which surveys some field of research and contends that the researcher has neglected to control for some empirical variable which may have been affecting the dependent variable, and so in effect suggests a new experiment, is not suitable for this part of the year’s work. That kind of analysis and criticism would be relevant when working up the experimental design for the Empirical Thesis.

Generally, then, the theoretical thesis should be conceived as an exercise in purifying existing theories.

The thesis is assessed on the extent to which a student can carry out the sort of problem outlined above by the exercise of their own critical judgement. Students should guard against:

(i) adopting a particular theoretical position on some contentious issue without recognising that it is a subject of dispute;
(ii) accepting theory-loaded definitions as if they were statements of fact;
(iii) drawing conclusions which in fact simply do not follow from the material cited;
(iv) treating theories which contradict each other as if they were talking about different parts of the subject-matter, and so could peacefully co-exist;
(v) not being aware of relevant classic studies, where ‘classic’ means widely influential studies which established a new trend of thought;
(vi) taking one statement as definitive of an author’s position when it has been modified in a later work, as sometimes happens;
(vii) padding, irrelevancies, obscurities of language.

In the final assessment of the year’s work, the theoretical thesis can earn a good mark only if it has some real depth and substance. Serious intellectual work of this kind takes time. Students are advised to make their decision about a topic and begin their reading early in first semester, thus allowing their ideas an adequate period of gestation.

Examiner’s report form

The report form which each examiner completes as part of the examination of the final thesis (Appendix B) gives a clear indication of the assessment criteria used.
4.2 PREPARATION OF THE THEORETICAL THESIS

Dr. Fiona Hibberd (Rm. 451 Brennan Building; ext: 12867; email: fionah) is the Coordinator of the Theoretical Thesis option. If you elect to take the Theoretical Thesis option, you must consult with Dr. Hibberd regarding a topic. You will be allocated a supervisor, after which changes of supervisor will be permitted only under exceptional circumstances, and must be approved by Dr. Hibberd. Changes of topic under the same supervisor are permissible if the supervisor is agreeable. Dr. Hibberd must be informed as soon as possible of any such changes.

Topic selection
A Theoretical Thesis may deal with any topic in Psychology, with the restriction that it may not be in the same specific area as that in which you are carrying out empirical research. The purpose of this requirement is to ensure that students' work is not too narrowly specialised. Topics in the same general area of psychology (e.g., Learning, Social, Neuroscience) are not specifically excluded, but permission must be obtained from Dr. Hibberd. Permission will only be granted where it is clear that the student will be undertaking work in substantially different topic areas and there is minimal or no overlap in the literatures.

Frequency of supervision consultation
The supervisor should be consulted at least once a fortnight with more frequent consultations likely in the early stages and toward the end. In general, the frequency of consultation is a matter for the supervisor and the student to determine, but it is the student's responsibility to ensure that s/he makes proper use of the supervision facilities and informs the Psychology 4 Co-ordinator if problems arise.

Supervisor's report
After the thesis submission date, as part of the examination process, your supervisor will be asked to provide a report of your work, including ratings of the amount of consultation, the extent of the supervisor's involvement in choice and definition of the topic, the extent of editorial and statistical assistance, the extent to which draft(s) were read, the extent of outside help, and any special circumstances which may be relevant (See a copy of the supervisors' report form in Appendix D). The supervisor's report will, however, not affect the examiner's final assessment unless any of these aspects fell outside the normal range.

4.3 WRITING THE THEORETICAL THESIS

Submission of Draft
The Theoretical Thesis draft must be submitted with the cover sheet (available on website and at Admin office) to Rachel Moerman no later than 4 p.m. on Monday, July 18th, 2005. Supervisors will provide comments on drafts submitted by this date. Drafts not submitted by this date may not be read.

Note: Supervisors will normally only provide written comments on one draft of the thesis. Drafts must be written in legible form, i.e., on white paper, typed or written in ink. They should be written in consecutive prose style, not in note form and without a lot of inserts and "see overs".

Submission of Final Theoretical Thesis
The due date for submission of the Theoretical Thesis is no later than 4 p.m. on Wednesday, August 10, 2005.

Word limit
The Theoretical Thesis MUST NOT EXCEED 8,000 WORDS IN LENGTH (excluding abstract and references). Where the word length is exceeded by more than 5%, the student will be penalised. There is no penalty for word counts which are less than 8,000 words.

Note: Please refer to Section 7.2 - Instructions for Binding Theses, for detailed instructions on how to submit the final copies of your theoretical thesis.
5 **EMPIRICAL RESEARCH PROJECT AND THESIS**

5.1 **GENERAL REQUIREMENTS OF PROJECT**

Students conduct a research project under the supervision of a staff member and report this project in a thesis of between 9,000 and 12,000 words (main text only). Students are evaluated on their ability to:

(i) identify a problem to be investigated;
(ii) demonstrate understanding of relevant background literature and appreciation of theoretical and/or methodological issues;
(iii) design a study that takes account of these issues and has the potential to answer the question(s) posed;
(iv) conduct an investigation with due regard to adequate procedure and controls;
(v) appropriately analyse the data, and
(vi) correctly interpret the data, taking account of any inadequacies and ambiguities, and adequately relate the findings to the issues raised in the literature review; and
(vii) report the results of the research project concisely and clearly using the publication conventions of scientific psychology.

The criteria listed above are reflected in the Examiner’s Report form which each examiner completes as part of the examination of the final thesis (Appendix A).

5.2 **SUPERVISION OF EMPIRICAL RESEARCH PROJECTS**

**Allocation of supervisors**

Supervision of empirical research projects will usually be carried out individually, but students may sometimes work in pairs or collaborate with other students on aspects of the research project depending on the number of students allocated to each supervisor and the topic area of each student’s research. In such cases, all students will still develop and investigate individual research questions. Once students have been allocated to a supervisor, the supervisor and students will discuss and refine the exact topic and the most appropriate form of supervision.

**Independence and originality of research**

All students must investigate and report on independent research questions. The APS Guidelines for Fourth year programs specify that each student must “participate in all of the steps involved in research including formulation of research questions, the design of the study including selection of appropriate methodology, the collection and analysis of data to test the research question, the interpretation of findings and the writing up of the report”. The research question investigated by each student must be independent in the sense that it is neither a direct replication of an existing study, nor a project already designed by the supervisor. The supervisor may however point students in a particular direction or suggest a broad issue that needs investigation.

These requirements for independence do not prevent students working on related projects and sharing aspects of the work involved in data collection. Students might use different aspects of the data obtained from a single survey or questionnaire, or investigate the effect of different variables on a phenomenon under study, or conduct different experiments on the same or closely related topic (possibly using the same apparatus, techniques, participants). For example, a pair of students may be interested in the visual perception of orientation and could examine a number of different variables associated with that task. The general area of investigation is therefore common, but particular aspects will be identified by each student who will select a specific research question as the focus of their own project and develop an appropriate design and methodology to investigate this question. Alternatively, the two projects may be more loosely related, in that they are concerned with the same broad area and would probably use similar procedures and face similar methodological or design problems, such that a pair of students would benefit from joint supervision sessions. There would be overlapping areas of relevance in the two projects, but the projects would be quite distinct. Although students working within such arrangements may collaborate in the collection of data if this is appropriate, their empirical reports must cover separate data, and be written up completely independently. Any deviation from this requirement will be immediately obvious to examiners since the same examiner will normally mark the theses of both students working in these circumstances.
Identifying a research question

It is your responsibility, in consultation with your supervisor, to read carefully in your topic area in order to identify a research question that can be addressed within the time and practical constraints of the fourth year course and that is compatible with the interests and expertise of your supervisor. You should not expect your supervisor to answer the question “What should I do?”. Rather, you should come up with specific questions and ideas, or with possible hypotheses/designs/experimental procedures/methodological issues for your supervisor to comment on. Most students start with various possibilities in mind and gradually narrow and refine their ideas in the light of recent literature in the area and their supervisor’s advice. You should expect to encounter some blind alleys – topics that appear to have already been comprehensively researched and understood or research questions that do not appear to be amenable to effective investigation, at least as a fourth year research project.

Although you are expected to generate your own ideas about possible topics and approaches and to conduct independent scholarly research to develop and refine these ideas, it is not expected that all, or even most, students will design their complete research project entirely independently. You are an apprentice in the research process. Your supervisors have expert knowledge about the content domain and the strengths and limitations of particular methodological and analytic approaches that have been gained through their experience of research and scholarship. Supervisors also have experience of the practical constraints that govern fourth year research projects. Thus, in the same way that supervisors have the right to expect that students will generate their own ideas about possible research projects and critically evaluate the advice provided by their supervisor and review panel, students have the right to expect that supervisors will guide them in the selection and design of a manageable, appropriate research question and design and attempt to alert them to potential conceptual, methodological and analytic pitfalls that they may not have been aware of.

Supervisory sessions

Meetings with the supervisor normally occur weekly during the semester for approximately 1 hour, preferably at the same time each week. Students who are working on related topics will normally meet the supervisor at the same time, which will be organised in consultation with the supervisor. During certain periods of the year meetings may be more frequent, while at other times, for example during testing, they may be less frequent, but the average frequency should be once a week. Both students and supervisors have the responsibility of organising and attending regular supervision meetings and of notifying the Psychology 4 co-ordinator of any problems that are impeding the supervision process.

Reading of the draft thesis

Your Supervisor will provide feedback on all sections of your thesis except the Discussion. Supervisors have a responsibility to provide detailed feedback on one draft of the Introduction, Method and Results sections of the thesis. Supervisors may be willing to provide more limited feedback on a revised version of these sections. You can discuss the ideas for your Discussion section with your supervisor, but supervisors are not permitted to read or provide comments on the written version of your Discussion section because this section provides an opportunity for examiners to evaluate your ability to independently write and revise this most crucial component of the research report, taking into account the feedback on writing style and organization provided on earlier sections of the thesis. That is, it provides an opportunity to assess your individual work “uncontaminated” by your supervisors’ contributions. Note that research staff or students within the School (e.g., your supervisor’s PhD students or post-doctoral researchers) are also not permitted to provide commentary on Discussion sections. Breaches of this rule will be penalised.

Supervisor’s report

After the thesis submission date, as part of the examination process, the supervisor will be asked to report on the independence of each student’s contribution to the various components of the research process including the amount of consultation, the extent of the supervisor’s involvement in choice and definition of the topic and design of the study, the extent of editorial and statistical assistance, the extent to which draft(s) were read, and the extent of outside help (See Appendix C for supervisor’s report form). These procedures are an important component of the assessment process as they take account of differences in the degree of assistance that students received in various aspects of their research. However, you should not overemphasise the importance of demonstrating independence. All students need advice from their supervisor or other experts on some aspects of the research process and knowing when to seek advice and how to used it effectively is the mark of a good scholar and researcher. Indeed, asking the right question or recognising the need for advice on an issue can often provide evidence of your independent thinking and your conceptual and methodological understanding of your research. Thus, the fact that you received advice or required assistance will not affect the final mark for your thesis unless that level of assistance was outside the normal range. Conversely, very high ratings for independence will not guarantee you a high mark if your failure to seek advice has resulted in major conceptual or methodological flaws in your research project.
Student Empirical Project Participation Form
Students will be required to complete and submit this form (see Appendix J) when they submit their Empirical Thesis. The form is designed to allow students to spell out their participation in each of the fundamental areas specified by the APS, i.e., the formulation of the research question, the design and methodology of the study, data collection, data analysis and interpretation of the findings. This form will be passed on to examiners and will (in conjunction with the supervisors’ Report Form) allow them to establish that the student has conducted their research independently.

5.3 EMPIRICAL RESEARCH PROPOSAL

Once you and your supervisor have finalised your research design, you are required to prepare a 1,250 word Research Proposal that includes:

- a brief summary of the relevant background literature to your study
- a clear statement of the main research question(s) and hypothesis(es)
- a description of the design of the study and the methods and procedures to be used
- indication of how the data will be analysed
- a completed copy of the Ethics Declaration (See section 5.4 and Appendix F)

In preparing your proposal, it is recommended that you attempt to present different potential outcomes as data plots. What will your results look like if your hypothesis is confirmed? What are the alternative outcomes? Attempting to do this will help you think clearly about the question and evaluate the design of your study. You may wish to include these hypothetical data plots as part of your proposal to summarise your predictions.

A draft of the Proposal should be submitted to your supervisor who will provide you with feedback on both its content and the clarity of presentation. Discussion of the proposal with your supervisor may reveal unforeseen problems or unspecified details and lead to revision of the research design and Research Proposal.

The final version of your Research Proposal and Ethics Declaration (see Section 5.4 and Appendix F) must be submitted to the Psychology Counter. This can take place any time after April 11th. April 26th is the absolute final day for submission. Early submission will facilitate the speed of the review process, so you should submit your proposal as soon as you are clear on your project.

5.3.1 Review of Research Proposals
To provide you with feedback on your research proposal, it will be reviewed by a School staff member from your general research domain who will provide a Research Proposal Review including comments on the clarity of the research question and hypotheses; the appropriateness of the design, methodology and proposed methods of analysis; and any potential difficulties or problems that the student and supervisor should consider. The reviewer will also confirm that the project is compatible with ethics guidelines. The Research Proposal Review will be returned to the student and supervisor by mid-May, at the latest, to allow you to discuss any issues raised by the reviewer and, if appropriate, make minor revisions to the project design and methods.

The purpose of the Research Proposal Review process is to provide both students with independent input from another expert in the broad topic domain. It is NOT a test of the student and is NOT assessable. Even highly experienced researchers can miss possible problems such as potential confounding variables or ambiguities that may confuse participants. Such problems are sometimes more easily identified by an outside expert who is more distant from the project. The Review process is also intended to give students a preliminary experience of the peer review processes that they are likely to encounter in their professional lives as psychologists within a variety of contexts.

NOTE: Many issues relevant to the optimal design and approach to psychological research do not have a “right answer” and some are open to differences of opinion arising from contrasting theoretical or methodological orientations. Research Review comments are intended to provide constructive feedback from an “educated observer” of the research that may help students and supervisors to identify unforeseen issues and problems or refine their research design and methods. They should not be seen as an indication of either “approval” or “disapproval” of the project but as a contribution to the research process being carried out by you and your supervisor.
5.4 ETHICS REQUIREMENTS AND SUBJECT RECRUITMENT PROCEDURES

5.4.1 APPLYING FOR ETHICS APPROVAL

All research involving either human or animal participants requires formal approval from the appropriate University Ethics committee. Research projects by Honours and Graduate Diploma students using Psychology 1 students as participants may be covered by a general application from the Psychology Department which has been approved for 2001 – 2005 inclusive by the Human Research Ethics Committee. Key extracts from the general application are given in Appendix E, and the full application can be found on the Department’s web page. Note that the general application will only cover projects that employ the procedures outlined in that application. Research with Psychology 1 students that employs other procedures requires a separate application to the University Human Ethics Committee.

ALL human research that involves participants other than Psychology 1 students requires separate application to the University Human Ethics Committee and ALL animal research projects require individual ethical approval from the University Animal Ethics Committee. The only exception is when the procedures used are covered by existing approvals by the student’s supervisor. Students should consult with their supervisor to determine what action is needed with regard to ethics approval.

Regardless of your requirements with regard to the University Ethics committees, you must submit an Ethics Declaration (Appendix F) to the School of Psychology as part of your research proposal.

Research covered by the group application for research with Psychology 1 students

If your research falls into one of the categories approved under the group application for research with Psychology 1 students, you need to indicate this in the Ethics Declaration (Appendix F) submitted with your research proposal.

In addition to this you must send the following to the Human Ethics Office:

1. Your name, SID and supervisor’s name
2. Contact email and or phone numbers
3. The protocol number and title of the original group application to the University Human Ethics Committee (Number: 01/03/38; Title: “Fourth Year Psychology Projects”
4. A brief description of the research
   This description should state explicitly what type of experiment your project falls into, using the labels listed in the group application (see Appendix E), and should give sufficient detail to make it clear why your research fits that type. You can use your research proposal or give a shorter version (approx 250 words).
5. A copy of Experiment Description and Debriefing Information that you intend to submit to the Experimetrix program to recruit participants for the study
6. A copy of the Subject Information Sheet to be posted on the web

The purpose of this information is simply to inform the Ethics Committee; you do NOT require approval from the committee before proceeding with your research.

Research not covered by the group application: Individual submissions to the University Ethics Committee

If your research uses procedures that are not included among the protocol for Fourth Year Psychology Projects (Appendix E) you will need to submit an individual Ethics application to the relevant University Ethics Committee. Application forms are available at the following webpages:

In the School of Psychology, the Human Ethics Advisors are Dr Diana Caine (Room 424, Mungo MacCallum Building, Ext. 14518, Email: dianac) and Dr Melanie Price (RoomNB404, North Badham, Ext. 13916, Email melaniep), and the Animal Ethics Advisor is Dr Ian Johnston (Room BR454, Brennan, Ext. 14353). Individual applications must be signed by the relevant Psychology ethics advisor before submission to the relevant ethics committees. Consult your supervisor about completing the application forms. They may recommend that you consult Dr Caine or A/Prof McGregor to check the details of your application and reduce the possibility that your application will be rejected by the Committee or require revision. Ethics committee meetings follow a timetable and application deadlines are strictly enforced. If your project requires approval from these committees, you should initiate the process of applying for approval as soon as possible to avoid your research being delayed, and ensure that you contact the relevant departmental ethics officer to make an appointment in plenty of time (at least four days prior to the application deadline) to allow them to go over your application before signing the form. The dates of Ethics Committee meetings and deadlines for submitting applications are listed in Appendix E.
Obtaining participants from outside the school
Where the use of outside participants is necessary, supervisors should monitor student experimenters as closely as they would those inside the School of Psychology, but they should also ensure that some formal arrangement is entered into if an outside organisation (office, theatre, school, clinic, etc) is involved. An Application for Ethical Approval for human experimentation must be submitted to the University Human Ethics Committee for all projects using external participants (see above).

Use of School Children as Participants
Applications to conduct research in schools need to be made to the State Office of the Department of School Education, through the State Education Research Approval Process (SERAP). Proposals must have the approval of the University Ethics Committee before final approval will be granted by the Department of School Education. Approval must also be obtained from the principals of participating schools.

You should note that you will need to make a case that your research will “add to the store of knowledge and understanding”, will not adversely affect students, and will involve an “acceptable level of disruption to the teaching and learning programs of the schools”.

Applications to the Department of School Education should be submitted at least six weeks before the time at which the research is to commence, as proposals may need to be revised and re-submitted.

Guidelines for Approving Applications from External Agencies to Conduct Research in NSW Government Schools, incorporating further details and application forms can be accessed at the following URL:

Requests to use school children in the Catholic school system may need to be made formally to the Catholic Education Office for the relevant diocese. Inquiries should be made in the first instance to the school principals.

The use of non-Catholic independent school children has usually been by personal arrangement by the student with the school.

Please note that the new guidelines require all researchers who will be testing children to complete a Prohibited Employment form (“Form B”) which declares that (a) they are aware of the special responsibilities associated with undertaking research with children, particularly in relation to child protection, (b) they do not have a criminal record, (c) that there are no other circumstances which might preclude their undertaking research with children and young people. This form should be submitted to Sandra Cheng (BR336). Schools may also require a copy of this form.

5.4.2 COURSE ON ANIMAL EXPERIMENTATION
Students who will be undertaking research using animals and animal tissue are required to attend a course on Animal Experimentation before they initiate their research. Make sure that you discuss this requirement with your supervisor if you will be conducting research with animals.

5.4.3 RECRUITING PARTICIPANTS FROM PSYCHOLOGY 1
General ethical considerations for research using Psychology 1 students
Students enrolled in Psychology 1 are encouraged to participate in research being conducted by school staff and students. This research participation component is included in Psychology 1 because of its educational value in providing students with direct experience of psychological research. Students also receive a small number of marks for their participation. It is very important that studies involving students taking Psychology 1 follow the agreed procedures and the regulations laid down by the University’s Human Ethics Committee. Carefully read the information about Research Participation that is provided to students enrolled in Psychology 1 so that you are familiar with the goals and procedures of the process (these are in Appendix F of this Handbook)
Particularly note the following important issues:

**Clear description**
The information provided to students about the experiment should make it clear - from the title and a brief description - what the study will involve for its participants, and should not be misleading. A subject Information Sheet must also be provided when requesting participants. In some cases there are good reasons why the description cannot reveal the principal aim of the study, although this should be explained in the Debriefing information (see below).

**Debriefing**
All participants should have the opportunity to be informed about the aims and design of a study in which they have served as participants. Although many students will be content with a brief description, an opportunity should always be provided for further discussion with those who are interested in finding out more. The purpose of giving students course credit for serving as participants is that it provides the opportunity for them to learn how some kinds of psychological research are carried out. It is important that researchers take care to provide this opportunity.

**Strict confidentiality**
Extreme care should be taken that all personal information, including such details as phone numbers and all means of identifying the data of individual participants, is confidential to the researcher. Any record of such information should be destroyed as soon as the study is completed.

**Right to withdraw at any time**
It should be made clear to students that they have the right to withdraw from a study at any time, particularly when the study involves stress or personal information. Researchers should not exert any pressure on students to remain in an experiment if they indicate they wish to leave.

**Procedures for recruiting Psychology 1 participants**
The Psychology 1 research participation pool for the School of Psychology is managed via an on-line system, Experimetrix. The procedures for using the Experimetrix system to recruit participants and assign credit to students are described in Appendix F. Training in the use of this system will be provided during the Computer Orientation Workshops (3rd & 4th March). Additional training will be included within the Computing Workshops if necessary.

**Subject pool policy**
Each researcher is permitted to use no more than 100 hours per semester from the Psychology 1 subject pool. Subject hours may not be carried over from previous sessions. Subject hours may be added together if researchers collaborate on an experiment. Supervisors can allocate their own research hours to their students if they do not plan to use this time themselves, but must maintain responsibility for ensuring that the total usage by them and their student does not exceed the specified limit. Towards the end of session, if demand exceeds supply, these constraints will be relaxed.

**5.5 CONSULTATION ON RESEARCH DESIGN AND STATISTICS**

The School’s statistical advisers are: Dr Margaret Charles (Room 452 Brennan, ext. 13354, Email: margretc) in Semester 1, and Dr Sabina Kleitman (Room BR441, ext 17703, Email sabinak) in Semester 2.

To ensure that these staff are not overburdened, Psychology 4 students and staff are asked to observe the following procedures:

(i) Students should attend the Computing Workshops conducted by A/Prof Latimer during Orientation Week and Semester 1 (see Section 3.3) for all computer applications that are likely to be relevant to their empirical project. This will reduce the need for one-on-one consultation on particular applications or methods.

(ii) Your supervisor should be your initial and primary source of consultation on matters of designing an empirical study and possibilities for statistical analyses.

(iii) The school’s statistical advisors should only be consulted on more technical matters of design and analysis. If you and/or your supervisor agree that such assistance is appropriate, then the supervisor should arrange for a consultation and is normally expected to attend the consultation with the student.
5.6 WRITING THE EMPIRICAL THESIS

Submission of thesis drafts
You and your supervisor should arrange a timetable for writing drafts of the various sections of your thesis so that you can pace yourself appropriately and ensure that you receive feedback on the non-Discussion sections in time to make effective use of their input and meet the final submission deadline. Some supervisors prefer to read a complete draft of the Introduction, Method and Results while others prefer to read each section separately as you complete it. Even in the former case, it is important that you work out a writing schedule and attempt to keep to it (see Empirical Project Timeline in Section 2.5). Note that thesis drafts should be in legible form, and be written in consecutive prose style rather than note form and without a lot of inserts and "see overs". Supervisors may refuse to read drafts that do not satisfy these criteria.

In order to monitor progress in writing the thesis and identify any factors that have impeded your progress, you are required to submit an Empirical Progress Report to the Administrative Officer by Tuesday 4th October (Week 10, Semester 2). This Progress Report Form (see Appendix I) must be signed by your supervisor. It also provides an opportunity for you and your supervisor to inform the 4th Year Committee of any factors that have delayed or impeded the progress of your empirical research project. Such factors must be indicated at this point if they are to provide the basis for Special Consideration or for a request for an extension to the thesis deadline.

Submission of final thesis
The due date for submission of the Empirical Thesis is no later than 4pm on Wednesday, October 19th, 2005.

Word limit: The Empirical Thesis SHOULD NOT EXCEED 12,000 WORDS IN LENGTH (excluding abstract, tables, appendices and references). Where the word length is exceeded by more than 5%, the student will be penalised. The APS Accreditation Guidelines for 4th year programs specify that the minimum length of empirical research theses is 9,000 words (main text only).

Please refer to Section 7.2 - Instructions for Binding Theses - for detailed instructions on how to submit the final copies of your empirical thesis.

5.7 FORMAT OF THE EMPIRICAL THESIS

The body of the Empirical Thesis should contain:
(i) an abstract (maximum 300 words)
(ii) a clear statement of the aim of the study and a critical review of the relevant literature, providing a rationale for the study to be conducted
(iii) an account of the dependent and independent variables and the hypotheses being tested
(iv) descriptions of participants, stimulus materials, apparatus, procedure, instructions and method of data collection
(v) description and justification of methods of statistical analysis selected, demonstrating understanding of the scientific (empirical) appropriateness of those methods (see EDSA lectures)
(vi) appropriate summary of statistical results, with tables and/or graphs
(vii) discussion of findings in relation to the problem addressed and the findings of others
(viii) discussion of the shortcomings of the research and implications/suggestions for future research
(ix) an overall high level of general presentation, as well as clarity and conciseness of exposition
(x) demonstration of originality and indication of ability to conduct and report research work

Appendices
Appendices should be comprehensive and include all back-up documentation, including:
(i) Ethics approval, subject information sheets and consent forms (taking care to remove references to your name, in the interests of anonymity during the marking process).
(ii) Questionnaires, tests and other materials.
(iii) Full details of instructions, equipment used etc.
(iv) Details of statistical analyses, contrasts etc not included in the main body of the thesis. Be intelligently selective in the statistical output you select from statistical packages. You should make clear in the body of your thesis what has been done; relevant but incidental detail should be placed in an appendix.
(v) Raw data, in hard copy or disc form (see guidelines below).
There is no specific limit to the length of the appendices, and they are not included in the word count. However, please note that the Appendix is not an indirect way of including extra text in the body of your thesis. Examiners are not impressed by the sheer bulk of an appendix. Information included in your appendix will not be examined as part of the argument of your thesis, but rather used by examiner to clarify aspects of your procedures or analysis. If you have a large number of appendices, a Contents page at the beginning of the Appendices is strongly advised in the interests of avoiding reader frustration.

**Guidelines for submitting raw data**

You must include raw data in your thesis, but the data can be presented in hard copy form or in disc form. The data you should submit are the data you used for your main analyses. If, for example, your research required you to assess the same subject a large number of times and then calculate the mean response in order to get a stable measure for use in your analysis, your raw data are the mean response measures for each subject. They are the data you analysed, so it is these measures which you submit as your raw data. If you have created a difference score then you should include the difference score as a variable along with the original variables from which the difference scores were derived.

**Identifying the variables in your raw data**

Whether your raw data is presented as a hard copy Appendix or in disc form, you need to include an Appendix within the printed thesis in which you indicate the nature and structure of the raw data file. That is: (a) identify all the variables and the order in which they appear (b) if necessary, make clear what each variable name signifies and (c) indicate the coding used for each variable (e.g. ‘Variable ‘gender’ : biological sex of each participant. 1= male; 2=female’).

**Submission of raw data in disc form**

This is not required, but it is advisable if the raw data is extensive. If you choose to submit raw data on disc, you must submit 3 disc copies – one for each copy of the thesis. If you submit your data in disc form, you must ensure that anyone who opens the file will be able to readily access the data you claim to have analysed. The data must be in an Excel file version 4 or earlier, or in SPSS (portable format). SPSS files can be transformed into Excel files by selecting the appropriate option in the program’s ‘Save’ menu. This option creates pre-Version 4 Excel files. Do not put your raw data on the same disc as the copy of your thesis.

**Journal Format**

**Aim for publication**

The final thesis is to follow the general format of a research article in an APS journal. The School is keen to encourage this approach, because it will enhance the probability of your research reaching the publication stage. You should think of your research project as something that could be submitted for publication (with, of course, the necessary changes and edits following the examination process). The headings you use should follow those typically used in APS journals (that is, sections rather than chapters). Clearly however, your empirical thesis will deviate in some ways from the journal articles you use as models. The Introduction will be longer than usually submitted to a journal, to allow you to demonstrate an adequate review of the subject, to build a rationale for your study, and to specify your research questions, aims and hypotheses/expectations. Other sections are also likely to be longer than the typical journal paper. In journal papers, there is a less stringent requirement on the author to demonstrate to the reader explicitly and in detail his/her understanding of the concepts and reasoning underlying the research reported, but you are expected do this. This applies to every part of your thesis, and the statistical analysis is no different in this respect. You need to give clear evidence that you understand the scientific appropriateness of the analyses you are performing. The appropriate form of presentation will depend on the particular nature of your project. There is no “perfect” template for creative and original research. Use journal articles and previous theses as models only.

The word limit is NOT a goal. You should bear in mind that the 12,000 word limit is intended not as a goal, but as an absolute upper limit. The quality of an empirical thesis does not depend on its length, and conciseness is one of the criteria applied during the marking process. It is, however, unlikely that you will effectively present the research without satisfying the APS minimum length requirement of 9,000 words of main text.
5.8 INTELLECTUAL PROPERTY ISSUES

The work you complete under the supervision of a staff member is your intellectual property, and as such is subject to legislative control as well as the University of Sydney Intellectual Property Rule. This is particularly important with regard to the possible publication of work you have carried out in your honours year. It is important to clarify with your supervisor issues of authorship if you are planning to publish any of your honours work. The University of Sydney recognises that students own any intellectual property that they create unless there is a law that says otherwise, or unless the student agrees otherwise. Also, the Copyright Amendment (Moral Rights) Act (2000) recognises the right of authors to be identified as the author of a work, to take action against false attribution of authorship, and to object to derogatory treatment of his/her work that prejudicially affects his/her honour or reputation.

6 SCHOOL FACILITIES, RESOURCES AND SERVICES

Full details of these facilities and services are available on the School of Psychology home page under “RESOURCES”. This contains important information about how to access services, and about regulations governing their use. A summary of the issues of particular relevance to Psychology 4 students is provided below. The contact person in 1st Semester for matters concerned with the technical and computing resources of the school is Dr John Predebon (GT Rm 408, Ph: 9351 3321, Email: johnp). Information on the contact person for 2nd Semester will be provided when available.

6.1 ACCESS TO SPACE AND BUILDINGS

Research Laboratories
Students requiring laboratory space for projects should approach their supervisor who may be able to arrange laboratory facilities. The use of all School research laboratory space is supervised by Dr. John Predebon. Requests for research laboratory space must be directed to Dr. Predebon who should be informed of the commencing and anticipated final dates for usage.

Keys and access to School facilities
Psychology 4 students may only be issued with a key to the laboratory in which they are conducting their project. Ms Hwee-Thuan Chong (MM332; Ext. 12865, Email: thuan) is responsible for issuing keys. If you need a key you should take a supporting letter from your supervisor to Ms Chong, along with a $5 deposit. PLEASE NOTE THAT 48 HOURS NOTICE IS REQUIRED PRIOR TO THE ISSUE OF A KEY.

After hours access to the Griffith Taylor Building can be obtained from the Security Office, Services Building. Further details will be emailed to students in Semester 1. Staff are NOT permitted to lend keys to students. Psychology 4 students may only have after hours access to other University buildings under special circumstances arranged with the approval of the Head of School via Ms Hwee-Thuan Chong.

6.2 TECHNICAL AND FINANCIAL SUPPORT

Technical assistance
There are many students in Psychology 4 and the School’s technical staff have a heavy workload. The School has licenses for many experimental and statistical computer applications and most supervisors have apparatus appropriate for their research area. In general, Honours students should use these existing programs and apparatus to conduct their research. Because minor modifications may be necessary for particular project, Psychology 4 students are entitled to a maximum of 6 hours technical support time. This includes time for modifying programs, setting up laboratories, editing videotapes, consulting about statistics packages etc. The computing and technical staff have been instructed not to write new programs for Psychology 4 students but they will modify existing programs, within the 6 hour time limit. If there are truly exceptional circumstances, this time limit will be extended, but a case for such extension would have to be made in writing with supporting statement from the supervisor to Dr. Predebon. Requests for assistance from technical support staff must be placed by supervisors via a job request form to Dr Predebon (GT Rm 508, Ext. 13321, Email: johnp).in 1st Semester. Information on the contact person for 2nd Semester will be provided when available. Students may not directly contact the support staff except for urgent matters (such as printer paper jams).
Fourth Year Maintenance Allowances
For 2005, each Psychology 4 student is entitled to a maximum of $100 of School funds to support the costs of research material or thesis production. Application for this allowance must be made on forms available from Ms Hwee-Thuan Chong, and signed by the supervisor. Receipts must be provided. Because of the limited School resources, Psychology students are not permitted to use the School’s photocopiers. Students can present receipts for the costs of photocopying in other locations for reimbursement from their $100 allowance. To expedite payment, claims should be made as early as possible.

6.3 COMPUTING RESOURCES
School of Psychology Home Page
The School has a specific page for Honours matters:
Information for Psychology 4 students will be displayed on this and sent to students via email. It is in your own interests to log on regularly and check the Home page to ensure you have not missed an announcement. Announcements will also be circulated by email, so make sure you check your emails regularly and let the Administrative Officer know if your email address changes.

Computers
The School of Psychology offers UNIX, IBM PC compatibles and Macintosh computers as your computing resources. The School operates its own network which you can access from PCs and Macintosh computers throughout the School.
NB The Griffith-Taylor Building will undergo major renovations in the 2nd half of 2005, and will be completely vacated. The details of computer resource locations given below will apply for Semester 1 only. Alternate locations will be advised when finalised.

Computing Accounts
Each Honours student will be given a UNIX account and an AppleTalk account. The UNIX account provides INTERNET and e-mail access. The AppleTalk account provides AppleShare volume, which is accessed through Macintosh computers and used for printing and backup purposes. At the preliminary Computing course you will be given your account name and issued with written instructions for logging on to AppleTalk and UNIX. If you are unable to attend the computing course but wish to use the computing facilities, you should contact Mr. John Holden to make the necessary arrangements.
UNIX access
You can access the UNIX system (psychwarp) through Telnet software on PCs and Macintosh computers. Psychwarp (UNIX) offers statistical analysis packages for large data sets (New S, Matlab).
Resources on PCs and Macintosh Computers
The personal computers throughout the School offer word processing (Microsoft Word), spreadsheet (Microsoft Excel), presentation (Microsoft Powerpoint), statistical analysis (SPSS), web access (Netscape) e-mail software (LabPopMail - Macintosh only) and terminal access software (Telnet). In addition, there is software for data collection and experimental control, to which the student may be directed by the supervisor as they are needed. Further information about these resources will be provided in the computing courses Semester 1.
Learning to use the software
Learning how to operate standard software such as Microsoft Word, Excel and SPSS is a part of the honours coursework, and you will need these skills for your data analysis and written work. Training in the use of some applications will be provided within the Computing Workshops conducted by Assoc. Prof Latimer during Session 1. Although these classes are optional, they provide the most effective opportunity to obtain preliminary training in applications you are not familiar or expert with. Students who fail to attend these sessions should not expect the staff who provide them to repeat the information for individual students. You are encouraged to obtain manuals from the University Information Services and to use the on-line help accompanying the software. Apart from the Computing Workshops, your supervisor is the primary source for help about relevant software. Your fellow students will be another excellent source for help. In special circumstances in which your supervisor considers it necessary, some expert help may be available from Dr. Margaret Charles on SPSS and from Ms Rachel Moerman on Microsoft Word (see table below for contact details). For more specialised software, assistance may be available from the computer support staff.
File Transfer
For transfer of files between PC and Macintosh, you are advised to use the iMac and Pentium computers in GT 526. Remember to use PC formatted floppy disks for the file transfer. File conversion (Mac to PC or vice versa) sometimes may prove tricky. You are advised to try out this transfer before relying on it. If you encounter difficulties contact Dr Andrew Cartwright (Ext 12905, email: andrewc) to obtain technical information about file transfer and file conversion.
Back-ups
It is important not to leave your files on the School’s computers: all such files on hard disks on these computers are deleted each night. Always keep good backups of your files in at least two places. Form a habit of copying your file from your floppy onto the hard disk of the computer you are working on, and work on only the hard disk copy, never the one on your floppy. After you finish working on the file, copy it back to two floppy's under a new name, so that you do not overwrite the older version. Then, delete the file from the hard
disk. The reason for using two floppies is that floppy disks can become damaged and it is often impossible to retrieve files on damaged disks. It is also a good idea to keep copies of important files, drafts, etc. on your “MyFiles” partition. These files will be archived by the school system each night.

**Computer Room (Semester 1 only)**

**Non-teaching computer room** Room 526GT is a non-teaching computer room available for the use of Honours, Graduate Diploma and other post graduate students for word processing, data entry and analysis etc. **This rooms is not to be used for testing or teaching purposes.** Macintosh and PC computers are available, with Microsoft Office (Word, Excel, PowerPoint) and SPSS.

**Graphics Laboratory (Semester 1 only)**

Room 550 GT contains the School’s graphics suite, with scanner, slide maker and colour printing. Students must book a time with the computer staff to use this facility.

**Colour printing**

The school’s graphics lab has an A3 Epson stylus colour ink-jet printer and an A4 colour laser printer. Colour printing is, however very expensive. Please consult with your supervisor as to the necessity of colour printing if you wish to use this facility for your research. The cost must be negotiated with the computing staff beforehand.

**Teaching computer labs**

The facilities in School's teaching computer laboratories (408GT, 427GT, 543GT and 1st year tutorial rooms in OTC) may be used for data collection or general use when not required for teaching. You must book the teaching computer labs in advance with Patrick Wong (see computing contact numbers, below).

**Laserprinting facilities**

Psychology 4 students may use the School's laserprinting facilities. Each student's usage is automatically recorded against his/her account number. The cost of laserwriter output is 10 cents per page, and students may use their $100 allowance to meet this charge. Printing costs which exceed this allowance will be charged to the student. It should be noted that the School's system does not support all the type fonts available on Macintosh computers, and students should verify that the type font they wish to use is available. Students preparing material at home and intending to use the laserprinters in the School should select “Laserwriter IIg” on the word processor for the correct page layout. If you plan to use the School's facilities for producing your theses you are very strongly encouraged to do test runs well in advance of the deadline to ensure that the document is properly produced.

**Computing Contact Numbers**

<table>
<thead>
<tr>
<th>Computer Account and UNIX system inquiries</th>
<th>Mr John Holden Room 326 GT; Ext 13024; Email johnh</th>
</tr>
</thead>
<tbody>
<tr>
<td>General inquiries</td>
<td>Computer Systems Officers Ext 12905</td>
</tr>
<tr>
<td>Statistical analysis software inquiries</td>
<td>Dr Margaret Charles Rm 452 BR; Email margreetc; Ext 13354</td>
</tr>
<tr>
<td>Macintosh Word processing systems</td>
<td>Ms Rachel Moerman Email: moermanr; Ext 12866</td>
</tr>
<tr>
<td>Teaching computer lab, dedicated rooms and general room bookings</td>
<td>Psychology Counter</td>
</tr>
<tr>
<td>Access to research facilities; requests for technical assistance</td>
<td>1st Semester - Dr John Predebon (via your supervisor) (GT Rm 408, Ext. 13321, Email: johnp 2nd Semester – To be advised</td>
</tr>
</tbody>
</table>
Your responsibilities regarding use of computer resources

Do not abuse your privileges! Students using the School's computing facilities must produce their SID card if requested to do so by a member of the Psychology staff or a Security Officer. No food or drink is permitted in the computer rooms. Please close windows and turn off lights if you are the last person to leave the room.

The e-mail, UNIX, web and printer accesses provided by the School of Psychology are separate from the similar services provided by the University. Students do not need to pay for the web and UNIX access provided by our School, whereas students have to pay for services (other than e-mail) provided by the University (for more information, see http://helpdesk.usyd.edu.au/services.html). The School, however, in turn has to pay the costs to the University, so please do not abuse your privilege.

Use of the internet is monitored, and is strictly for purposes related to your honours work. As we can trace users, students with unjustified usage (e.g. in the nature of usage, or with extremely high network traffic) may be denied access to the system or asked to pay actual charges.

When using school or university computing facilities, you must observe the University "Conditions of Use" and also its "Code of Conduct". See http://www.usyd.edu.au/su/is/helpdesk/condUse.html and http://www.usyd.edu.au/su/is/helpdesk/codeConduct.html.

It is a criminal offence to:
   (i) Obtain access to data without authority (Penalty 2 years imprisonment)
   (ii) Damage, delete, alter or insert data without authority (Penalty 10 years imprisonment)
   (iii) Illegally copy copyrighted software ("software piracy"). There are hefty fines and you may be sued for even larger damage claims, see: http://www.bsaa.com.au/general/therisks.html.

Improper usage of a machine will result in the individual being barred access to the system and more serious steps will be taken if individuals are found to be deliberately attempting to damage or disable ("hack") the system or other people's files.

Other University computing resources
Students can also buy access to computing resources in at Fisher, Carslaw, Education, and PNR Computer Access Centres (more info: http://www.usyd.edu.au/su/is/labs/aboutus.html).

6.4 LIBRARY RESOURCES AND SERVICES

6.4.1 SCHOOL LIBRARIES
(i) Thesis Library
Because of renovations to the Griffith Taylor Building during 2005 the full thesis library will be unavailable. However, students will still be able to view past theses via two means:
- Supervisors will make available for loan to their students copies of theses they supervised in the past. This applies to both Empirical and Theoretical theses.
- A selection of 30 of the best Empirical theses from the last 4 years will be made available for loan to students. A list of theses available will be published on the Honours website. Students should email the Honours Admin Officer requesting to borrow individual theses (i.e. one at a time) and the Admin Officer will advise the student of when the thesis will be available for collection from the Psychology counter. A maximum 1 week loan period will apply for all theses, and failure to observe return dates will result in a cancellation of thesis borrowing privileges.
(ii) Test Library
The Clinical Psychology Unit (CPU) maintains a library of test materials for use by staff and students from the School of Psychology. The library is located in room 123, Transient Building F12. All enquiries should be directed to the test librarian (9036 9236; testlib@psych.usyd.edu.au). Hours of opening are posted on the door of the Test Library and on the test library website (http://www.psych.usyd.edu.au/clinicalpsychology/testlib/). Borrowers can check if a particular item is held by the Test Library by consulting the inventory, available online at www.psych.usyd.edu.au/TestLibrary/

The Research Collection is comprised of equipment funded by the School of Psychology and from the clinic income and has been set aside for the purpose of research. Borrowing from the Research Collection is limited to academics from the School of Psychology, all Psychology research and honours students, and their supervisors. The loan period for the Research Collection is up to two weeks, renewable in person and dependent upon other requests for the materials. Library resources are such that consumable test materials (e.g. response forms) will not be supplied for research.

Students are liable for the cost of the test if it is incomplete on its return. As with other libraries, graduation will not proceed until these matters are resolved.

6.4.2 UNIVERSITY LIBRARIES
Details of services are available at the University of Sydney Library website: www.library.usyd.edu.au. The contact details of the Psychology Librarian are as follows:
Ph: 9351 3257; Email: psychology@library.usyd.edu.au

In particular, note the following:

(i) MyLibrary
MyLibrary options allow you to: place holds on items that are currently out on loan; find out what holds you have placed; see if holds are awaiting pick-up by you; find out what you have out on loan; see if you have any overdue items or fines; pay your fines; renew your loans; set up preferred searches and email alerts. To access these options, click on the MyLibrary button on the Library homepage: www.library.usyd.edu.au

(ii) Interlibrary Loans and Document Delivery from the University of Sydney Library
Honours students are entitled to use the Interlibrary Loans and Document Delivery service. You can request books, copies of book chapters and photocopies of journal articles not held by the Library. You can also request books and journal articles held in University of Sydney Libraries not on the Darlington and Camperdown campuses. They can also be requested electronically via the library website: http://www.library.usyd.edu.au/borrowing/docdel/request.html
You will need to fill in the registration form online before you can use the system. Wherever possible, journal articles and book chapters will be delivered to you via email. You will require the Acrobat Reader program in order to view these articles. (The computers in the School of Psychology have this capacity.)

(iii) Use of Libraries in other Universities
If you want to borrow from other academic libraries (eg Macquarie, UNSW) regularly, you can purchase a ULA borrower’s card for that library at a cost of $50.00. This gives you borrowing rights for that library for 12 months. For more information see http://www.library.usyd.edu.au/borrowing/reciprocal.html Enquiries: Fisher Library Loan Desk.

(iv) Databases
Access is available to PsycINFO and hundreds of other databases. Most of the Library’s databases and e-journals can be accessed from anywhere on or off campus. When you are off-campus, type in your name and library barcode number to get access to a database.

(v) Psychology Subject Guide
http://www.library.usyd.edu.au/subjects/psychology
Access the Guide from the Library’s homepage (click on Subject Guides). This guide includes: an internet guide to useful web sites for Psychology; reference materials in the Library; databases for Psychology; citation and style guides; a list of Psychology audio-visual resources held in Fisher Library; and a link to Library classes for Psychology students.

(vi) Current Awareness
Keep up with recent publications in your research area by setting up personal profiles and saved searches with various database services. You will then receive email notification of the contents of new issues of journals or new articles on your saved search items. Available services include: PsycINFO, Medline, ERIC, Current Contents, ScienceDirect and Web of Science. For details contact the Psychology Librarian.
7. GENERAL INSTRUCTIONS FOR SUBMITTING WRITTEN WORK

7.1 FORMAT FOR MAJOR ASSIGNMENTS AND THESES

Theses and Special Fields Major Assignments are independently marked by two examiners. These assessments must be submitted to the Administrative Office and follow the same format:

(i) Typed on A4 paper
(ii) Minimum font size 10
(iii) Double or one and a half spacing between lines
(iv) Word count (excluding abstract, tables, references and appendices) to appear on the title page
(v) Referencing conforming to the American Psychological Association Guidelines for Publication
(vi) Any material taken from other sources to be properly acknowledged and referenced (author's name and date given for all references; page number given for direct quotations). Failure to observe this basic convention will be regarded as plagiarism (see Section 7.3).

7.1.1 Word length requirements
The ability to write concisely is an important consideration in assessing the work. Where the required word length is exceeded by more than 5%, the student will be penalised. The title page of each piece of work submitted must include an accurate word count (excluding abstract, tables, references and appendices). At the time of submission of theses, the student must also submit a copy of the thesis in disc form (see below) to enable word count checks if necessary.

7.1.2 Receipts for submitted work
At the time of submission of pieces of written work (except for Special Fields minor assignments), students will be given a receipt (receipts will not be given for drafts, outlines and Special Field minor assessments). No responsibility will be taken by the School for pieces of work for which the student has not received a receipt.

7.2 INSTRUCTIONS FOR BINDING THESES

For both the empirical and theoretical theses, three hard copies of the thesis and one copy on 3.5 inch disc or CD-Rom must be submitted to the Administrative Officer. Each copy should include an abstract (maximum 300 words). At least one hard copy of each thesis (library copy) must be bound in a spring-back folder. This copy will be lodged in the School Thesis Library and will contain identification of the student. The other two hard copies (examination copies) may be bound either in a spring-back folder or in a plastic spiral binding. These copies will be used in the examination process, and must not contain any identification of the student. After examination, one of the examination copies will be forwarded to the supervisor, and the other can be collected by the student from the Administrative Officer.

A note on spring-back folders
These folders are a neat and easy (though expensive) way to bind your thesis. They can be purchased at the University News Agencies (Holme and Wentworth buildings), but do not seem to be available from most other Stationery suppliers. It is in your best interest to purchase folders early as supplies do run out close to thesis hand in date.

Identification of student in the Library copy
The title page of the library copy must contain the title of the thesis, the student's name and SID, the words "Theoretical (or Empirical) Thesis submitted in partial fulfilment of the requirements for Psychology 4, 2005", and an accurate word count (excluding abstract and references). The spine of the library copy must contain, in upper case letters running from top to bottom, the student's last name, and the words "THEORETICAL 2005" or "EMPIRICAL 2005".

Anonymous examination copies
The title page of the two examination copies of the thesis must be identical to that of the library copy, except for the omission of the student's name. In order to ensure anonymity of the student during the marking process, the student's name must not appear anywhere else in the thesis, including the appendices, and nothing is to be written on the spine or the cover of the thesis. No acknowledgments page is to be included.

The disc copy must be identical to the word-count relevant section of the Library copy of the thesis. The disc should also include the title page, abstract and references but they are not included in the word count. The disc should be clearly marked with the student's name and SID and "empirical" or "theoretical".
7.3 PLAGIARISM
In writing theses, essays or reports to meet coursework requirements, you should use your own words. In some contexts it is appropriate to use an occasional quotation. If you do, this should be indicated in the conventional way by enclosing the passage within quotation marks and by providing a precise reference for the source of the quote. In many contexts, especially reports of empirical work, quotations are best avoided.

"Using your own words" means that you should NOT borrow from the writing of others—whether from fellow students or published authors. Thus, it is not acceptable to base an essay, for example, on text from various sources that you have then edited to some degree—even if you cite these sources. First of all there is the ethical issue arising from the dishonesty of presenting as your own work something that is essentially the work of others. In addition, there are good educational reasons for avoiding this, even where you feel that someone else has expressed some idea far more clearly than you could. One reason is the need to learn to express yourself clearly in writing; like most other skills, this only comes with practice. Another is the failure to demonstrate that you thoroughly understand information or ideas if all you have done is to reproduce, with some editing, what someone else has written about the topic.

When you express in your own words what you have learned from various sources, you should cite each source. The standard convention for most written work in psychology is to list references at the end rather than, for example, use footnotes. Expressing an idea without giving a citation implies that it is your own idea. Therefore, if it is in fact an idea you got from someone else, this must be acknowledged. Listing a set of sources implies that you have read them all. Therefore, you should list as references only those you have actually read. If you are depending on a secondary source, then make this clear; e.g. "... salivary conditioning (Pavlov, 1927; cited in Mazur, 1998).

The points made here also apply to non-textual material. For example, graphs or tables of data included in a report should be your own work and not copied from others. Very occasionally you may need to ‘quote’ a figure from some other source; if you do so, you should make its origin quite clear.

In general, avoid letting other students use your work for any kind of assessment. On the rare occasion where this could be appropriate, make sure that the other student acknowledges your contribution as the original author. Otherwise what may perhaps have been intended as an act of generosity could have harmful consequences.

The School of Psychology’s policy with regard to coursework based very closely on the work of others is that:
(i) Criteria for marking any piece of submitted coursework include meeting the requirement that the student has used his or her own words in writing it. Similarly, any non-textual content should be clearly the student’s own work. In the rare cases that a direct quotation is appropriate, it should be indicated as such by being placed within inverted commas and followed by a reference to the original source, including page number. If a piece of coursework submitted for assessment is very closely based on the work of others, it will receive a low mark, even if the sources are properly cited.
(ii) Where it seems that a student has intentionally obscured the fact that some of the content of an essay or report is closely derived from the work of others, it may be treated as a case of misconduct and referred to the Registrar in accordance with the student disciplinary provisions of Chapter 8 of the University of Sydney By-law 1999.

7.4 PENALTIES FOR LATE SUBMISSION
In planning your work for the year, you should allow adequate time to complete the final versions, and have them typed and submitted by the relevant deadlines. The amount of time this takes is easily underestimated, as is the number of everyday interruptions, the insistence of competing demands and the likelihood of a minor ailment that can occur as such a deadline nears.
If a piece of work is submitted for assessment after its deadline has passed, but within three weeks of that date, it will be marked but will incur an automatic penalty. For submissions up to 2 days late, 5 marks (out of 100) will be deducted from the mark agreed by the examiners. For submissions from 3 days to one week late, 10 marks will be deducted. A further 10 marks will be deducted for each week after the first and up to the third week. In the case of Special Fields Major Assignments, penalties will apply to the mark for the particular piece of work that is late. Thus, if only one of the two assignments is submitted late, only the mark for that examination will incur a penalty, but if both assignments are submitted late, both will incur a penalty.

7.5 SPECIAL CONSIDERATION

The term “Special Consideration” covers any and all requests for consideration, including requests for extensions on coursework and theses, requests for supplementary exams, as well as more general requests for consideration of marks. The following procedures have been developed by the Faculty of Science in response to directives from the Academic Board.

All requests for Special Consideration must be lodged first with the Science Faculty Office. This applies to ALL STUDENTS, regardless of the degree in which you are enrolled. Applications that have not been stamped by the Science Faculty cannot be accepted by the School of Psychology.

Special Consideration will be granted ONLY in cases of certified illness or misadventure. The following will NOT be accepted as grounds for Special Consideration:

1. work pressure either in other units of study or in employment.
2. computer failures. It is your responsibility to ensure that you keep adequate back-ups and hard copies of work, and that you do not leave printing until the last minute.
3. losing work. It is your responsibility to ensure that written work, study notes, etc are duplicated and kept in a safe place.

The procedure for applying for Special Consideration is given in the following chart:

**Student Special Consideration Process**

**Step 1:** Obtain and complete a Special Consideration form from either the Faculty of Science office or website, which includes a Professional Practitioner’s Certificate to be completed by your registered medical practitioner or counsellor.

**Step 2:** Lodge Completed Special Consideration form with supporting documentation at the Faculty of Science office.

**Step 3:** Lodge stamped copies of form and documentation at Psychology Counter. This should be done on the same day as step 2.

After an academic judgment has been made, you will be advised of the outcome by the Faculty office via an e-mail to your university e-mail account within ten working days of lodgement of your application.

When applying for Special Consideration, please keep the following in mind:

**EXTENSIONS**

If you require additional time to complete coursework assignments or theses because of certified illness or misadventure, you must lodge an application for Special Consideration at the Science Faculty Office and the Psychology Counter within 7 days of the due date of the assessment. However, you should inform the Honours Administration Officer of your intention to apply for an extension before the due date if possible. In the case of the Empirical Thesis, students should inform the 4th year Co-ordinator of any impediments that are delaying
their empirical project and should formally document these in the Empirical Research Progress Report to be submitted in early October, prior to submitting an application for Special Consideration through the Science Faculty.

Students granted an extension on coursework will be informed of the new due date via email.

SUPPLEMENTARY EXAMS
If you cannot sit an examination at the scheduled time due to illness or misadventure, you must lodge an application for Special Consideration at the Science Faculty Office and the Psychology Counter within 7 days of the exam. However, you should inform the Honours Administration Officer that they did not attend the exam on the exam date if possible.

Students granted supplementary exams will be informed of the time and location via email.

GENERAL SPECIAL CONSIDERATION
If you feel that your performance in Honours has been compromised by certified illness or serious misadventure, but you do not require an extension or a supplementary exam, you may still apply for Special Consideration via the process given above. All requests for Special Consideration must be lodged by October 28th.

8 ASSESSMENT AND EXAMINATION PROCEDURES
Overall assessment is normally based on a weighted sum of each of the four components (see Section 2, Course Structure), but very poor performance in any one of these three elements may alone be sufficient to render a candidate ineligible for the award of an honours degree.

8.1 COURSEWORK MARKING PROCEDURES

8.1.1 Double marking of Special Field major assignments
Major assignments for Special Fields courses are each marked by two examiners, appointed by the Coordinator/s of the relevant Special Field after consultation with the Psychology 4 Coordinator. The final mark is determined by consultation between the two examiners. If major discrepancies are identified between the examiners that cannot be resolved by consultation, an additional examiner is appointed. Feedback on major assignments will be provided to students when marking is completed.

8.1.2 Rescaling of Special Fields marks
To ensure equity in the assignment of grades across the different Special Fields courses and the Theoretical thesis, marks may be adjusted to take account of differences in the criteria applied to different Special Fields courses and the effect of regression to the mean on the marks obtained across multiple Special Fields’ components (as opposed to the single mark for the Theoretical Thesis).

8.2 THESIS MARKING
Empirical and theoretical theses are examined by two members of staff, not including the supervisor. Supervisors submit a report for each student they supervise which is forwarded to relevant examiners (see Appendices C and D). Before reading the Supervisor’s Report Form the examiner assigns a mark out of 100 which subsequently reviews in the light of the supervisor’s report. Marking is based on consideration of those aspects listed on the Examiner’s Report Form (see Appendices A and B). This form is also used in discussions between discrepant markers, and as a basis for anonymous feedback to students, after results have been posted.

(i) If both examiners independently award the same mark, this mark is conveyed to the supervisor. If the supervisor agrees, that mark is taken as the final mark. If the supervisor disagrees with the mark, (s)he may ask that a third examiner be appointed and the procedure is as in (iii) below.

(ii) When the discrepancy between the two examiners is minor, the examiners attempt to resolve their disagreement. If they can reach resolution, the procedure is as in (i) above; if not, then it is as in (iii).

(iii) Theses with more substantial discrepancies are allocated a third examiner, who assesses the thesis independently, with no knowledge of previous examiners’ judgements. The three examiners then meet to decide a mark to be recommended to the Examiners’ Meeting. The supervisor attends the meeting of the three examiners: the role of the supervisor at this meeting is to answer specific questions put by the examiners, or to clarify any confusions. The Examiners’ Meeting is informed that a third examiner has been appointed, as well as of the marks awarded by each examiner. If, after discussion, the three
examiners fail to agree on a single mark, this is conveyed to the Examiners’ Meeting, and a final mark is determined at that meeting.

8.3 CALCULATION OF FINAL HONOURS MARK

8.3.1 Procedure at Examiners’ Meeting
The level of honours awarded is based upon the principles stated below:

(i) All pieces of work must be submitted by the final deadline before any grade can be awarded.
(ii) The marks for the Empirical Thesis, the Theoretical Thesis/Special Fields, Research Methods, and Ethics and Current Issues are weighted 50%, 30%, 15% and 5% respectively, and the resulting sum out of 100 for each candidate is used to establish an initial rank order of the candidates.
(iii) On the basis of the distribution of these marks, University and School guidelines about the proportion of students expected in various Honours bands and evaluation of special consideration requests and other relevant factors, the School Examiners’ Meeting determines the minimum raw mark criterion for each Honours band.
(iv) If necessary, the marks are then rescaled to conform with the University wide honours scale (Hons 1 80-100; Hons 2.1 75-79; Hons 2.2 70-74; Hons 3 65-69).

8.3.2 Faculty Requirements and Transcripts of Results
The School Examiners’ meeting makes a recommendation to the relevant faculty regarding the mark and award for each candidate. This recommendation is usually accepted, provided that the Faculty’s requirements are also met. In the Faculty of Arts, it was stipulated by the 1998 Board of Examiners that there should generally be no more than 10 marks difference between the student’s final recommended honours mark and that student’s performance in the third year of the honours subject. In the Faculty of Science, the undergraduate WAM must be greater than 67 for First Class Honours to be awarded, and greater than 79 for the University Medal. The Science Faculty rules apply unless it can be demonstrated that the WAM was affected by sickness, misadventure, unusual work load or choice of units of study, and/or that performance in the Honours unit of study was exceptional. Students who consider that their WAM was affected by exceptional circumstances and who are concerned that their final Honours grade may be unfairly prejudiced should write to the Dean, explaining the circumstances, with documentation where appropriate. A copy of any correspondence should be forwarded to the Psychology 4 Coordinator. This will allow the school to be informed about your case when it is considered by the Faculty Board of Examiners at the end of the year.

School vs. University marks
Students should also note that the marks received on their official transcript will not correspond exactly to the marks considered at the School Examiners’ meeting. This is because the marks are rescaled to conform to the University’s nominated range for each grade of honours and may be adjusted because of special consideration or WAM considerations. Students will be informed of both their scaled and unscaled “final” result.

8.4 PSYCHOLOGY 4 PRIZES AND AWARDS
The University Medal
A bronze medal awarded by the Faculty to a candidate in the 4th year honours course with First Class Honours where the candidate’s work across the entire course of their undergraduate degree is of outstanding merit.

The Australian Psychological Society Prize in Psychology
This annual prize, valued at $200, donated by the Australian Psychological Society, is awarded to the student who achieved the highest overall mark in Fourth Year Psychology.

The Dick Thomson Prize
Established in 1974 by a donation of $462 from the colleagues and friends of the late R J Thomson, MA, Dip Ed, as a memorial to him. Awarded annually on the recommendation of the Head of the School of Psychology to the best student in Psychology 4 provided the performance is of sufficient merit. Value $60.

O’Neil Prize
**The Dick Champion Prize**
Established in 1999 by the School of Psychology to perpetuate the memory of a Professor and former Head of the School of Psychology. This prize is awarded annually on the recommendation of the Head of the School of Psychology to the Psychology 4 student who presents the best Empirical Thesis in the areas of learning or motivation, providing the thesis is of sufficient merit. Value $200.

**9 POSTGRADUATE STUDY**

**9.1 POSTGRADUATE SCHOLARSHIPS 2006**

Students are strongly encouraged to consider postgraduate research and training. Applications for Australian Postgraduate Research Awards close at the end of October. If there is any possibility that you may want to undertake postgraduate studies in 2006, you are encouraged to apply for a scholarship before this date. The Scholarships Office can be contacted on 9351-3877, or via its web page (www.usyd.edu.au/su/reschols/ then click on “Scholarships”) and forms may be obtained for both research and coursework awards from Dr Justin Harris (Rm 408, North Badham, 9351 2864).

**9.2 SELECTION CRITERIA FOR PROFESSIONAL DOCTORATES**

If you intend to apply for the Doctor of Clinical Psychology (DCP) or the Doctorate of Clinical Neuropsychology (DCN) at the University of Sydney, you should be aware of the procedures and criteria used in selecting applicants. **Please note** that universities differ in the criteria for selection for professional courses and will not necessarily use the same procedures or apply the same criteria.

Selection is based on submitted application materials, followed by an interview of selected applicants conducted by a committee comprising members of the School’s academic and clinical staff. Applicants are selected for interview on the basis of:

(i) Minimum academic performance of Honours 2.1 or equivalent
(ii) Relevant work experience (including voluntary work or relevant research assistance)
(iii) Satisfactory referees’ report (one academic, one work related)

The interview process assesses relevant academic, research and work experience and performance; aptitude for clinical psychology; and awareness of ethical issues relevant to clinical practice.

For more information on the content of and selection processes for the DCP program, visit the Clinical psychology Unit website:

http://www.psych.usyd.edu.au/clinicalpsychology/

**NOTE:** It is **NOT** a requirement for acceptance to the DCP or DCN that a student must have completed an empirical research project in the area of Abnormal or Clinical Psychology. The selection process aims to identify students with a demonstrated interest in abnormal or clinical psychology, an awareness of clinical issues, and experience related to the area. This can be demonstrated in a number of ways (for example relevant work experience or a relevant empirical project). Note also that projects in many areas of Psychology (e.g., Cognitive Psychology, Developmental Psychology, Individual Differences, Human Learning, Neuroscience, Social Psychology) may be seen to have clinical relevance or implications.
APPENDIX A

EMPIRICAL THESIS EXAMINER’S REPORT

Please comment on each of the aspects listed below.

Word length within 5% (less than 12,600).    Yes    No

Originality of contribution
(Evidence of independent work; significance of contribution to knowledge)

Literature review
(Comprehensive; shows grasp of issues; shows critical ability)

Rationale for and aims of research

Design and method
(Choice of variables; appropriateness of design to test hypotheses; adequacy of controls; sampling; originality and appropriateness of materials and procedures)

Data analysis and presentation of results
(Appropriate and clearly labelled tables and graphs; appropriate statistical analysis with justification of choice if necessary; consideration of power; raw data included)

Discussion
(Findings related to stated aims and hypotheses and to previous literature; projection to future research; theoretical implications; awareness of shortcomings)

Overall presentation
(Conciseness; clarity; sufficiency of detail; referencing)

Overall grade (out of 100)

(a) Pre-supervisor’s report:

(b) Post-supervisor’s report
APPENDIX B

THEORETICAL THESIS EXAMINER’S REPORT

Please circle one option. If you are submitting this form electronically, indicate the selected option by underlining the text. These form a non-exhaustive checklist and need not be equally weighted.

1. Word Count (excluding abstracts, tables, references and appendices)
   More than 5% in excess of 8,000 word limit: No Yes

2. The originality displayed in the thesis is:
   Very Poor Poor Adequate Good Very Good

3. The student's statement of the issue or question to be addressed is
   Very Poor Poor Adequate Good Very Good

4. The student's statement of the thesis to be argued is
   Stated Stated, but not clearly Clearly stated

5. The student's account of the conceptual errors which have been made, and/or the misunderstandings which have arisen, concerning this particular problem is
   Very Poor Poor Adequate Good Very Good

6. In developing her/his thesis the student's demonstrated concern for the requirements of logical validity of argument is
   Very Poor Poor Adequate Good Very Good

7. The logical arrangement of thesis (i.e., the degree to which its parts cohere to form a cumulative argument) is
   Very Poor Poor Adequate Good Very Good

8. The overall cogency of the case made in support of the thesis is
   Very Poor Poor Adequate Good Very Good

9. The student's acquaintance with the relevant literature is
   Very Poor Poor Adequate Good Very Good

10. Suggestions which the student makes as to how errors or misunderstandings may be avoided, or problems overcome, are
    Very Poor Poor Adequate Good Very Good

11. With respect to clarity, the thesis is generally
    Very Poor Poor Adequate Good Very Good

12. In matters of English usage, succinct expression, spelling, punctuation etc, the thesis is
    Very Poor Poor Adequate Good Very Good
13. In the care taken with technical detail (such as citation of references, presentation of the Bibliography in the approved form, and so on) the thesis is

<table>
<thead>
<tr>
<th></th>
<th>Very Poor</th>
<th>Poor</th>
<th>Adequate</th>
<th>Good</th>
<th>Very Good</th>
</tr>
</thead>
</table>

**Overall grade**

(a) Pre-supervisor's report

(b) Post-supervisor's report (to be completed after reading the supervisor's report).

Please complete the following section giving reasons for awarding grade X rather than Y or Z. This information may also be passed on to students.
APPENDIX C

EMPIRICAL THESIS SUPERVISOR'S REPORT

1. **Amount of consultation with this student based on the scale below:**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Infrequent Meetings</td>
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<tr>
<td>2</td>
<td>Regular Meetings</td>
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<tr>
<td>3</td>
<td>Frequent/Prolonged meetings</td>
</tr>
<tr>
<td>4</td>
<td>(once per week for most of year)</td>
</tr>
<tr>
<td>5</td>
<td>meetings - more than once/week over year</td>
</tr>
</tbody>
</table>

RATING (1-5):

Comment:

2. **Extent of supervisor's role in choice and definition of problem (rating according to scale below):**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Little/No direction in topic selection</td>
</tr>
<tr>
<td>2</td>
<td>Directed reading &amp; discussed student's ideas</td>
</tr>
<tr>
<td>3</td>
<td>Directed student to specific topic</td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
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</tbody>
</table>

RATING (1-5):

Comment:

3. **Extent of originality of student's contribution (rating according to scale below):**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
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<tr>
<td>4</td>
<td></td>
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<tr>
<td>5</td>
<td>High level of originality</td>
</tr>
</tbody>
</table>

RATING (1-5):

Comment:

4. **Extent of help with design of project (rating according to scale below):**

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<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Little/No input in design</td>
</tr>
<tr>
<td>2</td>
<td>Discussed student's ideas-</td>
</tr>
<tr>
<td>3</td>
<td>suggested modifications</td>
</tr>
<tr>
<td>4</td>
<td>Specified design for student</td>
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<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

RATING (1-5):

Comment:

5. **Extent of help with planning procedures (rating according to scale below):**

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<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Little/No input</td>
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<tr>
<td>2</td>
<td>Discussed student's ideas-</td>
</tr>
<tr>
<td>3</td>
<td>suggested modifications</td>
</tr>
<tr>
<td>4</td>
<td>Planned procedures suggested</td>
</tr>
<tr>
<td>5</td>
<td>modifications for student</td>
</tr>
</tbody>
</table>

RATING (1-5):

Comment:

6. **Extent of help with data analysis (rating according to scale below):**

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<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
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<td>Little/No input</td>
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<td>3</td>
<td>Specified analysis</td>
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RATING (1-5):

Comment:
interpretation. Student carried out analysis Interpreted data

RATING (1-5):
Comment:

7. Extent of editorial assistance (rating according to scale below):

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<tr>
<td></td>
<td>Did not read draft</td>
<td>Read / Commented on 1 full draft</td>
<td>Read / Commented on more than 2 drafts</td>
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</tbody>
</table>

RATING (1-5):

Comment:

6. Did student collect all of his/her own data? YES NO (circle one)

If the student did NOT collect all of his/her own data, what percentage did he/she collect? ..............%
Please describe below the source and nature of the data, and the nature of the student’s involvement in data collection:

7. Any special circumstances that you consider relevant? (Do not include here any circumstances for which special consideration has been requested)

11. Was significant assistance received from anyone else?

12. Other Comments

13. What effect do you think your report should have on the examiner's assessment of this thesis?
APPENDIX D
THEORETICAL THESIS SUPERVISOR’S REPORT

Please answer the following queries about the supervision received by this student and add comments where you feel this could be helpful. Indicate your answers by marking the scale at the appropriate point.

1. Amount of consultation

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<tr>
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<td>Regular Meetings (once per week for most of year)</td>
<td>Frequent/Prolonged meetings - more than once/week over semester</td>
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</table>

RATING (1-5):
Comment:

2. Extent of supervisor's role in choice and definition of problem

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<td>Directed student to specific topic</td>
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RATING (1-5):
Comment:

3. Extent of originality of student's contribution

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<tr>
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<td>Little originality</td>
<td>High level of originality</td>
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</table>

RATING (1-5):
Comment:

4. Extent of editorial assistance

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<td>Did not read draft</td>
<td>Read/Commented on 1 full draft</td>
<td>Read/Commented on more than 2 drafts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RATING (1-5):
Comment:

5. Any special circumstances that you consider relevant? (Do not include here any circumstances for which special consideration has been requested)

6. Was significant assistance received from anyone else?

7. Other Comments

8. What effect do you think your report should have on the examiner's assessment of this thesis?
APPENDIX E

OBTAINING ETHICS APPROVAL

EXTRACT FROM 2001 ETHICS APPLICATION FOR RESEARCH USING PSYCH 1 STUDENTS AS SUBJECTS
Protocol No: 01/01/38 Title: Fourth Year Psychology Projects

A required, and central part of students’ fourth year in Psychology is the completion of a research project. There are approximately 90 students involved per year: approximately 55 Honours students and 35 Graduate Diploma (Psychology) students. These projects are designed and carried out in close consultation with a supervisor who is always a member of the academic staff of the Department of Psychology. In some cases there is also an external supervisor who is an appropriately qualified academic or researcher in a related institution. The general purpose of these projects is to provide training in research methods in Psychology. This is required for eligibility for graduate membership of the Australian Psychological Society, in turn is a prerequisite for registration as a professional psychologist, and for entry in to most postgraduate courses in Psychology.

In addition, the aim of each fourth year project is to further knowledge in a particular area of Psychology. It is a course requirement that these projects do not simply replicate previous research, but rather make an independent contribution to knowledge in that area. Consequently, the results of a good number of these projects are published in professional journals or presented at professional conferences.

The procedures used in these projects are of two main types:

**TYPE 1 EXPERIMENTS**

These consist of experiments which investigate aspects of various psychological processes such as memory, learning, skilled performance, problem solving, pattern recognition, attention, perception. Typically they employ the presentation of some kind of stimulus material (for example, words or visual patterns presented on a computer screen, on cards, or projected; words or other auditory stimuli presented via headphones or a loudspeaker) and participants are required to respond in some manner, either immediately or at a later time, as in memory experiments. Such responses may involve pressing an appropriate key, tracking a moving target, selecting from an array of items in a recognition test, or psychophysiological measures such as changes in skin conductance or heart rate.

Type 1 experiments use one or more of the following procedures:

1. reaction times measured by keyboard press, mouse button or voice key
2. presentation of visual stimuli (including faces, alphanumeric characters, geometric forms) on computer monitors, cards, or projected onto a screen
3. presentation of auditory stimuli, including words, melodies, single tones or complex sounds via headphones or loudspeakers
4. assessment of body shape of photographic images
5. recording of eye position using infra red sensing device or video-photography
6. reasoning tasks, including arithmetic, anagram and concept formation tasks
7. memory tasks, involving words, faces, video typed events, or other visual or auditory patterns
8. presentation of computer-simulated driving tasks, and measurements of steering, accelerator and brake responses
9. tracking tasks involving continuous responding to changing visual or auditory patterns
10. motor tasks involving grip strength, throwing or motor discrimination tasks
11. non-invasive electrophysiological measures: cardiovascular, heart rate monitors using an ear lobe clip, electroencephalographic (EEG), skin conductance, electromyographic and electro-oculographic measures
12. evaluation of transfer of training on a variety of computer tasks – e.g. library database searches
13. judgement of food or drive flavours and sniffed odours, and consumption of commonly available food and drinks
14. Perceptual tasks involving judgement of visual and auditory stimuli

**TYPE 2 EXPERIMENTS**

These are usually employed in social psychology projects. They involve the administration of a self report questionnaire or test, which is either a standard instrument (for example, kinds of personality, mood or ability tests) or an instrument which has been specifically developed for a specific study. Such projects cover diverse topics, for example, rating perceptions of health risks, rating the importance of various aspects of friendship.

Type 2 experiments use one or more of the following procedures:

1. various standard intelligence tests
2. various standard personality tests
3. various standard tests assessing mood and emotional state
4. standard format tests of associations between words and concepts
5. widely available questionnaires on attitudes, including measures of prejudice and stereotypes
6. questionnaires covering various aspects of behaviour, for example, social interactions, eating behaviour recreational behaviours.
7. questionnaires requiring estimates of the likelihood of future events, for example, health related, accidents, academic performance
UNIVERSITY ETHICS COMMITTEE MEETING DATES AND APPLICATION DEADLINES 2005

<table>
<thead>
<tr>
<th>HUMAN ETHICS COMMITTEE 2005</th>
<th>ANIMAL ETHICS COMMITTEE 2005</th>
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<tbody>
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<td>DEADLINE (5:00pm)</td>
<td>DEADLINE (5:00pm)</td>
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<td>6 May 19 May</td>
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<tr>
<td>29 November 13 December</td>
<td>25 November 8 December</td>
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</tbody>
</table>

NB These dates were correct at time of publication. For confirmation on dates, refer to the following URLs:

Appendix F

ETHICS DECLARATION/RESEARCH PROPOSAL

Submit to Admin Assistant, 149A Badham Building, with your Research Proposal no later than Monday, May 3rd, 2005

Name of Student.......................................................... SID.................................

Email address.......................................................... Supervisor..........................................................

Working title of empirical project..........................................................

Nature of research (circle one)   Human     Animal

PLEASE ATTACH ON A SEPARATE PAGE YOUR RESEARCH PROPOSAL

Indicate below what kind of ethics cover you will have (tick one):

☐ Submitting an individual ethics application

☐ Covered by group application for projects using Psychology1 students

(see Handbook, Appendix E for types of projects covered)

Type of experiment (list more than one where applicable):

........................................................................................................................................

........................................................................................................................................

☐ Covered by an existing application

Chief investigator: ................................................Protocol Number of application............................

Please note that the University Ethics Committee needs to be informed that your name is to be added to the application

IMPORTANT: IF YOUR PROJECT IS COVERED BY THE GROUP APPLICATION FOR RESEARCH USING PSYCH 1 STUDENTS YOU MUST:

A. Send the following information to the Ethics Office before you begin data collection:

(see Handbook Section 5.4 for further details)

1. A brief description of the research

   250 words would be sufficient. You can use your research proposal for this if you wish, but make sure that you include an explicit statement of the type your project falls into, and why

2. A copy of the sign up sheet you intend to post on the Psych 1 notice board, with details of the study, contact details etc filled in

3. A copy of the Subject Information Sheet to be posted on the web

   B. Complete the Ethics Declaration on the back of this page

Please turn over
Ethics declaration: Research on Psychology 1 students

Complete this section if your project is covered by the group application for psychology 1 students. The following covers the key questions in the standard Human Ethics application form which are relevant to research of the type covered in the group application. It is important that you indicate below that you have thought carefully about the ethical implications of your study, and anticipated any problems which might arise.

DEBRIEFING
(The debriefing is a 100-word description of the aims of your study to be provided to participants after they have been tested. To be submitted with your request for subjects)

Will you debrief each participant immediately after testing?  YES  NO

If no, indicate explain why it is necessary to delay debriefing: ..............................................................
..............................................................................................................................................................
..............................................................................................................................................................

CONCEALMENT/DECEPTION
Will the true purpose of the research be concealed from participants?  YES  NO

Clearly participants must be naïve to your hypotheses: circle “YES” only if concealment goes beyond this. IF YES, provide details of the concealment and how and when participants will be debriefed.
..............................................................................................................................................................
..............................................................................................................................................................

STRESS/ADVERSE EFFECTS
Will the research induce any psychological or physical stress or otherwise adversely affect the participant?  YES  NO

If YES, your project is NOT covered by the group application and you will need to submit an individual application to the Human Ethics Committee.

I understand that:
1. I must ensure the confidentiality of data collected, including the identity of the participants, by:
   • not revealing to any person not directly connected with the project information of a personal nature provided by participants
   • keeping data stored securely, both during and after the study
   • ensuring that the data is stored in a way that does not identify individual participants by name
2. There is a legal requirement that data be retained for at least 5 years after completion of research, and that when data is disposed of, this must be done in a secure manner.
3. I must submit to the human ethics committee a brief description of my project, and a copy of the consent form (sign-up sheet) and subject information sheet (see over)

SIGNED…………………………………… DATE…………………………
APPENDIX G
RECRUITING PARTICIPANTS FROM PSYCHOLOGY 1
INFORMATION GIVEN TO PSYCHOLOGY 1 STUDENTS ABOUT RESEARCH PARTICIPATION IN
THE 1ST YEAR PSYCHOLOGY HANDBOOK.

Acting as participants in research

There are two reasons that involvement in research is part of Psychology 1:

1. To give you first-hand experience of what real psychological research is like.
2. To make you familiar with the problems that researchers can encounter when trying to conduct research.

Involvement in research is Psychology’s form of practical work, and students are encouraged to act as participants. The studies that you may participate in form part of the School's research program and are conducted by staff members, research assistants, and postgraduate or Honours students (under staff supervision). Participation up to a limit of four hours per semester contributes a maximum of 5% to the student's total mark for the semester. The raw mark is determined proportionately to the amount of time spent acting as a participant, so, for example, completion of 2 hours of participation will result in credit of 2.5%.

This is the only non-compulsory assessment component of Psychology 1001. Students who do not complete this section will not automatically fail the unit of study, but will not gain the 5% allocated to this component.

Students who have ethical objections to participating in research may request that they complete alternative work (a 1000 word essay), by writing a letter outlining the objection and request to the Assistant Coordinator of Psychology 1 to request the alternate work no later than the end of Week 6 (Friday 23rd April).

Students who break an appointment, for whatever reason, without contacting the researcher more than 24 hours before the beginning of the experiment will be penalized by the same amount that they would have earned. This penalty will be deducted from the total credit points earned. For example, if you sign up for a study for 1 hour of credit, and don’t show up you will lose 1 hour of credit. Penalties can be made up for by participating in more experiments.

The last day for you to participate in research, and receive time credit is the end of STUVAC (Friday 18th June).

All research is monitored by the Human Ethics Committee to ensure that all studies are ethical. If you have a complaint about the conduct of a study, you may speak to the University’s Human Ethics Officer (Gail Briody, Ph: 9351 4811). You have the right to withdraw from a study at any time if you have an objection to it.

PROCEDURES FOR RECRUITING PSYCHOLOGY 1 PARTICIPANTS USING THE EXPERIMETRIX SYSTEM

Overview of the online sign-up system

The Psychology 1 students making up the entire subject pool are registered in the online ‘Experimetrix’ system. Researchers and students require a login and password before they can access the system.

Experimetners apply for approval to advertise an experiment, and are issued a password. Experiments are advertised online with a brief description indicating the times at which students can sign up for the experiment.

Students can then register for the times at which they wish to attend the experiment. After each student has participated in the experiment, the experimenter uses the on-line system to award credit to the students – or to penalise students who failed to turn up for registered times (students can withdraw up to 24 hrs before a registered time). The system keeps track of how much credit students have accumulated, and how much credit experimenters have used up.

Applying for approval to advertise an experiment online

All three of the following documents must be submitted to Dr Caleb Owens (BR339, calebo@psych.usyd.edu.au) before the experiment is put online. Keep a copy of each of these for yourself.

1. Experiment description
   This is a record of what you will enter online. It includes:
   -the number of subject hours requested for the experiment
   -the supervisor of the research
   -the principal researchers and their emails (from whom credit time will be deducted)
   -a brief (250 character maximum) description of the experiment exactly as it will appear on the webpage.
   -any selection criterion required for the experiment (e.g. native Chinese speakers)
   -the location of the study
   -the researcher (and phone no and email) that students should contact regarding participation in the experiment

2. Ethics approval
You must provide evidence that you have obtained Ethics approval. This will consist of a copy of the letter of approval from the University Ethics Committee, or a copy of the Ethics Declaration that you submitted to indicate that your research fits one of the categories of “Fourth Year Psychology Projects” that have already been approved by University Committee (see Section 5.4.1 and Appendix E).

3. Subject debrief (Please supply 2 copies)
This sheet will generally be handed out to participants at the end of their experimental session, and should also be posted in the appropriate section of the sign up boards when the experiment is completed. If you are concerned that disseminating this information to participants in the course of the experiment might compromise the outcome of your study, you should provide participants with general feedback at the time of testing and post the full debriefing information on the sign-up boards at the conclusion of the experiment. The debriefing information must include:
- the title of the experiment
- a brief description of the experiment and what was actually done
- a background to the experiment, involving a theoretical and practical justification for what was done
- expected results and their meaning in straightforward terms
- 2 references to previous research relating to the current research (in APA format so they can be found)
It should be typed, approximately 500 words, no more than one page, and may include diagrams, graphs or pictures.
NB: This is for the educational benefit of the students. Make your subject debriefing information, clear, professional and easy to understand. It will be on public display.

Instructions for Experimetrix system online to recruit Psychology 1 participants and award research credit

Step 1. Entering information online

Once an application to register an experiment on-line has been approved, the principal researcher in charge of actually running the experiment will be sent an experiment number and a password by email. Then:
- go to the address www.experimetrix.com/usyd/ (or use the link on the Psychology homepage)
- click on “experimenter area” (bottom left link)
- type in the experiment number you were given as the logon, then type in the password.
The sections on the next page allow you to control how the experiment is presented to students, and when you wish to allow students to participate in the experiment. In support of this documentation, the links “Getting started” and “Documentation” on this page provide a comprehensive guide to setting up your experiment.
- click on the link “edit header” (middle column, bottom)
- enter the information concerning your experiment as it appeared on your submission. Minor discrepancies, particularly as the experiment is run, are acceptable. Discrepancies in credit given, or ethically significant design changes must be reported to Dr Caleb Owens (calebo@psych.usyd.edu.au). Online experiment descriptions will be regularly checked to see that they match the descriptions submitted.
- once the experiment description is entered you must click on “apply changes” to upload the information.

Step 2. Set lead time

‘Lead time’ is the amount of time before an experiment is due to commence, during which participants may not sign-up. You can set this by clicking on: ‘set lead time’ (right column link from ‘experimenter options’ page). This option prevents students from signing up at the last minute by simply removing from view the available slots occurring closer than that certain point in time.

Step 3. Creating ‘slots’

- return to ‘experimenter options’ by using the link at the top of the page
- click on “add new times” (middle column, 2nd down)
This page allows you to add time-slots to test participants. Note that you will not be able to add new times earlier than the current time or later than your lead time. Each timeslot can only be added one at a time. “Times to add” refers to the number of participants required for each timeslot. For example, selecting ‘2-5pm’ and ‘3 times to add’ will create room for 3 participants simultaneously doing a 3 hour experiment. If you want 3 separate 1 hour timeslots for a single subject at a time you will have to add them one at a time, for example: ‘2-3pm, times to add 1’, ‘3-4pm, times to add 1’, ‘4-5pm, times to add 1’. Note also that you can only present as many timeslots as you have hours remaining.
Note also that **lead time hides slots but does not erase them.** Slots are only erased if vacant when the actual experiment time passes. Since invisible slots still temporarily take up your credit time, this anomaly may prevent you putting up new slots. To reclaim the vacant slots faster, select “all for today and tomorrow” in the ‘sessions to show’ box, and erase the previously invisible slots.

**Step 4. Making the experiment visible, accepting and checking sign-ups.**

On the ‘experimenter options’ page click on “View schedule” then check the box ‘Display experiment to students’ to make the slots visible. Return to the “View schedule” page regularly to see if participants have signed up. **Students may cancel their participation up to 24 hours before the commencement of the experiment without penalty.** This is the standard time for every experiment and cannot be changed.

Another important point for all researchers to note: **Do not run the wrong subject. Running a subject for whom no record of consent exists constitutes a serious ethical breach.** When a student turns up, confirm that they are the individual who has signed up online. You will only be able to credit or penalize the student who has actually signed up. You may want to see their student ID to be sure.

**Step 5. Awarding credits**

Students’ 1st year experimental timesheets should still be signed at the conclusion of the experiment as has happened in the past. This means students will have their own record of having participated in the particular experiment. It is then up to the experimenter to allocate credit to the students **as soon as possible.** Do this by clicking on “View schedule”, selecting “Past: Awaiting credit or penalty”, then enter the amount of credit the experiment allocates each student (NB: 1 hour = 1 credit point). Then checkmark the box next to ‘credit’, and click on ‘apply changes’.

Students are told researchers ‘may take several days’ to award credit. If the researcher takes longer than 5 days, the student is requested to contact the researcher. If the credit has still not been issued, the student is requested to contact the subject pool administrator, who will then check that their book has been signed, and will allocate credit.

**Don’t be annoyed:** Participants will inevitably leave the experiment, log in immediately to their accounts, and return minutes later complaining they have not been credited. Always keep in mind that the credit is important to students, and reassure them that you will credit them as soon as possible....**and make sure that you do so!**

**Most importantly:** Realize that new slots cannot be introduced until previously filled slots are accounted for. **It is therefore in your best interests to promptly assign credit or a penalty.**

**Step 6. Awarding penalties**

Do this by clicking on “View schedule”, selecting “Past: Awaiting credit or penalty”, then enter the amount of credit the experiment allocates each student (NB: 1 hour = 1 credit point). Then checkmark the box next to ‘penalty’, and click on ‘apply changes’.

The time lost will not count towards your 100 hours.

You should award a penalty, equivalent to the credit that would have been given, to any subject who does not show up for an experiment. Students will have received an email confirmation of their appointment when they first sign up in addition to a reminder just before their appointment. If they have a problem with their email, that is their responsibility. If they offer to attend the experiment at another time you may wish to test them without a penalty, but this is at your discretion.

**NB:** Researchers can also be penalized for not showing up to experiments. If it is impossible for you to attend the planned session because of an emergency, you must arrange to have a notice put on the door of the experimental lab, specifying that you cannot attend AND contact Rachel Moerman (93512866, moermanr@psych.usyd.edu.au) to report your absence. You must then award the credit the student would have earned had you been present, and this will come out of your 100 hours.

**Regulations governing use of online system and overrunning credit time**

As previously stated, every researcher is allocated 100 hours of research time from the subject pool. **The new system makes it impossible for experimenters to accidentally overrun the credit time allocated to their experiment.** To check if you have any hours left click on “Add new times” at the ‘experimenter options’ screen. If it says: “You are at the credit limit for this experiment”, then you may not add new times.

**There are only three ways by which you may knowingly and intentionally exceed your credit limit.**

1. **Researcher changes credit time allocated to each subject**
   If you increase the amount of credit given to a particular subject you may overrun your credit time. To prevent this happening, **do not change the credit time allocated to each subject, or any subject in particular, from what you have stated in your experiment description.** Systematically changing the amount of credit allocated
to each subject (either by raising or lowering it) represents a serious ethical breach, since students will have been misled as to what is involved, and no record exists of their consent to such a change. If the experiment description itself is changed to provide extra enticement, the researcher is in ethical breach since they have not reported to the subject pool administrator the true nature of their experiment. (NB: To legitimately change the amount of credit you are giving out, contact the subject pool administrator calebo@psych.usyd.edu.au)

2. Researcher deletes filled slots

If a student has signed up for an experiment, their slot must be accounted for. This involves either assigning credit or a penalty. Simply delaying the allocation of credit will tie up slots which could otherwise be displayed. The only way to gain extra credit by manipulating slots is to delete them. You can rely on students to spot this occurring!

3. Using direct credit (or batch credit)

The option exists to credit students who have not signed-up for an experiment. This is called ‘direct credit’, and is available from the experimenter options screen. **Do not use it unless authorized.** Participants agree to the terms of the experiment and acknowledge their consent when they sign-up online. A record of this exists on the website. **Do not run a subject who has not signed up for your experiment.** Not only is this one way to overrun credit time, but it also represents a serious ethical breach.

Note that the features involved in 1. & 3. are designed for the convenience and occasional use of researchers. If a subject runs over-time, or if a record is lost, these features may be used after the subject pool administrator (calebo@psych.usyd.edu.au) is informed of the breach. Reliance on these features is highly visible online. Over-running credit time and/or regularly circumventing the appropriate procedures will result in termination of the experiment.
Appendix H

Empirical Research Proposal
- Reviewer’s report -

Please comment on strengths and weaknesses. Alert students to potential problems or ambiguities and help them refine the study even if you find the research proposal very satisfactory.

1. The research question appears to be well justified in the light of existing literature.

   Yes   No

   Comment (related issues; alternatives to the views presented, etc.):

2. Goals and major hypotheses of the study have been clearly stated.

   Yes   No

   Comment:

3. The following are clearly described and appear to be appropriately selected/defined:

   Independent and dependent variables  Yes   No
   Stimulus materials                   Yes   No
   Procedures                          Yes   No
   Characteristics and availability of subject pool Yes   No
   Proposed analyses                   Yes   No
   Ethics requirements have been observed Yes   No

   Comment:
Appendix I

Empirical Progress Review Form

This form must be signed by your supervisor and submitted to the Administrative Officer no later than Oct 4th.

Student name: ______________________ Student number: _________

Draft thesis title: _____________________________________________

I have submitted the following draft sections to my supervisor:

☐ Introduction  ☐ Method  ☐ Results

Please summarise below any circumstances that have impeded your progress and that you may use as grounds for a request for extension or special consideration:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

For completion by supervisor:
I have received this student’s draft thesis sections as indicated above.

________________________________________________________________________
________________________________________________________________________

Supervisor name __________ Supervisor signature __________ Date __________
Appendix J

Student Empirical Project Participation Form

In previous years some Honours students have pointed out that the empirical thesis does not provide an opportunity to fully convey the extent of effort they have put into their research. This form seeks to address this need. It aims to give you an opportunity to document the nature of your involvement at each step of your empirical project, in a way that may not be possible within the limitations of the thesis format. The form will be included with your thesis when it goes to the examiner. It will not be shown to your supervisor, but you can discuss it with your supervisor if you wish.

In formulating the areas covered, we had in mind the APS guidelines for honours research projects as well as our characterization of honours students as “apprentices in the research process”.

Note: A brief answer to each question (one or two sentences) is all that is needed.

1. My role in the formulation of research questions for my empirical project

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2. My role in the design and methodology of the study

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3. My role in data collection (proportion of data collected by you, details of any others involved in data collection; (if applicable) your role in extracting data for analysis)

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4. My role in analysis of data (who analysed the data, who was consulted): ..............

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5. My role in interpreting the findings

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6. Any other comments