



UNIVERSITY
of the **ROCKIES**SM

Thesis Handbook

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Introduction

It is critically important for our students to demonstrate their abilities to pursue systematic investigations and examine significant issues or problems as they work toward graduating and becoming competent professionals. The thesis as a culminating task in the Master of Arts in Psychology, General Psychology program is designed to demonstrate pertinent knowledge, skills, research expertise, and possible practical application in the student's discipline. This handbook outlines the requirements for the thesis, suggestions for interacting with the committee, specifics about the thesis process and the document format, and expectations of the student and committee members.

Students electing the thesis option in the Master of Arts in Psychology, General Psychology Specialization degree are required to complete a Master's Thesis.

Note: Students who enrolled in the Master of Arts in Psychology, General Psychology Specialization prior to July 1, 2011, may petition the Dean of the School of Professional Psychology to complete the thesis option. Students must receive approval for the thesis option prior to completing 30 total credits in their program. Students who enrolled in the program after July 1, 2011, will not be able to elect a thesis option.

The procedures described in this handbook are designed to guide the student in completing the thesis. Questions regarding these procedures should be directed to the Chair of the Dissertation Process Committee (campus students), the Dissertation and Thesis Administrator (online students), or to the student's Thesis Committee Chairperson.

What is a Thesis?

A thesis is intended to enhance the student's learning and to demonstrate the student's ability to design and complete an individual, original research project. The thesis requires the student to show a clear understanding of basic research principles and techniques, and to prepare a written account of the research project in the professional style of the discipline.

A thesis is completed as a part of a Master's degree program (usually at the end of the program). Its major aim is to demonstrate the student's understanding of, and proficiency in, basic research principles and techniques. As compared to a dissertation, a thesis is usually more basic in nature, shorter and less involved, and more broadly focused. A thesis is not merely a large term paper, but is an original work that is of professional quality. A thesis should also be of the quality necessary to be acceptable for publication. (Note: A replication study is acceptable if approved by the student's Thesis Committee Chairperson.)

Acceptable Types of Research

Many different types of research are acceptable for a thesis at University of the Rockies. The most common type of research in a psychology program incorporates an experimental design. However, correlational or relational studies, program evaluation studies, studies involving qualitative methodologies, and well-designed and controlled case studies may also be acceptable. For Master's Theses, theoretical designs and presentations may also be acceptable. Students are encouraged to consult with their faculty mentor, Thesis Committee Chairperson, or the Chair of the Dissertation Process Committee (DPC) regarding acceptable designs for the type of topic they wish to pursue in thesis research.

Animal research is not acceptable.

Research involving unproven treatment methodologies or theories will require the approval of the Dissertation Process Committee.

Planning and Preparing for the Thesis

Prerequisite Courses and Requirements

To ensure preparedness to formally undertake a thesis, it is recommended that a student complete all coursework outlined for their degree program prior to enrolling in Thesis credits. Exceptions will be reviewed on a case-by-case basis by the school Dean or his or her designee. To be considered for early enrollment in the Master's Thesis in the Master of Arts in Psychology, General Psychology Specialization, the minimum prerequisite courses are PSY 5400 Statistics & Research Design and PSY 6400 Quantitative Research Design & Methods. In addition, students must register for Thesis and complete the required minimum of 3 credits prior to graduation.

Note: Students who enrolled at University of the Rockies prior to July 1, 2011, will take prerequisite courses and requirements associated with the Academic Catalog year in which they enrolled.

Overview of the Thesis Process

The following is an overview of the thesis process. See Appendix A for a flowchart and graphic illustrating the average duration for the major events in the thesis process.

1. Review the Thesis Handbook and/or meet with the Chair of the Dissertation Process Committee (DPC) to become familiar with the process of writing a thesis.
2. Select a topic for the thesis (this may be done in collaboration with the faculty mentor or the Chair of the DPC).
3. Submit a Thesis Letter of Intent (available in Appendix C or at www.rockies.edu/online/resources or www.rockies.edu/campus/resources) for approval of selected topic and faculty assignment. *Campus students submit the Letter of Intent to the Registrar. Online students submit the Letter of Intent to their Academic Advisor or the Dissertation and Thesis Administrator.*
4. Select a Thesis Committee Chairperson. Complete a [Thesis](#) Committee Request form and request the Chair's signature on the form. A signed Thesis Committee Request form must be on file with the Dissertation and Thesis Administrator (online students) or the Registrar (campus students) before the student will be permitted to enroll for Thesis credits. (This form is available in Appendix C or at www.rockies.edu/online/resources or www.rockies.edu/campus/resources.)
5. Once a Thesis Committee Chairperson is selected, establish a preliminary timeline to complete the rest of the stages listed below.
6. Register for Thesis credit (PSY 6990)
7. Work closely with the Thesis Committee Chairperson. Campus students must check in with their Chairperson a minimum of once per month while working on their thesis. Meetings may become more frequent as necessary. Online students must adhere to weekly attendance requirements to remain active and to avoid being dismissed from their course and withdrawn from the University.

Note: For more information regarding the attendance policies for campus and online courses, please see the University of the Rockies Academic Catalog at www.rockies.edu/catalog.

8. Review pertinent literature and prepare a written "mini proposal" to give to prospective committee members when discussing the project with them. The mini proposal should include a draft of Chapter I and an outline of Chapters II and III.
9. Select the other two members of the Thesis Committee (before finishing the proposal). The committee is generally comprised of a Chairperson who is a University of the Rockies core faculty member, and two other members. A non-core faculty member may be approved to serve as the Chairperson by the school Dean or his/her appointee.

10. Complete Thesis Contract (Appendix C).
11. Write the full proposal (i.e., the Introduction, Literature Review, and Method chapters). Review the Thesis Proposal with the Chairperson to ensure appropriateness of content and length.
12. Submit proposal draft to other committee members for review.
13. Once proposal draft has preliminary approval of the complete committee, schedule the Preliminary Oral Defense to establish final approval of the proposal (Appendix C).
14. Submit proposal to faculty research consultant for research design and data analysis review, if appropriate, based on consultations with the Thesis Committee Chairperson.
15. Submit the *IRB Request for Review* (Appendix C in the IRB Handbook) and the Research Summary (Appendix D in the IRB Handbook) to the Institutional Review Board (IRB) including the Certificate of Completion of the online Human Subjects Research Tutorial (see IRB Handbook) and a complete Preliminary Oral Defense Evaluation (Appendix C in this Handbook) signed by the Chairperson and committee members.
16. Revise the proposal as suggested by the IRB. Resubmit to IRB for approval if necessary. If working with an outside agency that also has an IRB (or similar process), obtain approval from them *after* passing the University of the Rockies IRB process but *before* beginning data collection.
17. Upon obtaining IRB approval, begin data collection. Students should work with the faculty research consultant or with their Thesis Committee Chairperson on data collection.
18. Analyze all data collected. Students should work with the faculty research consultant or with their Thesis Committee Chairperson on data analysis.
19. Complete all chapters of the thesis. Work closely with the Thesis Committee Chairperson throughout this process.
20. Present a draft using Microsoft Word formatted in APA 6th edition style of the completed thesis to all committee members 30 days prior to the desired final oral defense date.
21. Revise document based on the consolidated feedback from the committee and Chairperson.
22. Schedule a Final Oral Defense date (Appendix C) with the Chairperson, committee members, and the campus Facilities Coordinator (for room assignment) or conference call/teleconference (for online students). ***Note: The final oral defense must take place by the posted deadline of the year the student wishes to graduate.***

23. Pass the Final Oral Defense (Appendix C).
24. Make all corrections suggested at the final oral defense. **Note: All changes must be made and approved by the Thesis Committee Chairperson.**
25. Submit one unbound or electronic copy to the Thesis Committee Chairperson for final review.
26. Once the Thesis Committee Chairperson approves the corrections, get all signatures on the *Final Submission Form* (Appendix C) and submit one copy of the form to the Registrar and one to the Chair of the Dissertation Process Committee **with original signatures** for Student File.
27. Submit the final draft of the thesis to an approved APA Style editor for final style compliance review.
28. Submit one electronic copy of the final thesis to the Office of Academic Services on the campus. This document must include a signed *Thesis Acceptance for Partial Fulfillment of the Requirements for the [insert title of specific degree, e.g., Master of Arts degree]*, which will need to be scanned into the document after it has been signed by all Thesis Committee members. The Chair of the DPC or his/her designee will upload the dissertation to UMI Publishing.

Note: All required forms are available in Appendix C as well as in the Student Resource Center at www.universityoftherockies.com/campus/resources for campus students or www.rockies.edu/online/resources for online students. All required forms referenced in this handbook are also available in the online classroom and are to be completed electronically and distributed according to instructions.

The Dissertation Process Committee

The Dissertation Process Committee (DPC) was formed to provide support and guidance to students and faculty who are in the process of completing a thesis or dissertation. While the DPC is potentially involved in the entire thesis or dissertation completion process, it is most appropriate to consult with the Chair of the DPC in the beginning stages of the thesis or dissertation (i.e., before the student has an established Dissertation Chairperson and committee).

Students are strongly encouraged to consult with the Chairperson of their Committee to determine if there are potential benefits to also consulting with the Chair of the DPC as needed and on an ongoing basis throughout the process. Possible areas of consultation and discussion may include, but are not limited to, the following:

- Suitable thesis topics;
- Choice of possible Thesis Committee Chairperson and/or committee members;
- Contents of the *Thesis Handbook*;
- Challenges with writing and/or using APA style;
- Time commitment and/or organization related to thesis or dissertation completion;

- Any challenges in completing the thesis; and
- Any clarification needed regarding the Institutional Review Board (IRB) process and protection of human research subjects.

Research Topic Selection

The first phase in the preparation of a thesis is the careful selection of a research topic. Students are strongly encouraged to meet with their faculty mentor, potential Thesis Committee Chairperson, or the Chair of the Dissertation Process Committee to aid in this process.

There are a number of areas of interest possible for the content of the thesis. The thesis does not require an original research topic (although this is often preferable) and may include a meta-analysis, qualitative or quantitative research (or a combination of both), a project or program design, or a program evaluation. The nature of the topic investigated will determine the length and amount of work necessary.

In selecting a research topic, students should do the following:

- Select a topic related to their field of specialization and area of interest. Students should remember that they will be associated with the topic of their thesis during the early part of their professional career, if not longer.
- Consider the scope of the topic. Topics that are more narrowly defined are much easier to study thoroughly. Students should not try to cover too large of a content area.
- Consider if they are comfortable and willing to devote a substantial amount of time to their selected topic. It is ideal to study something they believe in strongly so that they have sufficient motivation to complete the project.
- Carefully read and review professional literature in their area of interest *before* making a final decision on their topic/area of research.
- Consider whether the questions of interest have been addressed in other research in similar or different forms and whether these questions are worthy of study. A comprehensive review of the literature is necessary and will aid in this task.
- University of the Rockies does not have animal research facilities, and thus, ***research involving animals as primary research subjects is not permitted.***
- Be practical and consider the availability of subjects or data and the amount of time and number of resources necessary to undertake the research. Enumerate the tasks to be accomplished in order to anticipate challenges and potential delays.

- Remember that the thesis must be scholarly, succinct, and of sufficient quality to be published in a peer-reviewed journal.

The Thesis Committee

The Thesis Committee is composed of a Thesis Committee Chairperson and two additional committee members. It is recommended (but not required) that the Chairperson be a member of the University of the Rockies core or associate core faculty. The two additional committee members should be University of the Rockies faculty members, unless there is a significant reason to have a committee member from outside the University (e.g, cases where University of the Rockies does not offer an expert in the field of study covered in the thesis). See the following section on *Committee Members from Outside the University*. It is important that students select committee members with whom they work well collaboratively.

Committee Responsibilities and Scope

It is recommended that a student work with his or her faculty mentor or Chair of the Dissertation Process Committee in choosing a Chairperson for the Thesis Committee. This partnership will help ensure that the following criteria are met:

- The Thesis Committee Chairperson should have expertise in the main topic area of the thesis and be someone with whom the student works well.
- At least one committee member is knowledgeable and experienced in the type of research techniques to be applied by the student in his or her research.

Responsibilities of the Thesis Committee Chairperson

The following are main responsibilities of the Thesis Committee Chairperson:

- Assessing the student's capability to undertake the study and defend the thesis, and if necessary, requiring the student to address any deficiencies either by taking courses, doing an independent study, or reading additional material (after the successful conclusion of which a written statement from the faculty member supervising the remediation process should be provided);
- Determining that the proposal meets thesis standards, optionally consulting with other readers to provide quality control of the thesis. being responsible for the initial review and approval of chapters/proposal and then directing the student to cycle it through the other committee members for additional feedback and approval to move toward scheduling the Preliminary Oral Defense;
- Advising the student on the selection of the other committee members;

- Acting as a liaison between the student, the Institutional Review Board, other Thesis Committee members, and University of the Rockies administration;
- Ensuring that the student has done all that is necessary to develop, conduct, and write a quality study prior to scheduling the final oral defense; and
- Being aware of and following all University of the Rockies procedures and ensuring that the student is staying on track. Deadlines need to be reinforced while postponements discouraged.

Choosing Committee Members

Once a Thesis Committee Chairperson has been chosen, it is important to select the other two members of the committee. While the Thesis Committee Chairperson is the head of the Thesis Committee and therefore the person with whom the student works most closely, the other members are also important contributors to the process and should be consulted for their expertise.

The student should work closely with the Thesis Committee Chairperson in choosing the two additional members. It is important to keep in mind the following while doing so:

- The other two members of the Thesis Committee may both be University of the Rockies core, associate core, or adjunct faculty – and at least one member *must* be. The third member, however, *may* be someone who is not affiliated with the University of the Rockies, chosen for his or her expertise in the student’s topic area. This person must have an earned doctorate degree (or the equivalent) and be recognized as an expert on the topic of study the student wishes to conduct. (See *Approval for Non-Faculty Thesis Committee Participation* in Appendix C).
- Students must have a Thesis Letter of Intent or a draft of the proposal in hand to give to all prospective committee members. This will provide an idea of whether the proposed study is within the faculty member’s area of interest and expertise.

Responsibilities of the Non-Chair Thesis Committee Members

The following are the main responsibilities of the non-Chairperson Thesis Committee members:

- Review and provide feedback and comments on the student’s proposal;
- Attend and participate in Preliminary Oral Defense;
- Review the final draft of the thesis and provide feedback and comments; and
- Attend and participate in the Final Defense.

In addition, the Thesis Committee Chairperson may direct fellow committee members to engage in various steps of the process where their expertise is required, include the following:

- Mentoring and advising the student on the thesis to ensure scholarly work;
- Encouraging and guiding the student in solving thesis issues and problems;

- Advising and guiding the student regarding possible funding sources for the research; and
- Advising and providing guidance regarding suitability for publication and promoting collaborative writing of publication(s) based upon the thesis.

The Thesis Committee Chairperson and other members of the Thesis Committee may also rely upon and contact an additional subject matter expert for research support that will serve as a ‘fourth member of the committee.’

Committee Members from Outside of the University (Non-Faculty Committee Members)

A student may have a Thesis Committee member who is not a University of the Rockies faculty member. Such an individual must meet all of the following requirements:

- Have appropriate professional qualifications;
- Be recognized for their professional accomplishments in the field/specialization area in which the student is conducting the research; and
- Be approved by the Dean of the School.

The student must submit a copy of the *Approval for Non-Faculty Thesis Committee Participation Form* (Appendix C) and a copy of the proposed member's curriculum vitae to the Dissertation and Thesis Administrator for the Dean's approval no less than two weeks prior to the date of the defense of the thesis proposal.

The Proposal and Preliminary Oral Defense

The Proposal

The proposal *proposes* the study the student would like to conduct. Therefore, it is important for the proposal to present clearly what the topic is, why it is important to study, and how it should be studied. The proposal consists of Chapters I (Introduction), II (Review of the Literature), and III (Method). These chapters should be written in close collaboration with the Thesis Committee Chairperson. It may also be helpful for the student to consult members of the committee for additional expertise, as necessary. The following section describes each chapter of the proposal.

Chapter I: Introduction

This section introduces the reader to the nature of the thesis by moving the focus of attention from a broad aspect to one that is more specific. Chapter I should include the following sections, each with their own subheading:

General Statement

A general statement is needed to explain what the study proposes to accomplish, its significance, and implications. A discussion of *selected literature* should be included here, but limited to the specific issues needed to explain the purpose of and need for the study. It should include only those references that provide the historical framework for a statement of the problem. (Note: A comprehensive review of the literature occurs in Chapter II.)

Statement of Problem

This section focuses on the specific problem that the study proposes to address. Included in this section are the research questions to be addressed and their accompanying research hypotheses.

Statement of Purpose

A statement of purpose answers these questions:

- What is the need for this research?
- What will it contribute to the student's field of specialization?
- What are implications of the research?
- What are the possible conclusions?

Assumptions and Limitations

The assumptions to be made in the study are given here. These are factors or statements considered to be valid. Since it would be difficult to take all factors into consideration, there will naturally be certain limitations in doing the study. The major limiting factors in the study, which could possibly affect the results, should also be addressed in this section. If the limitations are considerable, the student will need to provide an explanation of why the study is being conducted.

Chapter II: Review of the Literature

Reading, exploring, and thinking about what others have done will help the student understand concepts and issues related to the topic. It will also help the student to see whether someone has already researched these ideas or areas for further inquiry in the topic area. Peer-reviewed books, book chapters, and published journal articles will be the majority of the reference materials. **Do not use Wikipedia as a reference.** Students may use this electronic medium as a starting point to direct them toward other primary sources of information, but not as a primary source itself.

The literature review needs to be comprehensive. It should cover the most important theories or research findings upon which the research problem and hypotheses were based. *Note:* Each topic has a different number of published studies. Therefore, this section will vary in length, depending on the topic.

Chapter III: Method

In the Method chapter, the student discusses the procedures to be followed in conducting the study and the overall research design, including the following:

- The methodology that has been selected (e.g., quantitative, qualitative, meta-analysis, or program evaluation);
- The rationale for the chosen methodology;
- What makes this methodology the most appropriate for the proposed study, and what data should be collected;
- How the data will be collected;
- From whom the data will be collected, including information on the sample size and on how the sample was selected;
- How the data will be processed and analyzed;
- What statistical methods, if any, will be used;
- All internal and external validity questions and threats to validity; and
- In what ways you will protect confidentiality of subject data.

Chapter III should include the following sections, each with their own subheading:

Samples Employed

This section consists of a description of the sample to be employed, its size, and the method of sample selection used.

Instruments Used

In this section the student will list and describe the survey, research, or testing instruments and data collection forms to be used in gathering data for the study. The reason for the use of these instruments should also be given, along with an explanation and defense of their reliability, validity, and utility. Students should check with their Thesis Committee Chairperson to see if the instrument should be in the proposal.

Procedures Followed

Here, the student will state the sequence of steps to be followed in conducting the research, from development of the research instrument(s) to data analysis.

Data Analysis

This sections should address how the data will be analyzed, along with what statistical methods or other methods of analysis will be used.

The Preliminary Oral Defense

Purpose

Once the Proposal has been written, the next step is to schedule the Preliminary Oral Defense using the *Certification of Preparedness and Request for Preliminary Oral Defense* (Appendix C). The purpose of this examination is to give the student feedback about areas of possible improvement to successfully complete the thesis, along with the necessary clearance to send the proposal to the Institutional Review Board (IRB) and proceed with the research after receiving IRB approval. Students should consider this process consultative and collegial in nature, as the goal is to provide constructive criticism that will ultimately aid in the successful completion of the thesis or dissertation.

Scheduling

- Before a preliminary oral defense can be scheduled, the Thesis Committee must approve the draft and agree that the student has written a quality proposal that is ready to be examined.
- This agreement must be documented using the *Certification of Preparedness and Request for Preliminary Oral Defense* (Appendix C) and submitted to the Registrar's office, where the form will be added to the student's file.
- Schedule a room for the preliminary oral defense with the Facilities Director (on-campus students), or schedule a conference call/teleconference (online students) at least two weeks in advance of the oral defense.

Process

The following activities usually occur during the preliminary oral defense:

- The student is asked to give a 15 to 20 minute summary of the proposed study and respond to questions from the committee.
- The Thesis Committee Chairperson serves as the moderator.
- After the student's presentation, the student and the Thesis Committee meet for a question-and-answer session wherein all committee members may question any aspect of the study.
- The student is then excused and the Thesis Committee convenes to complete the *Preliminary Oral Defense Evaluation* (Appendix C). **Note: It is the student's responsibility to bring this form to the preliminary oral defense or to submit it**

electronically to all committee members (if an online student). On this form, the Thesis Committee may direct the student to revise, expand, or delete portions of the proposal, and will give the student details of the requested information or changes. Keep in mind that this is meant to be constructive in nature, so as to prevent future difficulties in successfully completing the thesis

- The student is informed of the Thesis Committee's decision after the evaluation has been completed.

Approval of the Proposal by the University of the Rockies Institutional Review Board

After the student has passed the Preliminary Oral Defense, the student must submit the *IRB Request for Review* (Appendix C of the IRB Handbook) to the Chair of the University of the Rockies Institutional Review Board (IRB). The IRB then reviews the proposal and either approves it, approves it with specific conditions, or denies the proposal with suggestions for major changes needed for protection of human research subjects. Note: This *is not* a review of the topic or the student's research methodology, but a review of whether or not sufficient safeguards are included to protect human research participants. (See Appendix C for specific information and instructions on the proper format of the request and other required forms.)

The University of the Rockies IRB meets regularly to review student applications. ***Requests must be submitted two weeks prior to a review.*** Students and Thesis Committee Chairpersons may attend the IRB meeting. Students should expect the IRB approval process to take two to five weeks, and should plan accordingly.

For students requiring a full board review, six copies of the request and accompanying documents must be submitted to the Chairperson of the IRB. Online students should submit an electronic copy. For expedited and exempt review requests, one copy must be submitted to the Chairperson of the IRB. These may be submitted at any time by students. ***Students may only begin collecting data after they have passed the Preliminary Oral Defense and their Thesis Proposal has been approved by the IRB.***

Implementation of the Thesis and Student Responsibilities

Upon passing the Preliminary Oral Defense and approval of the proposal by the University of the Rockies IRB, the study is ready for implementation. ***Students may begin data collection only at this point.*** It is advised that the student work closely with the Thesis Committee Chairperson throughout the study's implementation. Other committee members may be consulted as needed.

It is recommended that the student follow these guidelines while conducting the study:

- Submit the proposal and protocols for review to the administration of an outside organization if its resources are being used in the study. *Note:* It is not uncommon for outside agencies to have something similar to an IRB that must approve the study before any data can be collected. This must be done ***after*** the study has been approved by the University of the Rockies IRB, but ***before*** any data is collected.

- Use the appropriate consent or assent forms if the study involves human subjects. (See Appendix M of the IRB Handbook for instructions for preparing consent/assent forms.) ***Keep the original consent or assent forms signed by participants confidential, and do not make them a part of any appendix of the thesis.***
- Collect all data.
- Conduct data analysis. Consult with Thesis Committee as needed.
- Write Chapters IV (Data Analysis/Results) and V (Discussion).

Note: The IRB Handbook is available in the Student Resource Center at <http://www.universityoftherockies.com/online/resources.php>.

Writing the Thesis

Writing a thesis may seem like an overwhelming task, but it can be made more manageable by breaking it into smaller sections. Good organization throughout the writing process will facilitate this task greatly.

It is important for students to remember that the entire thesis must be in APA style, following the specifications of *Publication Manual of the American Psychological Association (APA), Sixth Edition*.

It may be helpful to look at other theses throughout the process of writing. Theses completed by previous graduates of University of the Rockies are available to peruse in the University Library. For off-campus students, theses may be available through local university libraries or through University Microfilms International. The online library database, Proquest, has a section called “Interdisciplinary Dissertations and Theses” that can be searched. Note: No theses may leave University of the Rockies premises. It will also be helpful to consult the references listed in *Suggested References for Student Use* (Appendix B).

Content and Layout of the Thesis

Theses follow a very specific layout, and typically include consistent content. The thesis must include a title page, a table of contents, and a table of figures/tables that lists where graphic data are presented. In addition, theses often include an acknowledgements page or pages, in which the student gives appropriate recognition to those individuals and organizations that have made some significant contribution to the research or project. (This is an optional component, but its inclusion is highly customary.)

Chapters of the Thesis

The body of the finished thesis begins with a brief, one page or less abstract or summary of the research conducted and the results obtained. This section should be headed with the word “Abstract,” centered and at the top of the page.

Each chapter of the thesis should begin on a new page, clearly headed with the word “Chapter,” followed by the chapter number and the title of the chapter. (See the following.)

The thesis consists of five chapters. Each chapter is discussed in more detail in the following sections:

Title Page

The title page format should include the title of the thesis, the name of the student, the date, the name of the Chairperson and committee members, and the statement, “A Thesis in Partial Fulfillment of the Requirements for the Degree of [insert degree, e.g., Master of Arts in Psychology, General Psychology Specialization].”

Chapter I: Introduction

This section introduces the reader to the nature of the thesis by moving the focus of attention from a broad aspect to one that is more specific. Chapter I should include the following sections, each with their own subheading:

General Statement

A general statement is needed to explain what the study proposes to accomplish, its significance, and implications. A discussion of *selected literature* should be included here, but limited to the specific issues needed to explain the purpose of and need for the study. It should include only those references that provide the historical framework for a statement of the problem. (Note: A comprehensive review of the literature occurs in Chapter II.)

Statement of Problem

This section focuses on the specific problem that the study proposes to address. Included in this section are the research questions to be addressed and their accompanying research hypotheses.

Statement of Purpose

A statement of purpose answers these questions:

- What is the need for this research?
- What will it contribute to the student's field of specialization?
- What are implications of the research?
- What are the possible conclusions?

Assumptions and Limitations

The assumptions to be made in the study are given here. These are factors or statements considered to be valid. Since it would be difficult to take all factors into consideration, there will naturally be certain limitations in doing the study. The major limiting factors in the study, which could possibly affect the results, should also be addressed in this section. If the limitations are considerable, the student will need to provide an explanation of why the study is being conducted.

Chapter II: Review of the Literature

Reading, exploring and thinking about what others have done will provide a foundation for the study. It will also help the student to see whether someone has already researched the ideas or areas for further inquiry in the topic area. Peer-reviewed books, book chapters, and published journal articles will be the majority of the thesis reference materials. ***Students should not use Wikipedia as a reference.*** This electronic medium is a starting point to direct the literature search toward primary sources of information, but not as a primary source itself.

The literature review needs to be comprehensive. It should cover the most important theories or research findings upon which the research problem and hypotheses were based. *Note:* Each topic has a different number of published studies. Therefore, this section will vary in length, depending on the topic.

Chapter III: Method

The method chapter discusses the procedures to be followed in conducting the study (in the final draft, the methods that *were* followed), and the overall research design. Chapter III should include the following sections, each with their own subheading:

Methodology Selected

Here the student will describe the methodology used (e.g., quantitative, qualitative, meta-analysis, program evaluation, etc.).

Samples Employed

This section consists of a description of the sample to be employed and its size. The method of sample selection should also be given (e.g., random, cluster, or systematic).

Instruments Used

In this section the student will list and describe the survey, research, or testing instruments and data collection forms used, or to be used, in gathering data for the study. The reason for the use of these instruments should also be given, along with an explanation and defense of their reliability, validity, and utility.

Procedures Followed

Here, the student will state the sequence of steps followed in conducting the research, from development of the research instrument(s) to data analysis.

Data Analysis

This section should address how the data were analyzed, along with what statistical methods were used.

Chapter IV: Results

This chapter focuses on the data gathered throughout the procedures used in the study. If an original study has been conducted, discuss the statistical methods used (if any), all available data, significance levels (if relevant), and whether or not the hypotheses were supported by the data.

If the study is correlational in nature, give the *R*-values or multi-*R* values and significance levels. (Beta weights may be used as an alternative, if these are more descriptive.) If the thesis is theoretical in nature, discuss the theory/theoretical model in detail. Except for qualitative studies, this chapter is usually relatively short and technical in most theses, just providing the facts without interpretation.

Tables, Figures, and Graphs: It is generally preferred that any graphic or visual representation of data gained from the study be presented within the text of Chapter IV (where it can be logically placed and physically fits on the page, or on a page immediately following the text where it is presented). This aids the reader in understanding and interpreting the results.

However, since many professional journals require manuscripts submitted for publication to include such figures, tables, and graphs at the end of the paper (as in an appendix), it is

left to the preference and discretion of the student and Thesis Committee Chairperson as to which format to follow in presenting graphic information.

Chapter V: Discussion

In this chapter, the student will interpret the results and discuss the implications of the results (from Chapter IV) and how they relate to the field/subfield, along with any limitations of the data/study and areas for future research.

References

Here, the student will alphabetically list **all** references cited in the thesis, using APA Style for listing references. **Do not** list any references that were not actually cited in the thesis. Wikipedia and like references are not acceptable.

Appendix (or Appendices)

The student should include all additional information or materials that support, but are not a part of, the study to be included in Chapters I–V. Examples include: copies of instructions for participants; permissions obtained from organizations or agencies to use resources, materials or facilities; descriptions of any special conditions of the research; etc. Additional tables or graphs that supplement, but do not provide data gained from, the study should also be included here.

Biographical Statement (*Optional*)

A brief biographical statement about the author may be included here. The focus should be on the professional aspects of the individual's life, but may include things such as place of birth, educational background, significant life events, reasons for choosing the field of study/specialization, and interest in the content of the study being undertaken.

Organization and Suggestions

The student's writing style reflects the quality of the study. Here are a few tips students should keep in mind throughout the process of writing the thesis:

- Use Microsoft Word throughout the process.
- Save the document in at least two places (e.g., a jump/thumb/flash drive, hard drive, paper copy, etc.) throughout the writing process. This will prevent data loss in the case of technical difficulties.
- Stay organized. Have all materials and references handy. Use a user-friendly filing system, such as one that separates reference materials by subtopic or the chapter in which they are used.
- Read and follow the most current edition of the *Publication Manual of the American Psychological Association*.
- Prepare a detailed outline to make it is easier to put words together.

- Aim for a concise and continuous flow of ideas. Use headings to organize and clarify the structure of the document.
- Update the Reference List throughout the entire writing process. This habit will prevent the student from feeling overwhelmed at the prospect of having to complete the entire list all at once.
- Expect to write several drafts. This is common before the thesis can be evaluated as satisfactory and ready to be submitted to the committee members for review.
- Ask someone to read the document and make editing suggestions regarding grammar, spelling, and syntax. It is acceptable to use a professional editing service for this purpose, but all fees will be paid by the student.
- Give the Thesis Committee Chairperson a draft of each chapter as it is completed. This helps the Chairperson review the work and allows students to receive faster feedback.
- Have the final draft of the document reviewed, edited, and certified by an approved professional APA Style editor prior to its submission. The student will be responsible for all related fees.

The Final Oral Defense

Purpose

The final oral defense serves the purpose of ensuring that the student has conducted an academically acceptable thesis. Reasons for conducting a final oral defense include:

- To check that all questions proposed by the study are answered.
- To gauge the student's knowledge of the area studied.
- To test the student's ability to make an oral presentation and respond to questions in a public forum.
- To serve as a forum for members of the Thesis Committee as well as the community at large to provide input into the study.
- To provide a medium through which the university community can be made aware of the study undertaken.
- To serve as a definitive demonstration of the student's knowledge, skills, research abilities, and sense of practical applicability as well as contributing to the field of study.

Scheduling

- Before a final oral defense can be scheduled, the Thesis Committee Chairperson and the Thesis Committee must approve the draft and agree that the student has written a quality thesis that is ready to be defended.
- This agreement must be documented using the *Certification of Preparedness and Request for Final Oral Defense* (Appendix C) and submitted to the Registrar's Office where the form will be placed in the student's file.
- Schedule a room for the final oral defense with the Facilities Director (if an on-campus student) or schedule a conference call/teleconference through the Thesis Committee Chairperson (if an online student) at least 2 weeks in advance of the final defense.

Process

The following activities usually occur during the final oral defense:

- The Thesis Committee Chairperson serves as the moderator.
- The student is asked to give a 30-45 minute presentation summarizing the study, and to respond to questions from the audience.
- After the student's presentation, the student and the Thesis Committee meet for a question-and-answer session wherein all committee members may question any aspect related to the results, the student's interpretation, or discussion of the study. In some cases other individuals present at the defense may ask questions as well.
- The student is then excused and the committee members (only) convene to complete the *Final Oral Defense Evaluation* (Appendix C). ***It is the student's responsibility to bring this form to the oral defense or to send it electronically to the Thesis Committee Chairperson.***
- The student is informed of the Thesis Committee's decision. The Thesis Committee may direct the student to revise, expand, or delete portions of the thesis, and will give the student details of the requested information and/or changes. A result of "pass with major revisions" or "no pass" will require that students repeat the final oral defense. *Note: University of the Rockies retains the right to consider the final oral defense void should the student fail to make the changes required by the committee or be found to have committed any scientific misconduct in the study.*

Preparation of the Thesis Final Copy

After the final oral defense, the student makes any changes required by the committee and submits the corrected thesis to the Thesis Committee Chairperson for final approval. Once the Thesis Committee Chairperson approves the final document, the *Thesis Final Submission Form* (Appendix C) is signed and submitted to the Registrar and Chair of the Dissertation Process Committee, the Dissertation and Thesis Administrator, and, in the case of online students, uploaded into the online classroom. In addition, students are required to submit one electronic version of the final copy of the thesis to the Chair of the Dissertation Process Committee so that it may be submitted for binding. This document must include a signed *Thesis Acceptance for Partial Fulfillment of the Requirements for the Degree of MA Form*, which will need to be scanned into the document after it has been signed by all Thesis Committee members.

It is the student's responsibility to make sure that these steps are completed before the posted deadlines for the year in which the student intends to graduate. There are no exceptions to the deadline.

The final version of the thesis should be in the following order:

1. Title Page
2. *Thesis Acceptance for Partial Fulfillment of the Requirements for the Degree of MA Form*
3. Table of Contents
4. List of Tables and Figures
5. Abstract
6. Chapter I: Introduction
7. Chapter II: Review of the Literature
8. Chapter III: Method
9. Chapter IV: Results
10. Chapter V: Discussion
11. References
12. Appendices
13. Tables (if not included in the text of Chapter IV)
14. Biographical Statement (if the author chooses to include this)

If the student includes an Acknowledgement page, it should appear after the cover page and the formal Thesis Acceptance Form.

It is the responsibility of the student to ensure that the final draft of the dissertation is in full compliance with APA style formatting. An approved professional APA Style editor must review and verify review of the final draft prior to its submission. The student will be responsible for all related fees.

Binding and Publishing the Thesis

Once the thesis has been completed and formally approved by the Thesis Committee Chairperson, it must be bound. To help facilitate this process, the fee for binding one copy is included in the graduation fee and the Chair of the Dissertation Process Committee (DPC) will complete the process for the student.

The required steps for binding of the thesis are as follows:

1. The student must submit one electronic copy of the final thesis to the Chair of the DPC. *Note: This document must include a signed *Thesis Acceptance for Partial Fulfillment of the Requirements for the Degree of MA Form*, which will need to be scanned into the document after it has been signed by all Thesis Committee members.*
2. The Office of Academic Services will upload the dissertation to UMI Publishing. A copy of the bound thesis will automatically be sent to University of the Rockies. *Note: The fee for this service is included in the student's graduation fee.*
3. If the student would like to order personal copies of the thesis, copyright the thesis, or register it with the Library of Congress, the student must log onto UMI Dissertation Publishing at <http://dissertations.umi.com> and pay for these services themselves.

It is the student's responsibility to make sure these stages are completed before the posted deadline date of the year in which the student intends to graduate. There are no exceptions!

Appendix A

Note: A sample of all forms referenced in this Handbook is available in Appendix C. In addition, all required forms are also available in the online classroom and are to be completed electronically and distributed according to instructions.

Appendix B

Suggested References for Student Use University of the Rockies

Thesis Preparation and Defense

American Psychological Association. (2009). *Publication manual of the American*

Psychological Association (6th ed.). Washington, DC: Author.

Baumeister, R. F. (2003). Writing a literature review. In M. J. Prinstein & M. D. Patterson (Eds.), *The portable mentor: Expert guide to a successful career in psychology* (pp. 57 – 71). New York: Kluwer Academic/Plenum Publishers.

Cone, J. D., & Foster, S. L. (2006). *Dissertations and theses from start to finish: Psychology and related fields* (2nd ed.). Washington, DC: American Psychological Association.

Galvan, J. L. (2009). *Writing literature reviews: A guide for students of the social and behavioral sciences* (4th ed.). Glendale, CA: Pyczak Publishing.

Krathwohl, D. R., & Smith, N. L. (2005). *How to prepare a dissertation proposal: Suggestions for students in education and the social and behavioral sciences*. Syracuse, NY: Syracuse University Press.

Locke, L. F., Spirduso, W. W., & Silverman, S. J. (2007). *Proposals that work: A guide for planning dissertations and grant proposals* (5th ed.). Thousand Oaks, CA: Sage.

Malley-Morrison, K., Patterson, M., & Yap, L. (2003). Proposing and completing your dissertation. In M. J. Prinstein & M. D. Patterson (Eds.), *The portable mentor: Expert guide to a successful career in psychology* (pp. 117 – 131). New York: Kluwer Academic/Plenum Publishers.

Martin, R. P. (2001). Preparing and defending theses and dissertations. In S. Walfish & A. K. Hess (Eds.), *Succeeding in graduate school: The career guide for psychology students* (pp. 303 – 315). Mahwah, NJ: Lawrence Erlbaum Associates Publishers.

Newman, I., Benz, C. R., Weis, D., & McNeil, K. (1997). *Theses and dissertations: A guide to writing in the social and physical sciences*. Lanham, MD: University Press of America.

Ethics in Research

American Psychological Association. (1989). *Ethical principles in the conduct of research with human participants*. Washington, DC: Author.

American Psychological Association. (2002). Ethical principles of psychologists and code of conduct. *American Psychologist*, 57(12), 1060 – 1073.

Roberts, L. W. (2006). Ethical principles and practices for research involving human participants with mental illness. *Psychiatric Services*, 57(4), 552 – 557.

Statistics and Research Methods

American Educational Research Association, American Psychological Association, & National Council on Measurement in Education. (1999). *Standards for educational and psychological testing*. Washington, DC: American Educational Research Association.

Breakwell, G. M., Hammond, S., Fife-Schaw, C., & Smith, J. A. (Eds.). (2006). *Research methods in psychology* (3rd ed.). Thousand Oaks, CA: Sage Publications.

Dyer, C. (2006). *Research in psychology: A practical guide to methods and statistics*. Malden, MA: Blackwell Publishing.

Kraemer, H. C., & Thieman, S. (1987). *How many subjects? Statistical power analysis in research*. Thousand Oaks, CA: Sage Publications.

Lee, R. M. (1993). *Doing research on sensitive topics*. Thousand Oaks, CA: Sage Publications.

Meltzoff, J. (1998). *Critical thinking about research: Psychology and related fields.*

Washington, DC: American Psychological Association.

Sheskin, D. J. (2000). *Handbook of parametric and nonparametric statistical procedures.*

Boca Raton, FL: Chapman & Hall.

Clinical Psychology

Clandinin, D. J. (Ed.). (2007). *Handbook of narrative inquiry: Mapping a methodology.*

Thousand Oaks, CA: Sage Publications.

Denzin, N.K., & Lincoln, Y. S. (Eds.). (2005). *The Sage handbook of qualitative research* (3rd ed.). Thousand Oaks, CA: Sage Publications.

Denzin, N. K., Lincoln, Y. S., & Smith, L. T. (Eds.). (2008). *The handbook of critical and indigenous inquiry.* Thousand Oaks, CA: Sage Publications.

Haverkamp, B. E. (2005). Ethical perspectives on qualitative research in applied psychology. *Journal of Counseling Psychology, 52*(2), 146 – 155.

Isaac, S., & Michael, W. B. (1995). *Handbook in research and evaluation: A collection of principles, methods, and strategies useful in the planning, design, and evaluation of studies in education and the behavioral sciences* (3rd ed.). San Diego: EdITS Publishers.

Miles, J., & Gilbert, P. (Eds.). (2005). *A handbook of research methods for clinical and health psychology.* New York: Oxford University Press.

Singleton, R.A., & Straits, B.C. (1999). *Approaches to social research* (3rd ed.). New York: Oxford University Press.

Organizational Leadership

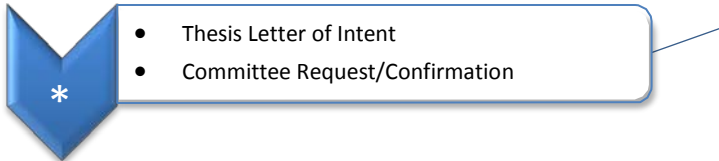
Rogelberg, S. G. (Ed.). (2002). *Handbook of research methods in industrial and organizational psychology.* Malden, MA: Blackwell Publishing.

Schwab, D. P. (2005). *Research methods for organizational studies* (2nd ed.). Mahwah, NJ:
Lawrence Erlbaum Associates Publishers.

Appendix C: Forms

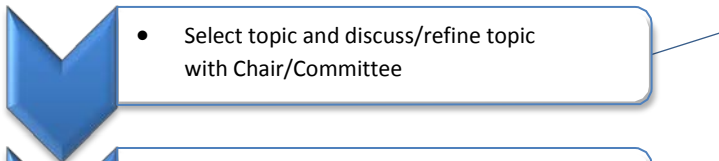
Thesis: 13-Step Process and Associated Forms

Pre-Scheduling Requirements

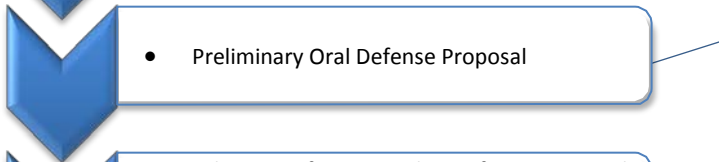
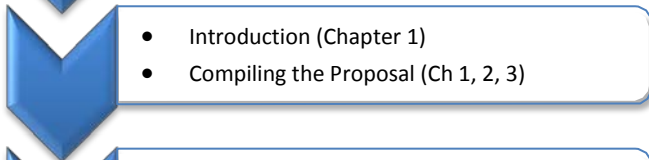
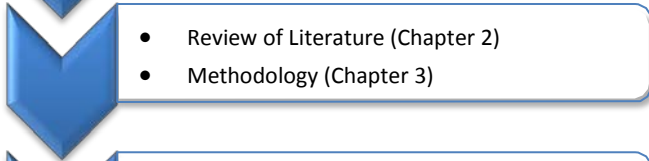


Thesis Letter of Intent
Thesis Committee Request Form
Pre-Scheduling forms are available @
<http://www.rockies.edu/online/resources.php>

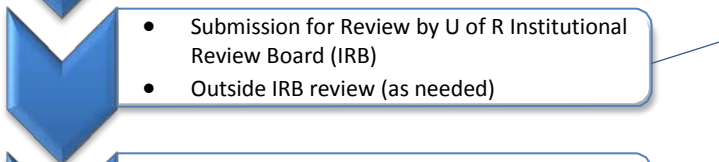
PSY6990 Course Guide*



Form 1: Thesis Contract
Form 2: Non-Faculty Committee Member Approval (Optional)

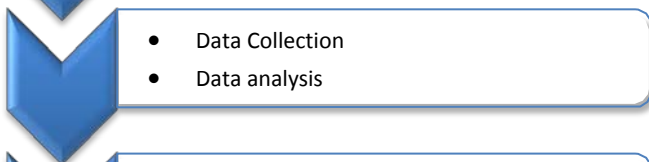


Form 3: Certificate of Preparedness for Preliminary Oral Defense
Form 4: Preliminary Oral Defense Evaluation



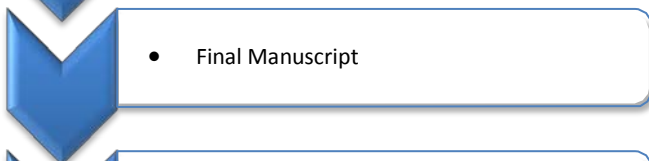
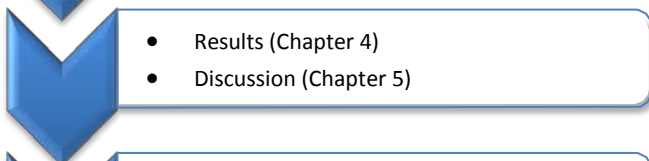
NIH Training Completion Certificate Required IRB Documentation**:

- IRB Request for Review (App C)
- Research Summary (App D)

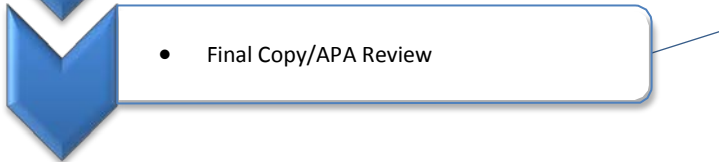
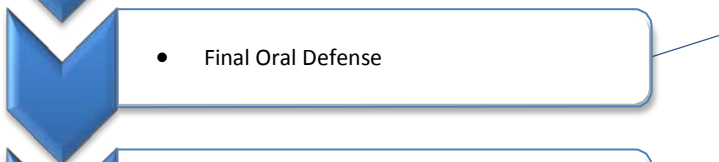


These forms are submitted as needed:

- Request for Exemption (App E)
 - Request for Renewal (App F)
 - Report of Change Form (App G)
 - HIPAA Authorization: Enrollment into Research (App H)
 - Waiver of HIPAA Authorization (App I)
 - Authorization to Release Health Info (App J)
 - Sample Consent Form (App K)
 - Sample Parent Consent Form (App K)
 - Sample Parent Consent Form (App L)
 - Sample Assent Form (App M)
- ** Refer to IRB Handbook



Form 5: Certificate of Preparedness and Request for Final Oral Defense
Form 6: Final Oral Defense Evaluation



Form 7: Certificate of APA Style Compliance
Form 8: Thesis of Final Submission
Form 9: Thesis Acceptance for Partial Fulfillment of the Requirement for the PsyD/PhD

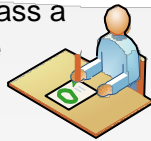
Note: A sample of all forms referenced in this Handbook are available in Appendix C. All required forms are also available in the online classroom and are to be completed electronically and distributed according to instructions.

PSY 6990 Master's Thesis Proposed Timeline

A thesis is completed as part of a master's degree program. Its major aim is to demonstrate the student's understanding of, and proficiency in, basic research principles and techniques. Students enrolling in the Thesis course are given three consecutive 9-week terms or 27 total weeks to complete this requirement. To remain in the program, students who do not complete their thesis in three terms must enroll in Master's Thesis Extension credits until the thesis is complete.

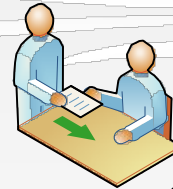
First Term (9 Weeks)

- Select topic, discuss/refine topic with Chairperson/committee members, and establish a personal timeline to complete your thesis.
- Conduct a review of the literature (Chapter 2)
- Prepare a discussion of your research design and methods (Chapter 3)
- Develop your Introduction (Chapter 1) and compile the proposal (chapters. 1, 2 ,3) to submit to your Chairperson/committee for review.
- Schedule* and successfully pass a **Preliminary Oral Defense**



Second Term (9 Weeks)

- Submit the IRB Request for Review to the Chair of the University of the Rockies IRB **
Revise the proposal as suggested by the IRB and resubmit for approval (if necessary)
Submit for IRB review (or similar process) with outside agency (as needed)
- Begin data collection
- Analyze all data collected
- Write Chapter 4 (Data Analysis/Results)
- Write Chapter 5 (Discussion)
- Work closely with the Thesis Chairperson to complete a **final manuscript**



Third Term (9 Weeks)

Present a clean, APA formatted draft of the complete thesis to all committee members 30 days prior to the desired final oral defense date.

- Schedule and pass a **Final Oral Defense***
Make all corrections suggested at the Final Oral Defense (all changes must be approved by the Chairperson)
Submit one unbound copy for final review and get all signatures on the Final Submission Form
Submit final copy for APA Review
- Submit **one electronic copy of the final thesis** to the Chair of the Dissertation Process Committee



Forms associated with this phase of the process:

Thesis Contract
Certificate of Preparedness for Preliminary Oral Defense
Preliminary Oral Defense Evaluation (Faculty)

Forms associated with this phase of the process:

Human Subjects Training Certificate of Completion
IRB Request for Review (App C IRB Handbook)
Research Summary (App D IRB Handbook)
All other required IRB Documentation as appropriate***

Forms associated with this phase of the process:

Certificate of Preparedness and Request for Final Oral Defense
Final Oral Defense Evaluation (Faculty)
Certificate of APA Style Compliance
Thesis Final Submission Form
Thesis Acceptance for Partial Fulfillment of the Requirements for the Master's of Arts degree

* Schedule a room and/or conference call at least two weeks in advance of the oral defense.

** The IRB meets regularly. Requests must be submitted two weeks prior to the board review.

*** Please refer to the IRB Handbook to determine what documentation is required for your research.

Purpose of this Request

Students completing a Thesis are required to identify a Chairperson and two additional committee members to support their Thesis research. Students should send this form to faculty members they have requested to confirm their interest and intent to serve on the committee. The completed form, with signatures, should be emailed to Dissertation.online@rockies.edu for online students and Dissertation.campus@rockies.edu for campus students.

Student Information

Date: _____

First Name: _____ Last Name: _____ Student ID: _____

Phone: _____ Email Address: _____

Preferred Method of Contact: Email Telephone

Number of Credits Successfully Completed: _____

Please indicate the position the faculty member is being requested for:

 Chairperson Committee Member

Thesis Working Title: _____

Please provide a brief description of your proposed Thesis research in the space below.

Student Signature: _____

For Faculty Use OnlyChairperson: Yes NoCommittee Member: Yes No

Faculty Name: _____

Faculty Signature: _____ Date: _____

Please complete this form and return to your Student Advisor.

Student Information

First Name: _____ Last Name: _____ Student ID: _____

Date: _____

Proposed Area of Study

Thesis

Working Title: _____

Description

Provide a problem statement and short description of your proposed Thesis study and the specific aims of your research (maximum 350 words).

Proposed Methods

Include a brief discussion of the research methods that you intend to use if approved by your Thesis Committee Chairperson/Committee Members.

Proposed Committee

Include the names of 3-5 faculty members who you have worked with throughout your program and would like to have participate on your committee should your research focus be aligned with their expertise.

1. _____
2. _____
3. _____
4. _____
5. _____

Proposed Timeline

Start Date: _____ Target Completion Date: _____

Please complete this form and keep a copy for your student records. Refer to distribution instructions below.

Campus Students

- Email original to Registrar's Office at Dissertation.campus@rockies.edu
- Copy to Chairperson
- Copy to IRB for Review Process

Online Students

- Scan/Upload to online classroom for Chairperson and Student File
- Email to Registrar's Office, Student.Records@rockies.edu
- Copy to IRB for Review Process
- Email to, Dissertation.online@rockies.edu.

Student Information

Student Name: _____ Student ID: _____ Date: _____

Thesis Title:

Committee

Chairperson: _____

Committee Member: _____

Committee Member: _____

Timeline

Target IRB Approval Date: _____

Target Date for Completion of Final Draft of all chapters: _____

Target Date of Final Oral Defense: _____

Target Date for Submission of Final Electronic Copy: _____

Target Graduation Date: _____

Agreement

This document signifies agreement of all parties regarding the targeted timeline of the stated thesis. Chairperson's signature signifies that the preliminary oral defense has been successfully completed.

Student Signature: _____ Date: _____

Chairperson Signature: _____ Date: _____

IRB Approval date: _____ IRB Chair Signature: _____

Please complete this form and keep a copy for your student records. Refer to distribution instructions below.

Campus Students

Copy to Chairperson

Email to Dissertation.campus@rockies.edu.

Online Students

Scan/Upload to online classroom for Chairperson

Email to Dissertation & Thesis Administrator, Dissertation.online@rockies.edu.

Student Information

Student Name: _____ Student ID: _____ Date: _____

Committee Chairperson: _____

I request that _____ (name), _____ (degree title) be approved as a member of my Thesis Committee.

A copy of his/her curriculum vitae is attached for review.

Approval

Granted

Denied

Dean of the School Signature: _____ Date: _____

Please complete this form and keep a copy for your student records. Refer to distribution instructions below.

Campus Students

- Copy to Chairperson
- Copy to Campus Facilities Manager at least 3 weeks in advance of desired date, David.Sanders@rockies.edu
- Copy to IT for technical equipment set up and support,

Online Students

- Scan/Upload to online classroom for Chairperson
- Email to, Dissertation.online@rockies.edu.

This is to certify that _____ (name), _____ (student ID) is deemed to have completed a Proposal for a Thesis on:

Thesis Title:

which meets the criteria for, and represents the quality of master's-level work in the field of Psychology.

Therefore, we are requesting that the preliminary oral examination be scheduled for:

Day: _____ Date: _____ Time: _____

Student Signature: _____ Date: _____

Chairperson Signature: _____ Date: _____

Chairperson to complete this form; keep a copy for your records. Refer to distribution instructions below.

Campus Students

- Email original to Registrar's Office at Dissertation.campus@rockies.edu
- Copy to Chair of IRB Committee
- Copy to Student

Online Students

- Scan/Upload to online classroom for Student & Committee
- Dissertation.online@rockies.edu.
- Copy to Chair of IRB Committee

Student Information

Student Name: _____ Student ID: _____

Instructions

Please rate this student's demonstration of ability to successfully complete the thesis.

The committee's evaluation should incorporate such areas as the student's ability to:

- Demonstrate commitment to the value of science within psychology.
- Propose a study that is theoretically, empirically, and practically sound.
- Propose a study that contributes to the field of psychology.
- Discuss theoretical and scientific issues cogently, relevantly, and defensibly.

Based upon the proposal, the student should consider the following recommendations in order to successfully complete a master's thesis:

Recommendations:

Evaluation of Student's Preliminary Oral Defense: (Committee consensus is required.)

- Pass, No Revisions Pass, Minor Revisions Pass, Major Revisions No Pass

Chairperson Signature: _____ Date: _____

Member Signature: _____ Date: _____

Member Signature: _____ Date: _____

Please complete this form and keep a copy for your student records. Refer to distribution instructions below.

Campus Students

- Email original to Registrar's Office at Dissertation.campus@rockies.edu
- Copy to Chairperson
- Copy to Chair, Dissertation Process Committee
- Copy to Campus Facilities Manager at least 3 weeks in advance of desired date, David.Sanders@rockies.edu
- Copy to IT for technical equipment set up and support.

Online Students

- Scan/Upload to online classroom for Chairperson
- Email to, Dissertation.online@rockies.edu.

This is to certify that _____ (Student Name), _____ (Student ID) is deemed to have completed a thesis on:

Thesis Title:

which meets the criteria for, and represents the quality of a Master's-level thesis in the field of Psychology.

Therefore, we are requesting that the final oral defense be scheduled for:

Day: _____ Date: _____ Time: _____

Student Signature: _____ Date: _____

Chairperson Signature: _____ Date: _____

Chairperson to complete this form; keep a copy for your records. Refer to distribution instructions below.

Campus Students

- Email original to Registrar's Office at Dissertation.campus@rockies.edu
 Copy to Student & Committee Members

Online Students

- Scan/Upload to online classroom for Student & Committee
 Email to Registrar's Office, Student.Records@rockies.edu
 Email to, Dissertation.online@rockies.edu.

Student Information

Student Name: _____ Student ID: _____

Instructions

Please rate this student's demonstration of knowledge and competency in academic/scientific research areas.

The committee's evaluation should incorporate such areas as the student's ability to:

- Analyze and synthesize scientific approaches to psychology.
- Incorporate theoretical and conceptual issues relevant to a scientific investigation.
- Determine conclusions which are theoretically, empirically, and practically sound.
- Discuss theoretical and scientific issues cogently, relevantly, and defensibly.
- Demonstrate commitment to the value of science within psychology.

Evaluation of Student's Final Oral Defense: (Committee consensus is required.)

Based upon these oral work samples, this student's knowledge and competency in academic/scientific research are (check one):

- Pass, No Revisions Pass, Minor Revisions Pass, Major Revisions No Pass

Recommendations:

Chairperson Signature: _____ Date: _____

Member Signature: _____ Date: _____

Member Signature: _____ Date: _____

To be completed by student and signed by APA Style Editor. Please refer to distribution instructions below.

Campus Students

- Email original to Registrar's Office at Dissertation.campus@rockies.edu
 Copy to Chairperson / Committee Members

Online Students

- Scan/Upload to online classroom for Chairperson/Committee
 Email to, Dissertation.online@rockies.edu.

This is to certify that the following thesis:

Thesis Title:

For _____ (Student Name), _____ (Student ID), is in compliance with APA Style and Formatting.

APA Style Editor Name: _____

APA Style Editor Signature: _____ Date: _____

Please complete this form and keep a copy for your student records. Refer to distribution instructions below.

Campus Students

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