

Guidelines for Supervisors and Students

Psychology 2QQ3 (Research Practicum)

Contact:

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Psychology 2QQ3 is an independent research practicum course for students registered in Level II of an Honours Psychology program. The purpose of the course is to provide an opportunity for students to participate in experimental psychology projects in a research laboratory. Successful completion of the research practicum, which may extend over one term or over two terms, results in 3-units credit. Students intending to register must submit an on-line ballot (see Psych Dept web page)

SUPERVISION

Supervisors for 2QQ3 are restricted to full-time and adjunct members of the McMaster Psychology Department. Students are encouraged to contact potential supervisors before filling out the ballot to find out who might be available and what sorts of projects are available. The names of potential supervisors and their research interests are posted at:

<http://www.science.mcmaster.ca/psychology/psych4d6/internalsupervisors.htm>

The student and supervisor should come to a clear understanding as early as possible as to the supervisor's expectations regarding the student's responsibilities, the time commitment involved for the student, whether a written document will be required, etc. Regular meetings (at least weekly) should be scheduled so that the student is able to obtain continuous guidance, feedback, and support from the supervisor. While it is primarily the responsibility of the student to meet the specified deadlines, the supervisor should provide a degree of supervision that would allow the student to meet their responsibilities on schedule.

The student should plan on spending, on average, about 10 hours per week if registered in a 1-term course or about 5 hours per week if registered in a 2-term course.

Very occasionally, there may be some disagreements between student and supervisor concerning the research practicum. For example, a student may think that he/she is not getting sufficient access to the supervisor, or the supervisor may think that the student is not fulfilling his/her obligations with respect to the research. It is important that the student and/or supervisor bring such disagreements to the attention of the Undergraduate Secretary as soon as possible. It is too late to deal with such problems when it is almost time for submission of the grade.

EVALUATION

The final grade for 2QQ3 is not determined by a standard numerical formula. Rather, the supervisor will assign a letter grade based on an overall evaluation of the laboratory participation during the year and of any written documents describing the research practicum.

DEADLINE

The date for the submission of grades is determined by the registrar's office. It is usually a few days after the end of classes in December or in April. Students should aim to have completed the practicum before the last week of classes. The Undergraduate Secretary will inform supervisors of the due date as soon as she receives the grade sheets from the registrar's office.

Extensions of the deadline are rarely granted. If the supervisor thinks an extension is warranted, he/she can request the student to obtain a "Request for Incomplete" form from their Faculty Office. This form is completed and signed by the student, the supervisor, and the Chair of the Psychology Department. This form must be returned to the student's Faculty Office and a copy must be sent to the Associate Dean of Science, if the student is not registered in the Faculty of Science.

WHMIS TRAINING, Animal Care Approval, Human Ethics Approval

WHMIS TRAINING

All students working with ANIMALS or CHEMICALS must submit a copy of certification for WHMIS CORE training to the Undergraduate Secretary before beginning their practicum research and no later than September 30 if registered for Term 1 or 3 and January 31 if registered for Term 2. A schedule for the WHMIS training sessions is posted on the door of the Psychology Office and is available at <http://www.workingatmcmaster.ca/link.php?link=eohss:eohss-whmis-core>

ANIMAL CARE APPROVAL

All students conducting practicum research involving animal subjects must complete the appropriate animal care course before beginning their practicum research and no later than September 30 if registered for Term 1 or 3, and January 31 if registered for Term 2. **It is the responsibility of the practicum supervisor to email the Undergraduate Secretary by September 30 that the course has been completed.**

HUMAN ETHICS APPROVAL

The Tri-Council Policy Statement, Ethical Conduct for Research Involving Humans," describes the policies of the Medical Research Council (MRC), the Natural Sciences and Engineering Research Council (NSERC), and the Social Sciences and Humanities Research Council (SSHRC). This new policy took effect September 1, 1999. In order for McMaster University to comply with the new policy, The Psychology Ethics Committee for Undergraduate Research was established September 15, 1999 to review research conducted by undergraduate students when, (1) the research is conducted as part of an undergraduate course offered by the Department of Psychology, and (2) the research is not part of a faculty

member=s research program already subject to review by any other Ethics Board (e.g., McMaster University Research Ethics Board - MREB). Undergraduate research for a Psychology course that is supervised by individuals outside the Department of Psychology shall be reviewed by the Departmental Committee unless it is subject to review by the MREB or by another Ethics Board in compliance with the Tri-Council Policy. Research requiring review includes not only experimental protocols, but also research involving naturalistic observation, questionnaires, interviews, and secondary use of data that are not in the public domain. For further information regarding human ethics policies and resources, visit: <http://www.mcmaster.ca/ors/ethics/>

An application form for departmental review may be obtained from Michael Wilson, Research Ethics Officer, Student Research Ethics Boards (SREC), Office of Research Services, (GH306, Ext. 23142, e-mail: ethicsoffice@mcmaster.ca), or an electronic version may be obtained from the Psychology Department web site.

<http://www.science.mcmaster.ca/Psychology/ethics/index.htm>

Instructions for completing the forms may also be found on this web site. Application may be made by e-mail attachment or by submitting six hard copies to Dr. Bruce Milliken, Chair of the Departmental Committee, (millike@mcmaster.ca).

Research may not begin until the Departmental or University Research Ethics Board (if the application has been referred there) has given its approval. The application will be approved only for the academic year in which it is made. If the project will continue in a subsequent year without any change, the applicant should request renewal of the approval.