

# **Guidelines for Supervisors and Students**

## **Psychology 3QQ3 (Individual Lab Study) & Psychology 4QQ3 (Advanced Individual Lab Study)**

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Psychology 3QQ3 and 4QQ3 involve an independent laboratory project, and either course is one way of fulfilling the laboratory requirement of the Honours B.Sc. and Honours B.A. Psychology programs. Students intending to register must submit an on-line ballot (see Psych Dept web page)

Students may select a supervisor from within the Psychology department or from outside the department from our list of approved external supervisors. 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.

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

<http://www.science.mcmaster.ca/Psychology/thesisadv/externals.html>

## **SUPERVISION**

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. Although 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 complete the research on schedule.

Although it is not possible to give an exact figure for the time required for a successful research project, 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. Students sometimes run into difficulties because they do not begin the research project early enough or pursue it diligently throughout the course and, as a result, leave too much for the end of the term.

Very occasionally, there may be some disagreements between student and supervisor concerning the research project. For example, a student may think that he/she is not getting sufficient access to the supervisor to deal with questions concerning data collection or the preparation of the written report, 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.

## **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 thesis 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 research involving animal subjects must complete the appropriate animal care course before beginning their thesis 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 thesis 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](mailto: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](mailto: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.

## **PRE-PLACEMENT IMMUNIZATION FORM**

If your thesis or laboratory study research will be conducted in a hospital setting (e.g., Chedoke, St. Joseph's Hospital, McMaster Medical Centre etc.), you are required by Ontario law to complete a Pre-placement Immunization Form prior to any research collection. This is a medical history of your immunizations (e.g., Rubella, Red Measles, Hepatitis B, Diphtheria). If your immunizations are not up to date, you will be required to obtain these vaccinations, which may result in multiple doctor appointments and possible fees (if they are not covered by medical insurance).

## **EVALUATION**

The final grade for 3QQ3 and 4QQ3 is not determined by a standard numerical formula. Rather, the supervisor will assign a letter grade based on an overall evaluation of the laboratory work during the year and of any written documents describing the research.

## **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 and in April. Students should aim to have completed the project 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 due date for grades are rarely granted. If the supervisor thinks an extension is warranted, he/she can request an extension by writing to the Associate Dean of the student's Faculty, giving the reasons for requesting an extension and specifying the date of the new deadline. Copies of the supervisor's letter and the response from the Associate Dean must be copied to the Undergraduate Secretary. If the student is not registered in the Faculty of Science, this material must also be copied to the Associate Dean of Science.