

# **Guidelines for Supervisors and Students**

## **PNB 3QQ3 (Individual Lab Study) &**

## **PNB 4QQ3 (Advanced Individual Lab Study)**

Contact:

Undergraduate Secretary:

Sally Presutti

PC 102

#23026

[pnb@mcmaster.ca](mailto:pnb@mcmaster.ca)

Academic Advisor

Ann Hollingshead

PC 109

#23005

[hollings@mcmaster.ca](mailto:hollings@mcmaster.ca)

PNB 3QQ3 and 4QQ3 involve independent laboratory projects for which students must find their own supervisors. The purpose of these courses is to provide an opportunity for students to participate in experimental psychology projects in a research laboratory or applied research setting. PNB 3QQ3 is open to any student in Level 3 of a program. PNB 4QQ3 is only available to students in Level 4 of an Honours program in Psychology. PNB 4QQ3 may be repeated for up to 6 units. These courses may be taken in Term 1 or Term 2 or Term 3. If taken as a Term 3 course, it is still only 3 units but your time is spread across two terms. Students interested in these courses should submit an on-line pre-registration ballot (see Dept web page) available around the end of January/beginning of February for the following September session.

These courses are also available in the Spring and Summer terms. There is no ballot pre-registration for the spring and summer terms. Permissions are communicated through e-mails with students, supervisors and the department.

Students may select a supervisor from within the Department of Psychology, Neuroscience & Behaviour 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. You will find a link to "Internal and External Supervisors" on the department web page, under "Undergraduate Studies."

## **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, for the Fall and Winter terms, 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.

## **EVALUATION**

The final grade for PNB 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 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 the Undergraduate Secretary. This form is completed and signed by the student, the supervisor, and the Chair of the 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.

## **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).

## **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 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://fhs.mcmaster.ca/safetyoffice/whmis-page.html>

## **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**

Human Ethics Research involving human participants must be reviewed by an Ethics Board before it can commence. The job of the Ethics Board is to think about the proposed research from the perspective solely of the participants. The researcher cares about that, too, of course, but also is motivated by other factors such as getting a good grade, advancing knowledge, and learning about how to do research.

The University through the Office of Research Services (ORS) (<http://www.mcmaster.ca/ors/ethics/>) has a Research Ethics Board (MREB) that reviews research conducted by faculty members and graduate students. An undergraduate project that forms part of the research program of a faculty member is covered by the University-level review. The Department of Psychology, Neuroscience & Behaviour Student Research Ethics Committee (PSREC) ([http://www.mcmaster.ca/ors/ethics/info\\_srec\\_psrec.htm](http://www.mcmaster.ca/ors/ethics/info_srec_psrec.htm)) reviews all other research conducted by undergraduate students as part of a course offered by the department (including theses and independent study courses). The Departmental Committee is governed by Terms of Reference approved by the McMaster Research Ethics Board on September 14, 1999 and by the Tri-Council Policy Statement (TCPS, 1998 with May 2002, September 2002, and October 2005 updates) entitled Ethical Conduct for Research Involving Humans. (<http://www.pre.ethics.gc.ca/eng/index/>)

The TCPS defines research as a systematic investigation to establish facts, principles or generalizable knowledge. This includes not only experimental protocols, but also research involving naturalistic observation, questionnaires, interviews, or secondary use of data that are not in the public domain. It also covers research conducted as a class project.

### **Application Forms:**

Undergraduates can find the application forms for the Individual Undergraduate projects at: [http://www.mcmaster.ca/ors/ethics/students\\_forms.htm](http://www.mcmaster.ca/ors/ethics/students_forms.htm)

See Instructions on how to fill them out at: <http://www.mcmaster.ca/ors/ethics/undergradethicsguide.htm>

For additional information, contact the Michael Wilson ([ethicsoffice@mcmaster.ca](mailto:ethicsoffice@mcmaster.ca))