Checklist for Thesis, TRP, and Internship

It is the responsibility of both the graduate student and the chairperson of a Capstone Project to do a thorough review of the final written project paper to assure that it meets or exceeds minimal requirements for content and format. When submitting a Thesis, TeRP, or Internship Portfolio to the Chair of the Psychology Department for final review and approval, each component of the following checklist must be initialed by both the student and the chairperson to confirm that the paper has been reviewed and meets the standards as set forth in the Department of Psychology Expectations for Thesis, TeRP, and Internship Portfolio:

_____ _____ This paper meets all Miscellaneous Style & Grammar Guidelines
_____ _____ This paper meets all requirements for Headings consistent with Thesis Guidelines
_____ _____ This paper meets all requirements for Quotations
_____ _____ This paper meets all requirements for Citing an Author or Authors
_____ _____ This paper meets all requirements for In-text Citations of Works
_____ _____ This paper meets all General Rules of References

_____ _____ All citations in text are marked in pencil to confirm that they appear in the reference list
_____ _____ All references in the list are marked with a page number of first appearance in pencil to confirm they appear as citations in text

_____ _____ This paper meets all requirements for Statistics and Numbers
_____ _____ This paper meets all requirements for Figures and Tables

Please also confirm that all required paperwork for completion of the capstone project has been completed, signed and submitted for inclusion with the paper or in the student’s file.

_____ _____ All required components of the Thesis, TeRP, or Internship
_____ _____ Capstone Project Form
_____ _____ Signature Pages

_____________________________________________  _________________
Graduate Student Signature                      Date

_____________________________________________  _________________
Committee Chairperson Signature                Date