Thesis Guidelines
Department of Psychology
University of West Florida

As a scientific discipline, the study of psychology also requires competence in research methodology, statistics, and critical thinking. Competence can be evaluated by way of a Thesis Capstone, or completing a minimum of 6 hours of PSY 6971 Thesis, according to the guidelines below:

1. Choose a Thesis Chairperson from the tenure-track faculty in the Department of Psychology. In consultation with the chairperson, students will identify a topic for an empirical study. When a faculty member agrees to be the chair of your Capstone, he/she will sign the **Thesis Project Form**. Submit this form to Mrs. Diana Robinson, Department Coordinator, and she will grant you permission to register for the appropriate course.
2. Choose committee members. If possible, at least one member of your committee should be from your Program (i.e., Applied Experimental, Industrial/Organizational, or Counseling).
3. Develop a research proposal in consultation with your chairperson including:
   - Brief literature review
   - Statement of research question or hypothesis
   - Methods
   - Plan for Analysis
4. Schedule a proposal meeting with both of your committee members. Retrieve your original Thesis Project Form from Mrs. Diana Robinson. When the particulars of the project are approved, the non-chair committee member(s) should sign the form and write in the date of the proposal meeting. Return your form to Diana.
5. Submit IRB proposal
6. Upon receipt of IRB approval, if your participants are undergraduates at UWF, please submit your study to the Coordinator of the Psychology Research Pool (PRP) to be included in SONA. You will need to retain your IRB approval to include as an appendix in your final Thesis submission.
7. Upon completion of data collection, students should create a manuscript draft in accordance with the **Thesis and Dissertation Guide** provided by the UWF Graduate School. In addition, students should also reference the **Psychology Department APA Guidelines** and complete a **Capstone APA Checklist** prior to final manuscript submission.
8. Submit a first draft of the Project Manuscript to your chairperson. Follow the procedure recommended by the chairperson for cycling draft materials through the committee for revisions. Committee members will generally need about two weeks to read the paper and provide feedback prior to the final approval meeting.
9. When the committee agrees that the materials are satisfactory, the student should schedule a final approval meeting. Students should prepare a brief 15-20 minute presentation modeled after the manuscript. At this time, committee members will give the final approval. There may be corrections to your paper that arise at this meeting.
10. Make two copies of the **Thesis Signature Form**. Obtain signatures from the committee members when they judge the quality to warrant a grade of "B" or better.
11. Submit all documents to the Chair of the Psychology Department for approval (NOTE: edits required by the Department Chair must be completed and the Project Manuscript resubmitted to and approved by the Department Chair before it can be sent to the graduate school).
12. When all the committee members and the Department Chair have signed the Signature Pages, submit these pages to the Graduate School along with a **Thesis Transmittal Form**.
13. The student will submit an electronic copy to UMI/ProQuest

14. At this point, refer to the procedures found in the <mark>**Thesis and Dissertation Guide**</mark> offered by the Graduate School. *A student cannot graduate until the Dean of the Graduate School approves the thesis.

NOTE: The Thesis deadlines are much earlier than the TRP deadlines. The Graduate school will provide semester deadlines for submission to UMI/ProQuest here. Because many Capstone papers are submitted each semester, the Psychology Department requires that they be submitted to Department Chair **no later than two weeks prior the UMI/ProQuest submission deadline** in the semester when the student will graduate. Therefore the preliminary version must be completed **well before that time** to allow for review and revision by the committee chair and members. Students must continue to register for at least one hour of Thesis credit every semester (excluding summer*) until the final paper is submitted and approved. *If you will graduate in the summer, you do have to register for at least one credit in that summer.