

PROCEDURE FOR THESIS

Doing a thesis is optional for MS students and has advantages and disadvantages. Advantages include the amount of learning that occurs with such a project and the excellent preparation the thesis affords for doctoral study. In addition, having completed a thesis is a concrete demonstration of your commitment to your field to prospective employers and doctoral programs. It is expected that the thesis will be a joint effort developed by the student, the Chair of the student's thesis committee and the members of the thesis committee. Listed below are the procedures which should expedite the successful completion of the thesis.

GENERATING THESIS IDEAS

1. Meet with various faculty who specialize in areas in which you might like to work and ask if it might be possible for you to do research with these faculty.
2. Methods of generating thesis questions include keeping a journal of potential ideas as you read journal articles, discussing and critiquing various studies, making observations of behavior problems and brainstorming about methods that might be applied. It may be possible to contract with a faculty member to receive independent study credit for development of the thesis up through the proposal stage.
3. Discuss research ideas with faculty until it becomes clear to you that you will or will not be able to agree on a thesis question.
4. If you agree on a thesis question, ask the faculty member if he/she will serve as your thesis advisor, and ask for suggestions as to who might serve on your thesis committee.

WRITING THE PROPOSAL

5. Write up a draft of your thesis proposal which includes an introduction, method section (subject, apparatus, procedure, research design, measurement, and data recording techniques), references, and appendices (including data recording sheets, rapid assessment instruments, draft of informed consent, and Human Subjects Review Application). This proposal should be on the order of 20 pages, excluding references and appendices.
6. Submit each draft of your proposal to the thesis advisor for comments and revision. Typically students go through several revisions based on ongoing input from the thesis advisor before a draft is considered acceptable by the thesis advisor. It is sole judgment of the thesis advisor to determine whether a proposal is adequate, ethical and feasible.
7. Once your advisor agrees that you have a good working draft, confirm with him/her two other persons to serve on your thesis committee. Ask these potential committee members whether or not they will serve, which is up to their discretion.

THE PROPOSAL MEETING

8. Once the proposal is ready for distribution, schedule a meeting for approximately two weeks later in which you and your committee (advisor and two other members) can discuss your proposal. The proposal meeting consists of an introduction by your advisor, a 30-minute presentation of your proposal, with Powerpoint, and 45 minutes for questions, discussion and suggestions for improvement of the proposal. If all goes well, your committee will approve your thesis proposal. Assuming approval, Section A, the thesis proposal section, of the Thesis Contract Form should be signed by your committee and you at this time. (Note: It is up to the thesis committee to give the final determination as to whether a proposal is adequate, ethical and feasible). At times revisions are required by the committee and must be completed to the committee's satisfaction prior to commencing the study.

HUMAN SUBJECTS REVIEW

9. Your advisor will submit the thesis proposal and application which you have prepared through the Human Subjects Review Committee.
10. Once your thesis proposal has been approved by your thesis committee and the Human Subjects Review Committee, two copies of your thesis proposal and the Thesis Contract should be made. One copy of each should be given to the Chairperson of the Graduate Committee and one copy of each should be forwarded to the Dean of the Graduate School. You should retain the originals for yourself.

RUNNING YOUR STUDY

11. You may only begin the process of data collection and data analysis after approval of your thesis proposal by your thesis committee and the Human Subjects Review Committee.

ACADEMIC CREDIT FOR THE THESIS

12. You may only register for PSY 692 (Thesis) after you have obtained approval of your thesis proposal by your thesis committee and the Research Review Committee. In some cases, it may be advisable to continue to register for independent study credit until it is certain that the thesis will be finished. If the thesis is not completed, any thesis credits will remain as incomplete. To document the thesis on your transcript you must register for a minimum of 1 thesis credit, with the option to register for up to 6 credits.

THE ORAL DEFENSE

13. You will receive credit for PSY 692 once you have developed a manuscript considered acceptable by your thesis committee, and have orally defended your thesis successfully. Oral examinations of theses are open to all faculty and students and are recommended for those students who are planning to do a thesis themselves. However, only the thesis committee determines the adequacy of the defense. Notice of the upcoming oral thesis defense must be posted in the department two weeks in advance and copies of the completed thesis should be made available to interested parties prior to the defense. An oral defense is a formal presentation, complete with visual aids, lasting about 20 minutes, which should consist of:
 - Review of key articles from the literature
 - Purpose of the study
 - Overview of methods
 - Key results
 - Discussion of results including strengths and limitations
14. Approval of your thesis is indicated by the committee member's signatures on the Approval Page and on Section B, the thesis completion section of the Thesis Contract Form. The student must bring one copy of the signed thesis and Thesis Contract Form to the Chairperson of the Graduate Committee, who also will sign Section C, the thesis receipt section of the Thesis Contract Form. The student will take two copies of the thesis to the Graduate School, Office of the Dean, along with a completed copy of the Thesis Contract Form. The Chairperson of the Graduate Committee will inform the advisor of the Clinical Behavioral program and the Head of the Department. The completed thesis will be placed in the department's Thesis file.
15. In the event that there is a major change in the thesis or it is abandoned altogether, the student must inform the Chairperson of the Graduate Committee who will notify the advisor of the Clinical Behavioral program and the Graduate School. A new thesis proposal and new Thesis Contract Form must be submitted in cases where the student still wishes to do a thesis.

IMPORTANT RESOURCES: THESIS MANUAL

16. It is advisable for the student to become familiar with the updated Thesis Manual developed by the Graduate School. This is advisable for several reasons. The manual details the process of doing a thesis and the style for a thesis. Furthermore, acceptance of a thesis rests not only with the thesis committee, but also with the Graduate School. Consequently, it is advisable for the student to be aware of the expectations of the Graduate School as their thesis work evolves, because the Graduate School constitutes the final authority for setting guidelines for thesis work.

EASTERN MICHIGAN UNIVERSITY
Graduate School
THESIS COMMITTEE¹ Approval Form

Student Name _____ Date _____

Program of Study _____ ID# E _____

Email address _____ Phone number _____

Thesis Title _____

Thesis involves original data collection: Yes No

PROPOSED COMMITTEE MEMBERSHIP

All clinical graduate programs require two clinical departmental faculty members to serve on each thesis committee and experimental students must have two experimental departmental faculty members minimum. All three committee members must be from the department. Individuals external from the department can serve as a fourth committee member. Other options need to be approved by the student's graduate program committee.

Committee Chair _____ Clinical Experimental

Committee Members:

Name _____ Clinical Experimental

Name _____ Clinical Experimental

Name _____ Clinical Experimental

Name _____ Clinical Experimental

APPROVAL

Date

Director of Clinical Training/Master's Program Coordinator

Date

Department Head

Signed original to department file

¹Graduate School policy requires that committee chairs be tenured or tenure-track full-time faculty with a completed doctorate in the student's specialty. In addition to the chair, committees must consist of from two to four members (normally faculty from within the degree-granting school). All committee members should be experts in at least some aspect of the student's thesis topic area. The final committee roster, and any subsequent changes in committee membership, must be formally approved by the committee chair, Director of Clinical Training/Master's Program Coordinator and Department Head.

EASTERN MICHIGAN UNIVERSITY
Master's Thesis PROPOSAL
Approval Form

Student Name _____ Date of Meeting _____

Program of Study _____ ID# E _____

Thesis Committee Chair _____

TENTATIVE TITLE OF PROPOSED THESIS

COMMITTEE REPORT ON THESIS PROPOSAL

After review of the thesis proposal, the Thesis Committee certifies that:

- The proposal is satisfactory and the candidate may proceed.
- The proposed research does not involve the use of human subjects OR
- The proposed research involves human subjects and will be sent to the College Human Subjects Review Committee prior to data collection.
- The proposal is not satisfactory and the following deficiencies must be corrected:²

Description of deficiencies _____

COMMITTEE SIGNATURES

Chair: _____

Members: _____

ACKNOWLEDGEMENT OF PROPOSAL APPROVAL

Date Director of Clinical Training/Master's Program Coordinator/Department Head

Signed original form remains in the student's departmental/program file.

EASTERN MICHIGAN UNIVERSITY
Graduate School
ORAL DEFENSE of the MASTER'S THESIS
Approval Form

Student Name _____

Program of Study _____ ID# E _____

TITLE OF THESIS

ORAL DEFENSE

Date _____ Time _____ Place _____

After review of the thesis and on the basis of the oral defense of the work presented in the thesis, the master's committee certifies that the candidate:

- Satisfactorily passed the oral defense of the thesis
- Did not satisfactorily pass the oral defense of the thesis

Recommendations _____

COMMITTEE SIGNATURES

FINAL document approval of the written requirement will occur upon review of suggested edits with signatures on the *THESIS DOCUMENT APPROVAL FORM*.

Chair: _____

Members: _____

ACKNOWLEDGEMENT OF PASSING THE ORAL DEFENSE

Date _____ Director of Clinical Training/Master's Program Coordinator/Department Head

Signed original to department file

EASTERN MICHIGAN UNIVERSITY
Graduate School
MASTER'S THESIS
Document Approval Form

Student Name _____

Program of Study _____ ID# E _____

Academic Department/School _____

College _____

TITLE OF THESIS

**DOCUMENT APPROVAL
COMMITTEE SIGNATURES**

Chair: _____ Date _____

Members: _____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

ACKNOWLEDGEMENT OF COMPLETED THESIS

Date Director of Clinical Training/Master's Program Coordinator

Date Department Head

GRADUATE SCHOOL

DOCUMENT HAS BEEN SUBMITTED AND EDITED – DEGREE MAY BE CONFERRED

Date Graduate School

Signed original goes to Record's student file. Copies/pdf to: Graduate School, chair, and department/college file