

Psychology

Thesis Guidelines

These guidelines are meant to help you. If you find anything confusing or you have any questions, please phone or make an appointment to see Diane Roe, the Graduate Advisor. (I've been through the thesis process myself.)

Fall 2011 - Summer 2012

Students are encouraged to work closely with a faculty member's research program for their thesis project. The Graduate Office has posted a list of faculty research interests and on-going projects. This document is updated at the beginning of each Fall semester, and is published via the department web site. The MSIO program has a required thesis development course (PSY 681) which is designed to assist students in developing thesis proposals; PSY 696 has been revised to strengthen its thesis component.

Developing a Thesis Topic

If you are unsure about a project or about the format of the written materials, previous theses are available via the University Library, both through a data base as well as for check out. Links to abstracts and full text are on the department web site listed by program; theses may also be accessed through the Thesis Office's web site (full text is available to current students). However, keep in mind that formatting requirements may have changed — please defer to the *University Style and Format Guidelines for Master's Theses and Project Reports*, available on-line via the campus library.

You must apply for Advancement to Candidacy during the semester you first enroll in PSY 698 (Thesis), or already have been Advanced to Candidacy to do so. Also, you must have a thesis chairperson by the time you register for PSY 698. Get the registration course call number from the Psychology Graduate Office to register for your thesis units.

Enrollment in Thesis Units

If you have completed the required number of thesis units for your program but have not completed the thesis, you must continue to be enrolled in the University. This can be accomplished by enrolling in GS 700 through the Extension Office. Enrollment in GS 700 maintains your status in the University at the cost of one unit (no credit earned, however). Please see the Graduate Newsletter for details.

If you have broken enrollment, completed the thesis in absentia, and then plan to return to complete the degree, you must request reinstatement in the program by petitioning the program committee via the Graduate Advisor's Office. (You must also reapply to CSULB and petition to have your program coursework reinstated.) If you are successfully reinstated, you will then need to be enrolled in GS 700 until completion of final orals and submission of your thesis. Please be aware of the seven-year limit rule regarding coursework. (It is *strongly* advised that you do not break continuous enrollment - you might be required to reapply.)

For each semester that you enroll in Thesis units (PSY 698), you will receive “RP” on your transcript. (This stands for “Report in Progress.”) At the time of final orals, your Thesis Committee will determine a grade for your thesis and a Change of Grade will be sent to the Records Office, to be used to change your total units of PSY 698 (either 4 or 6, depending on your program) from “RP” to the grade you receive. For example, if your committee gives you an “A” on your thesis, you will receive either 4 (IO) or 6 units (MAPR and MSHF) of “A” as your grade for PSY 698 (there is no grading for GS 700). Do not register for extra thesis units beyond your program requirement - this may result in a grade of W for the excess units - or worse! (MAR and MSHF - 6; IO - 4.)

Thesis Units Grading

The University Thesis Office’s handbook, *University Style and Format Guidelines for Master’s Theses and Project Reports*, is available on-line via the Library’s web site, as a PDF version (print pages as needed).

Procedures

Also, “trouble shooting” information is available from the University Thesis Office and on the campus library’s web site at:

<http://www.csulb.edu/library/guide/serv/>

or linked through the campus library’s home page at:

<http://www.csulb.edu/library/>

Whenever you plan to visit the University Thesis Office, Rm LIB 501 (5th floor), (562-985-4013), the Bookstore Copy Center (562-985-5050), the Graduate Advisor (562-985-5000 – please call to set up an appointment), the Associate Dean of the College of Liberal Arts (562-985-5381), or your typist, it is wise to phone ahead, particularly at deadlines or the end of the semester when everyone is extremely busy.

Your first step will be to approach a full time Psychology department faculty member to *ask* him or her to serve as your thesis chair. Although it is not necessary to have done research with a professor to ask her or him to chair your committee, it’s usually expected for your topic to be related to her or his research interest(s). Very often, the chair will then help you select your other members. Three members are required and usually more are permitted, but more members will require more coordination at each stage. All of the members **must** be present at both preliminary and final orals. Please check with the members as to their plans for the future, including sabbaticals, and in particular as to summer plans (often orals wind up being later than you planned). Once you have your committee members selected, contact the Graduate Advisor to file the appropriate paperwork. The following is the Psychology Department’s official policy regarding thesis committees:

Committee Members

MA-Psychological Research Thesis Committee Members: A MA-Psychological Research thesis committee shall consist of at least two full-time in residence, tenured/tenure track faculty members from Psychology (including the thesis Chair) and one other individual who holds at least a Master’s degree. If there are compelling academic reasons, a student may petition the MA-Research Program Committee to approve a thesis committee that includes a tenured/tenure track faculty member from Psychology who shall serve as the Chair, a tenured/tenure track faculty member from another department or program, and other individual(s) from the community who hold(s) at least a Master’s degree.

MS-Industrial/Organizational Thesis Committee Members:

An MS-Industrial/Organizational thesis committee shall consist of two full-time in residence, tenured/tenure track faculty members in Psychology, including the thesis Chair; the third may be any professionally qualified person with a minimum of a Masters degree.

The proposal is to specify clearly what you propose to do for your thesis project or research study so that you and the committee can discuss the details and arrive at definite decisions and agreement. Committees differ in what they require in the proposal, but in general they usually include an introduction, methods and planned analysis and interpretations section. See both the “Announcement/Abstract Guide for Orals” and “Thesis Proposal Guide” (pages 12-14) for guidance in organizing the proposal. Proposals are written in the future tense (“will”). If there are some details or procedures you are uncertain about, include a discussion of the various ways you might proceed in your proposal, indicating the pros and cons of each possible way. These options are discussed until resolution at preliminary orals.

Thesis Proposal

You are not permitted to begin the research or project itself until your proposal has been approved at (or after) preliminary orals *and* by the Office of University Research (see IRB discussion on the following page). You may do pilot work with your committee chairperson’s approval. After gaining approval, you must follow the plans agreed to in the proposal. If minor changes are needed as you proceed, clear them with your chairperson. If major changes are needed, a new proposal (or revision) and new preliminary orals are required. Also, if a copyrighted measurement device is to be used, approval must be obtained from the copyright holder (do this as soon as possible, as approval can take up to three-six months). See the University Thesis Office’s information regarding Copyright, as well as a formatted Request for Permission form.

The department will accept a satisfactory thesis based on the approved proposed research or project even if the results of the study were not as exciting as hoped, or a committee member had to be replaced (hopefully, a rare event).

Students must submit a copy of their proposal (the same draft given to committee members) to the Psychology Graduate Office at the time they announce preliminary orals (at least one week in advance - see page 4). You are asked to give copies of your thesis drafts to all your committee members at points designated by your thesis chair, and at least two weeks prior to the date of your Orals - please give them a hard copy. Do NOT email it to them, unless you ask them first if they would like it emailed and they say yes - they might even ask for both. You are always to give a hard copy to the Graduate Advisor at least a week before your Orals (both Prelims and Final orals).

The MAPR program strongly discourages, and the MSHF program prohibits, students to obtain outside tutors or consultants to help them with the statistics for their thesis projects. Any guidance a student needs concerning (a) the appropriate statistics to use or (b) the execution and interpretation of those statistical procedures should come from members of the student’s thesis committee (or possibly other members of the Psychology Department). Furthermore, the MAPR program refuses to advertise any consulting/tutoring services to its students.

Statistics Consulting/ Tutoring Services for Student Theses

Members of the thesis committees should make sure that thesis students demonstrate a good understanding of the statistical results of their projects. This should begin with the preliminary orals when the data analysis procedures for testing the research hypotheses are discussed and approved. The student should demonstrate knowledge of: (a) what procedures are appropriate for the data to be gathered, (b) how to carry out the analyses with available software, and (c) how to interpret the outcome of the procedures.

Preliminary Orals

This meeting to discuss your proposed study in detail is scheduled as soon as you and your committee are satisfied that your proposal is reasonably well conceptualized. The oral begins with your presentation of a 10-15 minute overview of the study. Then the committee will question, discuss, and hopefully resolve the details of your proposed study. Usually orals last only an hour, but two hours may be necessary in some cases, or an adjournment to a second hour at another time may be required. Any department faculty member or graduate student may attend your orals (and you should feel free to attend those of other grad students - although it would be nice to give them fair warning; graduate students are permitted to attend as observers only; however, non-committee faculty might ask questions). ***Note: Individuals other than faculty and grad students are usually not permitted to attend - please check with your committee before inviting others.***

Your orals announcement (see “Announcement/Abstract Guide for Orals,” page 12) must be distributed at least five (5) school days (or 1 week) *before* the date of the meeting: type the announcement and email it to your chairperson as a Word document attachment, who will distribute it via email to the faculty and the Graduate Advisor (at least a week in advance) for paperwork preparation. An Orals Announcement template formatted in MS Word is available on the department web site: http://www.csulb.edu/colleges/cla/departments/psychology/thesis_project/oralsann.doc. Also submit a hardcopy (no emails!) of your proposal to the Graduate Advisor at this time – this is a copy of the same draft that you are submitting to your committee members. Please check with your committee members as to whether they want a hardcopy of your draft, or if emailing it is OK - many professors prefer a hardcopy as they will be making notes on the draft.

Paperwork provided to your thesis committee by the Graduate Advisor will include a form documenting their approval (on which they will sign off), as well as paperwork to be given to you.

When arranging for preliminary orals, it is your responsibility to reserve a room (usually Psy 101 or 232). You can reserve either of these rooms with the Psychology Department Receptionist (562-985-5001, M-F 8-12, 1-5). If you are using the department subject pool, also contact the Department Receptionist immediately after preliminary orals. There is no Subject Pool during summer or winter sessions. Please read: <http://www.csulb.edu/~djorgens/expguide.pdf>

Be sure you apply for a Grad Check (AKA Request to Graduate) and pay the fee before the University deadline. Graduate students seeking to graduate in May (Spring) or August (Summer) must file between the preceding May 1st and October 15th. Graduate students seeking to graduate in December (Fall) or January (Winter) must file between the preceding December 1st and March 1st. This is done at the Enrollment Services Office, located in Brotman Hall. You may print out and complete the form via the university web site: http://www.csulb.edu/depts/enrollment/assets/pdf/grad_request_masters.pdf

To comply with Federal regulations, CSULB has the University Institutional Review Board for Protection of Human Subjects (IRB), located in the Foundation building. Students using human subjects in their research must submit a protocol to the IRB Committee for approval (after preliminary orals but before starting research on project). Please visit the IRB web site for application information: <http://www.csulb.edu/divisions/aa/research/our/compliance/irb/>

IRB Discussion

Students using animals in their research must obtain approval from the CSULB Animal Welfare Board. Your thesis Chair will give you instructions from the IRB web site to assist you: please visit the IRB web site to complete the required form. (Please make note of the time frame involved listed in the IRB protocol paperwork.)

At your preliminary orals, you will receive from the Graduate Advisor's office a sample of the Thesis Expense Form. The Psychology Department will give you up to the equivalent of 50 dollars WORTH of supplies from our storeroom toward your thesis (**NOMONEY**). These supplies consist mainly of letterhead paper and envelopes, bond paper and clasp envelopes, as well as copying services. You must pay the first \$50 of thesis project costs not including the actual manuscript preparation and publication. List your costs (such as assessment materials, photocopying, stamps, etc.) on the actual NCR form (available from the Graduate Office) and get your Thesis Chair's signature. Bring the completed form to the Graduate Advisor to receive the supplies mentioned above. Do not purchase any supplies expecting reimbursement.

Department Assistance

You will also receive a form requesting your input from the Psychology Assessment Materials (PAM) office, regarding any non-proprietary research instruments you may use for your thesis. It is hoped that with your help, a database of such instruments may be established in order to assist Psychology graduate students with their research. Too often students end up spending weeks of time identifying relevant measures, and getting approval for use from hard-to-reach researchers. Your assistance would be a great help in this area.

PAM Request

The purpose of final orals is to obtain the approval of your committee on the content of your thesis. The meeting is scheduled after all members are satisfied that your thesis draft (including a 150-word Abstract – the 150-word limit comes from the university) is complete. You are encouraged to have your thesis manuscript as a final draft (not the perfect professionally or self typed end-product), since changes of some kind will probably be needed.

Final Orals

Announce final orals just as you did preliminary orals, except that you are now reporting results (in the past tense: "did") rather than plans (in the future: "will"). It is your responsibility to reserve a room for final orals (through the Psychology Department Receptionist). You must give the department a hardcopy of your final orals thesis draft with a 150-word Abstract. Also, you will need to show a printed version of your thesis committee Approval/Signature page to the Graduate Advisor for approval prior to your orals meeting (there is a Word template available via the department web site). It should be formatted properly – see page 16 for an example; names of faculty must match the way they appear in the *back* of the school Catalogue, first name first (Ph.D. must have periods). If you're hiring a typist, have him or her produce the Approval/Signature sheet so the printing matches.

Usually the meeting begins with a presentation by the student on the results of the study, with emphasis on findings and interpretation. This is followed by discussion among the committee members and the student. Committee members may make specific suggestions for changes in your thesis, even at this time. Be sure you agree with and understand these suggestions, because you will have to make them before final approval is granted. However, do not hesitate to discuss fully any changes you don't understand or agree with.

Pink Department Clearance Sheet:** All graduate students must obtain the signatures of those faculty/staff members listed on this form to verify that all keys, theses, test materials, Audio-Visual materials, etc., have been returned and any outstanding financial obligations have been paid. This is required of every student, even if you have never checked out any of these supplies. It is recognized that this is somewhat of an inconvenience, but it is a requirement for graduation. ***If you take care of getting the Key Issue signature on the pink sheet, I can follow through on the rest of the signatures - two of them are mine - just give me the pink sheet after you get the Key Issue signature.

At the time of your final orals, your Committee Chair will give you a “pink” Department Clearance Sheet (see previous page). It is recommended that you take the final copy of your Approval/Signature sheet to your final orals to collect your committee members’ signatures (providing they are willing to sign off on your thesis at that point; you may borrow the recommended signature pen from my office or mailbox). Some students have experienced problems tracking down committee members afterwards, particularly during the summer months. Please show a preliminary copy of the Approval sheet to the Graduate Advisor prior to your final orals so that it may be checked for proper formatting. (The Associate Dean must sign prior to submitting your thesis to the University Thesis Office.)

Final Orals (cont.)

After you have final orals and have made any required changes to your thesis, you are ready to have it prepared for submission to the University Thesis Office. You may either prepare the thesis yourself or have a professional typist prepare it for you (give to typist on disk). Thesis typists’ “advertising” is posted on the bulletin board outside of room Psy 110 and on the department web site. Remember, you are hiring this person — feel free to ask questions and shop around.

Submission/Completion Dates

If you choose to prepare the thesis yourself, it would be a good idea to contact the University Thesis Office or visit their web site prior to beginning to make sure you are sufficiently informed of the requirements. Most importantly, be sure to access the *University Style and Format Guidelines for Master’s Theses and Project Reports* via the University Library web site and read it! It is available on-line via the campus library as a PDF document:

http://www.csulb.edu/library/guide/serv/documents/thesis_manual.pdf

A Title Page (see page 17) is a required part of the thesis; the thesis title, program name, Committee Members' and Associate Dean's names, student author's name, college degree(s) earned, and the master's degree's graduation month and year comprise this page. A formatted PDF version is available through the University Thesis Guidelines (in addition to this publication); a Word document template is available on the department website. Please list your program using the following:

- MAPR: Master of Arts in Psychology
Psychological Research
- MSHF: Master of Science in Psychology
Human Factors Psychology
- MSIO: Master of Science in Psychology
Industrial/Organizational Psychology

Thesis manuscripts are to be printed on standard 20 lb. copy paper, and submitted in a lidded box sized for 8 1/2 x 11 paper. You may obtain a suitable box from the Bookstore. (I have a few larger boxes if your page count is over 100.)

The official master copy for submission is prepared. For more details on the actual preparation, please see the University Thesis Office’s *Guidelines* mentioned above. Submission and completion deadlines are announced in advance on the University Thesis Office’s web site: <http://www.csulb.edu/library/guide/serv/>

After your thesis has been prepared on 20 lb. copy paper (place it in a box - see above), take it to your Thesis Committee and have them sign the approval page with a medium black felt-tip pen (black ball-point may be used, but it may not render a thick enough line - use the felt-tip if at all possible), if not already signed – you may borrow a pen from my office or my mailbox (please be sure to return it!). (Committee members are **not** to date their signatures!) It is suggested that you have two approval sheets signed, so that you have a back-up, just in case.

After your committee signs the Approval/Signature sheet, take it to the College of Liberal Arts (COLA) to get the Associate Dean's signature. The turn-around time for the Dean to sign is usually one to two days (unless out of town).

When you know for sure which semester's thesis deadline you will be meeting, go to the Thesis Office's web site and complete the "Thesis Author Login Form." This is good for only one term, so please do not complete it until you know for sure you'll be meeting that deadline. It must be completed before you will be allowed to submit your thesis.

Then, take the entire thesis (in the paper box – this protects it) to the University Thesis Office before the Submission Deadline. Please refer to the Thesis Reviewer's web site regarding submission periods and deadlines. The University Thesis Office will read your thesis manuscript and return it to you with a list of formatting corrections (if any, and there usually are some). Have the corrections made and return the entire manuscript to the Thesis Office. Do this by the Completion Deadline (given to you by the University Thesis Office – not to be confused with the Submission Deadline). When you get approval from the Thesis Office, take it to the Bookstore's Copy Center to have the required copies made (including microfilming and electronic publication).

At the time you submit your thesis to the Bookstore's Copy Center, you will be asked to fill out a form for the microfilm company. This form, provided by the Bookstore, will ask you to provide up to five key words for your thesis – this information will be used by the library as well for keyword searches in COAST.

The number of required copies will be conveyed to the Copy Center via computer by the University Thesis Office. Order any personal copies at this time as well (see below). You will pay for all copies at the bookstore's Copy Center at this time. Lastly: **Report the receipt number to the Thesis Office** (very important!).

After the University Thesis Office is notified you have completed the process (by you reporting the receipt number to that office), the Masters Evaluator in Enrollment Services will be informed ("Library Clearance") and *can begin the graduation clearing process at the beginning of the next term*, in the order they receive "Library Clearance."

After submitting your thesis to the University Thesis Office, and all corrections have been made, have the required copies made at the Campus Copy Center. At this time, you will pay for microfilming. If you want a hard-bound copy (option to have it on University thesis paper) for yourself or family, you may pay for this service at this time. The Library requires one (1) **clean** copy (unbound) which will be used for the microfilming. This copy will be destroyed after use. Do be sure to update your address with the Thesis Office if it changes prior to you receiving your manuscript back).

Thesis Binding and Microfilming Fees

Once you have taken your thesis manuscript to the Copy Center, paid for required items, and reported the receipt number to the University Thesis Office, that should conclude your involvement in the process. The Thesis Office will pick up all copies (if any) and go through every set to make sure they are in the correct order and that all pages were copied correctly. The Thesis Office will then have any bindings done and will mail personal copies and the original thesis manuscript to the student. Turn-around time on theses is four to six months.

In addition to the officially required photocopies, some students order a velo-vinyl bound copy for the thesis committee chair. Your other committee members may also want a copy. It would be best to ask. You may find it cheaper to get additional copies made and bound via an off-campus photocopy business. However, remember that it will be approximately four to six months before your original thesis copy is returned to you. If you have a duplicate copy of your manuscript and a second signed Approval page (or a copy), you need not wait to make additional copies for yourself. (If your thesis' page count is excessive, you may be able to do "mirror margins" on copies you have done yourself to save money. Ask me if you have any questions about this.)

If you have any questions about content, ask your committee chair and members. Check with the Graduate Advisor regarding procedural questions, as well as any possible problems that you have not been able to resolve with your committee. For formatting questions check with the University Thesis Office and the University Guidelines publication. Be sure to read through the supplemental materials on the CSULB Library Thesis web site. These include the "Guidelines Checklist" and information regarding "Page Order" and "How to Set Up Table of Contents Tabs."

Additional Notes

If you are planning to include copyrighted material in your thesis, be sure to contact the copyright holder regarding permission. A sample permission form is included in the appendixes of the *University Style and Format Guidelines for Master's Theses and Project Reports*, as well as on the Thesis Office web site. Keep in mind that it can take three - six months (or longer) to hear back. Please refer to the University Master's Theses Guidelines or the Thesis Office for additional information regarding copyrights.

If your committee membership changes, you must contact the Graduate Advisor to have the change approved and appropriate revision paperwork filed with the Dean's office. If your program coursework changes after you advance to candidacy, you must see the Graduate Advisor to do the appropriate paperwork (if the courses stay the same, and all that changes is when you take/took the course, your Advancement to Candidacy need not be updated). Also, if your graduation date changes after you have filed your Grad Check, you must do a change of graduation date form with Enrollment Services (\$10). Remember, you must be enrolled the semester you graduate.

MA-Psychological Research Students: Final orals can only be scheduled the semester or summer/winter session after successful completion of the three comprehensive exams specified on your MA program of studies. Also, any MAPR students who Advanced to Candidacy Fall 1998 through Spring 2004 are required to have attended at least six department colloquia prior to scheduling preliminary orals, and all twelve required colloquia must be attended before scheduling final orals; for those who Advanced beginning Fall 2004 the colloquia numbers are four and six respectively.

GRADUATE ADVISOR and THESIS BUDGET COORDINATOR
Diane Roe
Rm Psy 107 (Office hours posted on department web site)
(562) 985-5000
droe@csulb.edu

Contact Information

UNIVERSITY THESIS OFFICE
Library Rm 501
(562) 985-4013
lib-thesis@csulb.edu

SUBJECT POOL
Department Receptionist
(562) 985-5001

OFFICE OF UNIVERSITY RESEARCH
Foundation Building Rm 310
(562) 985-5314

The following pages contain a **THESIS SCHEDULE**, with a step-by-step guide of things to do to complete your thesis as well as a time frame to follow. Please read and follow this schedule.

Thesis Schedule

1. a) Consider a topic area and **ask** a tenured/tenure track Psychology professor to serve as your committee chair. Begin literature review.
b) Report chair's agreement to the Graduate Advisor (it will be confirmed).
c) Enroll in 698 for (X) units (depending on how many semesters you expect to take before graduating, maximum total required depends upon your program). **You must have a committee chair to enroll in thesis units.**

When: approximately 2-3 semesters before you plan to graduate, usually your second semester here for a & b.

2. Write a proposal (see Proposal Guide, p. 14) and get at least two other committee members.
3. Rewrite proposal to satisfy committee that it is ready for preliminary orals. Start saving money for typing, supplies, thesis publication, etc.
4. Announce preliminary orals to department via email attachment to thesis chair. Give copy of thesis proposal to Graduate Advisor. (See "Announcement/Abstract Guide for Orals," p. 12)
When: Five (5) school days (1 week) before date of meeting.
Announcement must be emailed to your thesis chair at least one week in advance.
RESERVE ROOM.

Beginning the Process

5. Preliminary Orals (see pages 4-5).
Approval of proposal signed by committee (this form is provided to committee - meeting adjourned if necessary for satisfactory rewrites).
 - a) Secure approval of your project by the University IRB Office prior to initiating your research (see pg. 4).
 - b) Have thesis cost form filled out and submit to Graduate Advisor (if requesting supplies). Remember:
 1. You must pay the first \$50 of project expenses.
 2. Do not make any purchases and expect to be reimbursed. The department can only provide you with **supplies** such as letterhead paper and envelopes, and copying on *our* machines -- **NO MONEY!**
6. File "Request to Graduate" form (AKA "Grad Check") with the Enrollment Services office. Students seeking to graduate in May or August must file a Grad Check between the preceding May 1st and October 15th to be on time. Students seeking to graduate in December or January must file between the preceding December 1st and March 1st. You may obtain a Request to Graduate form from Enrollment Services' web site (linked from department on-line Graduate Newsletter).

Preliminary Orals

7. Print out (or at least read) PDF version of *University Style and Format Guidelines for Master's Theses and Project Reports* via University Library web site, and get typists' information from outside Psych Grad Office or via department web site (unless producing your own formatted manuscript). Check with Graduate Advisor about which typists know psychology format and phone or email typists until you have hired one.
When: At time of preliminary orals, or at least the semester prior to graduation semester.
8. Once committee and IRB (University Research Office) gives clearance, conduct study and analyze and interpret data.
9. Write first thesis draft to be given to committee chair. [Consult prior theses via library web site (linked from dept web site) or in library collection—and the *University Style and Format Guidelines for Master's Theses and Project Reports*, APA Publication Manual and Turabian style manual (if necessary) for basic format and reference style.]
10. Rewrite thesis draft as required by committee chair and submit to other committee members.
11. Rewrite again as needed until you have a draft with which your committee is willing to go to Final Orals.
12. Give each committee member and the Graduate Advisor a copy of the Final Orals draft, including a 150-word max. abstract (used in draft and orals announcement).
When: A week before announcing Final Orals.
13. Announce Final Orals to department via thesis chair (same format basically as for preliminary orals, but with findings summarized) and give Graduate Advisor a copy of the thesis draft. Show draft copy of thesis' Committee Approval Page to Graduate Advisor for approval.
When: Five (5) school days (one week) before meeting.
14. Final Orals (See page 5).
15. Make changes in the thesis as required by your committee. Show it to chair and other committee members. At this point you should check the thesis very carefully with your chair for grammatical and format errors. Polish and correct it for the typist or submission.
16. Thesis to typist.
When: At least 10 days before thesis deadline date. Check with typist early as to schedule and availability.

- 17.** Proofread the typed thesis using your draft and the thesis reviewer’s checklist. Make list of errors; have typist correct errors if there are more than five or so. If only a few, keep list with thesis for University Thesis Office.
(Note: Thesis Reviewer will stop and return thesis without correction comments for proofreading and correction after three reference errors.)
When: At least 3 days before deadline.
- 18.** Go around to committee members with thesis, if another viewing required, and have each sign Approval/Signature page with a *medium black felt-tip* (or black ballpoint) pen if not already signed (you may borrow a felt-tip pen from the Graduate Advisor).
When: Before thesis deadline date. (At least three days before deadline date, in case you cannot find one of them.)
- 19.** Take corrected thesis to the Associate Dean, College of Liberal Arts for signature (Rm MHB 204.) *When:* As arranged. (Call ahead for an appointment.) This step must be completed before continuing.
- 20.** Register to submit thesis via the “Thesis Author’s Login Form” on University Thesis Office’s web site (required!).
- 21.** Take the thesis manuscript in the paper box (may purchase from Bookstore; large boxes available from Graduate Advisor’s office) to the University Thesis Office. A four-to-six week turn around time is estimated.
- 22.** Pick up thesis with correction lists from University Thesis Office and make corrections/take to typist for corrections to be made.
- 23.** Return now-corrected thesis to University Thesis Office for approval.
- 24.** Take thesis to Bookstore’s Copy Center for publishing. Pay duplicating costs, micro-filming fees, and hard-binding fees.
- 25.** Report receipt number to Thesis Office (otherwise you do not graduate). Take Pink Clearance Sheet to Key Issue Office for signature, then submit to Psychology Graduate Advisor (she’ll get the rest of the signatures).
- 26.** Be advised: Enrollment Services will not begin degree clearance until the beginning of the next term. Also, the University does not print your diploma — it is done by an outside company, which takes time. When the diplomas are delivered to the Enrollment Services office, a postcard notification will be mailed to you to come pick it up (or you may make arrangements at that time to have it mailed). Keep your address up to date with the Enrollment Services office, via your MyCSULB account. Also, notify the Thesis Office if you move (as well as the Graduate Advisor!).

Note: Going through the Commencement ceremony does not mean you have to have graduated: “Anyone can walk.” So if you know you will be long gone the May after you have been cleared for graduation, you may wish to go through ceremonies while still here (you’ll be glad you did!).

Announcement/Abstract Guide for Orals

Produce your orals announcement via a word processor on your computer (template available via department web site). Email it as an attachment to your committee chair, who will approve and submit it to the Graduate Advisor, a minimum of **one week prior** to the date of your orals.

FORMAT:

Put the following information at the top of the page (see next page for positioning):

Preliminary (or Final) Orals

Name _____

Day and Date _____

Program _____

Time _____ Room _____

No. of subjects from
subject pool (if any) _____
(Needed for Preliminary Orals only)

TITLE

Next, type your abstract. (Remember, this is all on 1 page.)

Usually include
the following:

Par. 1 - Purpose, major variables and major aspects of
setting, background.

Par. 2 - Major aspects of method including subjects,
materials, procedure, data analysis, etc.

Par. 3 - How you expect it to turn out and what it would
mean if it did turn out that way.

Note: For Preliminary orals, use future tense as in the proposal.

At the bottom of the page include:

Committee: List committee members,
with titles/positions
if not Psych faculty

Format is the same for both preliminary and finals orals. However, for final orals shorten the purpose and method paragraphs and add results and discussion paragraphs. Use past tense for method and results and present tense for discussion. The thesis abstract is usually used.

See the following page for a formatted example of the Orals Announcement.

Preliminary Orals

Name of Student
MSIO

Tuesday, May 8, 2012
3:00 PM Room 101
Subject Pool: 0

The Relationship Between Family Support, Work-Related Self-Efficacy, and Job Search Behavior Among the Unemployed

The purpose of this research study is to investigate how family support and beliefs about work-related abilities and competencies may influence an unemployed individual's job search behavior. Consideration will also be given to the variables of age and the number of dependents for which the unemployed individual is responsible, in order to determine any moderating effects. Past research has addressed the general constructs of social support, self-efficacy, and job search, but has neglected to consider how support from the family may influence the efficacy levels of the unemployed in their search for employment.

One hundred unemployed workers participating in a federally-funded job training program will compose the sample for this study. Two author-created scales will be used to measure the constructs of family support and work-related self-efficacy, and a scale created by Vuori and Tervahartiala (1994) will be used to measure job search behavior. A demographic sheet will be used to collect data regarding age, number of dependents, gender, marital status and number of weeks unemployed. The scales will be distributed during orientation workshops, and confidentiality will be ensured. Data will be analyzed using hierarchical regression and path analyses to determine the relationships among the variables.

It is expected that age of the participants will moderate the relationship between work-related self-efficacy and job search behavior, in that older and younger participants will report having lower levels of work-related self-efficacy and fewer job search behaviors than will middle-aged participants. It is also expected that the relationship between number of dependents and work-related self-efficacy will be mediated by family support. Finally, it is expected that the relationship between family support and job search behavior will be mediated by work-related self-efficacy. These findings will provide a better understanding about the processes involved in helping the unemployed become re-employed in the work force.

Committee: Hannah-Hanh Nguyen, PhD (chair)
Christopher Warren, PhD
Ryan Getzlaf, MA
Chief Administrator, EDD

MA/MS Thesis Proposal Guide

Committees differ in what they require in the proposal, but in general the following outline will be satisfactory, modified as appropriate for your study. Remember that Chapters 1 and 2 will be essentially the same in your thesis as in the proposal. Write the proposal in the future tense since this is a proposal for future work.

Chapter 1 Purpose: background theory and research; the present study: main conceptual variables (independent and dependent) and, briefly, how they will be operationalized in your study; hypotheses as to how the variables are related to each other; anything else the reader needs to know in order to understand the Method section.

Introduction

Chapter 2 In detail, exactly how you propose to conduct the study. Include a description of Subjects, Materials and/or Apparatus, Design, Procedure, and plans for data analysis, plus additional details about your study, as appropriate. Include a draft of any questionnaires or other materials to be used. If you are uncertain about exactly how you think some particular problem should be handled, include a discussion of the various possibilities and the pros and cons of each. (Usually it is helpful to set off such discussions and other questions in a bracketed paragraph or footnote.)

Method

Chapter 3 Describe the expected outcome(s) of hypotheses and discuss how you will interpret the results conceptually. Describe and interpret each of the other possible outcomes.

*Outcomes &
Interpretations*

See this *Thesis Guidelines* for further information. If you have questions about the content of your thesis study, see your committee chair and members. If you have questions about procedures, email, phone or see the Graduate Advisor.

Guidelines for Faculty/Student Responsibility for MA/MS Thesis

It is recognized that both the faculty members on a thesis committee and the student have obligations related to the smooth conduct of the MA/MS process. To that end, it is expected that the following guidelines will be observed:

Preliminary Orals

1. The committee should be given a minimum of one (1) week to read and review the thesis proposal before the date of preliminary orals can be officially announced (for a total of two weeks prior to orals date). If a committee member cannot meet this deadline, she/he must inform the student and the chair immediately and negotiate an alternative acceptable to all parties.
2. The proposal should contain the introduction, which includes a literature review, statement of the problem to be investigated, and the methods and analyses to be used.
3. The distributed abstract for preliminary orals should contain a clear statement of the problem, methodology and planned analyses of the study.
4. The preliminary oral should review the proposal.
5. The committee's department approval signature page should contain the abstract, the required analyses, and a general statement regarding expected outcome(s) of the study.

Final Orals

1. It is the responsibility of the student to inform his/her faculty committee during the first week of the semester that he/she intends to submit a thesis during that semester.
2. It is the responsibility of faculty to inform their graduate students of plans to be on leave of absence or sabbatical leave as soon as those plans are known, and no later than the end of the semester prior to the period of absence. A faculty member's "graduate students" are defined as all of those individuals for whom the faculty member has agreed to serve as either a thesis chair or a committee member.
3. It will be the responsibility of the thesis chair to see that the thesis draft for final orals contains all the required analyses and appropriate interpretations prior to distribution to the thesis committee.
4. The committee should be given a minimum of two (2) weeks to read and review the thesis draft before the date of final orals is officially announced. If a committee member cannot meet this deadline she/he must inform the student and the thesis chair immediately and negotiate an alternative acceptable to all parties.
5. The committee members should write and submit to the student their comments, suggestions, changes, etc. regarding the thesis draft so that the student may go over them with the committee chair prior to orals. Any major substantive changes requested by committee members should be presented at this time. (Major, substantive changes will include any of the following: extensive new data analysis, extensive alternative data analysis, or extensive alternative interpretations.) It is the student's responsibility to provide the committee members with a current draft of the thesis prior to final orals.
6. Major, substantive changes requested by committee members (Item 5) which have not been previously brought to the student's attention, should not be required at the time of final orals. Minor changes or analysis may be requested at this time, however.
7. Final orals should be primarily a review of the results chapter and the discussion chapter of the thesis. Changes or additions may be requested at this time.

WE, THE UNDERSIGNED MEMBERS OF THE COMMITTEE,
HAVE APPROVED THIS THESIS

HOCKEY PLAYERS: PERCEIVED AND ACTUAL PERSONALITY
TYPES AMONG TEAM “ENFORCERS”

By
Diane Marie Roe

COMMITTEE MEMBERS

William Scott Bowman, Ph.D. (Chair) Psychology

George W. Parros, Ph.D. Psychology

Corey Perry, Ph.D. Kinesiology and Physical Education

ACCEPTED AND APPROVED ON BEHALF OF THE UNIVERSITY

Mark Wiley, Ph.D.
Associate Dean, College of Liberal Arts

California State University, Long Beach

August 2012

(Please note: Full time faculty names must appear as they do in the back of the school catalogue, including any middle initials, first name first. Only Ph.D. (with periods) is acceptable. Dr. Wiley’s information must appear as above.)

THERE AND BACK AGAIN, AND WHAT HAPPENED AFTER:
THE DOWNFALL OF THE LORD OF THE RINGS,
AND THE RETURN OF THE KING

A THESIS

Presented to the Department of Psychology
California State University, Long Beach

In Partial Fulfillment
of the Requirements for the Degree
Master of Science in Psychology
Industrial/Organizational Psychology

Committee Members:

David J. Whitney, Ph.D. (chair)
Christopher Warren, Ph.D.
William Pedersen, Ph.D.

College Designee:

Mark Wiley, Ph.D.

By Frodo Baggins

B.A., 2010, California State University, Gondor

August 2012

Thesis Deadline Dates for 2011 - 2012

UNIVERSITY THESIS OFFICE SUBMISSION PERIODS

Fall 2011	Friday, September 9th to Friday, October 21st
Winter 2012	Monday, November 28th to Friday, January 6th
Spring 2012	Friday, February 10th to Friday, March 23rd
Summer 2012	TBA
Fall 2012	TBA
Winter 2013	TBA

Submission dates are also posted on the University Thesis Office's web site:
<http://www.csulb.edu/library/guide/serv/>

COMPLETION DEADLINES

Students will be advised of completion deadline dates by the University Thesis Office when their theses are returned for correction.

