

## Undergraduate Research Projects

This application form is to be submitted by e-mail to [undergrad.psych@mcgill.ca](mailto:undergrad.psych@mcgill.ca)

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

McGill E-mail Address: \_\_\_\_\_

Course:

PSYC 380 (2-semester honours course with seminar; 9 credits = 13 hours/week including seminar)

PSYC 385 (1-semester non-honours course; 3 credits = 9 hours/week)

PSYC 450 (2-semester honours-equivalent course with seminar; 9 credits = 13 hours/week including seminar)

PSYC 484 (2-semester non-honours course; 6 credits = 9 hours/week)

PSYC 485 (Second 1-semester non-honours course; 3 credits = 9 hours/week)

PSYC 486 (1-semester honours course; 3 credits = 9 hours/week)

PSYC 487 (Second 1-semester honours course; 3 credits = 9 hours/week)

PSYC 488 (Second 2-semester honours course; 6 credits = 9 hours/week)

Term: \_\_\_\_\_

Project Title: \_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's e-mail: \_\_\_\_\_

Co-Supervisor/Direct Postdoctoral or Student Supervisor: \_\_\_\_\_

Please provide a brief description of your research project:

By signing below, you confirm that you have read the below Undergraduate Research Guidelines for Students and Supervisors and that you agree to adhere to them while undertaking this collaborative project.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Departmental Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# Undergraduate Research Guidelines for Students and Supervisors

## Guidelines for Students

1. You are expected to commit the amount of time necessary to conduct the project, although your average weekly time on the project should not exceed that indicated above based on the course in which you are enrolled. Project time can include designing experiments, writing ethics protocols, collecting data, analyzing data, conducting literature searches, reading articles, writing your manuscript, meeting with your supervisor(s), participating in lab meetings, etc. If you are enrolled in PSYC 380 or PSYC 450, it also includes time attending class and completing class assignments.
2. You must complete a manuscript detailing your research project. This manuscript will include the following: title page; abstract; introduction and literature review; methods, materials, procedures, measures (as relevant); statistical or data analysis; results; discussion and conclusion; references; tables, figures, appendices (as relevant). The manuscript must follow a consistent formatting style (e.g., APA, AMA). The average length of the manuscript, not including references, tables, figures, and appendices, is 10-15 pages, but manuscript length may vary by supervisor.
3. You must include a “Statement of Contribution” along with your manuscript. It is recognized that many research projects are part of larger data collections or are worked on by several undergraduate students. The Statement of Contribution should address your precise role and the role of others in: conducting the literature review; designing the study; developing the procedures and stimuli; collecting the data; entering and coding the data; analyzing the data; interpreting the results.
4. For courses other than PSYC 380 and PSYC 450, your manuscript is due on the last day of classes. You must send one copy to your supervisor and one copy to [undergrad.psych@mcgill.ca](mailto:undergrad.psych@mcgill.ca). For PSYC 380 and PSYC 450, your instructor sets the deadline for your manuscript. You send one copy to your instructor and one copy to your supervisor. Should your manuscript not be ready by the deadline, please discuss the possibility of a K grade with your supervisor and send your request, along with a proposed submission date, to [undergrad.psych@mcgill.ca](mailto:undergrad.psych@mcgill.ca). The submission deadline for K grades can be found here: <https://www.mcgill.ca/oasis/academic/courses/grade-submission-deadlines>
5. PSYC 380, PSYC 450, and PSYC 498 students will take part in the Undergraduate Poster Session, which typically occurs on the last day of classes of the Winter semester.
6. You are expected to take responsibility for your project and for ensuring its timely and accurate completion. You must give your supervisor(s) enough time to review your work before an upcoming deadline, such as the deadline for your prospectus in PSYC 380 or 450, the deadline for poster printing if participating in the poster session, and the final manuscript submission deadline. It is also your responsibility to ensure that the final manuscript includes all components mentioned in points 2 and 3.
7. You are expected to become familiar with and to engage in ethical conduct of research. This includes adhering to the Tri-Council Policy on Ethical Conduct for Research involving Humans and/or the Canadian Council on Animal Care Policies and Guidelines as well as following the procedures outlined in your research project’s Research Ethics Board approved application.

8. You are expected to show up to meetings with your supervisor or other members of the lab on time and prepared. You are expected to treat everyone with whom you come into contact in the lab (e.g., supervisors, peers, participants) with respect. Your membership in the lab is a professional responsibility and should be treated like a job or internship.

### **Guidelines for Supervisors**

1. You are expected to help the student develop a research project that can feasibly be completed by a student with limited research experience in the time that corresponds to the course in which they are enrolled (i.e., one versus two semester project; within the maximum average number of hours per week). Students cannot be implicitly or explicitly expected to work beyond the number of hours for which they are receiving credit. They are often taking as many as four or five courses in addition to their research project, and excessive demands in any one course can affect their performance elsewhere. Options for projects can include:
  - a. Collection of new data using the psychology participant pool or an online survey software (e.g., MTurk; Prolific) to ensure data collection is feasible
  - b. Using existing lab data to answer a new research question
  - c. Conducting a quantitative literature review or meta-analysis where the student evaluates effect sizes across a body of literature
  - d. Conducting a qualitative research study that involves in-depth interviews and qualitative analyses with a small number of participants
2. You are expected to meet regularly with the student throughout the course to ensure they are making good progress on their project. Some meetings may be done in a group setting (e.g., lab meetings; meetings with all research students), and some meetings may occur with a postdoctoral researcher, graduate student, or research assistant in the lab. However, there is the expectation of some one-on-one time between the faculty member and the student. If the student does not contact you for a meeting, you should contact the student and schedule a meeting to ensure they stay on track.
3. You are expected to read drafts of the student's manuscript (ideally, section-by-section and not only at the end) and to provide timely and constructive feedback on their writing. Please note that psychology undergraduates have limited opportunities to develop their writing skills, and so it is important that they receive continuous feedback on their writing as part of a research course. This will help provide them with a foundation for any writing that they may do in their postgraduate studies.
4. It is expected that students will make independent contributions to the research project that they will describe in the Statement of Contribution submitted as part of their final manuscript. This is necessary for enabling academic accountability and evaluating the work of each student. When more than one student is working on the same project, the roles of each student should be clearly specified in the course and research proposals so that some degree of independence can be assured.
5. If issues arise in your work with a student, it is important that those issues be addressed early in the semester/year. It is first advised that you meet individually with the student to discuss the issues and to problem solve. If this approach does not work, you can reach out to the Undergraduate Research Committee Chair to discuss the issues and to explore the possibility of a mediation meeting.