

## **Guidelines for Graduating with Honors in Psychology**

IDENTIFICATION: PSY 593/594, Independent Study for 3 or 4 credits  
EFFECTIVE for cohort graduating Spring 2025 (implementation beginning Fall 2024, but does not impact students graduating Fall 2024)

To be eligible to graduate with honors in Psychology, students must have and maintain through graduation a 3.5 grade point average in their psychology courses. Students must also complete an empirical, experimental or qualitative analysis\* honors thesis under the supervision of a full-time Psychology faculty mentor\*\* by registering for independent study\*\*\*. The research projects should span at least two semesters of work, but exceptions can be made at the discretion of the faculty mentor. The honors thesis is graded by the supervisor within the context of independent study, and feedback on the thesis is provided by two other faculty readers. In all cases, one reader must be a fulltime Psychology faculty member and the second reader may be a full-time faculty member outside the department or an adjunct, depending on areas of expertise. At the April Department meeting, the entire Department votes to confer Honors on students based on feedback from faculty readers. To meet this deadline, a near-complete draft of the thesis must be sent to readers at least 1 week before the April Department meeting for June or August graduation, and at least 1 week before the November Department meeting for January graduation. Final theses, with cover pages signed by the mentor and all readers, must be submitted by the last day of the semester.

In addition to writing an honors thesis, students must present their results at a suitable research conference (e.g., the annual CSI Undergraduate Research Conference).

\* Literature review thesis are permitted only under extenuating circumstances and with detailed justification. This should also be noted on the registration form as a Literature Review Thesis as it will require prior approval by the Chair.

\*\* Exceptions to Honors supervision by full-time Psychology mentors require written justification and must be approved by the Psychology Chair. Exceptions can include full-time faculty members from other departments at CSI if they provide research expertise not available in the Psychology Department. Under rare circumstances, exceptions can include part-time Psychology faculty members with doctoral degrees, but this requires strong justification. In all exception cases, both readers must be full-time Psychology faculty members.

\*\*\* Registering for independent study does not automatically render a student eligible for graduation with Honors. A student may conduct independent study irrespective of Honors conferral.

## Honors Grad Timeline

### September

Provide names of both January and June honors graduates. See Honors excel file in Dropbox.

### November

- Dept. meeting vote on January graduates
  - \*Nov 1 deadline for 1st draft
  - \*Dept meeting vote and approval

### January

- \*Jan. 1: Submit electronic copy of the thesis, with signatures on title page (scanned and added to the electronic version of the thesis)

### March

- Honors students must submit an abstract for the CSI undergraduate research conference.

### April

- April 1 - First draft of honors thesis is due to all readers and mentor.
- Complete *Honors Thesis Evaluation Guideline*. See Dropbox.
- Dept. meeting vote on June graduates
- Honors students are photographed at undergraduate research day.

### May

- Students can buy or rent an Honors sash for \$20 to wear on commencement day
- Finalize edits
- Commencement Day: Submit electronic copy of the thesis, with signatures on title page (scanned and added to the electronic version of the thesis)
- [Jill.Levenberg@csi.cuny.edu](mailto:Jill.Levenberg@csi.cuny.edu)

## **Honors Thesis Evaluation Guidelines**

3.5 GPA in psychology  
2 consecutive semesters of independent study  
Undergraduate Research Day presentation

### **Readers:**

One reader may be a doctoral student, adjunct instructor or faculty in a different area. The other reader must be a full-time Psychology faculty member.

*Readers will evaluate the paper by the first faculty meeting, in April (for June Commencement), to determine whether the thesis draft meets or will likely meet the criteria outlined for the abstract, introduction, methods and results.*

*Readers who assign a score of 3 or less must provide feedback explaining the low score and provide suggestions for what the student needs to do to for the paper to meet the criteria for honors.*

### **Honors Thesis Title Page:**

Running head

Clear Title that Captures Main Point of Study

Author and affiliation

### **Abstract:**

Research question

Methods

Hypotheses/Aims

Findings and potential implications of your study

Word limit 120-250

### **Introduction:**

- 1) Overview of research question(s) including the potential theoretical or practical importance of addressing them
- 2) Thorough review of the literature (at least 15 citations of peer-reviewed articles in the introduction or any sufficient amount according to topic of study)
- 3) Aims and/or hypotheses of current study (should be justified by referencing prior literature or research conducted in the lab)

1      2      3      4      5

A score of  $\geq 3$  indicates sufficient progress on the introduction.

**Method:**

- 1) Should be sufficiently detailed and clear to allow replication of the research by an independent researcher
- 2) Must include Participants, Design and Materials, and Procedure (for experimental theses)
- 3) Ethics statement/IRB approval

1      2      3      4      5

A score of  $\geq 3$  indicates sufficient progress on the methods section.

**Results:**

- 1) Findings with appropriate quantitative or qualitative analysis.
- 2) Analyses should be conducted to investigate each hypothesis and/or aim and should include a clear description of the method of evaluation. If the method is statistical, the test statistic, p value, and descriptive statistics should be included for each main analysis.
- 3) Figures and/or tables (APA-formatted) must be included

1      2      3      4      5

A score of  $\geq 3$  indicates sufficient progress on the results section.

**Discussion:**

- 1) Recap key findings in the results and relate them to your hypotheses: Explore why they are the same/different
- 2) Relate your findings to the literature discussed in your intro (why are they the same/different and how does your study add to the literature)
- 3) Discuss limitations of your study
- 4) Discuss future directions for your study. Think big- what you would do if you had unlimited resources?
- 5) Discuss implications of your study. What does your study mean for the question you started your intro with and how can your findings be used to help society?

1      2      3      4      5

A score of  $\geq 3$  indicates sufficient progress on the methods section.

**References:**

All sources cited in APA format in text

At least **20 references** cited throughout the entire paper

**The entire thesis should be in APA Style and clearly written e.g.:**

Headings correct:

Page breaks correct:

Running head and page number throughout

Transitions between sections

Verb tenses and pronouns match

Complete not run on sentences

Define all novel terms and abbreviations when first introduced

**Running head: COMPUTER-ASSISTED TECHNOLOGIES IN AUTISM 1**

Use of Computer-Assisted Technologies to Enhance Social, Communicative, and  
Language  
Development in Children with Autism Spectrum Disorder  
Jane C. Doe  
College of Staten Island of the City University of New York

In Partial Fulfillment of the Degree Honors in Psychology

June 2014

Supervisor: Jane C. Doe, Ph.D. \_\_\_\_\_

Reader: Jane C. Doe, Ph.D. \_\_\_\_\_

Reader: Jane C. Doe, Ph.D. \_\_\_\_\_