CPSY 594
Proposal Writing
Spring 2014

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Catalog Description
Direct instruction and support on the process of preparing a thesis and/or other research/grant
proposals. Includes both a colloquium and individual consultations with thesis chair or other
faculty member. Colloquium will focus will on the refinement of research questions, the specifics
of the design, and the Human Subjects in Research application process. Consultations with thesis
committee chair (or other faculty member if not developing a thesis proposal), will focus on the
development of a manuscript that clearly details the purpose of the research, summarizes relevant
literature, and identifies proposed design/methodology for the research project.

Course Goals
This course focuses primarily on the development of the thesis proposal and instruction on the
completion of the HSRC applications. Students will receive tools and support necessary to move
forward in the proposal process. Successful completion of the course will include
- Understand the thesis proposal process
- Create a tentative timeline for completion of proposal and conduct of research project
- A draft, outline, or clear plan for the thesis proposal (or other research proposal if not
  completing a thesis)
- A draft, outline, or clear plan for completing the HSRC application
- Increased knowledge of research methodology and design

Course Materials

Recommended Texts:

for Students in the Helping Professions. Thompson Learning

Supplementary Texts & Workbooks
American Psychological Association (2010). Publication manual of the American Psychological

Additional Course Materials on Moodle

Course Requirements
Class Participation/Meetings with Thesis Advisor (20%)
The colloquium aspect of the class is vital to everyone’s learning. These meetings will cover
basic topics regarding proposal development and will also include a round-table discussion of the
progress/challenges each student is having with their proposals. Attendance at monthly meetings
and active participation in the discussion about each person’s research is expected. Additionally,
monthly meetings with thesis chair to provide individual support is also expected.
**Self Selected Readings (10%)**
The readings for the semester and the major assignment will be related to each student’s unique research interests and based on where they are in the development of their proposal. However, several reading will be expected and a reading log/bibliography collected at the end of the semester.

**HSRC Ethics Training 5%**
Successful completion of on-line training required by the HSRC. Copy of completion certificate to be turned in with HSRC application Draft

**HSRC application draft 15%**
Draft/outline of HSRC application including short statement of purpose and design; identifying risks/benefits; first person scenario; draft of consent forms. (If not completing a thesis, additional assignment will be given in lieu of HSRC proposal)

**Thesis (Research Project) Proposal Draft (50%)**
The major assignment for the class will be the draft, outline, or plan for completion of the thesis proposal along with a draft of the HSRC application.

**Attendance Requirements:** Students will be required to attend the colloquium class. Due to the nature of the colloquium, if a student misses a class they will be required to make up the class by attending an additional session of the colloquium or meeting an extra time with their thesis chair who may also require and additional assignment/reading.

**Evaluation and Assessment:**

As the course will be offered on a CR/NC basis, students must receive at least 80% of the total possible points to receive credit for the class. Final grades will be based on 200 point total and will be distributed as follows:

- 160 and above (80% of total points) - CR
- Below 160 (less than 80% of total points) - NC

**Assignments**

- Class Participation  40
- Reading Log/Bibliography  20
- Ethics Training  10
- Draft HSRC application  30
- Thesis (Research Project) Proposal  100
- Total  200

An additional determination of grades is as follows. If the minimum expectations for an assignment are met, the assignment, the grade given will be equivalent CR. If the assignment does not meet minimum expectations, and/or is missing any components, NC will be assigned. These expectations will be presented to the students when the assignment is given.
Tentative Schedule of Classes/Assignments

Meeting 1 - Overview of Proposal Development Process/Check In
  Strategies for Working on Project
  Introduction and Purpose
  Review Timeline for Proposal
Meeting 2 – Prospectus of Project
  Literature Review
  Roundtable on projects
Meeting 3 – Discuss Methods/Design/ Roundtable on projects
Meeting 4 – Discuss IRB Process/Integrating into Design/ Roundtable on projects
Meeting 5 - TBA
Partial Bibliography

**Thesis Writing Books**


**Research Methods and Stats Books**


