# Table of Contents

Table of Contents.................................................................2

Introduction.............................................................................3
  Objectives and Outcomes of the Research Thesis.........................3

Staff Contacts for I/O Research..................................................4
  Enrolment in the Research Dissertation Components of the Degree .........................................................8
  Evidence of Progress..............................................................8

Your Research Project.............................................................8
  Choosing a Research Topic......................................................8
  Contacting a Supervisor.........................................................9

Your Research Proposal..........................................................9
  Formatting Your Proposal........................................................10
  Obtaining Ethics Approval.......................................................11

Presenting Your Proposed Research........................................12

Conducting your Research Study..............................................12
  Some Pointers from our Own Experiences....................................12
  Online Surveys.........................................................................13

Your Semester 1 Progress Report.............................................14

Your Research Dissertation.....................................................14
  Supervisor Feedback............................................................14
  Length of Research Dissertation .............................................14
  Formatting...............................................................................14
  Contents of the Manuscript....................................................15

Research Dissertation Submission...........................................16

Examination of Dissertation...................................................17
  Appeals....................................................................................18
  Storage of completed theses......................................................18
  Student’s responsibilities following submission of dissertation .................18

Important Dates.......................................................................18
  Other Information....................................................................19

APPENDIX A - Semester 1 PSYC5610 Progress Form.....................20

APPENDIX B - Supervision agreement for research, School of Psychology .............23

APPENDIX C - Example Title Page...........................................24
INTRODUCTION

This guide has been designed to be of use to you as you undertake the research dissertation component of the Master of Psychology (Industrial and Organisational Psychology). Patrick Dunlop developed this guide and we thank him for that. The guide provides information that previous students have found useful in undertaking their research. It is designed to provide you with an overview of the research component of your degree and the expectations of you as a student regarding your research, as well as information on the format of your research proposal and dissertation manuscript, important dates, and administrative and supplementary information.

Since the guide is designed to be useful to current students, as far as possible within the policy and procedure guidelines of UWA, it remains a work-in-progress. You are always welcome and should feel free to discuss or clarify the information in the guide with the UWA staff responsible for the program.

Objectives and Outcomes of the Research Thesis

On completion of the research thesis, you will have demonstrated your ability to independently design, execute, and analyse a high quality research study with direct relevance to I/O Psychology and to present this in a manuscript format suitable for publication within an appropriate research journal. In most cases the chosen journal will be the *Journal of Applied Psychology*, though you are free to choose an alternative outlet. If you opt for a different outlet, then you should include a brief summary (one page maximum) identifying the chosen journal and justifying this choice. This summary statement should be signed by both the student and the supervisor and appended to the dissertation. Also include separately an appendix which includes a copy of the Guidelines to Authors for the chosen journal.

The process of deciding on a topic, designing a research study, collecting and analysing data and writing up a research thesis is an important opportunity for you to undertake a scientist-practitioner approach to your professional practice. Competence in undertaking research work in an applied setting and communicating the results of research to an interested audience lies at the centre of an evidence-based approach to organisational improvement and allows one to realise the full value of academic training in Industrial & Organisational Psychology. Applied research skills and a deep understanding of the research literature, when combined with developing professional experience, provide a solid basis for conceptualising, understanding and solving practical problems and improving performance in the workplace.
STAFF CONTACTS FOR I/O RESEARCH

Professor Marylene Gagne
Unit coordinator PSYC5610 (Dissertation Part 1). Sem 1 2014
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Associate Professor Nicolas Fay
Unit coordinator PSYC5613 (Dissertation Part 2). Sem 2 2014
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A full list of research interests for the UWA Psychology Academic Staff is available from the Psychology website www.psychology.uwa.edu.au. You are welcome to contact any academic staff regarding a possible research topic and research supervision, however your area of research must be of an Industrial and Organisational focus. Staff from the UWA Business School, particularly those from the Management and Organisations (M&O) Discipline may also be available to supervise your project. Please refer to the M&O website for more details: http://www.business.uwa.edu.au/school/disciplines/management.

The staff most commonly available to supervise I/O research are listed below, though please be aware that this list is not exhaustive, nor does it guarantee the availability of a particular supervisor. In finding suitable samples for research, you are encouraged to develop and utilise your own networks and research opportunities where possible. In some situations, staff may be able to draw from their industry contacts and provide help though this cannot be guaranteed.

Winthrop Professor Mark Griffin
School of Psychology
Phone: 6488 3581
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Email: mark.griffin@uwa.edu.au

Research Interests:
Mark conducts research in the areas of leadership, organisational safety, work performance, and well-being. Research involves both field work in organisational environments and studies conducted in the accelerated learning laboratory.

Associate Professor Shayne Loft
School of Psychology
Phone: 6488 4610
Fax: 6488 1006
Email: shayne.loft@uwa.edu.au
Web: https://sites.google.com/site/uwashayneloft
Research Interests:
Shayne’s research goal is to conduct theory driven research to uncover the mechanisms that underlie human performance in safety-critical work contexts. His approach is to observe performance in complex work systems (e.g., air traffic control, submarine track management, piloting) and take these insights back into the laboratory, bringing them under experimental control. This laboratory research is complemented by field research and consultancy. Some specific areas of interest include Prospective Memory, Conflict Detection, Workload, Situational Awareness, Training and Automation.

Professor Marylène Gagné
School of Psychology
Phone: 6488 1402
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Web: www.uwa.edu.au/people/marylene.gagne

Research Interests:
Marylène Gagné conducts research about factors that influence the motivation of workers, such as job design, managerial leadership, performance monitoring systems and compensation systems. She also examines the consequences of different types of motivation (such as intrinsic and extrinsic), such as performance, well-being and turnover.

Assistant Professor Patrick Dunlop
School of Psychology
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Research Interests:
Patrick’s current research interests relate to the use of psychometric assessments, such as situational judgement & cognitive ability tests and personality questionnaires, in the context of personnel selection. His doctoral research focused on ‘retesting effects’, which describe the impact of repeated exposure to psychometric tests on performance. Related to this area is the issue of response distortion or ‘faking’ during personality assessments taken under high-stakes situations.

Dr Ying (Lena) Wang
School of Psychology
Phone: 6488 7072
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Research Interests:
Lena is interested in exploring how individual differences in personality affect their work performance and leadership behaviours. Her current research projects include understanding the effect of facet-level personality and the implication of momentary personality states. Together with colleagues at the Accelerated Learning Laboratory, Lena is also interested in understanding how and to what extent leadership can be enhanced through training interventions.
Winthrop Professor Cristina Gibson
UWA Business School (Management & Organisations Discipline)
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Web: www.uwa.edu.au/people/cristina.gibson

Research Interests:
Cristina’s area of expertise is the nexus of organisational behaviour, international management, and cross-cultural psychology. She is a leading scholar on collective cognition, developing and testing theories and practical techniques for the shared use of information and knowledge in groups and teams. More recently, Cristina has expanded her research field to include sustainable community development and social impact.

Winthrop Professor John Cordery
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Web: http://www.uwa.edu.au/people/john.cordery

Research Interests:
John’s principal area of research relates to how employee performance and well-being is affected by changing organisational and work design configurations, and this work has been published in leading international journals in both management and applied psychology. This research has sought to identify characteristics of jobs and work roles that are associated with high levels of motivated effort, learning and performance on the part of employees, and the leadership and people management practices that are necessary to sustain high performance work designs. A substantial part of this research effort has involved the study of team-based work, seeking to improve our understanding of how work groups, teams and other collaborative structures (e.g. global virtual teams, organizational communities of practice) function in respect of a broad range of organizational and personal effectiveness criteria.

Associate Professor Kerrie Unsworth
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Web: www.uwa.edu.au/people/kerrie.unsworth

Research Interests: Climate Change Adaptation, Organizational Behaviour, Self-Leadership, Well-Being and Positive Organizational Scholarship, Creativity & Innovation.

Winthrop Professor Sharon Parker
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Research Interests:
Sharon Parker is interested in research topics such as employee proactivity (voice, taking charge, innovation), leadership, organisational change, and job design.

Assistant Professor Alex Luksyte
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Research Interests:
Alex Luksyte’s research focuses on two primary domains: 1) over-qualification or underemployment and 2) diversity at the workplace. In the over-qualification / underemployment domain, she examines the effects of over-qualification on employee performance, voluntary turnover, and well-being as well as processes underlying these linkages and boundary conditions under which overqualified employees are either happy, productive, and loyal to the organisation or unhappy, counterproductive, and voluntarily quit their jobs. She also investigates over-qualification in different populations (e.g., whether women are more likely than men feel overqualified because of glass ceiling, career disruptions, or whether and why over-qualification is more prevalent among immigrants than citizens, etc.). In the diversity domain, she examines the effects of race, gender, age, and immigrant status on decision-making (e.g., advice taking, performance appraisal, promotion, etc.) and employee performance and well-being.

Assistant Professor Uta Bindl
UWA Business School (Management & Organisations Discipline)
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Research Interests:
Uta's main research areas include proactivity, emotional regulation, employee well-being and leadership.

Associate Professor David Webb
UWA Business School (Marketing Discipline)
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David’s primary interests focus on the interface between marketing and quality of life (QOL), self-determination theory and the psychology of consumption. David’s current research projects include pro-environmental and pro-social behaviour as well as ethical practices in organisations.
Enrolment in the Research Dissertation Components of the Degree

In order to undertake your research thesis, you need to enrol in two units:

- PSYC5610  Psychology Dissertation Part 1 (Semester 1)
- PSYC5613  Psychology Dissertation Part 2 (Semester 2)

These units total 24 credit points toward your degree.

Students work independently in these units, which have no lecture or tutorial components. Drawing upon your own intellectual resources, and making constructive use of the feedback provided by your research supervisor, you must complete an empirical research dissertation in order to pass these units.

Evidence of Progress

Note, that your progress will be assessed by your supervisor in the final week of classes in Semester 1. **Satisfactory progress is required in order for you to enrol in PSYC5613** (the Semester 2 unit). This means you cannot simply leave the bulk of the work until Semester 2, as your supervisor is unlikely to sign off on your progress. Appendix A shows the progress form which your supervisor will be asked to complete.

YOUR RESEARCH PROJECT

Choosing a Research Topic

Since the dissertation unit exists within a professional degree program where students are acquiring the skills to work as I/O psychologists, it is reasonable for topics to reflect the research questions, the research methodologies, and analytic methods applicable to this setting. Some examples of previous Masters-level research topics can be found at the website for the Accelerated Learning Laboratory, which is a joint collaboration between Psychology and the Business School: [http://accelwa.com.au/our-research/](http://accelwa.com.au/our-research/)

There are many different types of research projects that would be appropriate. For example, a research project might include a program evaluation, a quantitative review (e.g., a meta-analysis), a novel analysis of an existing data set, analysis of part of a data set collected by in collaboration with research partners, or laboratory-based experimental studies. What is important however is that your thesis does contribute in some way to both your own development and to the body of knowledge about the topic you have chosen.
Contacting a Supervisor

When conducting any large scale research project, it is important to be organised early on. You should start thinking about the broad areas within which you would like to undertake your research project during the semester prior to that which you will start your research. If you are completing the course full-time, this is likely to be the second semester of your first year in the course. In this case, we suggest that you should have some idea as to what you would like to do by September.

Having thought about what type or area of research area you would like to explore, the next step is to establish contact with a potential supervisor. Some details of each of the potential supervisors’ areas of interest are provided above. Initially, we encourage you to consider contacting more than one potential supervisor so as to ensure that you do not have all of your eggs in one basket as some staff may be unavailable or already have a full complement of students. The sooner you establish contact, the more likely it is that the supervisor will be in a position to be able to decide whether or not he or she can supervise you. We therefore recommend that you aim to meet with the individuals on your shortlist for potential supervision before the end of the semester prior to when you commence the research project. In most cases, this will mean establishing contact during October or November in the year prior to commencing your thesis.

Bear in mind that your supervisor is likely to be supervising a number of research students (at Doctoral, Masters and Honours level). Different supervisors have different methods of supervision. Your supervisor, for example, may require you to attend regular meetings either independently or with other research students. Your supervisor will discuss with you his or her expectations regarding contact over the year.

If a supervisor has agreed to supervise your research project, you should immediately complete the Supervision Agreement for Research form (Appendix B) and obtain a signature from your supervisor. This form can be downloaded from http://www.lms.uwa.edu.au/course/view.php?id=8127. Please, submit completed form to the Postgraduate Administrative Officer.

YOUR RESEARCH PROPOSAL

(Note that not all projects will require you to write a research proposal. Such cases will typically be when your supervisor already has a project in mind and has already gained approval from the Ethics committee to undertake this research. You should discuss this with your supervisor.)

In cases where your supervisor does not already have ethics approval for your proposed project, your research proposal will be central to obtaining ethical approval for your research. Through the proposal, you must demonstrate your understanding of the context for your study as well as the rationale for undertaking your research, an understanding of research design, data analysis, and pertinent research issues. One advantage of writing a research project is that the time and effort you spend in thinking through and developing your proposal will make it easier to conduct your research and write up your research dissertation.
Those who are to write a research proposal should format the proposal document as follows:

**Page 1**

The following information should be presented in standard form at the top of the first page:

**TITLE:**

**STUDENT:**

**SUPERVISOR(S):**

**ABSTRACT:** This should be an outline of the project. It must be between 200 and 250 words in length.

**Page 2**

**ESTIMATED COSTS:** This should consist of the most detailed possible estimate of costs including “hidden costs” such as photocopying, postage, and telephone calls. Your supervisor will check your proposal carefully to ensure that the project can be concluded using available infrastructure and such funding as the supervisor and/or student are willing to commit to the project. In research areas in which a suitable project could not reasonably be developed without incurring exceptional costs (e.g. the purchase of test protocols, medical kits, or participant recruitment through newspaper advertising) the school may contribute up to $250 towards those costs. If a School contribution is sought, or if hidden costs borne by the school (e.g. photocopy, postage, phone) are estimated to exceed $250, then the supervisor and student should discuss the matter with the Head of School prior to submission of the proposal.

**ESTIMATED TESTING TIME:** This should be a realistic estimate of the anticipated testing time, including time to be spent collecting data for preliminary pilot studies. Students should not be involved in more than 80 - 100 hours of testing time/data collection.

**HUMAN RIGHTS ISSUES:** Students are required to obtain ethics approval prior to commencing their research. Applications for ethics approval are made through the Human Research Ethics Office (HREO) and application forms and guidelines can be found at [www.research.uwa.edu.au/staff/human-research/welcome-to-HREO](http://www.research.uwa.edu.au/staff/human-research/welcome-to-HREO).

Students should attach all relevant ethics documentation to the proposal e.g. Participant Information Sheet, Consent Form, questionnaires.
Page 3 onwards

This is the main body of the proposal. It should not normally exceed 1500 words in length, and should describe all of the important details of your proposed project. It should consist of the following sections:

INTRODUCTION
The Introduction should put the proposed study in its historical and experimental context and then indicate the rationale of the proposed study. It should not be a detailed review of the literature and should normally not exceed 1000 words.

The Introduction should also state as precisely as possible the question(s) which the proposed study is intended to answer and the significance of the findings.

METHOD
The Method section should cover the design (including specification of the independent and dependent variables), the type of subjects to be used (including selection criteria and method of recruitment), the procedure (in detail if any unusual subject treatment is contemplated) the materials, and the apparatus. Pilot data may be included if available. This is not a requirement but may sort out potential difficulties and help assessment of a project’s viability. Students might well, for example, draw on knowledge gained in their Honours project.

RESULTS
The Results section should specify the proposed method of statistical analysis showing exactly how it evaluates the research hypotheses outlined in the Introduction. A worked example of the proposed data analysis using simulated results (with n = 3, for example) may be included as an appendix to the proposal but is not a requirement. This section should include one or more figures (or tables) illustrating in at least broad outline the possible outcomes of your study.

REFERENCES
The layout of the references should follow the format of articles appearing in APA journals. Every reference cited in the text must be given in full in the list of references and the latter must not contain any references not mentioned in the text.

Obtaining Ethics Approval

It is necessary in almost all cases to obtain ethics approval before undertaking your research. Be sure to discuss this issue with your supervisor. In some cases, your supervisor may have already obtained ethics approval; in such circumstances you should ask them for copies of the relevant information sheets and consent forms.

Note that data collection is NOT permitted before Human Research Ethics Office approval.

NB: To ensure that the ethics committee do not waste time reviewing proposals that have not been approved by research supervisors, your ethics forms (with attached proposal) need to be signed and submitted by your supervisor. For this reason, you should work closely with your supervisor to prepare the relevant documentation for ethics approval.
To apply for approval to conduct research involving human participants follow the process outlined at www.research.uwa.edu.au/staff/human-research/welcome-to-HREO. This entails preparing and submitting various documents, including your research proposal, Human Research Ethics Application, Human Research Ethics Risk Assessment Checklist as well as any Information Sheets or Participant Consent Forms. These all need to be completed to your supervisor’s satisfaction. He or she will then forward your application (once ready for submission) to the Head of School who will forward the document to the Human Research Ethics Office for processing.

The Human Research Ethics Office (HREO) will notify the Chief Investigator-Research Supervisor if and when ethics approval has been granted and that the research project can begin. Remember, data collection is NOT permitted before HREO approval.

**Presenting Your Proposed Research**

As part of the process of ensuring everyone is on track, and to ensure transfer of learning throughout the I/O cohort of students, you are required to present a brief (10 minute) overview of your proposed research with other I/O students in a presentation session in mid-March. If you require ethics clearance, than this session will be an important chance to gain valuable feedback before submission of your final proposal. Even if you do not require ethics approval for your project, your presentation will still provide an opportunity to communicate your research intentions to an audience with diverse experiences, and the feedback you receive will be invaluable. The session will take place in the Accelerated Learning Laboratory, the date and time will be decided soon.

**Conducting Your Research Study**

Upon receiving Ethics approval, you may start your data collection. It is helpful at this point to keep in regular contact with your supervisor, who will be able to assist in the inevitable event of difficulties in collecting and analysing data. Remember, in applied research there are often many factors out of your control. These include managers leaving, delays in sending out surveys, sponsoring organisations changing their minds about data collection etc. Throughout all of this, it can be helpful to keep in mind that the purpose of the research dissertation is for you to develop your skills as a scientist-practitioner. You should hope, but not expect, that your research proceeds smoothly!

**Some Pointers from our Own Experiences**

If you plan to conduct a research project on employee samples, in many cases it will be critical to have an agent within your study organisation who can ‘champion’ your project on your behalf. It is important that this person is trusted and/or well-respected within the organisation as this will be a strong determinant of your eventual participation rate. Ensure you keep this individual well-informed of your progress and of any issues you may encounter. Please also be willing to spend time with them discussing your findings (within the bounds of what is appropriate given your ethics clearance), especially after the conclusion of the project.
If you plan to undertake laboratory-based research, be careful not to underestimate the amount of time you will need to test your participants. One common trap that researchers fall into is expecting all participants to arrive to their scheduled appointments on time and thus failing to plan adequate contingencies in the event this does not happen. Also, be careful to consider in advance what testing facilities you might need and find ways to ensure the space you need will be available.

When preparing your ethics application, do not limit yourself to one participant recruitment method (e.g. email solicitation from an HR Manager). Try to be creative here (e.g. using social networking websites, online forums, standing in the street with clipboards, company newsletters, ads in local papers). The Ethics Committee can always say “no” to an idea you suggest but, unless you’ve asked, then the answer is “no” by default.

Online Surveys

The University has a site-license for an online survey package called Qualtrics, which you may wish to consider using if you plan to undertake online survey research. Information on the University’s policy on the use of Qualtrics can be found here: http://www.surveys.iru.uwa.edu.au/qualtrics, and you can log into Qualtrics via the following link: https://www.qualtrics.com/

Note that you will not be allowed to launch surveys until you have notified the Institutional Research Unit that your study has been granted ethics approval.

The School of Psychology also hosts its own survey platform for cases where it is important that your data are stored locally. That can be accessed via the following link: http://websurveys.psychology.uwa.edu.au.
YOUR SEMESTER 1 PROGRESS REPORT

As noted above, in the final week of Semester 1, your supervisor will be asked to make an overall evaluation of your progress in your research project, to that date. Note that your enrolment in PSYC 5613 (the second of the two thesis units) is contingent upon you receiving a satisfactory review from your supervisor. It is therefore critical that you regularly engage with your supervisor throughout your research project. You should ideally establish a set of milestones and expected outcomes for your thesis, as these are likely to prove to be useful reference points from which to evaluate whether satisfactory progress has been made. Appendix A provides a copy of the form your supervisor will be asked to complete and submit to the Postgraduate Administrative Officer.

YOUR RESEARCH DISSERTATION

The dissertation should concisely report the individual research project you have carried out, using the manuscript format specified by a chosen leading journal appropriate for the publication of the work. You are expected to have discussed your research in detail with your supervisor before submission of your dissertation.

Supervisor Feedback

Supervisors are permitted to provide feedback on two written drafts only of each of the Introduction, Method, and Results sections of the dissertation. However, while students are free to talk through ideas with their supervisor, it is not permitted for supervisors to view any written work pertaining to the Discussion section of the dissertation.

While the markers of your dissertation will have expertise in psychology, please remember that they may not be expert in the area of your research. Therefore, the research needs to be understandable to a reader with a general knowledge of psychology.

Length of Research Dissertation

Since the aim is to write a manuscript-style presentation rather than a thesis. APAC requires the final manuscript be a minimum of 5000 words (excluding tables, abstract, references, and appendices). Typically, however, examiners are expecting submissions that are about 6000 words. The maximum word limit is 8000 words (excluding tables, abstract, references, and appendices). Therefore, strive for brevity and clarity in what you write.

Formatting

But for some exceptions (see below), your manuscript is to be formatted as per the instructions to authors for the Journal of Applied Psychology. This formatting is almost perfectly consistent with the standard APA formatting, so you may find the APA publication manual to be a useful resource. Refer to the Guidelines (or Instructions) to Authors on the Journal’s website for more details:
Contents of the Manuscript

The contents of the submitted dissertation should be as follows:

1. **Title page** as for a dissertation, i.e. with statement that it is being submitted “as a partial requirement for the degree of Master of Psychology” etc. (See Appendix C for an example Title Page).

2. **Acknowledgments.** NOTE: In many cases, students may have enlisted the assistance of external organisations (e.g., schools, clinics, or other workplaces) in the course of data collection. In such instances, it is good practice to acknowledge the relevant individuals or organisations in the dissertation acknowledgements. You should also discuss with your supervisor the best way to provide feedback to those who have assisted.

3. **Table of contents** which should indicate where the journal article starts and finishes and what is provided in the appendices.

4. **Title page for the journal article** following the guidelines for the journal to which it is being submitted (typically the *Journal of Applied Psychology*).

5. **Remainder of the journal article,** again with format completely in keeping with the intended journal requirements (typically the *Journal of Applied Psychology*).

6. **Appendix 1:** Information sheet, consent form, and debriefing information, as well as a completed Human Research and Ethics Committee Annual/Final Report Form.

7. **Appendix 2 – if needed.** A one-page justification of the choice of journal (to be signed by the supervisor)

8. **Appendix 3 – if needed.** A copy of the Guidelines or Instructions to Authors for the chosen journal.

9. **Appendix 4 – if needed.** This should be included only if you choose to provide extra information for the examiners. There is no assumption that any additional material will be included.

In addition, overriding any formatting requirements of your chosen journal is the need to leave a margin of 3.5cm on the inside so that the dissertation can be read when bound.
RESEARCH DISSERTATION SUBMISSION

Each student is required to submit to the Psychology General Office by 10.00am Wednesday 1st October 2014, the following:

(1) One CD containing:
   (i) a copy of dissertation (formatted for Microsoft Word) and appendices
   (ii) a complete raw data set
   (iii) and either a text file explaining layout (i.e., identifying the variable name, the construct or variable the variable corresponds to, and, when appropriate, the labels corresponding to each value) OR an SPSS file where the variable and value labels are completed for each variable.

Labels for the CD will be available at the Psychology front office. Please, write your name, student number and program (Master IOP) with permanent marker on the CD before handing it in.

(2) Two bound copies of the dissertation. There is a binding machine available for use in the Psychology General Office. See administrative staff before attempting using the binding machine.

If any one of these components is not submitted by this deadline, then the dissertation shall be deemed late, and the standard penalty for late submission will accrue until all components have been submitted. Students should also familiarise themselves with the University’s Academic Conduct guidelines: http://www.teachingandlearning.uwa.edu.au/staff/policies/conduct

If you think your study has been severely affected by serious illness or other factors outside your control, you can apply for special consideration.

Special consideration allows faculties to take into account significant and unforeseen factors that may have affected your academic preparation or performance, such as:

- significant personal illness
- death or serious illness of someone close to you
- other significant circumstances.

On these grounds, the faculty can consider an extension for dissertations. Please note that being too busy at work to complete a dissertation on time is not an acceptable excuse.
EXAMINATION OF DISSERTATION

Two individuals appointed by the Unit Coordinator will examine the research dissertation. One examiner will always be internal to the School of Psychology, while the other may be appointed from outside the School. The thesis grade comprises 100% of the final grade in this unit. The marking criteria are as follows:

Abstract:
The abstract should be (i) complete, (ii) accurate (reflect the purpose and content of manuscript); (iii) self-contained (abbreviations defined, jargon explained); (iv) clear and concise.

Introduction:
Students are expected to:
- outline a context for where the research fits into existing body of knowledge,
- provide a sufficient literature review,
- clearly lay out the experimental question and described the implications,
- establish the experimental and logical rationale for the research question,
- show signs of integration and critical appraisal of the previous literature, and
- be clear and concise.

Methods and Results:
Students are expected to:
- provide enough information to be able to replicate the experiment in a way that can be easily understood by a non-expert in the field,
- provide a clear description of the design and analysis techniques involved,
- present and analyse the data in a logical and systematic way,
- communicate the results of analysis with appropriate tables, graphs, and text,
- report the results objectively, and
- be clear and concise.

Discussion:
Students are expected to:
- present a clear summary and interpretation of the results in the context of the information and expectations from the introduction,
- clearly justified any conclusions in a way that is logically sound and not overstated,
- provide an interpretation of the current findings with respect to how the results add to the current literature,
- provide a critical appraisal of how the results add to the literature,
- outline the next logical step in the overall research endeavour described and elaborated in the introduction, and
- be clear and concise.

Coherence:
Students are expected to:
- present an integrated, coherent argument with conceptual linkages across the sections that is sustained across the entire thesis as a whole (e.g. the thesis should read as if written by a single coherent voice throughout).

Style/Format:
- the format and referencing should conform to the those specified for the chosen journal (usually Journal of Applied Psychology), and
- the document should be free of problematic grammar, typographical and punctuation errors.
Appeals

When there are grounds, students may appeal a thesis mark, but students (including those with a Fail grade) will not be permitted to revise the thesis in the same year.

In all grade categories credit will be given to those students who have tackled more intellectually and practically demanding topics with some success.

Storage of completed theses

One copy of each successful MPsychn dissertation from past years is held in the Main Administration Office. Students are encouraged to consult these theses as a means of helping them judge the type and scope of research appropriate for an MPsychn project. Please, contact Maria Puerta (maria.puerta@uwa.edu.au) if you would like to consult any already examined theses.

Student’s responsibilities following submission of dissertation

When the dissertation has been completed to the satisfaction of the examiners, a CD copy of all dissertations will be given to the Postgraduate Administrative Officer for filing in the School’s Library and one copy of the thesis will be given to the student’s supervisor. Students will receive a copy of examiners’ comments after Examiners’ Meeting.

IMPORTANT DATES

While almost a year may seem like a generous amount of time to complete your research dissertation, once the various tasks associated with research are considered, there is not a lot of time available for delays in the research process. The diagram below, developed in conjunction with students as part of an I/O Masters Research class, gives a rough indication of the relevant dates and time frames for activities involved in a “typical” research process. Depending on the research project, students have however found it useful to have completed the early parts of the research project prior to the dates below.
Whilst you are very welcome to commence your readings and work on your proposal prior to March, please understand that your supervisor may not be available for consultation during this period.

Your supervisor will discuss with you the importance of various dates throughout the year, depending on their expectations regarding your research progress. It is a good idea to draw up a timeline early with your supervisor, and to get supervisor feedback on the reality of your expectations regarding the time needed to complete various parts of your research study.

There is one date however that should be burned in your mind: The deadline for submission of your dissertation is 10.00am Wednesday 1st October 2014.

Other Information

Research and research skills are a key part of the ‘value proposition’ for I/O Psychologists. Your skill at research and evaluation will place you ahead of the pack when compared to others undertaking organisational development work. As such, we hope you will learn much from the research experience.

In order to facilitate such learning, we need you to take the initiative to discuss your experiences with us so that we can work with you to ensure your learning is as personally rewarding for you as possible. If you have any feedback, comments or suggestions for other information that might be useful to include in this guide or through other means (such as on the School of Psychology website, or at a student orientation), please contact Nicolas Fay on 6488 2688 or via email at nicolas.fay@uwa.edu.au.

Good luck in your research endeavour!
APPENDIX A - SEMESTER 1 PSYC5610 PROGRESS FORM

The relevant parts of this document should be completed by the supervisor. It provides an evaluation of the student’s progress throughout the first Semester of study. Note that permission for the student to enrol in the second semester Thesis unit will be contingent on the supervisor deeming the student’s progress to be satisfactory. Following the completion of this form, a copy of it should be submitted to the Postgraduate Administrative Officer (currently Maria Puerta Francos maria.puerta@uwa.edu.au). The Unit Coordinator (currently Professor Marylene Gagne–marylene.gagne@uwa.edu.au) will review this form.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student Number:</th>
</tr>
</thead>
</table>

1. How frequently do you and the student communicate with one another? (please tick one box)
   - Daily
   - Weekly
   - Fortnightly
   - Monthly
   - Less than once a month
   - I’ve not had any communications with the student since the start of the project

2. How often have you had formal meetings with the student during the semester? (Please tick one box)
   - Daily
   - Weekly
   - Fortnightly
   - Monthly
   - Less than once a month
   - I’ve not had any formal meetings with the student since the start of the project

3. Has the student submitted any written work to you (e.g. proposals, drafts) during this semester?
   - Yes
   - No

If Yes, please provide some brief details of what was submitted.

(e.g. “proposal was submitted to me, and subsequently approved by HREO”)

4. (If you responded “Yes” to question 3)

   In your opinion, was the work submitted of sufficient quality so as to provide evidence of progress in the research project?
   - Yes
   - No
5. Are there any matters you wish to raise with the Unit Coordinator or Program Chair?

Yes ☐ No ☐

If Yes, please explain the matter below (if needed, please include additional pages)

6. Please select the option which best summarises your opinion about the student’s overall progress so far:

- Unsatisfactory* ☐
- Satisfactory, but with some concerns ☐
- Satisfactory ☐
- Excellent ☐

* The student will not be permitted to enrol in the second semester Thesis unit (currently PSYC5613) if this option is selected

All supervisors, please sign below:

Signed by: ____________________________ Print Name: ____________________________

Signed by: ____________________________ Print Name: ____________________________

Date: ______________________________

Please provide any additional comments you feel are relevant below, or enclose an additional page.
UNIT COORDINATOR EVALUATION OF PROGRESS

I have read the annual progress report and supervisor’s evaluation of progress for ________________________________ (student’s name) and I am of the opinion that student has made progress towards thesis and I am satisfied to award the grade of ________ for unit PSYC5610.

Unit coordinator’s name: ____________________________________________________________

Unit coordinator’s signature: ___________________________ Date: __________________________
APPENDIX B - SUPERVISION AGREEMENT FOR RESEARCH, SCHOOL OF PSYCHOLOGY

Supervision agreement for research, School of Psychology

Student name___________________________________________________________

Student number_________________________________________________________

Course: Master of Psychology (Industrial and Organisational Psychology)

Supervisor name __________________________________________

Supervisor’s email address _____________________________________________

Supervisor’s contact number _________________________________

- Supervisor: The student has discussed the title of the project with me:
  Yes/No

- Supervisor: The student has shown me a written research proposal of the project:
  Yes/No

- Supervisor: I agree to supervise this student for the project titled
  ________________________________________________________________
  Yes/No

Supervisor signature_________________________________________ Date ___________

Student signature____________________________________________ Date ___________
APPENDIX C - EXAMPLE TITLE PAGE

Personality and Accident Involvement

The Implied Mediational Role of Cognitive Failure in the Personality-Accident Relationship: A Facet-Level Analysis

Michael C. Sample (student number)
A report submitted as a partial requirement for the degree of Master of Psychology (Industrial and Organisational) at the University of Western Australia.

October 2 2014

Supervisor: Associate Professor Sam Supervisor

Word Count: 6,938 (excluding references and appendices)

I declare that this written assignment is my own work and does not include (i) material from published sources without proper acknowledgement, or (ii) material copied from the work of other students.

____________________________________________________________________

24