

**HDSI  
THESIS  
GUIDEBOOK**

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## Master's Thesis Deadlines

- December 15 for January graduates (Fall)
- April 15 for May graduates (Spring)
- August 15 for September graduates (Summer)

*All students are advised to submit their thesis as early as possible in order to meet the appropriate deadline.*

### **LATE THESIS POLICY**

If *internal, departmental, or institutional* circumstances prevent a student from submitting a thesis on time, the student may submit a *Late Thesis Permission Form* (page 12).

### **LIMITATIONS:**

- The *Late Thesis Permission Form* does not excuse individual late submittals.
- The *Late Thesis Permission Form* is only valid for two weeks after the thesis deadlines.
- Students must submit the *Late Thesis Permission Form* no less than two weeks before the thesis deadline.
- Possession of a *Late Thesis Permission Form* does not guarantee permission to submit the thesis beyond the above stated deadlines.
- Submitting the thesis beyond the initial thesis deadline may result in a delay of graduation, even if a *Late Thesis Permission* form is submitted.

## HDSI Thesis Proposal Review

In order to provide students with increased structure during the thesis process, second year HDSI students are required to participate in a thesis proposal review.

The proposal should include the thesis question, a literature review that explains the importance of the question, a methods section, and an analysis plan. This outline may be adapted, depending on the type of thesis.

Students can expect to spend an hour in the review. The student will provide a five minute overview of the proposal, followed by conversation with ample time for questions and answers. Students may not use PowerPoint during their presentation, but they may produce up to three pages of handouts if they wish. Students are not required to create handouts.

The written proposal should be no longer than 20 pages (excluding appendices and bibliography). It should follow APA format: 12 pt font, one inch margins, be double spaced, include a title page, etc.

Each student's review committee will be comprised of the program director, the student's mentor, and one other faculty, who will be appointed by the HDSI program.

An abstract and title will be due the last Friday in September so that review proposals can be scheduled for mid-October.

Proposals will be due the second Friday in October.

At the conclusion of the review, the thesis proposal committee will inform the student of the outcome of the proposal review. A Proposal Review Form will indicate whether the student's proposal has received a Pass, Pass with Minor Revisions, or Needs Major Revisions. In the case that a student's proposal is not approved and is in need of significant changes, another review will be scheduled.

## Master's Thesis Guidelines

- 1 Students consult with the academic advisor to discuss appropriate options for a thesis advisor and topic. The thesis advisor can be any full-time faculty member at NYU or another university. The thesis advisor (and institution when applicable) must be approved by Dr. Jennifer Astuto.
- 2 The thesis must be original work. Students can work on a larger project and carve out a piece for their theses.
- 3 The thesis can be data-based research, a position paper, an empirical and theoretical review on a topic, or a project (e.g., development of a curriculum for a nursery school).
- 4 The thesis must demonstrate APA journal quality in terms of writing style and original ideas. However, data-based research may show some methodological restrictions, such as small sample size or fewer measures used than might be employed in an APA article.
- 5 Length of about 25-40 pages, not including references and/or appendices. Format must follow APA standards.
- 6 Students and their thesis advisors will hold regular meetings. These meetings are expected to occur every two to three weeks.
- 7 Students will prepare a detailed thesis outline that is approved by the thesis advisor. Students submit this outline in the spring semester to the Project Research Seminar instructor after having the outline approved by the thesis advisor.
- 8 Students will submit an abstract at the start of the third semester and will participate in a thesis proposal review early in that semester (for more information about the proposal review process, please see page 4).
- 9 Students will take APSY-GE 2174 Evaluation Methodology in Behavioral Science II in the third semester. This course provides an opportunity for support and guidance as students develop the research design of their thesis project. The APSY-GE 2174 instructor is not responsible for the quality of the thesis.
- 10 Students will register for APSY-GE 2335 Integrative Seminar (0 units) in their final spring semester; the grade earned on the thesis will be the grade earned for this class. As part of this, students are required to attend five scheduled thesis workshops. Two workshop sessions will take place in the fall semester. Attendance is mandatory; students' grades will be lowered a full grade for every missed workshop meeting.

## Master's Thesis Timeline

### First Semester

- Students take APSY-GE 2837: Project Research Seminar I.
- Identify research team (s) of interest and make initial approach.
- Students should be on a team by mid-October.
- Students should have a thesis *topic* in mind, developed in coordination with their thesis advisor by end of first semester.

### Second Semester

- Students take APSY-GE 2838: Project Research Seminar II.
- Students will develop and submit a *concept paper* to Dr Jennifer Astuto who will review and provide feedback. A concept paper (5-8 pages), generally speaking, is a rough draft of one's initial research ideas supported by theoretical and empirical literature. It is not as comprehensive as a literature review and is more elaborate than an outline. It is the first step in articulating one's ideas in written form.

### Summer

- Students should have a complete draft of their thesis literature review completed by August and should prepare for their thesis proposal review (to be held within the first two months of the fall semester).

### Third Semester

- Students submit an abstract and participate in the thesis proposal review which will take place in the fall. Students who do not successfully pass their review will have another opportunity to present their work.
- Students take APSY-GE 2174 (Evaluation Methodology in Behavioral Sciences II), which supports the thesis process. Students should come to this course with their topic identified, a first or second draft of their literature review, and a basic outline of their planned analysis (when applicable).
- Students should begin actively writing their thesis in time to have it completed by April 15. Students need to gauge for themselves how much time they will require in order to meet this deadline.

### Fourth Semester

- Students register for APSY-GE 2335 Integrative Seminar (0 credits). Students will receive a letter grade for this class upon completion of their thesis.
- Students submit an application to the Applied Psychology MA Research Conference by February 1 (held annually in April).
- The MA Research Conference will take place in April.

## Format the Thesis

### **PAPER AND PRINTING: INFO & RESOURCES**

#### **Paper**

These brands are regularly used and widely available both in office supply stores and online:

Southworth Exceptional Thesis Paper

Strathmore 100% Pure Cotton Stationery Paper

#### **Type of paper**

- White
- Watermarked
- Acid-free
- 8.5x11
- Minimum 20 lb weight

#### **Binding**

The thesis must be submitted with coil, comb, strip, or book binding.

#### **MARGINS**

- 1.25" + on binding side
- 1" + all other sides

#### **ORDER**

1. Title Page (Template on Page 3)
2. Signature Page (Template on Page 4)
3. Acknowledgments
4. Table of Contents
5. List of Illustrations
6. Text / Content
7. Bibliography
8. Appendices

## Submit the Thesis

- Students are required to submit their thesis in person to the program academic advisor located on the seventh floor of 246 Greene St, New York, NY

## Title Page Format

### TEMPLATE

RACE AND EDUCATION:  
THE EFFECT OF POVERTY ON SCHOOL REFORM EFFORTS

By  
Jane Doe Silver

© 2012 Jane Doe Silver

A thesis  
submitted in partial fulfillment  
of the requirements for  
the degree of Master of Arts  
Steinhardt School of Education, Culture, and Human Development  
Department of Applied Psychology

May 2012

***Month and Year of Graduation: must be May, September, or January***



## Master's Thesis Approval Form

Department of Applied Psychology • 246 Greene St, 7th Floor, New York, NY 10003-6680 • (212) 998-9030 • Fax (212) 995-3654

**Student Instructions:** Fill in the student information box and submit this form to your mentor. Once your mentor has approved your thesis and signed below, please submit this form with a printed copy of your thesis to the academic advisor.

### Student Information

<input type="checkbox"/> Ms			<b>N</b>
<input type="checkbox"/> Mr	First Name	Last Name	ID Number
Street Address		City	Daytime Telephone
Department	Program	Email Address	Evening Telephone
Thesis Title			

**This is to certify that the above-named Master's thesis has been read and fully approved by the undersigned:**

Research Mentor, Print Name	Research Mentor Signature	Date
HDSI Program Representative, Print Name	HDSI Program Rep, Signature	Date

<b>For NYU Steinhardt Department of Applied Psychology Use Only</b>	In accordance with the regulations, the thesis of the above-named student is filed as approved	
	Approval Signature	Date

## Master's Thesis Proposal Review Form

Department of Applied Psychology • 246 Greene St, 7th Floor, New York, NY 10003-6680 • (212) 998-9030 • Fax (212) 995-3654

**Student Instructions:** Fill in the student information box and submit this form to the advisor, along with a printed copy of your thesis proposal, by the last weekday in September.

### Student Information

<input type="checkbox"/> Ms			<b>N</b>
<input type="checkbox"/> Mr	First Name	Last Name	ID Number
Street Address		City	Daytime Telephone
Department	Program	Email Address	Evening Telephone
Thesis Title			

### Proposal Review Outcome

<input type="checkbox"/> <b>Pass</b> (Review Panel may have offered suggestions, which are not a matter of official record, to the candidate.)
<input type="checkbox"/> <b>Pass with Minor Revisions</b> (Review Panel comments are attached.)
<input type="checkbox"/> <b>Needs Major Revisions</b> (Review Panel comments are attached. The proposal should be submitted for re-review after it has been reworked and approved by the research mentor. A new Proposal Review Form signed by the review committee should be submitted with the revised proposal.)

### Review Committee

Research Mentor, Print Name	Research Mentor Signature	Date
Committee Member, Print Name	Committee Member Signature	Date
Program Director, Print Name	Committee Member Signature	Date

<b>For NYU Steinhardt Department of Applied Psychology Use Only</b>	In accordance with the regulations, the proposal of the above-named student is filed as approved.	
	Approval Signature	Date

## Master's Late Thesis Permission Form

Department of Applied Psychology • 246 Greene St, 7th Floor, New York, NY 10003-6680 • (212) 998-9030 • Fax (212) 995-3654

**Student Instructions:** Complete this form and submit it to the academic advisor no less than two weeks before the thesis deadline.

### Student Information

<input type="checkbox"/> Ms			<b>N</b>
<input type="checkbox"/> Mr	First Name	Last Name	ID Number
Street Address		City	Telephone
Department	Program	Email Address	Evening Telephone
Thesis Title			

### Mentor

Research Mentor, Print Name	Research Mentor Signature	Date
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Please provide a brief explanation for your request. Indicate the date by which you plan to submit your thesis.

For NYU Steinhardt Department of Applied Psychology Use Only	<input type="checkbox"/> <b>Granted</b>	<input type="checkbox"/> <b>Denied</b>
	Signature	Date