

## Psychology Honours Application and Selection Process

### Preamble and Rationale:

This document describes the application and selection process for the Psychology Honours Program. This process has been developed to facilitate the pairing of Honours students with suitable supervisors, based on their research interests and future plans. This process also ensures that all students who are interested in pursuing Honours are identified to prospective supervisors prior to supervisee selection.

### Prior to Applying:

Students are encouraged to get to know the professors in the Department throughout their degrees. This will help students to learn what types of research each faculty member does, which will help in determining which faculty members to list as potential supervisors on the Honours application form, based on shared interests. Volunteering in faculty members' labs is also a great way to learn about research, meet prospective supervisors, and get hands-on experience in the process. Do not wait until the last moment before the Honours application is due to get acquainted with prospective supervisors.

In the Fall semester prior to the application submission due date, students must meet with an academic advisor from their respective faculty (Arts/Science) or college (Luther, Campion, FNUC) to have a special Honours Program Outline completed. This program outline will show which courses still need to be completed to meet the Honours prerequisites, while also providing students with their Major and Program GPAs (and overall UGPA). The faculties and colleges will submit these special Honours program outlines to the Department of Psychology in February, for all students who have submitted an Honours application by the February 1<sup>st</sup> deadline.

### Application Process:

Applications for the Psychology Honours Program must be submitted to the Department of Psychology by February 1<sup>st</sup> of the calendar year in which the student intends to enrol in the Honours course (PSYC 400). Students are responsible for submitting all application material, except for the Honours Program Outline, which will be obtained directly from their faculty/college. Please note that PSYC 400AA must be taken before PSYC 400AB, and PSYC 400AA is only offered in the fall semester.

Application to the Psychology Honours Program requires the following:

- Program GPA of at least 70%;
- GPA of at least 75% in psychology courses;
- Completion of at least 60 credit hours;
- Completion of all Arts Core or Science Cognate Requirement courses (depending on whether registered in the BA or BSc program, respectively);
- Completion of the Psychology Honours Program Application form (provided on the Department of Psychology website)\*;
- A letter of intent (as described below);
- Unofficial copies of all undergraduate transcripts; and
- The Honours Program Outline (to be submitted by the student's faculty/college)

\* Students are advised to request an appointment to speak with any professor they plan to rank highly on their list of preferred supervisors (though note that some faculty members may prefer to meet with students after the initial stage of the application review has been completed).

### Letter of Intent

The letter of intent is a maximum one-page single-spaced letter outlining the reasons the student wishes to complete the Honours Program; this letter must include areas of interest and future plans following graduation, and may also include other pertinent information such as scholarships won and relevant work and volunteer experiences.

### Selection Process

The application process for the Psychology Honours Program is competitive, and admission into the program is not guaranteed. The Undergraduate and Honours Committee (UHC) will meet to review the applications shortly after the February 1<sup>st</sup> deadline. Applications will be categorized using an A, B, X system. Applications will be placed into category A if they are deemed acceptable as is: eligible supervisors identified (i.e., Psychology or adjunct faculty); competitive GPA (program and in Psychology course); intention to pursue graduate studies or professional programs post graduation; and the quality of the written application clearly meets Honours standards. Applications will be placed into category X if: no eligible supervisor is named; GPA is not competitive; the rationale for applying to do the Honours thesis is vague or inappropriate; or the application is not complete. All other applications will be placed in Category B.

Each faculty member will receive a list of all eligible students (Category A and B). This list will indicate which supervisors each student listed and will also identify the categorization status of the applicants. Faculty members will then provide the UHC with a ranked list of all students they would be willing to supervise. Faculty wishing to supervise a student in Category B will need to provide a rationale to the UHC as to why the student should be allowed to enrol in the Honours Program. A faculty member wishing to supervise more than two students in a given year will also be required to submit a letter outlining how she or he will ensure adequate supervision for this number of students. Students should be aware that they may be matched with a supervisor that they did not list, as the UHC will attempt to match as many eligible students with supervisors as possible. Students should also be aware that, in any given year, there may be more eligible applicants than there are supervisors; as such, some eligible applicants may not be matched with a supervisor and thus will not be admitted to the Honours program.

Once the matching process is complete the Head of the Psychology Department will notify applicants of the UHC decisions regarding their applications; successful applicants will also be provided with the names of their supervisors in this communication. Because the selection and matching process is lengthy and involved, students should not expect to receive notification of the results prior to March 15. In the event that additional positions become available after the matching process is complete, additional matching with eligible applicants (A or B rated) in the current pool who did not match can occur up until August 31<sup>st</sup>. The Department will provide the Faculties of Arts and Science with the names of successful applicants. Students who have not been approved to enrol in the Honours Program will be informed of other avenues that they can pursue, and they will be informed of what they can do to improve their application if they wish to reapply the following year. Students who do not agree with the UHC decision may submit a letter of appeal to the Head of the Psychology Department or designate.

In light of this process, individual faculty members must not offer supervision to individual students until the Department Head has informed students of the UHC decisions.

Please note that students must have successfully completed 90 credit hours, all required 200 level courses in psychology, all Arts or Science Core/Cognate Requirement courses, and Statistics in Psychology (PSYC 305) by the 31<sup>st</sup> of August prior to commencing the Honours course (PSYC 400), while maintaining the minimum GPAs of 70% (program) and 75% in psychology courses. Also note that PSYC 405 must either precede or be taken concurrently with PSYC 400 and a minimum grade of 65% in PSYC 305 is a prerequisite for PSYC 405. Failure to meet all of the above requirements will void a student's acceptance into the Psychology Honours Program, and the student will need to re-apply in a subsequent year. Refer to General Calendar sections §9.9.2.1 for BA Honours graduation requirements and §16.9.2 for BSc Honours graduation requirements.

If you have any questions about the Honours Application and Selection Process, please consult members of the Undergraduate and Honours Committee.