

MISSOURI WESTERN STATE UNIVERSITY  
COLLEGE OF ARTS AND SCIENCES  
DEPARTMENT OF ENGLISH, FOREIGN LANGUAGES, AND JOURNALISM

**ETC 695: Thesis**

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Spring 2010 Office Hours: M 2:00-4:00; T 3:30-4:30; W 1:30-3:30

**Course Description:** The first three hours of your thesis are designed to give you the background necessary to complete your thesis research, including the drafting of your research proposal for review by your thesis committee, the graduate committee, and the Institutional Review Board, additional reading on your chosen research topic, any necessary revisions to your research plan and/or instruments, and forward planning for implementing your research. The second three hours of your thesis are designed for analyzing and interpreting your research results, editing these results into a presentable thesis format, and distributing and defending your thesis.

**Required Materials:** There are no required materials at this time. Any assigned reading material may be borrowed from the library or other sources and any additional equipment or supplies needed for drafting and research may be arranged at a later date.

**Major Assignments:** This is a pass/fail course. Evaluation of the first three thesis hours will be based on the strength of your research proposal and your preparation to conduct the research outlined in the proposal. Tentatively, the research proposal is due by Monday, March 8<sup>th</sup>. Evaluation of the final thesis hours will be based on your public thesis defense and feedback from your thesis committee. In May, we will schedule a tentative date for the defense. By fall mid-terms, this date will be changed and/or confirmed. The defense must take place at least four weeks before the end of fall semester classes.

**Attendance:** A graduate-level thesis is almost the definition of an independent study. Your thesis chair and committee are here to help guide you through the drafting, research, composing, and defense processes but ultimately it is your responsibility to complete this project. We will be meeting in person several times during the course of each semester to discuss your reading, drafting, and research, as well as any practical or scheduling problems you encounter. These meetings will take place at my office during a mutually convenient time slot. It is in the very nature of a thesis that these meetings will be irregularly scheduled, as some steps in the process require more feedback and structure than others. Needless to say, you are expected to keep in touch with me in person and/or over e-mail and to attend any scheduled meetings.

**Academic Honesty:** Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other

fraudulent activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from the University. When a student's grade has been affected, violations of academic honesty will be reported to the Provost or designated representative on the Academic Honesty Violation Report forms.

Please see the 2009-10 Student Handbook for specific activities identified as violations of this policy and the student due process procedure. This handbook is also available online at <http://www.missouriwestern.edu/handbook/index.pdf>

**Special Needs:**

Any student who has a special need or disability that might affect performance in this course should contact the appropriate MWSU coordinator for assistance. Also, let me know immediately so that arrangements can be made to make sure your needs are met as quickly and completely as possible.

**These are the department's current policies and procedures for theses:**

Students in the MAA in Written Communication are required to enroll in 6 academic credit hours as they complete their thesis projects (ENG/ETC 695). The number of credit hours enrolled in during a semester is variable and will be decided by the student in consultation with the thesis advisor.

Thesis projects may range from traditional academic thesis to "real world" written discourse such as grant proposals & reports to clients or employers. "Real world" documents should be accompanied by a scholarly essay that explains the theoretical background for the documents submitted in the thesis project and connects the theoretical background to the documents.

Students will submit a written prospectus for their thesis projects to the members of their thesis committee for approval during their first three hours of thesis credit. The student will then submit the prospectus to the EFLJ Graduate Committee by the end of the first three hours of thesis credit. The prospectus should include a literature survey of current and relevant research, a statement of the research question, and an explanation of the research methodology. If students will be working with human subjects, a copy of Missouri Western Committee on the Use of Human Subjects Institutional Review Board approval or exemption will be included with the prospectus.

*Advising and committees*

The director of a student's thesis committee must be a full Graduate Faculty member in the English department.

A thesis committee will consist of three members. At least two of the committee members must be members of the graduate faculty at Missouri Western. Thesis committee members other than the thesis director may be Graduate, Associate or Adjunct Graduate Faculty. One thesis committee member may be from outside of the Department of English, Foreign Languages, and Journalism. This outside member may on the

graduate faculty of Missouri Western, on the graduate faculty of another university, or may be a professional practitioner in the field in which the student is conducting research.

The thesis director will submit, in writing, the projected date of the thesis defense and the names and contact information of thesis committee members by the end of the first three hours of thesis credit. The thesis director should include a justification for inclusion of a committee member from outside of the EFLJ department. The graduate committee may choose to review qualifications of outside committee members.

Members of the thesis committee are responsible for approving the thesis prospectus. They are also responsible for advising the student and commenting on drafts in the manner that the student, thesis director, and thesis committee have agreed to. All thesis committee members must read and sign approval of the final version of the thesis.

#### *Presentation and publication*

No later than midterm of the semester of the thesis defense, the thesis director will submit the defense date to the EFLJ Graduate Director. The thesis defense must be no later than four weeks before the end of regular semester classes.

Thesis projects will be presented in a public forum, open to members of the Missouri Western and St. Joseph community. Students will also meet with committee members for an oral defense of the thesis.

Two bound copies of the thesis projects will be submitted, at the student's expense. One will be placed in the EFLJ library; the other placed in the university library.

When appropriate, students are urged to share the results of their research with their professional community through presentations and publication.

Issues of client confidentiality, proprietary material, and intellectual property rights will be taken into consideration for all public dissemination of thesis project materials.