



**Wayland Baptist University Mission Statement:** Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success and service to God and humankind.

**Course Name:** ENGL 5361 Thesis II (second term), VCO1

**Term and Year:** Fall 1-2021

**Full Name of Instructor:** Dr. Karen Beth Strovas

**Office Phone and Email:** Office – (806) 291-1114; Cell (806) 292-3543;  
[strovask@wbu.edu](mailto:strovask@wbu.edu)

**Office Building and Location:** Office - GH 202A

**Office hours:** in-office Monday through Friday, 8-3, virtual hours 3-5.

**Class Meeting Time and Location:** TBA

**Course Description:** Research toward the completion of the master's thesis; supervised by full-time faculty.

**Prerequisite:** ENGL 5360

**Required Textbook and Resources:** Various books, articles, and resources related to thesis topic

**Course outcome competencies:** Upon the conclusion of this course, students actively engaged in learning at the graduate level will be able to:

1. work closely with thesis chair and other committee members to complete a study on a selected topic;
  2. discuss, through the use of intelligent, scholarly conversation, issues related to the selected topic and specialties as informed by reading, research, and graduate coursework;
  3. successfully complete an oral presentation and justification of the thesis before committee;
  4. submit fully revised, completed, and approved thesis to Dean of School of Languages and Literature by the end of the term.
- The more the student puts into the course, the higher his or her outcome competencies will be.

**Attendance Requirements:** We will meet regularly in person or online to discuss progress on the literature review, thesis outline, and writing. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy.

**Statement on Plagiarism and Academic Dishonesty:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations.

**Course Requirements and Grading Criteria:**

**1.) Near weekly submissions of at least 5-10 new typed pages of material according to the development of analytical ideas and integration of research.**

**2.) Final submission of the following:**

- a.) complete thesis, including a one-page abstract (preferably written after the thesis draft is complete), an introduction, at least two body chapters, a brief conclusion (can be part of chapter two or three), and a full Works Cited bibliography in MLA format.
- c.) completed signature page after the submission of final thesis draft

Note: Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

## **Course Requirements**

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- c.) completed signature page after the submission of final thesis draft

## **Tentative Schedule:**

Week 1 (Aug 9-15) Meet to discuss course outline, goals, due dates, procedures, and related plans; review and discuss revised thesis and outline from last semester. Complete working draft of chapter 1 and complete working outline of chapter 2. Additionally, turn in a working bibliography that moves forward into your ideas for Thesis Intro and/or Conclusion and Chapter 2.

Week 2 (Aug 16-22) Submit a revised draft of ch. 1 and the first 6 pages of ch. 2.

Week 3 (Aug 23-29) Submit at least 12 pages (roughly half) of ch. 2.

Week 4 (Aug 30-Sept 5) Submit a complete working draft of chapter 2 and updated/revised outline or brainstorming writing of Thesis Intro, including a working Works Cited page.

Week 5 (Sept 6-12) Submit a cleaner and/or fuller version of ch. 2 and working drafts of Thesis Intro.

Week 6 (Sept 13-19) Submit the following to your chair:

- final draft of chapter 2 (20-30 pages)
- full working drafts of thesis introduction and conclusion chapters (together, I do not expect these documents to exceed 20 pages.)
- (By week 6, you should have a full "working" draft of the entire thesis, which you will continue to revise to send a complete draft to your committee by week 7.)
- confirm defense date with committee. Book the room with L&L Administrative Assistant Asta Edlin ([asta.edlin@wbu.edu](mailto:asta.edlin@wbu.edu); 806-291-1100).

Week 7 (Sept 20-26) Submit complete revised draft of entire thesis to committee members (aim for Friday previous to Week 7).

- Defense

Week 8 (Sept 27-Oct 2) Submit revised and edited draft of full manuscript including front and back matter (title/signature page, abstract, table of contents, appendix of title abbreviations). One more full proofread for the chair and thesis writer.

-Tie-up any loose ends concerning final submission of completed thesis. Submit final document to chair for final review. Chair will collect signatures for sig. page. (*Breathe!*)

-If you want bound copies, send approved final manuscript to administrative assistant to send to the binder.

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## **FYI: related Thesis II FAQs:**

- 1. Defense:** Schedule the defense for Week 7 of an 8-week term. Choose any day, time, and room for the defense that works for the student, professor/chair, and the rest of the committee members. Reserve a room with the L&L administrative assistant, and inform the L&L Dean of the time and location. Phone, Skype, Zoom, or related formats are an option for students in distance situations.
- 2. Thesis format:** Your basic thesis template is Title Page, Table of Contents, Introduction, Chapter 1, Chapter 2, and Conclusion. In general, adhere to MLA style. Examples of recently completed theses are available from the associate dean, Dr. Strovas, upon request. As long as students adhere to the standard format and order, slight differences may be allowed.
- 3. Defense “format”:** The student begins by briefly explaining her research and summarizing her thesis (10-15 minutes)—some use PowerPoint or a similar presentation device, but not always. Committee members follow the student’s presentation with questions related to the thesis and presentation (30-40 minutes). The student generally leaves the room (or hangs up the phone, logs out of Zoom, etc.) after addressing questions, and the committee members privately discuss whether they believe the thesis is complete and of high enough quality to be approved—with, perhaps, some adjustments or edits (5 minutes). The student returns, chair shares committee’s decision, and the session closes by giving the student marked copies of the thesis and/or typed comments so that she can make necessary adjustments. Setting a specific due date for (no more than a week or two) is always a good idea.
- 4. Thesis submission:** After the student adequately handles any edits or revisions the committee deems necessary, the student or chair will need to finalize the signature page, print it, get necessary signatures, and then scan and insert it into the final pdf version of the thesis. Student or chair should then send the complete pdf of thesis to the School of Languages & Literature administrative assistant (Asta Edlin, [asta.edlin@wbu.edu](mailto:asta.edlin@wbu.edu)) for binding.
- 5. Binding:** As the LRC/library does not yet offer electronic housing of theses, we continue to use Houchen Bindery at 340 First Street in Utica, NE, 68456. The School of L&L administrative assistant orders copies once a final pdf version, with signature page completed and inserted, is received. The administrative assistant completes order form and electronic submission of the thesis at [www.houchenbindery.com](http://www.houchenbindery.com) . Copies run about \$65/each. The School of L&L pays for one copy for the library archives, and one copy for the School of L&L gallery. Students must pay in advance for any personal copies.