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**Plainview, TX**

**School of Languages and Literature**

# **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.VC02 Thesis II (second term)

Class Meeting Time and Location:

Class should be available any time, day or night, through Blackboard (BB) online.

Term and Year**:**

**Fall 2019 (11-week term), August 19–November 2, 2019**

Instructor**:**

**Dr. Karen Beth Strovas**

Email**:**

strovask@wbu.edu**. (email is the best way to reach me!)**

Office and Phone Number**:**

My office is physically located on Wayland’s Plainview campus in Gates Hall 202A, 806-291-1114. For serious concerns, you may call or text my **cell (806) 292-3543.**

Office hours:

M/W 10-11; Tu/Th 11-12:30; M-Th 2-3; and by appointment (hours subject to change during Plainview campus’s breaks)

# ****Class Meeting Time and Location****:

TBD

**Course Description:**

Research toward the completion of the master’s thesis; supervised by full-time faculty.

**Prerequisite:**

Completion of all required coursework, minimum of 24 hours.

**Required Textbook and Resources**:

Various books, articles, and resources related to thesis topic. No required purchases.

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

1. finalize selection and approval of thesis committee members;
2. work closely with thesis chair and other committee members to complete a creative manuscript;
3. complete critical introduction(s) on selected topic(s);

4. discuss, through the use of intelligent, scholarly conversation, issues related to the selected topic and specialties as informed by creative writing, reading, research, and graduate coursework;

5. successfully complete an oral presentation and justification of the thesis before committee;

6. 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 online or by email to discuss progress on the critical introduction, 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.) Weekly or near weekly submissions of at least 5 new or revised pages of material according to the development of creative or 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.

Tentative Schedule:

Week 1: Meet to discuss course outline, goals, due dates, procedures, and related plans; review and discuss revised thesis and outline from last semester, as well as discuss my last “What’s next” type email from Thesis I. Additionally, turn in a new draft of intro to chapter 1 (if you have one) and its MLA bibliography.

Week 2: Present a complete working draft of chapter 1 and complete working outline + creative manuscript of chapter 2, including key passages and key sources placed where you think they will go within the intro.

Week 3: Present 5 good pages of intro for chapter 2 (and 3, if applicable). Include works cited.

Week 4: Same as week 3, 5 more introduction pages for ch 2 (and 3, if applicable). Include works cited.

Week 5: Present chapter two creative portion, revised.

Week 6: Present full rough draft of chapter 2 introduction (and 3, if applicable). Submit a full working MLA bibliography.

Week 7: Submit the following to your chair:

-final draft of chapter 2 (Intro should be 10-20 pages) and chapter 3, if applicable

-full drafts of creative portions

(By week 7, you should have a full “working” draft of the entire thesis, which you will continue to revise to submit a complete, next-to-final draft to your chair by week 9.)

Week 8: Revising, editing, and proofreading week. Create the full document to submit to full committee.

Week 9: Submit complete draft of entire thesis to chair/director and committee. Schedule defense as per chair’s instructions. Make last revisions before defense as per chair’s requests. Prepare oral presentation for defense.

Week 10: Schedule thesis defense for this week at the latest.

Week 11: Tie-up any loose ends concerning final submission of completed thesis. Submit final document to binder. (*Breathe!*)

**FYI:**

# Reminders related to next term’s Thesis II FAQs:

**1. Schedule:** See the syllabi templates for suggestions as to how this second 11-week term might be set up. <for Dr. Strovas>

**2. Defense:** Schedule the defense for Week 9 or 10 of an 11-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, or related formats are an option for students in distance situations.

**2. Thesis format:** A basic formatting template appears below. In general, adhere to MLA style. Examples of recently completed theses are available from the L&L dean upon request. As long as students adhere to the standard format, 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 after addressing questions, and the committee members privately discuss whether they believe the thesis is complete and of good enough quality to be approved—with, perhaps, some adjustments or edits (5 minutes). The student returns to the room, 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 L&L dean or administrative assistant 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 dean and/or the L&L administrative assistant order copies once a final pdf version, with signature page completed and inserted, is received. Dean or assistant completes order form and electronic submission of the thesis at [www.houchenbindery.com](http://www.houchenbindery.com/) . Copies run about $50-70/each. The School of L&L pays for one copy for the library archives, and one copy for the School of L&L. Students must pay in advance for any personal or additional copies.