



**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:** Winter 2015 Term

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

**Office Phone and Email:** Office – (806) 291-1114; Cell (806) 292-3543;  
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**Office Building and Location:** Office - GH 202A

**Office hours:** Most Mondays, Tuesdays, Thursdays, 11 a.m.-3 p.m.

**Class Meeting Time and Location:** <Megan, would you like to schedule a weekly Blackboard "chat" meeting, as we did in the spring, or would you like to have a different format of meetings? Since it will be summer, there is some flexibility and irregularity in my office hours.>

**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 online or by phone 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.

**Class format:** We'll have weekly discussions and reviews of the work to date. Also, as the course is tutorial, our meeting day and time will flex per the student's and the professor's schedules.

**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.

**Manuscript Style for the Course:** Use MLA in this course.

**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.

**Student Responsibilities:** "Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study."

**Incomplete Policy:** This course does not offer incompletes. If one does not complete within the allotted timeframe, the posted grade will be IP: In Progress.

**Grading Criteria:** The grade depends upon completion of a quality thesis as defended; it represents 100% of the course grade. This course uses the WBU standard grading scale: A=90-100; B=80-89; C=70-79; D=60-69; and F=0-59.

**Additional Grading 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.

## **FYI: Common questions related to the thesis**

**1. Defense:** Schedule the defense for no later than 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 (Ms. Taryn Hackett), and inform the L&L Dean (Dr. Laura Brandenburg) of the time and location. Phone, Skype, or related formats are an option for students in distance situations.

**2. Thesis format:** Contact Dr. Strovas or Dr. Brandenburg for a basic formatting template. 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 [Houchen Bindery website](#). 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. Students must pay in advance for any personal copies or copies they wish to purchase for the committee chair.

## Course Requirements

**1.) Near weekly submissions of at least 5 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

### ***Tentative Schedule:***

Week 1 (28 May-3 June) Meet to discuss course outline, goals, due dates, procedures, and related plans; review and discuss revised thesis and outline from last semester. Additionally, turn in a new draft of chapter 1 (if you have one) and a working bibliography that moves forward into your ideas for chapter 2.

Week 2 (4-10 Jun) Present a complete working draft of chapter 1 and complete working outline of chapter 2, including key passages and key sources placed where you think they will go.

Week 3 (11-17 Jun) Present a complete outline for chapter 2 (and 3, if applicable).

Week 4 (18-24 Jun) Present a fully revised draft of ch. 1 and the first 5 pages of ch. 2.

Week 5 (25 Jun-1 Jul) Present at least 12 pages (roughly half) of chapter 2, including a working Works Cited page, and an outline for the introduction to the thesis as a whole.

Week 6 (2-8 Jul) [*Happy Independence Day! Please take the day off on Wednesday and enjoy family time! ☺*] Present a complete working draft of chapter 2 and updated/revised outline for thesis introduction or the intro itself.

Week 7 (9-15 Jul) Submit the following to your chair:

-final draft of chapter 2 (20-30 pages) and chapter 3, if applicable

-full working drafts of thesis introduction and conclusion chapters (together, I do not expect these documents to exceed 20 pages.)

(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 8.)

Week 8 (16-22 Jul) Submit complete draft of entire thesis to chair/director. Schedule defense as per chair's instructions. Make last revisions before defense as per chair's requests. Prepare presentation.

Week 9 (23-29 Jul) Submit complete revised draft of entire thesis to committee members and confirm defense date.

Week 10 (30 Jul-5 Aug) Schedule thesis defense for this week at the latest.

Week 11 (6-11 Aug) Tie-up any loose ends concerning final submission of completed thesis. Submit final document to binder. (*Breathe!*)