

The Master's Thesis

At



Trinity College

HARTFORD CONNECTICUT

Office of Graduate Studies

Dear Master's Degree Candidate:

This thesis packet is intended to answer your questions about applying for and completing the Master's thesis. The packet contains a detailed set of guidelines about the preparation and final appearance of the thesis itself, as well as the Thesis Approval and Registration form and the Thesis Evaluation form. In addition, you should file a Graduate Degree Application form (obtained from the Registrar or the Graduate Studies Office) by October 30 **before** the month of May in which you intend to graduate.

You will want to review all of these materials carefully before you take the next important step of making an appointment with your Program Director and /or Graduate Adviser to discuss your proposed topic and select your Thesis Reader (please check with your Program Director for specific procedures). Please also be reminded that graduate students are expected to complete the Master's thesis in one year. You may wish to consider delaying your application for the first part of the thesis until you are certain of your schedule, since thesis extensions can be costly.

Please do not hesitate to contact our office at (860) 297-2151, if you have any questions about these materials.

Finally, allow me to offer my congratulations as you prepare to write and submit your master's thesis. Your thesis will become a permanent contribution to human knowledge, and a copy will be retained in the College library. It will become an achievement of which you should be justly proud.

Sincerely,

A handwritten signature in blue ink, appearing to read "William R. Barnett".

William R. Barnett, Ph.D.
Dean of Graduate Studies

THE MASTER'S THESIS AT TRINITY COLLEGE

Preparation and Submission of a Thesis

This handbook provides basic guidelines for planning, presenting, and submitting your master's thesis. Each department may have particular guidelines regarding theses; *it is your responsibility to consult with your Adviser or Program Director regarding any special demands or expectations.*

Writing a thesis provides the best evidence of your ability to undertake and complete original research. You should expect to develop a close tutorial relationship with your thesis adviser centered on an area of mutual interest. In addition, your thesis adviser should help you cultivate your research skills with regard to finding and evaluating information. The paper that results from this process should be a thorough study of the subject, and should display your competence in critical appraisal and mastery of the subject. Indeed, you should not overlook the possibility of subsequent publication of your thesis.

General Research Aids and Assistance

The MLA Handbook for Writers of Research Papers, Joseph Gibaldi (MLA, 1995, May 2009, 7th Edition) is one reference book you should own. This book provides the most up to date information regarding citations and will be useful for completing any collegiate paper requiring references.

The Trinity Library Reference Staff is an invaluable resource. The librarians will help you navigate on-site, off-site, and Internet sources. Trinity librarians are also a professional source of general knowledge and can be helpful consultants as you refine your thesis. Individual appointments with a research librarian can be made online through the library's Web site.

Standards and Style

The master's thesis is a distinct genre; the form and style must conform to recognized standards of scholarly writing. Faculty advisers can provide you with particular information regarding the expected form and style required in your academic field and they can also acquaint you with any particular departmental requirements. You may also want to take the time to read a previously submitted Trinity master's thesis in your major; copies are available in the library or the digital repository.

Trinity theses generally conform to the format outlined in *A Manual for Writers of Term Papers and Dissertations*, Kate Turabian (Chicago: The University of Chicago Press, 2007, 7th Edition); and *The MLA Handbook for Writers of Research Papers*, Joseph Gibaldi (MLA, 1995, May 2009, 7th Edition)

Time Limit

You are expected to complete your thesis within two semesters. If you cannot complete your thesis within the two-semester time period, you must register for "Thesis in Progress" (ADMN 955), paying both the registration fee and the "Extended Thesis Research" fee of \$100, payable each semester beyond the specified two terms. These same requirements must be met for each semester beyond the two-semester allotment. Registering for ADMN 955 preserves your library, e-mail, and other privileges.

Careful planning and regular meetings with your thesis adviser are essential to finishing your thesis on time. Be sure to plan ahead and set realistic goals for the completion of the research, writing, and revising stages of your thesis.

SUGGESTED STEPS TO FOLLOW

Choose a Topic

- Select a tentative topic of significant interest to you.
- Meet with your adviser to discuss the feasibility of your topic.
- After selecting and getting approval for your tentative topic, review relevant published scholarship to narrow, expand, or otherwise modify your topic.

TIPS:

1. The reference staff in the library can help you find relevant published material.
2. Consult with faculty who possess expertise in your topic.
3. Review previous Master's theses in your major to get a sense of style and content.

Receive Approval

- Make an appointment with your Graduate Adviser and the Department Chairperson/Program Director to present an outline or précis for your proposed topic.
- If your outline and topic are approved, the Department Chairperson/Program Director will sign the "Thesis Enrollment Approval Form" (copy of form is included below) and assign you to an appropriate Thesis Adviser.
- Submit the signed "Thesis Enrollment Approval Form" and an approved copy of your thesis proposal (including a working bibliography or list of resources) to the Office of Graduate Studies in time for registration for Thesis I.
 - *If you are an English master's candidate, you must submit the "Thesis Enrollment Approval Form" and enroll in both Thesis I and Colloquium after acceptance of your outline by the English Department Chairperson. Enrolling in Colloquium does not substitute for enrolling in Thesis I.*

Create a Timeline

- Set up a schedule with your Thesis Adviser including dates for the submission of chapters or sections in a realistic timetable for the completion of your thesis.
- **A substantially complete draft of your thesis should be submitted to your thesis adviser no later than MARCH 1 before the May in which you intend to graduate.**
- Your "Graduate Degree Application" form should be submitted to the Office of the Registrar by the posted deadline (usually October 30) in the Fall term of the academic year in which your degree is to be conferred.
- **Submit the final draft of your thesis to your thesis adviser no later than APRIL 15. This deadline will be changed only upon written approval from your thesis/project adviser.**

TIP:

By submitting chapters or sections for critique as they are written, you can avoid having to attempt massive revisions to the entire thesis all at once. Such massive revisions are rarely successful.

Thesis Submission

Upon approval by your thesis adviser, you must submit a final copy of your thesis in electronic form (MS Word or PDF) to the Dean of Graduate Studies (William.Barnett@trincoll.edu) along with a completed Master's Thesis/Final Project Report Electronic Submission Agreement no later than close of business, May 14, 2016. If you fail to meet this deadline, your name will be removed from the graduation list. An electronic copy of your thesis will then be forwarded to the Trinity College Digital Repository where it will be maintained.

Enclosures

- Thesis Registration Form
- Evaluation of Master's Thesis Form
- Master's Thesis/Final Project Report Electronic Submission Agreement

SUGGESTED SCHEDULE

May or June (1 year before graduation)

- Select a Topic.
- Obtain signatures of department chairperson and thesis adviser (and thesis reader, if assigned one) on Thesis Enrollment Approval Form.
- Review relevant scholarship with Adviser and Librarians.

August/September

- Register and pay for thesis course along with the "Thesis Approval" form.
- Submit Thesis Enrollment Approval form to the Office of Graduate Studies, along with registration.

October 30th

- Submit "Graduate Degree Application" form for May graduation to the Registrar. (The form can be [downloaded from the Registrar's Web page](#) or obtained from the Graduate Studies Office.)

March 1st

- Submit complete draft to your thesis adviser

April 1

- Submit thesis in final form to your adviser and reader for approval and grading

May 1

- Submit the final approved, and graded thesis in electronic form to the Dean of Graduate Studies as per instructions above.

(Students beginning the thesis at a time of year other than the Fall term should follow an adjusted time schedule similar to the one above)

**Office of Graduate Studies
(860) 297-2151**

APPENDIX

- A. Thesis Title Page Template**
- B. Graduate Thesis Approval and Enrollment Form**
- C. Thesis Evaluation Form**
- D. Master's Thesis/Final Project Report Electronic Submission Agreement**

(SAMPLE TITLE PAGE)

TRINITY COLLEGE

Thesis

(title of your work here)

Submitted by

(name)

(B.A., college name, date of graduation)
additional degrees may be listed here

In Partial Fulfillment of Requirements for the Degree of
Master of Arts in _____

Semester_____

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TRINITY COLLEGE
300 Summit Street
Hartford, CT 06106-3100

GRADUATE THESIS ENROLLMENT
APPROVAL FORM

_____ THESIS PART I (Course No. 954)

_____ THESIS PART I & II (Course No. 956)

NAME:

STUDENT ID NUMBER:

*****COURSE*****

DEPARTMENT:	COURSE NUMBER	THESIS ADVISOR*	TERM/YEAR
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***NOTE:** This should be the name of the faculty member who will submit the grade for the Thesis

Directions to the Graduate Student: You must complete and submit this enrollment Approval Form only once, when you enroll in Part I of your two-credit Graduate Thesis. The form should be presented to the Chair of the Department or to the Director of the Program of your Thesis. After a Thesis Advisor and a Thesis Reader have been assigned, the Chair or Director will return this form to you so that you may return it to the Graduate Studies Office.

Please note: Although you may submit this Thesis Enrollment Approval Form after the end of the regular Add/Drop period you must first pre-register and also pay for each part of your Thesis (1 credit for Part I and 1 credit for Part II) during the regular registration period. The regular Graduate Registration form, should be used for this purpose and it will further explain the process.

*****THESIS TITLE & DESCRIPTION*****

****SIGNATURES****

THESIS ADVISOR

DATE

DEPARTMENT CHAIR/PROGRAM DIRECTOR

DATE

GRADUATE STUDIES DIRECTOR

DATE

NAME OF THESIS READER (if available - please print)

EVALUATION OF THE MASTER'S THESIS

OFFICE OF GRADUATE STUDIES TRINITY COLLEGE

(This form is to be submitted to your department with the final copy of your thesis)

The thesis of _____
entitled _____

has been read and approved in partial fulfillment of the requirements
for the Master of Arts Degree in the Department of
_____, and has been awarded the final
grade of _____.

On _____ the Adviser and Reader, whose signatures
(Date)

appear below, met with this candidate for a final discussion of the thesis.

ADVISER Signature _____

Please Print/Type Name Here _____

READER Signature _____

Please Print/Type Name Here _____

Date _____



Master's Thesis/Final Project Report Electronic Submission Agreement

By signing below, I hereby grant Trinity College, Hartford, CT, the non-exclusive right to make my thesis or final project report available as part of the Trinity College Digital Repository according to the access alternative that I have checked below. Further, submission of my document to the Digital Repository does not alter my full copyright ownership or privileges in any way.

- ☐ Allow full public access.
- ☐ Restrict electronic access to current members (students, faculty, staff) of the Trinity College community.
- ☐ Restrict electronic access to bibliographic data such as author's name, title, abstract, and call number, but excluding other content. *This means that any person who desires to view the document would be required to do so in person in the Raether Library.*

I warrant as follows:

- that I have the full power and authority to make this agreement
- that the Work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party

Thesis title _____

Author signature _____ Date _____

Print name _____

This form should be completed and submitted along with an electronic copy of the thesis or final project report to the Graduate Studies Office at Trinity College.