

Wesleyan University Graduate Liberal Studies



**Master of Philosophy in Liberal Arts
Thesis Guidelines
Fall 2018
Spring 2019
Summer 2019**

Overview

The Master of Philosophy in Liberal Arts (MPhil) thesis, the last course in the plan of study for the MPhil degree, provides evidence of the student's ability to independently produce, organize, and complete a graduate-level scholarly or creative work for academic credit. With the thesis, the student is expected to synthesize the research literature, methods, and knowledge gained from courses and research undertaken in the MPhil program.

The Thesis

The MPhil thesis demonstrates mastery of a field of study and makes an original contribution to it. It addresses a unique intellectual question (i.e., the thesis topic) by:

- Exploring how the primary and secondary literature and other sources in that field speak to that question
- Conducting substantial, in-depth research (and, if a scientific project, experimentation) in the field of study
- Analyzing the relationship between the thesis topic and other formulations of the issue and related issues in the broader field of study
- Formulating a central argument and supporting it by analyzing several different sources to show varying ways of expressing and understanding the argument
- Drawing together the threads of those supporting analyses to construct a concluding analysis of your question in a way that articulates your argument in greater depth and complexity than was possible earlier in the thesis

The MPhil thesis is more advanced than a master's essay and not as narrowly-focused or lengthy as a doctoral thesis. The master's essay demonstrates knowledge of a field through an in-depth study, and a doctoral thesis makes a unique contribution to knowledge in the academic discipline through an original discovery, analytical method, or interpretation of extant sources that is presented with discussion of its context within all of the relevant secondary sources in the field. The MPhil thesis should make an original argument based on research and analysis of both primary and secondary sources. The thesis should be approximately 100 pages in length.

The Creative Thesis

For students engaged in a creative thesis, such as a series of paintings, a collection of poems, or a novel, the MPhil thesis has two parts: the creative component and the academic analysis. The size and scope of the creative component will be determined by the advisor, and should be—in the advisor's estimation—equivalent to the scope of a 100-page written thesis. The academic analysis—the second component of the thesis—should be 30 pages, and should constitute a written analysis of the creative component in its academic context: What is the argument of the work? What are the methods and techniques of the work? How is the work distinct in its field? To which philosophical tenets, interpretive methods, theories, and/or arguments within the relevant secondary literature does the work speak? What is this work saying in response to these artists or theories?

The academic analysis should put the work in its academic context, but not offer a personal autobiography. The academic analysis is meant to present what the work does/argues and why; it is not meant to answer questions about personal inspiration, how your feelings have changed over time, or other such non-academic topics. Personal narratives may be appropriate in the creative component. In the academic component, however, your responsibility is to explore the academic relevance, critical success, and intellectual significance of the creative work.

The Scientific or Mathematical Thesis

If you are engaged in a scientific or mathematical thesis in which you conduct original experiments or make a non-narrative mathematical argument, the thesis has two components. The first component is a presentation of the experiment (subject studied, methods, data sets, findings) or the mathematical argument. The second component is the academic analysis of the experiment or the mathematical argument. You should work with your advisor to determine the size and scope of each component. It is understood that the presentation of the scientific experiment or the mathematical argument could be quite short in written form even if elaborate in construction or implementation (or vice versa). Depending on the topic, the academic analysis could require anywhere from 30 to 100 pages; the advisor will supervise this aspect of the student's work.

Documentation of Creative or Scientific Thesis Work

Students who complete a thesis with a creative or scientific component must submit videotapes, photographs, slides, charts, and/or other appropriate forms of documentation such as programs or gallery lists. Field projects might include a research-style manuscript and/or videos, photographs, charts, computer files, or other appropriate forms of documentation. The thesis committee must view the performance or studio work, preferably in person. Whenever possible, the GLS director or designee should also attend a show or performance.

Student Art Exhibitions

A gallery exhibition is *not* a requirement for graduation. The GLS has, in the past, organized exhibits on campus, but there is no guarantee that this will happen in the future, due to schedule and budget constraints.

Students who elect to mount a gallery exhibition are welcome to seek out galleries or venues such as schools or public buildings in their communities for convenient showing schedules. The coordination of an exhibition held off campus is the sole responsibility of the student.

The Proposal Process

Step-by-step Timeline with resources and accountabilities on pp. 8-9

After doing some initial research on your proposed topic, you will arrange a meeting with the Assistant Director for Student Services. From this meeting, you will end up with a more concrete subject and you will also have identified at least one potential advisor in an appropriate field. You will then meet with the GLS Writing Consultant. During your appointment with the GLS Writing Consultant, you will review the work you have prepared. This is the appropriate time for you to receive objective feedback on the writing and the construction of the proposal. The Writing Consultant may subsequently choose to meet with your advisor to ensure that your project proposal meets

the advisor's expectations.

Note: If neither the Assistant Director of Graduate Liberal Studies nor the Writing Consultant is able, in these meetings, to identify a potential advisor for you, a second meeting with the Assistant Director of Graduate Liberal Studies may be required.

Following these meetings, you will prepare a brief abstract, preliminary bibliography, and brief outline before approaching a possible advisor. These will help you to convince the faculty member, when you present the documents to them, of the value of your project as well as your ability to accomplish your goals.

Now you will be ready to approach a potential advisor. If the advisor agrees to advise you, you will contact the Assistant Director of Graduate Liberal Studies, who will reach out to the advisor to finalize his or her participation. Once a faculty member has agreed to serve as your advisor, you will both set up a timetable for meetings and submission of drafts. This timetable is a required component of the proposal. It is your responsibility to keep your advisor apprised of your progress. In most cases, students and advisors need to meet two to four times in the proposal stage: initially, to finalize a topic, then to review drafts. Keep in mind that your advisor must have enough time to read and evaluate your work before returning it to you with comments, and that you will need time to incorporate those comments. You should also be prepared for the possibility that your advisor will request significant changes to every draft, including your proposed final version.

Your advisor and the Writing Consultant may meet to review your draft proposal to ensure that both content and style guidelines are met. Lastly, you will submit your final proposal for consideration the GLS Director.

Choosing a Topic

You will be spending a lot of time with your chosen topic, so reflect carefully, and choose a topic of compelling, sustainable interest to you.

Requirements

- The topic must be within your area of concentration
- The topic must be compatible with the program's liberal arts curriculum
- There must be an appropriate advisor for the topic who is available and willing to be an advisor
- Appropriate advisors and readers must be 1) members of the Wesleyan University faculty, 2) visiting faculty who taught at Wesleyan with the past year, or 3) GLS visiting lecturers within the past 2 years
- The topic must be approved by the GLS director

Where to begin:

The most successful theses usually arise from ideas developed in previous coursework. You should think back through your GLS courses for ideas and topics that can be developed further into a thesis. Choosing a topic in which you have already done some research will make the project much more manageable because you already have a base of knowledge and research from which to draw. Students are encouraged to schedule a meeting with the Assistant Director of Graduate

Liberal Studies, to discuss possible topics, advisors, and readers. The Assistant Director can be reached by email at masters@wesleyan.edu or by phone at 860.685.3345.

Students may also choose to consult with faculty members about ideas, and are welcome to examine previous MPhil (formerly-called "CAS") theses in Olin Library (advance notice required; contact Special Collections & Archives (wesleyan.edu/libr/schome/index.html) or online through WesScholar (wescholar.wesleyan.edu/etd_gls/).

The topic for the thesis can be just about anything that would fit within the GLS curriculum as long as we have an advisor with the appropriate expertise available to advise you. However, professional projects such as lesson plans, business plans, instruction manuals, or purely technical descriptions are not consistent with the GLS curriculum and may not be approved for the thesis. Areas of inquiry not taught at Wesleyan may not be approved. The topic may be interdisciplinary, as long as the work is clearly related to your area of concentration.

Choosing a Committee

The thesis must be completed under the guidance of a committee comprised of a faculty advisor with expertise in the student's chosen topic and two faculty readers. The faculty advisor serves as the academic subject and discipline-specific style expert, reviewing and approving all work prior to submission to the GLS office. The readers serve as additional consultants during the colloquium and as reviewers at the final approval stage.

Requirements

- The advisor and readers must be:
 - members of the Wesleyan faculty
 - visiting faculty members who have taught at Wesleyan within the previous calendar year
 - GLS visiting lecturers who have offered a course in the program within two years prior to your starting work on the proposal
- The advisor's area of expertise must be within the student's area of concentration
- The readers' areas of expertise must overlap with the student's topic
- The advisor must be available to serve as advisor throughout the entire process
- The readers must be available for the colloquium and the full draft of the thesis
- The advisor and readers must be approved by the GLS director

The best place to begin is with your previous GLS instructors. Choosing an advisor with whom you have previously studied is strongly encouraged because the faculty member is already familiar with your academic work and you are already familiar with the faculty member's style of critique.

If it is not possible to work with a previous GLS instructor, you will need to find a faculty member or recent GLS instructor who has expertise in the area of your thesis topic. If you have potential advisors in mind, you may contact them to arrange a meeting to discuss your ideas and whether they would be able to serve in that capacity. At this stage, you should be prepared to discuss the proposed topic(s) in some depth. The preliminary research will assist you in developing an outline and goals for the thesis, which will facilitate the discussion with the faculty advisor. You should also

be prepared to discuss a tentative schedule for completing the thesis with the advisor. At this initial meeting it is advisable to confirm that the faculty member will be able to serve as advisor throughout the entire process from development of the proposal through submission of the final approved thesis. This timeframe is typically three to four terms (12 - 16 months), and both the student and faculty member should be prepared for this commitment.

Student-Advisor Relationship and Responsibilities

The student and faculty advisor will work together from the development of the initial proposal through to the completion of the final revisions. It is important for both the student and the advisor to understand their responsibilities to ensure that the student-advisor relationship is successful.

The faculty advisor should:

- Ensure that the student's proposal is sufficiently detailed so that it communicates the intent and viability of the proposed topic
- Ensure that the student is meeting the goals of the proposal during the development of the final proposal
- Serve as an academic subject expert to the student, helping to identify source materials, etc.
- Assist the student in meeting the requirements of the style manual used for the particular thesis (e.g., APA, MLA, Chicago, Turabian), unless other arrangements are made with the student. Please note students should always use the latest edition of any publication style manual
- Be available for and present at the student's colloquium (see p.10)

The student should:

- Ask the advisor for help when necessary
- Implement changes suggested by the advisor
- Stay in regular contact with the advisor

Student-Reader Relationship and Responsibilities

While the student will work with the faculty advisor from the beginning (the proposal) to the end of the thesis work and revisions, the reader's role is limited to reviewing the work for the colloquium and serving as an evaluator at the thesis review stage. The reader's responsibility for the colloquium is to lend another critical eye to the development of the thesis, offer suggestions of other sources for the student's review, and give general feedback to the student. The reader will submit a formal evaluation and critique of the official draft during the final review stage.

Proposal Requirements

The proposal is the foundation on which the final thesis is developed. You should view the proposal as much more than a mere description of what you intend to accomplish in the final work; it is the first step in the development of the work. The proposal should be a detailed document that incorporates research, coursework, and timeframes for completion. You should utilize the appropriate publication style manual for the chosen topic and format the proposal in accordance with the guidelines (guidelines information included at the end of this document). In addition to

serving as your guide throughout the development of the final thesis, a thoroughly-developed proposal also demonstrates to the GLS director that you have a clear vision and plan for accomplishing your goals. Finally, the thesis committee relies on the proposal to determine if you have met the original stated goals.

Title page (1 page)

The title page must include a working title, formatted exactly as the sample on page 15 of these guidelines

Proposal (5 - 7 pages)

1. Abstract (1 paragraph)

In one paragraph, state the central question, theme, or problem your thesis will address. Do not use generalizations; you should state your issue in the form of a developed thesis statement.

2. Committee Members

Provide the names of your Advisor and Readers (readers must be approved ahead of time by the advisor).

3. Development of topic

Provide a detailed description of the topic and the academic context (i.e., the problems or issues in the field that the thesis will address). This discussion may include a description of a hypothesis, process, product, artistic direction planned, or expected findings. If the thesis includes a creative component, describe the genre in which you will be working.

4. Methodology

Have a discussion with your advisor about the structure and format of the methodology you will be expected to use. Address the academic disciplines from which you will draw and explain which of these disciplines will inform the methodology you use. Provide a detailed description of the methods of inquiry and analysis. If the thesis includes a creative component, explain the techniques and media to be used.

5. Literature review: analysis of scholarly context

Review the available literature on the topic: what is already known about the topic? What is not known? How does this information relate to the proposed work?

6. Wesleyan Resources

Please meet with a reference librarian who can discuss your topic with you and direct you to the library resources available at Wesleyan that will support your project. Please also list any faculty you hope to use as a resource.

Appendices (in addition to the above)

1. Timetable/checklist

Document the key milestones required to complete the thesis in the specified timeframe and provide a description of how you will interact with the faculty advisor: schedule of meetings, timeframe for response and feedback, key dates to deliver information for review, review for

publication style compliance, etc. Include the MPhil checklist provided by GLS (pp. 17-18 of this handbook).

2. Bibliography (4 - 7 pages)

Preliminary list of the source materials to be used (libraries, readings, references, labs, field area, etc.), documented using the publication style appropriate for your field (i.e., APA, MLA, Chicago, or Turabian).

3. All documents required for Institutional Review Board (IRB) approval (required only if student plans to use human subjects as sources for data).

Proposal Timeline

Step	When	Action	Resource(s) you will work with
1.	12 weeks prior to the start of the term	After doing some initial research on your proposed topic, you will arrange a meeting with the Assistant Director for Student Services. From this meeting, you will end up with a more concrete subject and you will also have identified at least one potential advisor in an appropriate field.	AD, Graduate Liberal Studies
2.	9-10 weeks before the start of term	You will meet with the GLS Writing Consultant. During your appointment with the GLS Writing Consultant, you will review the work you have prepared. This is the appropriate time for you to receive objective feedback on the writing and the construction of the proposal. The Writing Consultant may subsequently choose to meet with your advisor to ensure that your project proposal meets the advisor's expectations. Note: If neither the Assistant Director of Graduate Liberal Studies nor the Writing Consultant is able, in these meetings, to identify a potential advisor for you, a second meeting with the Assistant Director of Graduate Liberal Studies may be required	Writing Consultant
3.	7-9 before the start of term	You will prepare a brief abstract, preliminary bibliography, and brief outline before approaching a possible advisor. These will help you to convince the faculty member, when you present the documents to them, of the value of your project as well as your ability to accomplish your goals. Now you will be ready to approach a potential advisor. If the advisor agrees to advise you, you will contact the Assistant Director, Graduate Liberal Studies, who will reach out to the advisor to finalize his or her participation. Once a faculty member has agreed to serve as your advisor, you will both set up a timetable for meetings and submission of drafts. This timetable is a required component of the	Faculty Advisor AD, Graduate Liberal Studies

		proposal. It is your responsibility to keep your advisor apprised of your progress. In most cases, students and advisors need to meet two to four times in the proposal stage: initially, to finalize a topic, then to review drafts. Keep in mind that your advisor must have enough time to read and evaluate your work before returning it to you with comments, and that you will need time to incorporate those comments. You should also be prepared for the possibility that your advisor will request significant changes to every draft, including your proposed final version.	
4.	5-7 weeks before the start of term	Develop Rough Draft of Proposal as outlined in the following pages. Submit a draft proposal to masters@wesleyan.edu ; our office will forward it to your advisor and the Writing Consultant, with additional documentation. Do not send the proposal to them yourself.	N/A – Individual Effort
5.	4-5 weeks before the start of term	Your advisor and the Writing Consultant may meet to review your draft proposal to ensure that both content and style guidelines are met.	N/A Faculty Advisor and Writing Consultant may meet
6.	2-4 weeks before the start of term	Develop proposal Submit proposal: Email the final proposal, incorporating comments from your advisor and Writing Consultant, to masters@wesleyan.edu for approval by the Director.	Faculty Advisor
7.	1-2 weeks before the start of term	Incorporate Feedback from Director	N/A – Individual Effort
8.	1 week before the start of term	Submit Final Proposal to masters@wesleyan.edu The GLS Director will approve or deny the project based on the proposal submitted in light of the previous comments from the advisor and the Writing Consultant. If your proposal is approved: Congratulations! You will be instructed by the office on how to enroll in your MPhil Thesis. If your proposal is denied: Take the term during which you would have started to reformulate your thesis for approval in the following term. If your thesis proposal has not been approved by the end of the third term after completion of 9 courses, you will no longer be eligible to complete the thesis.	N/A – Individual Effort

Making Changes After Approval

The proposal is not intended to be a restrictive or inflexible document. It should serve as a guide for the thesis. During the discovery and exploration of the thesis topic you may need to shift direction. The faculty advisor must be consulted and you must explain, in the final work, the reasons for moving from the original premise or assumptions. A portion of the learning comes from the journey from initial intention to final outcome.

Use of Human Research Subjects

If your topic involves the use of human subjects (i.e., if you will interview people, etc.), you will need to get approval from the Institutional Review Board (IRB). The need for IRB approval extends to any manner of research, including experiments, interviews, surveys, and other data collecting methods. This process is designed to protect the rights and welfare of human participants by ensuring that they are selected equitably, participating voluntarily, fully informed of the risks and benefits of the research, and that the research minimizes risks to humans and protects their privacy and confidentiality.

Most proposals will be granted an expedited IRB review. However, if the proposed research presents particular concerns, it will be subject to a full board review. The full process for submitting all projects to the IRB can be found at wesleyan.edu/acaf/support/reviewboard.html. Your proposal to GLS should include all of the information you intend to submit to the IRB. After your proposal has been approved by GLS, you will submit the proposal to the IRB.

The IRB must review and approve ongoing projects at least once a year and all projects involving human subjects whenever changes occur in the research design. The IRB must be notified of any unanticipated problem involving risks to subjects or others, including physical or psychological injury to subjects, improper disclosure of private information, economic loss, or other potentially harmful occurrences.

Summary of steps to completion of thesis once proposal is approved

Step One: Write!

Step Two: Colloquium

The colloquium is an opportunity for you to have a conversation in person with the advisor and the readers to discuss your work in progress. You will discuss the work completed to date, the intentions for work remaining to be done, the anticipated conclusion, and will ask for responses to specific intellectual questions with which you are grappling. The advisor and readers will give you feedback on the progression of the work, making suggestions about primary and secondary sources you should consult, about the construction of the argument, and about issues you do not address that should be addressed for the project to be fully realized. The difference between the colloquium and a thesis defense is that the colloquium is designed to support and guide you, giving feedback while you still have time to incorporate it into the work.

The colloquium should be scheduled to occur when you feel that the thesis is approximately 1/2 to 2/3 complete. You need to consult with the advisor and readers as well as the GLS office to determine a time when you, your advisor, the two readers, and the GLS director will be available to meet. Once a date and time is determined, the GLS office will schedule a meeting on campus. You are expected to submit at least 40 to 50 pages worth of work to this faculty committee at least four weeks prior to the scheduled colloquium.

You will introduce the colloquium with a brief presentation discussing what you are arguing and where the work currently stands. You should be prepared to identify the areas where the most feedback is needed and to ask questions of the faculty committee that will help you in your work over the next few months.

Step Three: Submission of first draft of the thesis

You are expected to make steady progress on the thesis as well as maintain regular contact with the advisor. Once the first draft of the thesis is completed and the advisor approves submission to the GLS office, you must submit an electronic copy by email. The GLS office will send it, along with our comment form, to the faculty readers.

Students planning to graduate in the upcoming commencement must submit the first draft no later than **March 1** (or the Monday following the date if it falls on the weekend). The readers have approximately 4 weeks (excluding holidays) to review the work and forward comments to the student, the faculty advisor, and the GLS office.

Please see the checklist beginning on page 17 for more information on additional steps in the process, including submission of the revised draft of the thesis and the official thesis.

Step Four: Archival Copies for Binding

Once the thesis is approved by the advisor, you are required to submit at least one final copy, printed in accordance with the submission requirements, for binding and archiving in Olin Library. Your final copy must be accompanied by the Archival Thesis Binding Form (page 18 of this handbook), and the required binding fee of \$20 (check payable to Wesleyan; cash is not permitted).

Please note that the GLS office may request that all or part of a final approved thesis (and all copies) be resubmitted if formatting is incorrect or if errors occur at the bindery.

For personal copies, please order through ACMEBinding. The website address is <http://acmebinding.com/>. The cost for personal copies will range between \$75-95, depending on the number of pages and “extras” required or requested, such as paper type and CD pockets.

Submission Requirements

Paper:

- 24 pound or heavier
- Archival quality/acid free
- White bond
- 8-1/2 x 11 inch format

Printing:

- Printed using a laser printer or another of comparable quality (not inkjet or similar quality printers due to the "bleeding" of the ink)

Delivery:

- Paper must be loose sheets in a box (i.e., not in a binder), or clipped together
- Deliver in person (If this is not possible, the copies should be boxed to avoid damage. Students should consider mailing the document by registered or certified mail to the GLS office.)
- Writers of MPhil theses are required to submit a copy of their thesis for binding and preservation in the library's collection. Print out and complete the Thesis and Project Binding Form (page 19 of this handbook) and bring to the GLS office with the required binding fee of \$20 (check payable to Wesleyan; cash is not permitted).

All final archival copies must be submitted to the GLS office with binding forms and binding fees no later than **9:00am on the third Monday of April** for the bound thesis to be available at commencement. The forms and all required binding fees must be submitted to the GLS office with the copies to be bound. The GLS office will not produce or photocopy any of the copies for binding.

Students should indicate their preference for obtaining their copies on their binding forms: students may pick up their bound copies upon notification from the GLS office or may choose to have their copies mailed to them. Bound copies will also be available for pickup at the GLS Graduation Reception during Reunion and Commencement held the fourth Sunday in May. The GLS office will hold bound theses for student pickup for a maximum of 30 days; if the student does not pick up bound copies within 30 days of notification, the copies will be sent library rate to the home address on file.

Formatting Guidelines

All proposals, theses, projects, or accompanying project narratives must be prepared according to the following formatting guidelines:

- Font: a standard typeface or font must be used throughout the document (e.g., Times New Roman, font size 12).
- Margins: 1" margin on the top, right, and bottom; 1-1/4" margin on the left to accommodate binding.
- Justification: must be left justified.
- Double-spaced based on the standard manuscript format, except where creativity requires something different (as in some poetry formats).

- Single-sided: the document must have print on only one side of the paper.
- Style manual: the document must adhere to requirements in the latest edition of the chosen publication style manual (*see Publication Style Manual Guidelines in this document*).
- Illustrations: if they are an integral part of the project, illustrations must be originals or commercial quality copies.
- Title page: must be formatted as demonstrated at the end of this document.

Publication Style Manual Guidelines

Students should select the style manual appropriate to their discipline (ie., APA, MLA, Chicago Style, or Turabian). Students should pay particular attention to and adhere to the style manual requirements in the following areas (this list is not intended to be all encompassing):

- Title page (must adhere to the sample page on p. 15)
- Copyright page
- Preface or acknowledgements
- Margins
- Table of contents
- Chapters (headers)
- Footnotes or endnotes
- Use and placement of quotes and punctuation
- References, bibliography, list of works cited/consulted
- Citations
- Figures (charts, graphs, maps, photos, drawings) and tables
- Appendices

Copies of the style manuals below can typically be found in libraries or can be purchased at a bookstore such as the Wesleyan R. J. Julia Bookstore, 413 Main Street, Middletown, CT 06459; (860) 685-3939. The following list of references uses the APA publication style.

American Psychological Association. (2001). Publication manual of the American psychological association (5th ed.). New York, NY: American Psychological Association.

Gibaldi, J. (1998). MLA style manual and guide to scholarly publishing. (2nd ed.). New York, NY: The Modern Language Associate of America.

Grossman, J. (1993) (Ed.). The Chicago manual of style: The essential guide for writers, editors, and publishers. (14th ed.). Chicago, IL: The University of Chicago Press.

Turabian, K. L. (1996). A manual for writers of term papers, term papers, theses, and dissertations. (6th ed.). Chicago, IL: The University of Chicago Press.

Protecting Intellectual Property

GLS suggests that students copyright their thesis work. Information to formally obtain a copyright can be obtained through:

ProQuest Information and Learning
300 North Zeeb Road
P.O. Box 1346
Ann Arbor, MA 48106-1346
Phone: 734.761.4700 or 1.800.521.0600
email: disspub@umi.com
Website: www.umi.com

Students can provide some level of copyright protection by inserting a single page that contains only the copyright information in the front of the document. The copyright information should be centered in the middle of the page, detailed as follows:

Copyright © 2018 Jane E. Smith

Completion

Once the thesis is approved and graded—providing all other MPhil requirements have been met—credit will be awarded, your program is considered completed, and you will be awarded the degree at commencement, in May.

Please note that students graduate (and diplomas are issued) only during the annual spring commencement. For letters of completion prior to commencement, you must submit a written request to the Director of Graduate Liberal Studies, allowing 2 to 4 weeks for requests to be processed. For an official transcript, students should submit a request through the Registrar's website: wesleyan.edu/registrar/general_information/transcripts.html. **Please note that the degree awarded will not appear on the transcript until after commencement.**

Sample Title Page:

(The title page is not numbered. The font, type size, and style should be the same as in the manuscript (no bolding). Below is an example of the GLS format for the Thesis Proposal and Official Draft cover sheet. Please note: the font size should be 11 or 12 depending on your publication guide.)

HUMANISM, MODERNISM, IDEALISM, AND THE DANCE ART OF DORIS HUMPHREY

by
Jane E. Smith

Submitted to Wesleyan University in partial fulfillment of the requirements
for the degree of Master of Philosophy in Liberal Arts

March 2018

Anne Greene
Wesleyan University
University Professor of English

MPhil Thesis Student Checklist

The checklist on page 17 and 18 is designed to help guide you through the thesis proposal and completion process. You will need to work closely with your faculty advisor and GLS academic advisor to ensure that all requirements are met to complete the program.

The thesis process includes the following milestones:

- **Meet with GLS Assistant Director for Student Services and writing consultant**
- **Submit draft proposal to GLS**
- **Submit final proposal to GLS**
- **Schedule colloquium and present work**
- **Submit first draft of thesis to advisor**
- **Submit revised draft of thesis to GLS** (office will share with advisor and readers)
- **Submit official thesis to advisor** (this will be graded)
- **Submit archival copy of thesis to GLS** (may include slight revisions/corrections which will not be graded)

Submit the draft proposal as early as during the 9th course. You must submit it no later than six weeks prior to the start of the term in which the work will begin.

Students have a maximum limit of one year (three terms) in which to submit and receive approval for their thesis proposal following the completion of 27 units of credit (nine courses), subject to the limits of the six-year completion requirement (seven or eight years by petition).

Students are expected to complete the thesis within one year, and have a maximum limit of two years (six terms) in which to complete the thesis following the completion of 27 units of credit (nine courses), subject to the limits of the six-year completion requirement (seven or eight years by petition).

Timing

You may choose what works for you, subject to the six-year completion requirement (seven or eight years by petition):

- **If you complete your 9th course (27 units of credit) in the spring**, you should work on the proposal through the summer term, and plan to begin the thesis in the fall term.
- **If you complete your 9th course in the summer**, you should work on the proposal through the fall term, and plan to begin the thesis in the spring term.
- **If you complete your 9th course in the fall**, you should work on the proposal through the spring term, and plan to begin the thesis in the summer term.

CHECKLIST (confirm actual dates below with GLS office, depending on start term):

Develop a preliminary thesis idea

Meet with GLS Assistant Director for Student Services and writing consultant

Select a thesis committee: faculty advisor and two faculty readers (must be approved by the advisor and GLS Director)

Work with faculty advisor to develop draft proposal

Date: _____ Submit draft proposal to GLS

Timing: At least 6 weeks prior to start of term

To begin work on thesis in the Fall: submit by late July

To begin work on thesis in the Spring: submit by early December

To begin work on thesis in the Summer: submit by mid-May

Submit a draft proposal by email to GLS at masters@wesleyan.edu for review by your advisor and the writing consultant. We forward your draft to your advisor and to the writing consultant for review. You will receive comments within 2 weeks, for incorporating into the final thesis proposal.

Date: _____ Submit final proposal to GLS

Timing: At least 3 weeks prior to start of term

To begin work on thesis in the Fall: submit by mid-August

To begin work on thesis in the Spring: submit by early January

To begin work on thesis in the Summer: submit by early June

Email the final proposal to GLS, incorporating comments from your advisor and the writing consultant.

Date: _____ Register after approval of proposal

Timing: 1 week later [at least 2 weeks prior to start of term]

GLS Director will approve or deny the thesis based on the proposal submitted in light of the previous comments from the advisor and writing consultant. You will be instructed by the office on how to enroll in your thesis. Tuition for the thesis is twice the tuition of other courses and is posted online. During the following terms in which you are working on the proposal or the thesis, student privileges will be maintained automatically.

If your proposal has not been approved by the end of the third term after completion of 27 units, you will no longer be eligible to complete the thesis.

Write thesis

Date: _____ Send current work in progress to GLS advisor and readers

Timing: 4 weeks prior to colloquium

Date: _____ Present Colloquium to advisor, readers, and GLS Director

Approximately 1/2 to 2/3 through the writing of the thesis, students will present their work to their faculty advisor and readers in a colloquium. The student is responsible for scheduling this meeting at a time when the advisor, readers, and GLS director, are all available. Forty to fifty pages of the work-in-progress should be sent to the advisor, readers, and GLS Director by email at least four weeks prior to the colloquium.

Date: _____ Submit first draft of thesis to advisor

Timing: 1-3 months after Colloquium [approximately; it depends on your timeline, but no later than 15 weeks prior to commencement in May.]

Submit a full draft of your thesis to your advisor, taking into account the advice you receive at the colloquium.

Date: _____ Submit revised draft of thesis to GLS & readers

Timing: 1 week after receiving comments [approximately; it depends on your timeline, but no later than 12 weeks prior to commencement in May.]

Submit revised draft of thesis to GLS office after incorporating advisor's comments into document (GLS office will send it to readers). You will receive comments within four weeks.

Date: _____ Meet with advisor

Timing: Within the following week [approximately; it depends on your timeline, but no later than 8 weeks prior to commencement in May.]

Meet with advisor to discuss readers' comments and how to incorporate them into final, official version of thesis.

Date: _____ Submit official thesis to advisor for a final grade

Timing: By date approved by advisor and GLS

Date: _____ Submit archival copies to GLS to be bound

Timing: Third Monday in April, or earlier

Late submissions will not be available by graduation.

Once the thesis is approved and graded, three units of credit will be awarded. Provided that all other degree requirements have been met, the student's program is considered completed.

ARCHIVAL COPY BINDING FORM

74 WYLLYS AVENUE
MIDDLETOWN, CT 06459

Complete this form and return it with the archival copies of your work and payment to the GLS office.
Please retain a copy of this form for your records

PERSONAL INFORMATION

Wesleyan ID#: _____

Name: _____

Address: _____

City, State, Zip: _____

ARCHIVAL COPY REQUEST

Students are required to archive one copy of their bound thesis with Olin Library. In addition, students are strongly encouraged to order one bound copy for their own record.

For personal copies, please order through ACMEBinding. The website address is <http://acmebinding.com/>. The cost for personal copies will range between \$75-95, depending on the number of pages and “extras” required or requested, such as paper type and CD pockets.

PAYMENT (Payment in full is required with submission of your archival copies)

Submit a check made payable to Wesleyan University for the amount of \$20.

Check number: _____

Total enclosed: \$ _____

GLSP office use only			
Student Services:	Initials and date	GLSP Finance:	Initials and date
Copies sent for binding:		Student payment processed:	
Copies delivered to student:		University account paid:	
		Student account billed:	