INTRODUCTION

Writing a thesis is a truly major undertaking and is an option normally taken up by students who already have a well formed research agenda prior to beginning their graduate studies. Theses are independently conducted research projects based upon primary sources. Theses are public documents and the Center for International Studies requires that they be filed electronically, so that they can be accessed anywhere on the World Wide Web.

THESIS OPTION

Students choosing to write a thesis are required to take a research methods course or its equivalent appropriate to the thesis project in their first year of study, prior to beginning the research project. To explore the thesis option, a student must develop a formal research proposal under the guidance of a faculty member having expertise on the proposed research topic. This faculty member will become chair of the student's committee, if the proposal is approved by the thesis committee.

In consultation with the chair, two additional faculty members will be selected to complete the thesis committee. It is the student's responsibility to seek out appropriate faculty for service on the committee, under the guidance of the thesis chair. Any tenured or tenurable faculty member or adjunct faculty having suitable expertise can serve on the committee. A preliminary list of committee members must be chosen by the end of the student's second quarter of study and the appropriate form filed with the Center for International Studies. (This is not meant to be a final commitment, but a list of faculty the candidate has spoken with.)

THESIS PROPOSAL

After initial approval of the topic by the thesis chair, students will develop a formal thesis proposal (not more than 1,500 words in length, not counting any appendices) which should include the purpose of the study, its significance, method, delimitations, anticipated results and a tentative outline. A selected bibliography should be appended to the foregoing material.

APPROVAL OF THESIS PROPOSAL

After initial agreement on a suitable topic by the student and thesis chair, a formal thesis proposal must be drafted, as described above. This proposal will be circulated among the committee members, after which it will be defended in a formal proposal hearing meeting, with all committee members in attendance. Modifications, changes, or a complete revision may be required as a result of this hearing. If the study involves interviews, surveys, or other kinds of research involving humans, one must also clear the proposal through the Institutional Review Board, which is housed in the Office of Research and Sponsored Programs (see below). Normally, this is done after the proposal is approved by the student's committee. Check the university Website for details at http://www.ohiou.edu/research/compliance/. The thesis proposal, signed and approved by each committee member, must be filed along with the appropriate form by the end of the student's third quarter of study. These documents must be submitted to the Center for International Studies. It is suggested that students keep in mind some research funding opportunities require the proposal be approved earlier in the quarter and you should plan accordingly. **Those who file committee forms will be asked to attend an orientation session organized by the Center for International Studies. These will be scheduled annually late in the Winter Quarter. Topics to be addressed include strategies for drafting thesis proposals, University procedures for filing theses, and funding opportunities to defray costs of research.

Thesis writers are encouraged to form collaborative groups, in which each can review other students' work. The study group might be comprised of 2 to 4 persons and should meet regularly to exchange ideas and offer mutual support.

Complete the **Thesis Proposal Approval Form** with signatures and submit to CIS for your file. A copy of the proposal should be attached. This authorizes you to register for thesis hours under **INST 695**. The form can be accessed from our website:
http://www.internationalstudies.ohio.edu/student-info/forms-guidelines.htm

THESIS HOURS
Each program makes available a thesis course number (INST 695) every quarter under your thesis chair's name. It is the student's responsibility to let CIS know who their thesis advisor is and pick up the call number before registering. Thesis hours are variable, so that you can register for 1 to 10 hours in any quarter that you are preparing the thesis. Registration of thesis hours requires permission from the thesis chair and program director. A total of **10 hours** of thesis credit can be counted toward the overall 70 hours degree requirement. How those 10 hours are counted within your program of study is determined in consultation with your program director.

ORAL DEFENSE
The culminating meeting of the thesis program occurs at the **oral thesis defense**, organized by the student when the draft thesis has been finished and tentatively approved by the thesis chair. A thesis oral is a public event, and any member of the university community may attend the defense in a non-voting role. Your pre-oral defense document needs to be formatted to meet the Graduate Studies Guidelines and submitted to the Office of Thesis and Dissertation Services (TAD) for review. The guidelines can be found at http://www.ohio.edu/etd. We recommend that you use the "Center for International Studies TAD Template" found on this web site.

Passage of the oral defense is documented by the thesis chair completing the **Oral Defense of Thesis Form** with appropriate committee signatures. The form can be found on the CIS website:
http://www.internationalstudies.ohio.edu/student-info/forms-guidelines.htm
The form should be submitted to the Administrative Coordinator at the CIS who will forward a copy to the necessary offices within the university. The Center for International Studies utilizes the electronic submission process for thesis.

Once you have completed your oral defense, made all revisions, and your advisor has approved your final document, the document should be emailed to the Office of Thesis and Dissertation Services at etd@ohio.edu for acceptance as an electronic document (see TAD Guidelines). This office will email you an electronically signed copy of your thesis. You should defend your thesis no later than two weeks before the last day of the classes in the quarter you intend to graduate.

THESES SUBMISSION – Office of Thesis and Dissertation Services

Students are required to utilize the TAD Office to submit theses electronically. Please consult the *Guidelines for Preparation of Electronic Theses and Dissertations* on the Graduate Studies website: www.ohiou.edu/graduate/etd.cfm for information on preparing your electronic document and a current schedule of TAD training sessions. The earlier you begin preparations with this office the better. They provide a Word/PDF Workshop and a Graduation Workshop. The Word/PDF Workshop should be attended early in your writing process and the Graduation Workshop should be attended in the quarter before or in the quarter you intend to graduate.

COMMON PROBLEM AREAS

The problems listed below are those for which most often cause the manuscript to be returned for correction. The list is not exhaustive, but it does provide a general coverage of the major problems that typically need correcting before a thesis can be approved.

- Style inconsistency. No particular style manual is required. However, it is expected that each thesis conform to <u>one</u> of the accepted style manuals (APA, MLA, Chicago). Do not mix rules from various manuals and do not ignore rules in a particular manual.

- Insufficient margins

- Pagination errors

- Table of Contents errors

- Citation errors

- Spelling, grammar and typographical errors

- Incorrect form on title page, approval page or other preliminary pages

- Incorrect degree designation

- Error in degree conferral date. The month and year on the title page are those for the end of the term in which the student's thesis is accepted. For example, if you finish any time during fall quarter, the date would be November, 200X. (winter is March, 200X, spring is June, 200X and summer is August, 200X).

- Abstract longer than 350 words or in incorrect format

- Missing Institutional Review Board (IRB Form 1) – Use of Human Subjects

RELATED CONCERNS

USE OF HUMAN SUBJECTS IN RESEARCH

If you propose to use human subject/participants in your thesis research, statement of the procedures you will employ for working with them must be submitted to the Associate Vice President for Research, RTEC 105, on Institutional Review Board (IRB) Form 1. This review is a legal requirement, not just a matter of institutional policy. The Associate Vice President will submit your human subjects' procedures to the IRB for review. You many not continue with the project research until you have IRB approval. In all cases, the committee determines whether any harm will occur to the individuals participating in your project. Should the possibility of harm be a concern, the review committee will examine whether (a) the anticipated results justify any potential harm and (b) you have taken all steps to mitigate the potentially harmful effects of participating.

The IRB Form 1 may be obtained at RTEC 105. It normally takes 10-14 days for review, so allow yourself sufficient time to complete the review process before initiating your research. If you are utilizing a survey or interview design, you may qualify for an exemption from the formal human subject review process, but you must still file the IRB 1 to claim it. Read the material from the research office and check with your advisor to determine whether you might qualify for an exemption. In any case, you must file with the IRB and receive IRB approval or exemption before conducting the research.

REGISTRATION PROCEDURES

The following set of registration procedures apply to students who are completing their degree programs, but are not contractually obligated to register for a full load of credit hours. This includes students who are finishing in absentia. If you have not gone to the www.ohio.edu/etd web site and completed the TAD Submission Form and email it to etd@ohio.edu with a copy of your thesis for a preliminary review, do this also at this time.

During any quarter in which services are received from the university, master's students will enroll for at least one credit hour. This registration requirement applies to the quarter in which the thesis is defended. No additional registration is required as long as a final correct copy of the thesis is submitted to the TAD Office before the start of the next quarter (that is, the day of registration before classes begin).

Along with these procedures, the deadlines for submitting theses must be strictly followed. The University mandates most of these deadlines. If you miss **any** deadline, you will need to reapply for graduation in the following quarter.   The Center can provide a letter certifying that you have met all requirements for completion of the degree.

GRADUATION APPLICATION/DEADLINES

You must apply for graduation by completing the on-line application. Please note University deadlines for graduation application. The University will not waive the deadlines. If you defer your graduation you will need to re-apply for the following quarter ($5.00 fee).

HELPFUL COURSES FOR WRITING THESES

OPIE 573 - Introduction to Graduate Writing, 3 credit hours
This course is designed to help international graduate students work toward their goal of becoming independent and skilled writer in their disciplines. Course writing assignments focus on their disciplines and include summaries, extended definitions, problem-solution essays, and data interpretation essays. Instruction is also provided on plagiarism and citation of sources. Explicit grammar instruction, vocabulary development, and critical reading skills are also covered as needed. Whenever possible, students work on assignments they have for disciplines-related courses, and individualized attention is given.

Prerequisite: TOEFL score of at least 173 (500 paper-based test; 62 iBT); TOEFL Essay/TWE score of at least 5.0, or ESL Composition placement

OPIE 574 – Advanced Graduate Writing, 3 credit hours
This course enables students to develop the writing skills they need to become successful writers in their academic and post-academic careers. Course topics focus on their disciplines and include writing summaries, annotated bibliographies, critiques, and literature reviews. Instruction is also provided on plagiarism and citation of sources. Strategies for reading critically, organizing and developing thoughts, choosing appropriate vocabulary, and revising their own writing are also covered. Whenever possible, students work on assignments they have for discipline-related courses, and individualized attention is given.

Prerequisite: TOEFL score of at least 173 (500 paper-based test; 62 iBT); TOEFL Essay/TWE score of at least 5.0, or ESL Composition placement, or successful completion of the Introduction to Graduate Writing course

OPIE 575 – Thesis/Dissertation Writing, 3 credit hours
This course guides students through the process of writing a portion of their proposal, thesis, dissertation, or an article for publication, following the guidelines/practices of their field. As such, students should only register for this course when they are ready to write up their research. Depending on the student abilities, course topics generally include idea organization and development, word choice, advanced grammar, and revising their own writing. Plagiarism and citation of sources are also covered. Individualized attention is an integral part of the course, but ultimately, the students do their own writing and editing of their work.

Prerequisite: TOEFL score of at least 173 (500 paper-based test; 62 iBT); TOEFL Essay/TWE score of at least 5.0, or ESL Composition placement, or successful completion of the Advanced to Graduate Writing course.
Questions: Contact Dawn Bikowski (Gordy Hall 155B, 593-4575, bikowski @ohio.edu

CENTER FOR INTERNATIONAL STUDIES

PRELIMINARY THESIS COMMITTEE APPROVAL
Due by the end of your second quarter

Name: _____ **Date:** _____

Tentative Topic: _____

_____

_____

Preliminary Committee:

_____

Thesis Advisor

_____

Committee Member

_____

Committee Member

_____

Committee Member

Program Director: _____ Date: _____
Signature for approval