

Graduate School of Humanities and Social Sciences

Department of Conflict Analysis and Resolution (DCAR)

Master's Thesis Guidelines

A student, **with approval**, may elect to do a 6-credit Master's Thesis in place of the two elective courses in the curriculum. The Master's Thesis takes place during a student's last two semesters. The Master's Thesis track does not change a student's graduation date, the required comprehensive examination, or total number of required credits.

Entrance into the Master's Thesis track **is not a right; it is a privilege**. To pursue the Master's Thesis track, all students must meet the following eligibility requirements:

1. A minimum GPA of 3.8 in the Master's program in Conflict Analysis and Resolution.
2. Three "A" papers must be submitted to the prospective 1st and 2nd readers so they may evaluate the student's writing abilities for thesis level work.

A faculty member may refuse to be the 1st or 2nd reader even if a student meets all eligibility requirements.

A signed Master's Thesis Approval Form (see Appendices) containing the signatures of both readers must be submitted before a student can register for Master's Thesis credits.

Developing the Topic

The Master's Thesis can be structured as an extended literature review of an approved subject, independent research, or a combination thereof.

For a literature review, the student should obtain an idea of the quantity of information available (breadth of topic), and any previous review of the subject. If independent research such as interviews, observations, or textual analysis is planned, these plans and the form of analysis should be outlined, developed, and approved before the first semester of thesis work is completed.

The Institutional Review Board (IRB) must approve all research projects before they begin. Procedures for obtaining IRB approval are included in the

Appendices.

The Proposal

The Master's Thesis topic, methodology, and significance to the field of ADR should be presented to the 1st and 2nd readers in outline proposal form **by 9/25/98**. The 1st and 2nd readers must then approve the topic. The student should supply the 1st and 2nd readers with the Master's Thesis Proposal Approval Form (see Appendices). The Master's Thesis proposal will be considered acceptable only after being approved by both faculty readers, as indicated by their signatures on the Master's Thesis Proposal Approval Form.

The proposal should minimally consist of the following elements:

1. Title of the proposed thesis.
2. Statement of the problem, hypothesis to be tested, or topic to be reviewed.
3. Statement of the significance of the work.
4. A description of the methodologies to be used. Literature should be cited, where applicable, with enough detail that the methodology could be understood without the original literature.
5. Expected results, data comparisons, both qualitative and quantitative should be discussed, and any required facilities and funding should be listed.
6. References or Bibliography.

Master's Thesis Content Requirements

The first reader is a source of ideas, help, and direction, but **the project must be taken beyond the conceptual stage by the student.**

After the Master's Thesis proposal has been approved, a student should review the current literature to determine how the problem relates to previous work, and assess its feasibility and significance to the field of ADR.

The student must submit the first draft of the Master's Thesis to the 1st and 2nd readers **by 11/30/98**. In addition, at the same time, the student should provide the 1st and 2nd readers the Master's Thesis First Draft Approval Form (see Appendices), and their Report of Progress discussed below (see Appendices). The 1st and 2nd readers will then evaluate the student's progress. The Master's Thesis first draft will be considered acceptable only after being approved by both faculty readers, as indicated by their signatures on the Master's Thesis First Draft Approval Form.

The thesis should contain the following sections:

1. Title Page
2. Approval Page (see Appendices)
3. Abstract
4. Acknowledgments
5. Preface (Optional)
6. Table of Contents (detailed)
7. Body of Thesis
 - Introduction
 - Statement of Purpose or Objectives
 - Methods and Materials
 - Results or Findings
 - Analysis and Discussion
 - Summary and Conclusions
 - References
 - Appendices (required if tests, measures or other schedules used)

Report of Progress

The Report of Progress (see Appendices) is an **ABSOLUTE REQUIREMENT** at the end of the first semester for every student registered for Master's Thesis credits. The report will include the following information:

1. A brief narrative statement of progress since the last report.
2. Estimated percentage of Master's Thesis completed.
3. Estimate of time spent this on term research and writing.
4. For research thesis: details of all experiments conducted, interviews, literature reviewed, and data collected in graphic, textual or tabular form.
5. Attach a current annotated bibliography of all pertinent literature and other references consulted.
6. List or discuss any problems experienced, or anticipated, if any.

This report must be submitted to the 1st and 2nd readers by the last week of class. The 1st and 2nd readers will determine whether or not the student should receive an "In Progress" grade (PR).

If, at any time, the 1st and 2nd readers feel the student is not making satisfactory progress, s/he will be withdrawn from the Master's Thesis track and will be required to take 2 electives to complete the Master's degree requirements.

Second Draft

The student must submit the second draft of the Master's Thesis to the 1st and 2nd readers **by January 29th**. **Although, additional drafts may be necessary, it is expected that the second draft of the Master's Thesis be close to final draft quality.** At the same time, the student should supply the 1st and 2nd reader with the Master's Thesis Second Draft Approval Form (see Appendices). The Master's Thesis second draft will be considered acceptable only after being approved by both faculty readers, as indicated by their signatures on the Master's Thesis Second Draft Approval Form.

If, at any time, the 1st and 2nd readers feel the student is not making satisfactory progress, s/he will be withdrawn from the Master's Thesis track and will be required to take 2 electives to complete the Master's degree requirements.

If at the end of the second semester, a student requires more time, s/he will need to submit a second Report of Progress, and if approved by the 1st and 2nd reader, continue in the Master's Thesis track. **The student will be registered for 1 credit of Master's Thesis for each additional semester needed.** The Report of Progress must be submitted at the end of each continuing semester.

Style

The student may use APA or any other academic and referencing style, as long as any exceptions to APA are approved in advanced by the 1st and 2nd readers. A left-hand margin is essential for binding purposes. Final copies of Master's Thesis with a left-hand margin less than 1.5 inches **will be rejected**. All other margins should be 1 inch. Word processing should be neat and clean and laser printed. Dot matrix print is **unacceptable**. For the final copies, paper must be good quality bond, acid free, 20% cotton (rag) bond. Erasable bond and heat sensitive paper for thermal printers are absolutely forbidden. Right margins should be even, not ragged.

Defense

The defense consists of a one hour oral presentation before the University community at large, (slides/visual aides, overheads and other equipment must be requested in advance through the Academic Administrator). The 1st and 2nd readers will question the candidate on the thesis work and related aspects in a closed session limited to the candidate, the two readers, and interested faculty members. A vote is then taken in closed session; a consensus must be reached between the 1st and 2nd readers, although they may ask for faculty opinion.

The student should consult frequently with the readers during all phases of thesis work for continuity, and to avoid problems during the formal defense.

Scheduling the Defense

Students should decide on a defense date and time with the 1st and 2nd readers. **The student must defend the Master's Thesis by March 31st.**

Once the date and time are decided upon, the student should forward the Master's Thesis title, date, and time of the defense to the Academic Administrator. The Academic Administrator will arrange for the room, and advertising of the defense.

Immediately after the defense, the student should supply the 1st and 2nd readers with the Master's Thesis Defense Approval Form (see Appendices). The Master's Thesis will be considered successfully defended when the 1st and 2nd readers sign the form.

Grading

If the paper and the defense are acceptable, the student receives a grade of P.

If the paper is acceptable, but requires only **minor** revisions, the student may receive a grade of P when the revisions are submitted. **The revised paper must be received within one week of the defense.**

If the paper is not acceptable, the student receives the grade of F for the two semesters of thesis work, and must take two electives to complete the Master's degree requirements.

The student will be informed of the readers' decision following the closed defense.

Final Submission & Binding

Three (3) **bound** copies of the successfully defended Master's Thesis, including all revisions specified during the defense, and the signed Approval Page (see Appendices) must be submitted to the Academic Administrator.

The signed Approval Page must be an original, not a copy, for each of the bound Master's Thesis. The cost of binding is the student's responsibility.

The 1st and 2nd readers will each receive a bound copy, and one bound copy will be placed in the East Campus library. The student may submit any number of additional personal copies for binding.

All students must use the following binder:

**Dobbs & Brodeur, Inc.
1030 East 14th Street
Hialeah, Florida 33010
Telephone (305) 885-5215 Fax (305) 882-0407**

Students should contact the binder for information and costs and delivery procedures.

Degree Conferral

Master's degrees will not be conferred until the bound Master's Thesis is delivered to the Academic Administrator

Required Timeline

End of May	Make an appointment with 1 st & 2 nd readers and supply them with three "A" papers.
Fall registration (mid June)	Submit Master's Thesis Approval Form to Academic Administrator.
By Sept. 25	Submit Master's Thesis Proposal, in outline form, to 1 st & 2 nd readers. Supply the Master's Thesis Proposal Form to 1 st & 2 nd readers.
By Nov. 30	Submit first draft of Master's Thesis to 1 st & 2 nd readers. Supply the Master's Thesis First Draft Approval Form, and Master's Thesis Report of Progress Approval Form to the 1 st and 2 nd readers.
By Jan. 29	Submit second draft** of Master's Thesis to 1 st & 2 nd readers. Supply the Master's Thesis Second Draft Approval Form to 1 st & 2 nd readers.
By Mar. 31	Defend Master's Thesis. Supply the Master's Thesis Defense Approval Form to 1 st & 2 nd readers.
ASAP	Submit Master's Thesis to Dobbs & Brodeur, Inc. for binding

**** Additional drafts may be required.**

Appendices

Department of Conflict Analysis and Resolution

Master's Thesis Approval Form

Student Name: _____

Preliminary Proposal Title:

Type of Thesis:

Research: ___

Literature Review: ___

Other (please specify): _____

General Content/Theme:

First Semester Review Date: _____

Expected Completion Date: _____

1st Reader's Signature

2nd Reader's Signature

Date

Department of Conflict Analysis and Resolution

Master's Thesis Proposal Approval Form

Due by: September 25

Student Name: _____

Proposal Title:

Type of Thesis:

Research: ___

Literature Review: ___

Other (please specify): _____

General Content/Theme:

First Semester Review Date: _____

Expected Completion Date: _____

1st Reader's Signature

2nd Reader's Signature

Date

Department of Conflict Analysis and Resolution

Master's Thesis First Draft Approval Form

Due by: November 30

Student Name: _____

The above-named student has submitted an acceptable first draft of her/his Master's Thesis, and is permitted to continue in the Master's Thesis track.

1st Reader's Signature

2nd Reader's Signature

Date

Department of Conflict Analysis and Resolution
Master's Thesis Report of Progress Approval Form

Due by: November 30

Student Name: _____

The above-named student has submitted an acceptable Report of Progress for her/his Master's Thesis, and is permitted to continue in the Master's Thesis track.

1st Reader's Signature

2nd Reader's Signature

Date

Department of Conflict Analysis and Resolution

Master's Thesis Second Draft Approval Form

Due by: January 29

Student Name: _____

The above-named student has submitted an acceptable second draft of her/his Master's Thesis, and is permitted to continue in the Master's Thesis track.

1st Reader's Signature

2nd Reader's Signature

Date

Department of Conflict Analysis and Resolution

Master's Thesis Defense Approval Form

Due by: January 29

Student Name: _____

The above-named student has successfully defended her/his Master's Thesis.

1st Reader's Signature

2nd Reader's Signature

Date

Sample Approval Page

Title of Thesis

by

Student's Name

Nova Southeastern University

Approved by (1st reader's name, Ph.D.)

Approved by (2nd reader's name, Ph.D.)

Date
