

ENGL 5398-155: Thesis

Texas A&M University—Central Texas, Summer 2021

Course Information

Dates: Jun 7—Jul 30, 2021

Type: Online; Fully 100% Asynchronous

Instructor and Contact Information

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Hours: By Appt or WebEx Only

Office Hours Via WebEx: By appt only. Please make an appointment using Appointlet:

<https://dr-tavera-office-hours.appointlet.com/b/stephanie-tavera>

Course Overview and Description. Scheduled when student is ready to begin thesis. No credit until thesis is accepted. Prerequisite(s): ENGL 5374, 24 hours of graduate credit and permission of department chair. The thesis project is a rigorous, extended, and sustained piece of original scholarship that offers an in-depth analysis, examination, or argument of one topic. Students pursuing this option will enroll in six credit hours of ENGL 5398 (Thesis) with approval from the Graduate Coordinator for the MA in English. These credit hours can be taken in a student's final semester or be spread over the final two semesters. However, once the student begins enrollment in thesis hours, the student must maintain continuous enrollment of at least one credit hour of thesis per semester until the student graduates. Please note that only six credit hours of ENGL 5398 can be counted toward graduation.

The thesis shall be prepared in accordance with the procedures specified by the Graduate School. Upon completion of the thesis, the student shall sit for an oral defense before their thesis committee.

Committee Formation: Students should arrange to meet with the Graduate Coordinator for the MA in English to present a topic or area to consider for a thesis. The Graduate Coordinator for the MA in English and student will decide together whom to name the chair of the thesis project. Only graduate faculty can chair a thesis project. Should the designated faculty member agree to chair the thesis student, this person will, then, become that student's thesis advisor, and the contact person for the student throughout the thesis project. The thesis topic must be approved by the Graduate School by filing the Thesis Proposal Approval Form available from the Graduate School. Deadlines related to the thesis are also available from that office, including deadlines related to submitting the topic approval form, the defense deadline, and filing an electronic copy of the thesis.

The specifics of the thesis—that is, number of chapters, expectations for content, and deadlines— will be determined by the chair of the committee. The chair of the thesis committee will recommend at least one additional reader for the thesis project. More normally, the thesis will have two additional readers so that the thesis committee will consist of three full-time faculty members who are also members of the Graduate Faculty. In some cases, one reader may be from outside the English department. Only the Graduate Coordinator for the MA in English can approve the formation of a committee. The thesis advisor will need to secure this approval before the student begins work on the thesis project.

It is incumbent on the student to remain in steady communication with the thesis advisor at every stage of the thesis. The thesis advisor will set deadlines for progress. Only those who meet these deadlines, meet them at the level the advisor sets, and who remain in contact with the advisor should expect to receive a passing grade for thesis hours, or to remain on track to complete the thesis in a timely manner.

Requirements of Thesis: While many of the requirements of the thesis will be determined between the chair and the student, there are some basic requirements every thesis project must meet.

- There is 60-page minimum, not including works cited, images, or appendices.
- The thesis will make an original contribution to some area within English studies.
- Students must successfully defend their thesis in an oral defense (see below).

As already stated, the structure of the thesis can vary. One possible structure for the thesis is:

- Introduction: State the scope, central research question(s), and thesis. Also, describe the structure of the manuscript that follows, including the purpose of each chapter. The Introduction is often written last because you will not know what you are introducing until you write the rest of your thesis.
- Chapter 1: Review the relevant scholarship. Demonstrate to your reader that you are a master of the field. You do not need to include every publication, but you should not miss anything important. Show the various schools of thought, and where scholars agree or disagree. Conclude by showing where the gaps and unanswered questions are – that is where your thesis fits in. The literature review may also appear in the Introduction if it is relevant to place it there.
- Chapter 2-X [or 1-X]: Subsequent chapters explore how your work in primary and secondary sources fills the gaps in how one understands your topic or question. Each chapter should link back to your central research question(s). The required number of chapters, as well as the overall length of your thesis, will vary based on your topic. If you have questions about this, please direct them to your thesis chair.
- Conclusion: Explain what we now know about this subject as a result of your work, and how your work has changed our understanding of the topic.

Again, this is only one possible structure. Only the thesis advisor can approve the structure for each thesis project. Issues that may arise between the student and the thesis advisor should be directed to the Graduate Coordinator for the MA in English, or, to the department chair for Humanities if the Graduate Coordinator is also the thesis advisor for a project. The chair is the final arbitrator for issues related to the thesis.

Thesis Proposal: After forming a committee, but before writing the thesis proper, each student must write a thesis prospectus, or proposal. The proposal must be approved by the committee. While writing the prospectus, the student should work closely with the committee chair, who is responsible for keeping other committee members informed of the student's progress and deciding when to distribute copies of the prospectus (and later the thesis proper) to them. Because this process involves the participation of many people, the student would be wise to begin as soon as possible.

The format of the prospectus should be as follows:

- Statement of Problem: Specify the problem, question, claim, topic, or texts to be investigated. Make a case for the importance of your project, explaining what it contributes and why scholars should find it valuable work.
- Preliminary Review of Scholarship (or Literature Review): Summarize, in no more than four pages, the relevant scholarship on your thesis subject, and demonstrate your project's distinctiveness from previous research.
- Methodology: In no more than three pages, identify and defend your critical methodology. That is, indicate how you will investigate the subject of your thesis and why your method is appropriate for the subject.
- Tentative Organization: Briefly outline the structure of your thesis, indicating chapters or sections and summarizing the main argument or claims for each chapter/section.

- Preliminary Bibliography: List sources relevant to your project in an appropriate documentation style, taking into account that what constitutes an acceptable minimum and maximum number of sources cannot be determined in advance but will depend entirely upon the subject matter of the thesis.

Thesis Defense: Following the completion of a thesis, the student will provide a professional presentation of the most central elements of the thesis and defend those elements and others related to the thesis. While the specific expectations for a student's defense will be determined by the thesis chair, every defense will include an oral presentation equivalent to a professional presentation for an academic organization, will require the candidate to field impromptu questions from the thesis committee regarding the presentation and the thesis itself, and will be made open to the public, although guests are not allowed to participate (e.g. ask questions, make interjections, offer their own ideas etc.).

A defense can result in three outcomes:

- Pass with no thesis revisions
- Conditional pass based on thesis revisions
- No pass An outcome of "no pass" requires the student to work with the thesis advisor to address issues raised by the committee, and to sit for another oral defense.

A student can only sit for one defense per semester, which means that an outcome of "no pass" will delay graduation at least one semester. Two unsuccessful defenses will result in the student being converted to the non-thesis track.

An outcome of "conditional pass based on revisions" can only convert to a pass if the student submits all revisions ahead of the deadlines established by the Office of Graduate Studies. Following a successful defense, but before submitting the thesis to the Office of Graduate Studies, the student must make certain that the thesis is free of typographical, spelling, and grammatical errors. The Office of Graduate Studies will return theses if they contain such errors or do not conform to its prescribed format. Failure to meet these deadlines will result in an outcome of "no pass," and all the conditions of a no pass will become applicable.

Following approval by the Office of Graduate Studies, the thesis will be published and made available through ProQuest. Questions about thesis publication should be addressed to the Office of Graduate Studies.

UNIVERSITY PROCEDURES AND GUIDELINES

Drop Policy. If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web:

[<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FFor%2Fstart%2F53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits. *Please note: Oftentimes, students feel the need to drop a course because they are overwhelmed by personal or professional*

responsibilities. As your instructor, I humbly request that you make an appointment or drop by during office hours to speak with me about your concerns before dropping my course.

Academic Integrity. Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html), [https://www.tamuct.edu/student-affairs/student-conduct.html]. If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Academic Accommodations. At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

Important information for Pregnant and/or Parenting Students. Texas A&M University–Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

A Note about Sexual Violence at A&M-Central Texas. Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are **mandated reporters**, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members

are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

Behavioral Intervention. Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

WARRIOR SHIELD: Emergency Warning System for Texas A&M University-Central Texas. Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account. Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

COVID-19 SAFETY MEASURES. To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. Although the facemask mandate has been rescinded as of May 18, 2021, and facemasks are no longer required on campus, university administration recommends that students continue to observe CDC public health recommendations including: self-monitoring, physical distancing, and classroom ingress/egress. For definitions of these terms, see below:

- **Self-monitoring**—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction. Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.
- **Physical Distancing**—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.
- **Classroom Ingress/Egress**—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.

- The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.

Campus Carry. Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <https://www.tamuct.edu/police/campus-carry.html>. Per university policy, concealed handguns should not be visible during class and are prohibited in the A&M-Central Texas Counseling Center, including the co-located Community Counseling and Family Therapy Center.

UNIVERSITY RESOURCES

Tutoring. Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

University Writing Center. The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Summer 2021 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-4:00 p.m. Monday thru Thursday with satellite hours Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WCOOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

University Library. The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 96,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On

campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

Accessibility Statement. TAMUCT is committed to web accessibility as part of their Universal Design Initiative. Please visit their university's accessibility statement concerning online courses and web pages here: <https://www.tamuct.edu/about/accessibility.html>. As part of this initiative, TAMUCT is partnered with Instructure to provide a quality learning content management system. The following language contains Instructure's Accessibility Statement:

Instructure is committed to ensuring its products are accessible to users with disabilities. The Canvas LMS strives for WCAG 2.1 Level A/AA and Section 508 conformance. Regular testing (both internal and by a third party) is conducted to identify conformance issues, with processes in place for timely remediation of accessibility issues that are identified. Canvas is a complex and broad system. The statements below are accurate as of the date indicated. Canvas has been evaluated by Instructure and WebAIM according to WCAG 2.1 standards. Testing is regularly conducted using automated tools, assistive technology (such as screen readers, keyboard testing, etc.), and coding best practices. Third party accessibility evaluation occurs semi-annually with internal audits conducted with each release. Mechanisms are in place for logging and fixing accessibility defects.

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