

**Master of
Social Work Program**

**Department of Social Work
2011-2012**

Thesis Manual

Southern Connecticut State University

SOUTHERN CONNECTICUT STATE UNIVERSITY

DEPARTMENT OF SOCIAL WORK

GRADUATE THESIS MANUAL

2011-2012

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FOREWORD

This is your updated version of the 2011-2012 MSW Thesis Manual. It reflects a great deal of faculty collaboration, and is designed to help you through the process of developing a thesis proposal, and carrying out a scholarly thesis project.

Your Thesis Advisor (seminar instructor) is central to this process. He or she will help you produce a thesis project that reflects the culmination of your graduate program. In addition, your research will enhance your ability to evaluate and assess your professional intervention with clients or social work practice more broadly.

Completing your Thesis Project will be a demanding and rewarding experience. It will be an accomplishment you may rightfully be proud of.

We offer you our support and best wishes.

Sincerely,

Jaak Rakfeldt, Ph.D.
Professor, Social Work Department

Barbara Worden, Ph.D.
Coordinator, MSW Program

Todd Rofuth, DSW
Chairperson, Department of Social Work

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SECTION I

BASIC INFORMATION

PROCESS

It is important that you recognize that the Thesis Project in its entirety and all of the pieces of work that make it up represent learning activities, and as such will require new levels of practice and research activity. You will be learning and developing new levels of analysis, research, and writing skills, which may require more sophistication than previous assignments. In addition, if as part of the research you will be offering direct social work intervention, it will be essential to take steps, through consultation, supervision and study, to maximize the possibility that your work will be helpful to clients. This is an important ethical consideration.

PROCESS AT FIELD PLACEMENT

From the beginning of your field placement, it will be important for you to speak with your supervisor and **find out what the agency's protocols are regarding conducting agency based research.** In agencies where no protocols exist, the student is expected to initiate a process to inform the agency's director and appropriate agency personnel about the research plan, the purpose, and the design of the study. In addition, the student will need to discuss the implementation of procedures to be used to protect the rights and the confidentiality of subjects.

The field supervisor is not responsible for the supervision of research methodology or the writing of the Thesis Project. However, it is expected that the field supervisor will be both supportive and helpful to the student while he/she is conducting the study. The field supervisor should be informed of the purpose, process, procedures and results of the student's Thesis project.

The student should offer to give a copy of the final approved project to the agency and offer to present an overview to agency staff. The agency is not obliged to accept the offer.

IF A STUDENT EXPERIENCES PROBLEMS CONDUCTING RESEARCH AT THE AGENCY, YOUR RESEARCH ADVISOR (FACULTY LIAISON) SHOULD BE CONSULTED IMMEDIATELY. DO NOT WAIT!!

ROLE OF FACULTY AND STUDENTS

In addition to the Thesis Advisor (seminar instructor), the proposal and final version must be approved by the second reader and the Chairperson of the Department of Social Work. The specific roles and functions of each person involved are described below.

Student

The student and the faculty advisor have the common goal of successful completion of the student's Thesis manuscript. It is the primary responsibility of the student to write a quality Thesis Project Proposal, to conduct the research, to analyze the data, and to complete a Thesis Project which meets the standards set by the Department of Social Work and the Graduate School of the University.

It is the student's responsibility to work with the advisor constructively and to produce a high quality Thesis Project. The student should schedule regular meetings with his/her advisor. The Thesis Project must be free of both grammatical errors and typing errors. It is the student's responsibility to edit and proof drafts prior to submitting to the seminar instructor. Thesis Advisors have been instructed to return manuscripts that do not meet this standard.

Thesis Project Advisor (Seminar Instructor)

Your Thesis Project Advisor has a commitment and a responsibility to facilitate your success in the completion of a high quality Thesis Project. Your advisor will work with you on an individual basis as well as serving as an instructor for the Thesis Project seminar.

The Thesis Advisor is responsible for supervising students with regard to the style and content requirements of the Thesis Project and the standards set by the Department of Social Work and the University.

Second Reader

The second reader functions as a consultant to the faculty advisor. Typically, the Second Reader is involved in the reading of the final draft of the Thesis Proposal and the reading of the final version(s) of the Thesis Project. The second reader does not directly communicate with the student, rather his/her comments are communicated to the advisor. The second reader must sign the approval page before the proposal or the Thesis Project can be forwarded to the Chairperson.

Chairperson

The Chairperson of the Department of Social Work has the administrative responsibility of reviewing the final version of the Thesis Project to determine if it meets the department's requirements set forth in the Thesis Manual and by the University. The Chairperson forwards any deficiencies directly to the faculty advisor and informs the advisor when the Thesis Project has been signed.

RESEARCH INVOLVING HUMAN SUBJECTS

All research involving human subjects done on the premises of SCSU or anywhere else by faculty, students, or staff must be reviewed and approved by the Institutional Review Board for Human Research (IRB) prior to its initiation. The IRB form must be submitted by the first Tuesday of each month in order to be reviewed in that month. The form appears in the Appendix of this manual.

It will be important to submit the IRB form as soon as possible. We have been working with the Board to expedite the process and have found that students who have their material in during October receive the fastest reply. We are aware that this may be unrealistic for some students, but a reasonable approximation of your study is acceptable in filing the IRB forms. Be sure to retain a copy of the submitted IRB form.

SCHOLARSHIP

Southern Connecticut State University expects a high standard of ethical behavior on the part of all persons involved in research and other scholarly work. Students and faculty are encouraged to obtain and read a copy of the "Report of the Association of American Universities Committee on the Integrity of Research." Copies are available in the Graduate Office, EN 118. Below are adapted excerpts from the report with added material developed by the Graduate Council that has been accepted as policy by the School of Graduate Studies.

Violations of honesty and integrity in research and other scholarly work strike at the heart of academic enterprise. The integrity of scholarship is an essential part of our intellectual and social structure and must be maintained. Advances in knowledge depend upon trustworthy data and honestly reported conclusions. Anything less will seriously undermine the academic enterprise and erode public confidence in those responsible for its conduct.

The integrity of scholarship must depend largely on self-regulation; it is a major responsibility of all who engage in the search for knowledge. Although everyone involved in scholarship must be active in the prevention of dishonesty, the Thesis advisor must assume special responsibilities. The advisor must encourage in-depth scrutiny of procedures and sources, emphasizing respect for accepted standards of scholarship. The advisor must assume responsibility for the reliability, validity and integrity of all information contained in the Thesis Project.

Areas of misconduct in scholarship include, but are not limited to, the following:

- I **Falsification of data** which ranges from sheer fabrication through selective report, (including the omission of complete data).
2. **Plagiarism** involves taking and using as one's own the writings and/or ideas of another and ranges from outright stealing to inadequate attribution.
3. **Violations of rules** to protect patients, research subjects, and other persons and animals, while not fraudulent in the traditional sense, are unethical and undermine the integrity of the academic process.
4. Theft of materials and equipment including library books, journals and journal articles.
5. The **use of commercial organizations or paid individuals** to write all or part of the Research.

Proven violations of the integrity of scholarship shall result in a failing grade for the Thesis Project and subsequent dismissal from the Graduate School and therefore the MSW program.

SECTION II

PREPARING A THESIS PROPOSAL

INTRODUCTION

The Thesis Proposal is a crucial part of the entire Thesis process. How smoothly the work involved in preparing a final Thesis Project goes is largely determined by the clarity and precision of the Thesis Proposal.

The Thesis Proposal is the plan for the study that you are going to conduct. Obviously, the better the plan, the easier the actual study will be. It is very important to highlight the difference between the Proposal and the Thesis Project. The Proposal is developed before the research is conducted since there is little benefit in making a plan after the study is completed. The Proposal must be submitted and approved by your Thesis Advisor, Second Reader and Chairperson of the department. The format for the signature page can be found in the appendix of this manual.

CHOOSING A TOPIC

Great care should be taken in selecting a topic. As part of choosing a topic, you will want to consider the various research methodologies that you can employ, keeping in mind that the department accepts exploratory, descriptive, explanatory and qualitative designs. Four essential criteria exist to help guide your choice. The draft proposal developed in SWK 561 may or may not be appropriate.

The **first** is the relevance of the topic for social work practice. Whatever your specialization, it will be important for your Thesis to have implication for social work practice. The implications need to be explicated. The question, "How can what I learn from doing this Thesis be used?" must be answered.

The **second** criterion is that you must be interested in the topic. The process of doing the Thesis Project is time consuming and at times laborious. It will be more satisfying in general and easier to finish if you select a topic that stimulates your interest, that you care about.

Third, but of equal importance, is the issue of "do-ability". The faculty is aware that the Thesis Project is a marathon and that you have to sprint from the start to finish. You will be helped immeasurably by being realistic about time and availability of clients. Many research questions can be broken down into component or smaller questions that have merit in being answered. Some students start with three or four questions and it may well be appropriate to do a Thesis Project that focuses on one or two. Your advisor and seminar can help you engage in a process of making the Thesis doable. Please remember simplicity can be elegant.

The department has a library of past Thesis and Research Projects. In addition, all Thesis Projects are catalogued in Buley Library. These can be a useful source of ideas and information. Some of you will be placed at agencies where previous MSW students have done studies that may lend themselves to being replicated, modified or built upon. Check it out.

FORMAT OF THE PROPOSAL

THESIS PROPOSAL OUTLINE FORMAT RECOMMENDED BY THE DEPARTMENT OF SOCIAL WORK FOR INVESTIGATIVE OR EXPERIMENTAL PROJECTS.

(For interpretative, analytical, or critical projects the headings should follow the suggested Graduate School format)

I. INTRODUCTION

The first major heading will be INTRODUCTION [all major headings should be preceded by a large Roman numeral (e.g. I. Introduction)] with the following subheadings:

Problem Statement

Present an overview of a specific bio-psycho-social problem experienced by a population, **of whom you see a sample at your agency**. Describe several key characteristics that define the population, and how their 'bio-psycho- social problem' negatively impacts on their life and functioning. Cite at least one source that confirms the enormity of the problem, and why it is an issue that the social work profession should study. This discussion may include both micro and macro levels of the problem.

Problem Focus

Describe the organizational structure of the agency in which you see a sample of the population with the problem you identified in the Problem Statement. Include in your agency description content on: funding sources, organizational chain of command, services provided in the agency to the identified population, description of staff that provide the services to population/sample, agency catchment area. What are the agency's goals for treatment (e.g. transfer to other agencies, change or reduce level of service within the agency, improve client-psycho-social functioning, etc).

Also include a discussion of the relevance, or purpose of your proposed study to social work practice. How might your study add to the body of knowledge on social work practice?

Researchable Question(s)

Write a research question, or questions, that describes the main purpose of your study.

II. LITERATURE REVIEW

Identify a range of bio-psycho-social theories and major concepts associated with your study. Throughout your discussion identify the relationship between each citation used and the particular part of your topic for which you have chosen the reference. You should identify theories that support the main practice model used in your study. Some suggested areas to include in your discussion are: psychological and sociological theories that describe your population and the identified problem; policy and historical issues that relate to the current problems experienced by the population and the current services offered; research studies that describe both the main characteristics of the population and the identified problem; discuss other practice intervention studies that identify the intervention model used in your study; identify other studies that support the research design you have chosen for your study. You must use current APA format for in text and reference page citations

The literature review process is an ongoing activity that starts with a brief discussion as identified above for the proposal, but continues throughout the year to help you enrich and defend the ideas upon which your research topic and the final report are based.

III. RESEARCH METHODS

Purpose of the Study

Approximately 1-3 introductory sentences. Present an overview of the purpose of the proposed study (to explore, describe, explain, evaluate, or predict).

Research Questions or Hypotheses

State your research questions or hypotheses by listing them one at a time.

Please remember that hypothesis testing involves testing a proposition in a "if this, then that" format. This usually requires statistical significance at the 5% (.05) level of confidence. This requires having enough "power" (large enough sample) to adequately test the hypothesis. Frequently, MSW students do not have access to large enough samples for such procedures. You must discuss these issues with with your Thesis Advisor.

Sample

Describe the sample, inclusion criteria, number of participants, and rationale for choosing this sample.

Instrument(s)

Specify the instrument(s) you plan to utilize (e.g., structured interview, semi-structured interview, open-ended interview, questionnaires, other instruments relevant to your research questions, chart-review protocol etc.) and justify their use. The faculty recommends that you try

to use instruments that have been standardized and are reliable and valid. In some cases, copyright permission must be secured, while other instruments are in the public domain. Work with your Thesis Advisor when choosing an appropriate measure. You may develop your own instruments that for the purposes of the Thesis Project, which need to at least have “face validity.”

Procedures

Identify and describe the research design and how the data are to be gathered. Describe in what ways, for how long, and the types of procedures to be used. Describe how often and over what period of time data will be collected, as well as the sources of data.

Protection of Human Subjects

Describe how the confidentiality of subjects will be assured. The IRB form must be completed and approved by the Institutional Review Board before you can begin collecting data related to participants.

Validity and Reliability

You should present information regarding the validity and reliability of both the instrument(s) and the research design. Cite references to support the strengths and to identify the limitations of the instruments. What considerations will be taken to increase validity and reliability?

Validity and reliability of instruments are often found in a manual of the instrument(s). In addition, you need to address threats to both the internal and external validity of your study's research design.

If you are doing a qualitative study, concepts such as hypotheses, independent and dependent variables, as well as validity and reliability must be reframed. Your seminar instructor (Thesis Advisor) will help you do this.

IV. DATA ANALYSIS

Describe the data analysis procedures you plan to utilize to explore your research questions. For quantitative project describe the statistical methods that you will use. For qualitative (or mixed-method) projects, describe your qualitative data analysis strategies (e.g., constant comparison method used in “Grounded Theory”, culling of themes from interviews or focus groups used in “Phenomenological” approaches, Case Study Methods, etc).

For many projects with small sample sizes, it is appropriate to discuss clinical rather than statistical significance. In such cases, using Effect Size (ES) data analysis strategies would be more appropriate.

V. SUMMARY

Present a brief summary statement (3-5 sentences) of your proposal including purposes of the study, research questions and significance of the study. Reiterate the limitations of the study, if appropriate.

VI. REFERENCES

References should follow the APA format and should be double spaced throughout (See sample in Appendix J).

VII. APPENDIX

Include instrument(s), e.g., interview schedules, questionnaires, tests, chart-review protocols, etc.

SUBMISSION OF THE PROPOSAL

Your Thesis Advisor and the Second Reader will review your Proposal and give you feedback throughout. They shall look to see if you have addressed the following questions:

1. Is the topic appropriate?
2. Is it feasible?
3. Is the population chosen appropriate?
4. Does the agency have such a population?
5. Does the topic meet the goals and purposes of the student's practice?
6. Can the research be implemented?
7. Is there agency support?
8. Does the agency need this information?
9. Do faculty have the skills of the interest to help you implement this research?
10. Does the research topic match your research skills?

SOUTHERN CONNECTICUT STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES
Revised Thesis Proposal
Requirements and Guidelines
July 2011

POLICY

The thesis advisor, second reader and the department chairperson must approve the thesis proposal. The thesis proposal approval form must then be submitted to the Dean of the School of Graduate Studies prior to preparing a final thesis. Each Graduate School/Department/Program may have requirements that exceed those in this document; however, they must be consistent with the School of Graduate Studies' requirements. Departmental requirements beyond the minimum stated here must be in writing and submitted to the School of Graduate Studies. It is the responsibility of the student to be aware of, and comply with, all requirements.

1. Eligibility

A student who has completed fifteen (15) credits in his/her planned program and has the permission of his/her advisor may apply for the thesis capstone experience if he/she:

- A. is a matriculated student and has received a letter of acceptance from the School of Graduate Studies.
- B. has a QPA of 3.0 or better for all courses taken in the planned program to date.
- C. has obtained a thesis advisor with the approval of the Graduate Program Director or Coordinator.

2. Research Involving Human or Animal Subjects

By federal law, all research involving human or animal subjects requires prior ethical review and approval by an independent review committee. At Southern Connecticut State University (SCSU), the relevant committee for research involving human subjects is the Institutional Review Board (IRB). No data collection or recruitment of subjects may take place without IRB approval and no vertebrate animal capture, purchase, or research may take place without Institutional Animal Care and Use Committee (IACUC) approval. IACUC has jurisdiction over laboratory and field research involving all vertebrate animals.

Before beginning a research study, the student should consult with the advisor regarding the procedure for obtaining appropriate ethical review. Copies of the necessary forms and instructions for submission can be obtained from the School of Graduate Studies office. In cases where research involving human or animal subjects is being performed at another institution, approval also must be obtained from that institution's appropriate review committee(s). Copies of such approval should be attached to the SCSU forms to expedite the review process.

3. Integrity of Research and Other Scholarly Work

The School of Graduate Studies expects high standards of ethical behavior on the part of all persons involved in research and other scholarly work. Students are required to comply with the following School of Graduate Studies requirements about honesty and integrity in research, as in

all scholarly activity. Students are reminded that areas of misconduct in scholarship include, but are not limited to, the following:

- A. Falsification of data, which ranges from sheer fabrication through selective reporting, including the omission of data.
- B. Plagiarism, which involves taking and using, as one's own, the writing and/or ideas of another and ranges from outright stealing to inadequate attribution.
- C. Violations of rules to protect patients, research subjects, and other persons and animals, which, while not fraudulent in the traditional sense, are unethical and undermine the integrity of the academic process.
- D. The use of commercial organizations or paid individuals to write all or part of the thesis.

Violations of the requirement for integrity of scholarship shall result in a failing grade for the thesis and dismissal from the Graduate School.

4. Thesis Proposal

Preparing a master's thesis is a time-honored tradition in academe, yet many students who are about to undertake such a project have only the vaguest notion of what a thesis is. No single definition of a thesis exists since what constitutes an appropriate thesis varies considerably among disciplines and even among faculty members within a discipline.

Given this lack of uniformity about what a thesis is (and the resulting anxiety it invokes in students), how can we describe a thesis? Here are four common characteristics.

First, a thesis is an exercise in research and/or the creation of an original imaginative work. You are asked to demonstrate your skills in using the methodologies of your field to examine a topic of interest to your discipline. What constitutes research methodology varies widely across fields. For example, in the physical sciences, research often (but not always) involves the use of experimental procedures in a laboratory setting; in the humanities, research might involve a descriptive or interpretive analysis of some piece of literature; and in the social sciences, research may involve surveys or field studies.

A "topic of interest to your discipline" means an area of research that is generally viewed as fruitful by other researchers in the field. Within any discipline, there are typically many sub-fields of interest. Research activities such as a thesis usually focus on a limited area, exploring some very specific issues or questions.

A second characteristic of a thesis is that, no matter what the topic or methodology used, the intent of the research is to make a contribution to your field. A contribution is any new information that you can give to your discipline. This contribution can take many forms; a test of a new theory, a reinterpretation of a poem, or an evaluation of a curriculum are but a few examples. The list is endless, but the common element is this: an addition to the knowledge base of your field requires you to have an in-depth understanding of some particular area of your discipline. You must know the current state of the art if you are to add to it.

In this regard, a thesis represents the capstone activity of your graduate degree program.

To complete it successfully, you must demonstrate mastery over both a specific content area and the methodology of your discipline.

Third, a thesis represents an opportunity to work closely with one or more faculty members in your field. One characteristic of good graduate education is the opportunity for faculty and students to work together in a close relationship characterized by mentoring. While much of the content of any field can be taught in traditional classes, there is always some art to any discipline. These nuances are best conveyed in the context of a close working relationship. Working on a thesis, under the tutelage of faculty, provides an opportunity for learning that is not typically found in other graduate school activities.

The fourth and final characteristic of a thesis is more personal in nature. A thesis is an exercise in self discipline. Completing a thesis requires sustained initiative and focus. Unlike classes, there are no fixed times that you must meet; there may not be specific deadlines imposed by the instructor or your department. You provide the structure. The choice of topic and faculty advisor(s) is largely yours, within any guidelines that may have been developed by your department [*Your Field Placement Seminar Instructor will be your Thesis Advisor*]. Indeed, faculty will generally look to you to be the initiator of your thesis work.

To recap, a thesis is a well-written document that describes an independent research activity undertaken to explore some problem or topic of interest to the field or that gives formal expression to a creative project. The goal of this activity is to add new knowledge to the discipline and to demonstrate that you are competent and worthy of having an advanced degree in the field.

A. Pre-Proposal

The information in this section represents only the requirements of the School of Graduate Studies. Each candidate must check with his or her department for any additional requirements that may have been established by the department or school. The pre-proposal procedures are as follows:

- a. Obtain a thesis advisor through the procedures that are in effect in your department [*Your Field Placement Seminar Instructor will be your Thesis Advisor*]. It is the candidate's responsibility to find a member of the graduate faculty who is willing to serve as thesis advisor. The thesis advisor must have experience in the field. It is important at this stage to have a clear understanding with your thesis advisor about how much time he/she is willing to give to your thesis, and how and when contact and/or communication will be made.
- b. After obtaining a thesis advisor and reaching agreement on a topic as well as the general approach to your thesis, the candidate should register for the department's thesis proposal course [SWK572].

5. Types of Thesis Proposals

Before beginning work on the thesis itself, each student must prepare a thesis proposal that is approved by the thesis advisor and/or the department's thesis committee and the department chairperson. A thesis proposal must include at least the elements described in the

following paragraphs.

A thesis proposal is, essentially, a written action plan of what you intend to do (your topic) and how you intend to do it (your methodology). There are five types of proposals that may be completed: (1) investigative or experimental, (2) historical or descriptive, (3) interpretive, analytical or critical, (4) creative, and (5) qualitative. Outlines of each type are provided at the end of this document.

All studies begin with a statement of the title of the proposed research followed by a description of purpose: What are the specific hypotheses or research questions that your work will examine? Next, you must address the question of need (pertinence): How is your proposed study a contribution to the field? This question is often best answered by first providing a selective review of the related literature/research and then showing how your work will fill a gap or, in other ways, clarify, extend or apply the work of others. For an investigative or experimental thesis, the next section of your proposal describes the methodology you will use. It is important to provide enough detail of your research design and procedures so that your thesis advisor and/or members of your committee will have a clear picture of exactly how you plan to conduct your study. A major purpose of this section of the proposal is to encourage you to think through your study; the feedback you receive from your advisor or committee about your methods will likely make your thesis more focused and, ultimately, make the time you invest in it more productive. The next section of your proposal will describe how you intend to analyze or evaluate your findings in terms of the research questions you posed initially. This section is followed by a listing of references included in your proposal.

For a descriptive or historical thesis, once its scope and purpose are defined, the next step, the bulk of your research, involves collecting, reading and analyzing your source materials. The reading should be both wide-ranging and intensive, and your critical judgment should be constantly required in the process. All through this stage of research, you should try to maintain your focus lest you be led astray by the massive amount of material you encounter. The way to maintain focus is to remind yourself frequently of the purpose of your study and the questions that you seek to answer. Your references can be in the form of either footnotes (at the bottom of each page) or of endnotes (at the end of the thesis). Your bibliography should include all the works referenced in your thesis and any works not cited in your thesis but important to the subject of your study.

For an interpretive, analytical, or critical thesis, the specific format to be used will be determined by the academic department and the thesis advisor. However, it must include the following elements:

- a. A specific description of the problem or topic being studied and a summary of the argument and its supporting elements, including any necessary definitions.
- b. A statement of the significance of the problem or topic, including any limitations.
- c. A review of the scholarly literature on the topic.
- d. An explanation of the design, methodology and theoretical approach of the study describing what information will be required, how it will be secured, how it will be refined, integrated and applied to the topic of study, and why the stated design,

methodology and theoretical approach were chosen.

e. A list of works cited and consulted that provides complete information for each reference mentioned in the literature review and also any relevant references not cited in the review but which will be of value in the course of the project.

For a creative thesis, such as original poetry, fiction, and/or other works, the format will be determined by the respective department and the thesis advisor. However, for acceptance by the School of Graduate Studies, a creative project thesis proposal must include at least the following elements:

- a. A clear description of the nature, scope, and substance of the final creative product. For example, a student could include a collection of poems that have a common theme running through them. The length of the poems will range from
- b. A brief discussion of the major elements of the craft that will be used and how they will be used to achieve certain aims or effects.
- c. An explanation of why a creative thesis was chosen and why the specific form and genre were selected.
- d. A bibliography of all references used in the development of the creative thesis.

For a qualitative thesis, the specific format to be used will be determined by the academic department and the thesis advisor. However, it must include a statement of purpose, a review of relevant research, a description of the research methodology, and a bibliography. In addition to substance, a thesis will be evaluated on writing style and fluency, which includes correct grammar, proper spelling, and consistency of chapter headings, subheadings, footnotes, endnotes, references and bibliography. Attention to such details as writing the proposal in the future tense is imperative.

Different disciplines use different formats or styles (e.g. The Social Work Department uses APA,) for their professional writing. However, you should check with your department to determine which style it requires [APA]. If your discipline does not require a specific style, you should follow the one used by the leading journal in your discipline (confer with your thesis advisor for the name of that journal). It is important to note that the format requirements listed in *The School of Graduate Studies Guide to Formatting Your Thesis*, supersede those of individual style manuals

5. Submission of Thesis Proposal to the Thesis Committee, Department Chairperson, and to the Graduate Dean

- A. Submission of proposal: The student submits his proposal to his/her thesis committee and department chairperson for review and approval.
- B. Thesis Proposal Signature Sheet: After approval of the thesis proposal by the thesis advisor and the department chairperson, the candidate must complete a **thesis proposal signature sheet** (which is located at the end of this document).
- C. Submission of Signature Sheet: The student must submit the completed thesis proposal signature sheet to the School of Graduate Studies for review.

D. Review and Approval: The Dean of Graduate Studies will review and sign the thesis proposal signature sheet. The School of Graduate Studies will retain the original copy of the sheet and send a photocopy to the candidate and the thesis advisor. When the student receives this copy, he/she can commence work on the thesis.

6. Completing the Thesis

Upon receipt of approval of the proposal, the candidate should work closely with the thesis advisor to complete the thesis. It is necessary to follow the *SCSU Thesis Requirements and Guidelines and The School of Graduate Studies Guide to Formatting Your Thesis, Special Project Proposal, or Dissertation* in preparing the final thesis. The student also must select a recognized academic style manual (e.g., APA) that will be used in writing the thesis manuscript. The style manual selected must be identified at the time of submission of the thesis proposal. Any thesis that does not follow a recognized academic style manual as well as the *SCSU Thesis Guidelines and The School of Graduate Studies Guide to Formatting Your Thesis*, will be returned for correction.

It is the responsibility of the thesis adviser and the department to insure that the thesis meets the standards of the academic discipline, the academic department, and the School of Graduate Studies. The review by the student's thesis committee will look to see that the thesis does what the candidate and the thesis advisor agreed it would do in the thesis proposal. **Particular emphasis will be placed on writing style, proper format, and consistency between the thesis proposal and the final thesis.** The School of Graduate Studies examines the format of each thesis to see that the 'Mechanics of Presentation' specified in *The School of Graduate Studies Guide to Formatting Your Thesis*, have been met.

EXAMPLES OF OTHER GRADUATE SCHOOL FORMATS

EXAMPLE 1 - AN OUTLINE OF AN INVESTIGATIVE OR EXPERIMENTAL STUDY

- A. Title of proposed thesis
- B. Statement of purpose(s)
- C. Relationship of study to related research and analysis of pertinent research (literature review)
- D. Statement of need or relevance of the study
- E. Investigatory or experimental procedures to be followed:
 - 1. Experimental design
 - 2. Subjects to be used
 - 3. Measures used (surveys/interviews/psychological instruments, etc.)
 - 4. Plan for the analysis of data
- F. Bibliography

EXAMPLE 2 - AN OUTLINE OF A DESCRIPTIVE OR HISTORICAL STUDY

- A. Title of proposed thesis

- B. Statement of purpose(s)
- C. Relationship of study to related research and analysis of pertinent research (literature review)
- D. Research plan
- E. Proposed chapter development with discussion of major subheadings
- F. Bibliography

EXAMPLE 3 - AN OUTLINE OF AN INTERPRETIVE, ANALYTICAL OR CRITICAL STUDY

- A. Title of proposed thesis
- B. Summary of the argument and its significance as a contribution to knowledge
- C. Review of the criticism and scholarly literature on the subject
- D. Description of the analytical/critical/interpretative methods and the theoretical approaches that will be used
- E. List of works cited and consulted

EXAMPLE 4 - AN OUTLINE OF A CREATIVE STUDY

- A. Title of proposed thesis
- B. Statement of purpose(s), e.g., a clear description of the nature and themes of the final creative product.
- C. A brief discussion of the major elements of the craft that will be used and how they will be used to achieve certain aims or effects.
- D. An explanation of why a creative thesis was chosen and why the specific form and genre were selected.
- E. Bibliography

EXAMPLE 5 - AN OUTLINE OF A QUALITATIVE STUDY*

- A. Title of proposed thesis
- B. Statement of purpose/description of phenomenon to be studied
 - 1. Significance to field of study
 - 2. Research questions
- C. Review of relevant research as appropriate to methodology used (include researcher's perspective)
- D. Research methods
 - 1. Sample selection
 - 2. Data gathering technique
 - 3. Data analysis methods
 - 4. Limitations
 - 5. Ethical considerations
- E. References

*Examples of research using qualitative methods: phenomenological, ethnographic, grounded theory, philosophical investigations

SECTION III

PREPARING A THESIS PROJECT

SOUTHERN CONNECTICUT STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES
Revised Thesis Requirements and Guidelines
July 2011

INTRODUCTION

The Master's Thesis is a capstone experience of the master's degree candidate and offers evidence of the student's original research and the results of that research; an approved creative project; or an interpretive, analytical work. In completing the thesis, the student demonstrates a capacity for independent research, an ability to organize and present data logically, and proficiency in the use of scholarly language. The final thesis evidences originality, critical and independent thinking, appropriate format, organization, and thorough documentation.

Copies of the thesis are placed in the University library and are sent to ProQuest™ where they are made available to the international community of scholars. Therefore, each thesis must meet professional standards of published research. The student, the student's thesis advisor, and the School of Graduate Studies expect to see evidence of careful attention to style and format in the thesis document.

The SCSU Thesis Requirements and Guidelines and The School of Graduate Studies Guide to Formatting Your Thesis are derived from standard practices among universities, libraries, and publishers. The student is expected to read and follow both documents throughout the thesis preparation. The *SCSU Thesis Requirements and Guidelines* may be used in combination with a recognized academic style manual chosen and approved by the student's department. The style format chosen must be identified at the time the thesis proposal is submitted to the student's thesis committee for review. The School of Graduate Studies holds students to the requirements set forth in the *SCSU Thesis Requirements and Guidelines and The School of Graduate Studies Guide to Formatting Your Thesis, Special Project Proposal or Dissertation*. It is the student's responsibility to become familiar with a recognized academic style manual (e.g. APA) and to follow it consistently. **It is important to note that the *SCSU Thesis Requirements and Guidelines and The School of Graduate Studies Guide to Formatting Your Thesis, Special Project Proposal or Dissertation* supersede those of individual style manuals.** Limitations of software packages and/or hardware deficiencies are not valid reasons for granting exceptions to these documents. The School of Graduate Studies does not accept multiple authorship.

THESIS APPROVAL PROCESS

The reputation and quality of the University's graduate programs are measured in part by the quality of theses written by graduate students. The theses provide permanent, tangible evidence of the scholarly achievements of the student and the student's graduate program. For these reasons, theses must be prepared with exceptional care for appearance, for consistency of terminology, and for correctness of citations, grammar, and spelling. It is expected that the thesis document submitted to the thesis committee will be in perfect condition and ready for approval by the committee and the department chair and for acceptance by the School of Graduate Studies.

The student's thesis committee reviews the thesis to ensure that the requirements of style

specified in the *SCSU Thesis Requirements and Guidelines* and *The School of Graduate Studies Guide to Formatting Your Thesis, Special Project Proposal or Dissertation* have been met. Theses that are judged unacceptable are returned to the student for correction and reapproval by the faculty. Once the thesis committee has deemed a thesis to be in compliance, its members will sign the thesis signature page and notify the student to submit the thesis to the School of Graduate Studies for format review and final acceptance.

ETHICS

Academic Honesty

As stated in the *SCSU Graduate Catalog*, the integrity of scholarship is the cornerstone of the academic and social structure of the University. Every aspect of graduate academic life shall be conducted in an absolutely and uncompromisingly honest manner.

Research Involving Human or Animal Subjects

By federal law, all research involving human or animal subjects requires prior ethical review and approval by an independent review committee. At SCSU, the relevant committee for research involving human subjects is the Institutional Review Board (IRB). No data or recruitment of subjects may take place without IRB approval. The Institutional Animal Care and Use Committee

(IACUC) has jurisdiction over research involving non-human subjects.

Before beginning a research study, the student should consult with the advisor regarding the procedure for obtaining appropriate ethical review. Copies of the necessary forms and instructions for submission can be obtained from the Research Protection Program (RPP) office, Engleman A, 110 or on the Graduate School website: <http://www.southernct.edu/grad/research/>. In cases where research involving human or animal subjects is being performed at another institution, approval also must be obtained from that institution's appropriate review committee(s). Copies of such approval should be attached to the SCSU forms to expedite the review process.

Copyright Permission

The student has the responsibility to obtain permission to include (or quote) copyrighted material unless the student is the owner of the copyright or unless the material meets the "fair use" criteria. The student is referred to the following Proquest website for specific information on this topic: www.umi.com/en-US/products/dissertations/copyright.

ROLES AND RESPONSIBILITIES

Student

The graduate student has the primary responsibility for the Master's thesis from the genesis of the subject matter to the preparation of the thesis document. The student is responsible for ensuring that the thesis manuscript meets accepted standards for scholarly writing, including spelling, punctuation, and grammar. The student should read the *SCSU Thesis Requirements and Guidelines* and *The School of Graduate Studies Guide to Formatting Your Thesis, Special Project Proposal or Dissertation* thoroughly and know the requirements and guidelines for preparation of the thesis. The student also should identify and become familiar with a recognized academic style manual appropriate to his/her academic discipline and approved by his/her department.

Thesis Advisor [*Field Seminar Instructor*]

The thesis advisor, who must be a member of the SCSU Graduate Faculty, accepts and assumes the major responsibility to work directly with the graduate student in the research or creative project. The thesis advisor will work closely with the student in all aspects of the thesis experience, including the development of the research proposal, the implementation of the research design, the analysis of the data, and the writing of the thesis. The thesis advisor has the responsibility to proofread the thesis for accuracy in terms of both content and format. Prior to the submission of the thesis to the Department Chairperson and then to the School of Graduate Studies, it is the responsibility of the thesis advisor to review the document and ensure that it is of high quality with regard to content, literary style, adherence to the requisite style manual guidelines, and adherence to the School of Graduate Studies formatting guidelines.. Where applicable, advisors should be thoroughly familiar with the roles and responsibilities of thesis advisors as described in their academic department documents.

Thesis Committee

The student's departmental thesis committee is comprised minimally of the thesis advisor and a second reader. Each department determines the composition of the thesis committee and the roles of its members. The members of the committee should be available to the student for consultation and advisement. Where applicable, students and advisors should consult academic department documents regarding committee composition.

Department Chairperson

The thesis manuscript is forwarded from the thesis advisor to the chairperson for approval and signature. The chairperson examines the thesis to insure that it is of high quality in content and literary style. If the thesis meets those standards, the Chairperson will sign-off and notify the student that he/she can submit his/her thesis to the School of Graduate Studies for format checking and final approval.

The School of Graduate Studies

The School of Graduate Studies oversees and implements all policies and procedures governing graduate theses. It publicizes and disseminates the articulation of these policies to the graduate community. It conducts a final format check of all theses to ensure that they meet ProQuest™ publishing guidelines and it reviews all thesis signature pages to ensure that approved theses have been warranted by the faculty as meeting the highest standards of scholarship and academic integrity. Please refer to the School of Graduate Studies Guide to Formatting Your Thesis, Special Project Proposal or Dissertation, for detailed information about formatting requirements, and the approval and the submission process (See below).

**FINAL THESIS OUTLINE FORMAT RECOMMENDED
BY THE DEPARTMENT OF SOCIAL WORK FOR INVESTIGATIVE OR
EXPERIMENTAL PROJECTS.**

**(For interpretative, analytical, or critical projects the headings should follow the suggested
Graduate School format)**

I. INTRODUCTION

Problem Statement

This section should be expanded using your Proposal as an outline. You need to add explanations and rationale to your statements. You may want to place emphasis on certain statements by expanding your point.

Problem Focus

Similarly, this section needs to be expanded. You may want to add a more detailed description of the interventions and how your study would benefit the clients and the agency.

II. LITERATURE REVIEW

The literature review section should be expanded using the proposal as outline. You need to revise if necessary. You may want to add explanations and emphasis to some statements or concepts that you presented. You need to make sure that literature you have presented in the proposal is still relevant. Most often, you need additional literature for the Research Project manuscript. Use subheadings.

III. RESEARCH METHODS

State the purposes, research questions or hypotheses and research design. Make sure they are consistent with the INTRODUCTION and LITERATURE REVIEW sections. The research design section should identify the type of research design that your Research Project is based on. There are many types of designs and you must describe in detail the design you are employing. Describe in detail how the sample was selected, where, who, how many, and why. Describe your intervention in detail and steps you took to insure its effectiveness. In addition, include how the data were collected, for how long, and how often, as well as the description of the instrument(s). Discuss the reliability and validity of the instrument(s) and research design. Use subheadings for clarity.

IV. RESULTS

For quantitative designs, begin with the demographic description of the sample. The data analysis procedures from the Proposal should now be incorporated in the Results Section. Use subheadings for clarity.

This section consists of how data were analyzed (i.e., types of statistical procedures used) and results of the analyses in order to prove/disprove each hypothesis or to answer each research question.

Follow the individual hypothesis or research question as an outline. Results of each hypothesis or research question should be presented in the Results section.

Report enough data to explain your findings. Utilize tables and figures to clarify and to facilitate economy of words. Do not display all raw data or computer output. Briefly explain tables and figures to show significant findings.

For qualitative projects, report the data from interviews, focus groups, or other qualitative data sources. You may include Conceptually Clustered Matrices or other ways to present your qualitative data in a clear and meaningful manner.

DO NOT INCLUDE INTERPRETATION OR DISCUSSION OF THE DATA IN THIS SECTION: INTERPRETATION OF DATA OR WHAT THE DATA MEANS IN RELATION TO THE SAMPLE AND THE STUDY GOES IN THE DISCUSSION CHAPTER- V

V. DISCUSSION

Briefly state the significant results and statements of how the results did/did not support your hypothesis and/or research questions. Discuss results in terms of how they support or do not support findings of studies cited in the literature review and why. In descriptive studies that lack hypotheses weave your findings into the existing literature.

Point to specific results that "may suggest", support or contradict your speculations. Cite references, especially from the literature review, that may lend support to the credibility of such statements. Identify or point to explanations of unanticipated results. Discuss any possible explanations of the results.

Discuss the limitations of the study and suggestions for future study.

Present conclusions and **IMPLICATION FOR SOCIAL WORK PRACTICE AND/OR THEORY**. Present any ideas you may have that could be valuable to your agency.

VI. SUMMARY AND CONCLUSIONS

End the paper with a brief two to three sentence summary statement.

VII. REFERENCES

The format of reference should be according to the APA style, and double spaced throughout. See APPENDIX J. All references in your proposal need to be incorporated.

VIII. APPENDICES

Include instrument(s), e.g., interview schedule, questionnaires, tests, etc. All tables, figures, and appendices must be given a title.

If photocopies of instruments, etc. are used, they must conform to the margins specifications set by the University. If necessary, they can be reduced on a photocopy machine.

PREPARATION OF THE THESIS

NUMBERING OF THE PAGES

Each page should be assigned a number; however, no number appears on the title page. The following plan of page numbering is required.

1. For the preliminary pages, use small Roman numerals (i, ii, iii, etc.). The title page is page i, but the number does not appear. If the thesis is not to be copyrighted, the signature page is ii. If the copyright notice is included, the signature page is iii. These preliminary pages are numbered in the center of the page, at least one inch from the bottom.
2. For the remainder of the manuscript, including text, references, charts, illustrations, appendices, etc., use Arabic numerals (1,2,3 ...). Each page must be consecutively numbered. Do not use letter suffixes (10a, 10b, etc.). The numbering begins with 1 on the first page of the text and runs consecutively to the last page of the thesis.

Page numbers should be centered at the foot of the page at least one inch from the bottom edge.

COPIES

You may submit the typed or printed original or a copy produced through a photocopy process. Any copy submitted must be clean, attractive, completed in a professional manner and on appropriate paper.

APPROVAL AND SUBMISSION OF THE FINAL THESIS

For Departmental Approval

Once the final draft of your complete Thesis is approved by your Faculty Advisor and Second Reader, it is submitted to the Chairperson who signs on behalf of the Department.

The following types of copies must be submitted after signatures have been received to obtain a final grade:

Two soft bound copies: one for the department, one for the instructor

One hard-bound copy for the library (this requirement is currently being assessed and may or may not be changed during this academic year)

One electronic copy e-mailed to your instructor who will send the e-copy to the Department Secretary.

SOUTHERN CONNECTICUT STATE UNIVERSITY SCHOOL OF GRADUATE STUDIES
Guide to Formatting your Thesis
July 2011

Overview

This manual provides master's and doctoral degree students with current guidelines and regulations regarding

- thesis/special project proposal/dissertation submission and approval
- required thesis/special project proposal/dissertation format
- submission of the thesis/dissertation to ProQuest™ (***Note: SCSU only requires submission of the thesis or dissertation to ProQuest™.***)
- special project final product submission and approval

Students must confer with the graduate coordinator of their home departments for discipline specific guidelines that would be in addition to those listed in this manual. Please consult the 2011-2012 Graduate Catalog or the School of Graduate Studies website for graduate coordinator contact information by department/program.

The content and the technical formatting of the thesis/special project proposal/dissertation is the responsibility of the student. Students may wish to use the services of an academic copy editor to ensure that the submitted document is grammatically correct, free of typographic errors, and formatted according to the specifications listed in this document.

Research Involving Human or Animal Subjects

By federal law, all research involving human or animal subjects requires prior ethical review and approval by an independent review committee. At SCSU, the relevant committee for research involving human subjects is the Institutional Review Board (IRB). No data or recruitment of subjects may take place without IRB approval. The Institutional Animal Care and Use Committee (IACUC) has jurisdiction over research involving non-human subjects. Before beginning a research study, the student should consult with his/her advisor regarding the procedure for obtaining appropriate ethical review. Copies of the necessary forms and instructions for submission can be obtained from the Research Protection Program (RPP) office located in Engleman A110 or on the School of Graduate Studies website <http://www.southernct.edu/grad/research>. In cases where research involving human or animal subjects is being performed at another institution, approval also must be obtained from that institution's IRB or IACUC representative. Copies of such approval should be attached to the RPP forms to expedite the review process.

Thesis/Dissertation Structure

(Note: Elements 9-14 below might have different titles or some elements might not be included in the thesis/dissertation. Students must refer to their department's thesis/dissertation guidelines for guidance. In the absence of such a document, students will include all of the elements below (and in the order listed).

Preliminary Pages: Preliminary pages consist of the title page, copyright notice (optional), signature page, abstract, dedication (optional), acknowledgment (optional), table of contents, list of

figures, list of tables, and other lists. Preliminary pages are paginated separately from the rest of the page immediately following the title page. The title page is counted, but it is not numbered. Beginning with the page immediately following the title page, place page numbers in lowercase Roman numerals centered at the bottom of each preliminary page. The Roman numerals are continued up to the first page of the text.

1. **Title Page** (see sample at the end of the document): The title of the thesis/dissertation is single-spaced and it must appear in all capital letters with each line centered on the page. The degree date should be the month in which the degree is conferred (e.g. May, August, January). The title page is not numbered, but it is counted. All text on the title page must be centered both vertically and horizontally.
2. **Signature Page** (see sample at the end of the document): The signature page contains the title of the thesis/dissertation contains the title of the thesis and the signatures of the thesis/dissertation advisor, committee member(s), and the Dean of the School of Graduate Studies. The title of the thesis/dissertation must be placed in all capital letters, centered and placed two (2) inches from the top of the page. A lower-case Roman numeral is used on the signature page.
3. **Copyright Notice** (optional): Copyrighting of the thesis is optional. If included, the copyright page follows the title page. The copyright page is not numbered, but it is counted. The copyright symbol © should appear with your full legal name and the year centered between the margins on the page and approximately two-thirds of the way down the page e.g., © Copyright by Jane Doe, 2011
4. **Abstract** (see sample at the end of the document): The abstract summarizes the research undertaken and its findings. The abstract must be limited to 300 words or less. It should be double-spaced, adhere to the same style guide as the thesis/dissertation manuscript. The title of this page, Abstract, must be in all capital letters and placed two (2) inches from the top of the page. A lower-case Roman numeral is used on the abstract page.
5. **Dedication page** (optional): The dedication page provides recognition to special individuals who have provided support or assistance to the candidate during his/her thesis research. The dedication is single-spaced and centered on the page horizontally and vertically.
6. **Acknowledgments:** Acknowledgements recognize those who have been instrumental in the completion of the project.
7. **Table of Contents:** The table of contents includes all chapter headings, the bibliography or list of references. Preliminary pages (everything prior to the thesis Introduction section are not included).
8. **List of Figures and/or Tables.**

Body of the thesis (can be replaced by department outline)

9. **Introduction:** This section delineates the topic or problem to be investigated and presages the research methodology and findings.
10. **Literature Review:** The literature review summarizes current peer-reviewed research on the research problem or topic.
11. **Methodology:** This section describes the research methods that the candidate employed to gather evidence or experimental results.
12. **Results:** This section summarizes the collected data and/or evidence and provides the candidate's interpretation of the data and/or evidence.
13. **Discussion:** The candidate discusses his/her research findings, provides evaluations and suggests plans for additional research.
14. **Conclusions**

Reference Material

15. **References:** The title, References, appears in capital letters centered two (2) inches from the top and only on the first page of the section. (Example: REFERENCES)

16. **Appendices** (if applicable): The title, Appendix, appears in capital letters centered two (2) inches from the top. All appendices must be listed in the Table of Contents. Each appendix must have a letter designation (in order of appearance in the text of the thesis/dissertation). (Example: APPENDIX A: IRB APPROVAL LETTER, APPENDIX B: **LETTER OF COLLABORATION**)

School of Graduate Studies Formatting Guidelines for Theses/Special Project Proposals/Dissertations

1. **Paper:** All pages submitted to the School of Graduate Studies must be printed on 8.5 x 11 inch white bond paper that is at least 25% cotton and 20 lb. weight.

2. **Font and point size:** Candidates must use one of the following fonts: Arial, Times New Roman, or Helvetica font (11 or 12 point).

3. **Margins:** Margins must be 1 inch on all sides, top and bottom.

4. **Spacing:** The thesis text must be double-spaced. Long quotations and appendices may be single-spaced. For footnotes, endnotes, and references, the candidate must follow the format used by his/her discipline.

5. **Pagination:** The required preliminary pages (e.g. title, signature page, abstract) are numbered consecutively using lower case Roman numerals. Text, appendix, and reference pages are numbered consecutively using Arabic numerals.

6. **Tables and Figures:** Tables and figures must fit within the prescribed margins. Table headings come are placed at the top of the table while figure captions are placed at the bottom of the figure. All tables and figures must be clear and legible.

7. **Photographs and Graphics:** Digital quality photographs or scanned images/graphics must be used. Photographs and graphics must be printed directly onto the bond paper.

8. **Reprint permission:** Use of photographs, charts, tables, artwork, and graphs (by other authors) requires written permission from those authors. Furthermore, the author's work must be acknowledged in the document. These permissions may be listed in a separate Appendix.

Approval of the Completed Thesis by the Committee

1. The student submits completed copies of the thesis or dissertation to his/her committee for review (Thesis Advisor and Second Reader in the Social Work Department). This process could take time if the committee requires the student to make revisions to the thesis or dissertation.

2. Once the committee has approved the thesis or dissertation, the members of the committee will sign the thesis/dissertation signature page and submit a final thesis grade. The student will then be ready to submit his/her thesis or dissertation to the School of Graduate Studies for format check.

Submission of the Completed Thesis to the School of Graduate Studies

1. The student must submit, for final approval, an original, clean, unbound copy (on white bond paper) of his/her committee-approved thesis or dissertation to the School of Graduate Studies for format check. The unbound copy must be delivered in a box or expandable fiber envelope.

2. If the thesis passes the format check, the Dean of the School of Graduate Studies will provide the final approval. If the thesis or dissertation does not pass the format check, it will be returned to the student for format revision. This process will

continue until the thesis or dissertation passes the format check.

3. **IMPORTANT DATES:** A fully approved thesis or dissertation must be submitted to the School of Graduate Studies by July 8, 2011 for August graduation; November 4, 2011 for December graduation; and **April 6, 2012 for May graduation.** A fully approved thesis is one in which the Signature page reflects all required signatures including that of the Dean of the School of Graduate Studies.

Required Submission of the Thesis/Dissertation to ProQuest™

1. ***The student is required to have his or her thesis or doctoral dissertation microfilmed by ProQuest™. The costs associated with this service are the responsibility of the student.***

When submitting the thesis to the School of Graduate Studies, the student must provide the completed ProQuest™ form (available from the School of Graduate Studies website) and a certified check or money order payable to Proquest™.

2. If the student chooses to copyright his/her thesis or dissertation, ProQuest™ will act as the student's agent with the Library of Congress Copyright Office. This document can be accessed at http://www.proquest.com/en-US/catalogs/services/author_services.shtml. For a detailed explanation of copyright law as it relates to graduate research, you may consult *Copyright Law and Graduate Research* by Kenneth Crews Students may view this document at <http://www.proquest.com/enUS/products/dissertations/copyright/>

Sample Thesis Pages

THE HISTORY OF WIDGETS IN NEW ENGLAND

BY

JANE DOE

A Thesis Submitted to the School of Graduate Studies
in Partial Fulfillment of the Requirements for the Degree of
Master of Science

Southern Connecticut State University
New Haven, Connecticut
May 2012

SAMPLE TITLE PAGE FOR A MASTER'S THESIS

THE HISTORY OF WIDGETS IN NEW ENGLAND

BY

JANE DOE

This thesis was prepared under the direction of the candidate's thesis advisor, _____, Department of Social Work and it has been approved by the members of the candidate's thesis committee. It was submitted to the School of Graduate Studies and was accepted in partial fulfillment of the requirements for the degree of Master Social Work.

James E. Scientist, Ph.D.
Thesis Advisor

Mary A. Engineer, Ph.D.
Second Reader

Daisy B. Poet, M.F.A.
Department Chairperson

Holly Crawford, Ph.D.
Dean, School of Graduate Studies

Date

SAMPLE SIGNATURE PAGE FOR A MASTER'S THESIS

ABSTRACT

Author: Jane Doe

Title: THE HISTORY OF WIDGETS IN NEW ENGLAND

Thesis Advisor: Dr. James E. Scientist

Institution: Southern Connecticut State University

Year: 2012

The abstract summarizes the research undertaken and its findings. The abstract must be limited to 300 words or less. It should be double-spaced, adhere to the same style guide as the thesis/dissertation manuscript. The title of this page, Abstract, must be in all capital letters and placed two (2) inches from the top of the page. A lower-case Roman numeral is used on the abstract page.

SAMPLE ABSTRACT PAGE

SECTION IV

APPENDICES

Procedure for downloading IRB Forms.

IRB FORMS DOWNLOADING INSTRUCTIONS

1. Open Southern's Home Web-page - <http://www.southernct.edu/>
2. Click on "Research" 3rd from right at the top.
3. Click on "Institutional Review Board (IRB), which is 8th down from top left-hand list.
4. Click on "IRB Instructions and Forms".
5. Click on MS-WORD FORMAT (96 KB) icon.
6. Download this file to your hard drive and give the file a name. Write onto this down-loaded file and submit this to the IRB.



INFO FOR:

- ▶ Future Students
- ▶ Current Students
- ▶ Faculty & Staff
- ▶ Parents & Families
- ▶ Alumni & Friends
- ▶ School Counselors

ANNOUNCEMENTS

- ▶ New Faculty Orientation
- ▶ Transfer Student Orientation
- ▶ Part-Time Faculty Orientation & Reception
- ▶ SCSU President Search
- ▶ Undergraduate Admissions Office Still Accepting \$200 Tuition Deposit
- ▶ Apply Online
- ▶ Undergraduate Application Deadline Extended for Fall 2011 Admission
- ▶ Guide for First-Year Students
- ▶ Guide for Transfer Students
- ▶ Federal Pell Grant News
- ▶ Current Registration Calendar is Available
- ▶ View Special Topics Courses and Institutes
- ▶ Your Ideas
- ▶ Sign up for SCSUALERT

CAMPUS NEWS



UNIVERSITY FORUM XLVII
Michele DiPietro to discuss the learning process and better teaching.



DECODING THE PAST
Marsoobian wins award for his research of his family's history.



GRANT SUPPORTS ENVIRONMENTAL RESEARCH
Long Island Sound is focus of studies.

[MORE NEWS](#)



Photo Blog: Journey to Guatemala

[CHECK OUT OUR PHOTO ALBUMS](#)

[VIEW OUR VIRTUAL TOUR](#)

SCSU SOCIAL NETWORK:



Audience Appreciation Concert by consummate jazz saxophonist Nelson Rangell ~ Lyman Center, August 26, 8 p.m.

Events @ Southern

- 08.18.2011** Part-Time Faculty Orientation and Reception
- 08.19.2011** Summer Session C Ends
- 08.26.2011** New Student Move-in Day
- 08.26.2011** Jazz Saxophonist Nelson Rangell

[MORE EVENTS](#)

Research

- Home
- Sponsored Programs and Research (SPAR)
- School of Graduate Studies Research
- Dissertation Guidelines
- Thesis Information
- Undergraduate Research
- Research Protection Program (RPP)
- Office of Research Integrity (ORI)
- Institutional Review Board (IRB)
- IRB External Investigator Policy
- NIH IRB Tutorial
- Inst'l Animal Care & Use (IACUC)
- RPP Newsletter Directory
- RPP Education Division



RESEARCH AT SOUTHERN



At Southern, faculty and student research is considered a major aspect of the university's commitment to academic excellence, social justice, and service for the public good.

Participation in research at Southern provides a unique and rewarding educational experience which can enrich learning and encourage understanding of systematic study and scientific inquiry.

Southern's faculty and students have independent and collaborative opportunities to engage in research across a broad range of academic disciplines and areas of study.

This page presents links to facets of Southern's research and scholarship programs and activities, responsible conduct of research policies, and research protection requirements. Links to federal and professional research organizations are presented as well.

RESEARCH AND SCHOLARSHIP ADVISORY COMMITTEE

LINKS TO SOUTHERN RESEARCH

- Southern Research on the Web
- Research Center on Computing and Society
- The Center for Community and School Action Research (CCSAR)
- Center for Coastal and Marine Studies
- Graduate Research Fellowship Competition
- Buley Library

LINKS TO FEDERAL AND PROFESSIONAL RESEARCH ORGANIZATIONS

- Office of Research Integrity (ORI)
- Office of Human Research Protection (OHRP)
- Office of Laboratory Animal Welfare (OLAW)

RESEARCH

- ▶ Research Protection Program (RPP)
- ▶ Office of Research Integrity (ORI)
- ▶ Institutional Review Board (IRB)
- ▶ IRB External Investigator Policy
- ▶ NIH Tutorial: Human Participant Protections
- ▶ Institutional Animal Care and Use Committee (IACUC)
- ▶ RPP Educational Resource Division
- ▶ RPP Newsletter Directory
- ▶ Dissertation Guidelines
- ▶ Thesis Information
- ▶ Faculty Research
- ▶ Student Research
- ▶ Fellowship Competition
- ▶ Funding Sources



SOUTHERN CONNECTICUT STATE UNIVERSITY RESEARCH PROTECTION PROGRAM INSTITUTIONAL REVIEW BOARD (IRB)

IRB CHAIRPERSON: W. JEROME HAUSELT, PH.D.

Office: Engleman Hall, Wing A, Room A110 A - B
Voice: (203) 392-5243
FAX: (203) 392-5221
Email: Hauseltw1@SouthernCT.edu

Table of Contents

Introduction
The IRB Purview
IRB Tutorial
Institutional Review Board
IRB Application Packet for Human Research Review
Course Instructor Certification
External Investigators

Introduction:

The Southern Connecticut State University (SCSU) Institutional Review Board (IRB) is responsible for safeguarding the rights and welfare of human participants in research. The IRB subscribes to the basic ethical principles for the protection of human participants in research that underlie The Belmont Report, and adheres to federal regulations published in The Federal Register, codified at Title 45 part 46, and to the terms of the U.S. Department of Health and Human Services' Office of Research Protections' Federalwide Assurance for the Protection of Human Subjects.

The IRB Purview:

The IRB's purview extends to: (1) all human research conducted by SCSU faculty, students, staff, administrators, or others who wish to conduct research under the auspices of SCSU; (2) all human research conducted on the SCSU campus or in cooperation with other research agencies and sites, regardless of whether the project is funded externally, internally or receives no funding support.

IRB Tutorial:

Investigators who wish to submit an Application for Human Research Review must first complete an online tutorial and enclose: 1) a recent (within past three years) completion certificate with their application; and 2) a signed SCSU IRB Education Certificate. The Education Certificate may be found within the application packet.

The SCSU IRB is currently using the National Institutes of Health NCI Human Participant Protections for Research Teams course at:

<http://phrp.nihtraining.com/users/login.php>

Completion of the appropriate Collaborative Institutional Training Initiative (CITI)

SEARCH

Research Protection
 Program (RPP)
 Office of Research
 Integrity (ORI)
 Institutional Review
 Board (IRB)
 IRB External
 Investigator Policy
 NIH Tutorial: Human
 Participant Protections
 Institutional Animal
 Care and Use
 Committee (IACUC)
 RPP Educational
 Resource Division
 RPP Newsletter
 Directory
 Dissertation Guidelines
 Thesis Information
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IRB INSTRUCTIONS AND FORMS SELECTION PAGE

	ACROBAT FORMAT	MS WORD FORMAT
IRB APPLICATION PACKET FOR HUMAN RESEARCH REVIEW		
	SIZE	SIZE
Application Instructions	113KB	44KB
Application Forms		96KB
APPLICATION FOR COURSE INSTRUCTOR CERTIFICATION		
	SIZE	SIZE
Application	113KB	44KB
MISCELLANEOUS FORMS		
	SIZE	SIZE
Adverse Event Form	30KB	23KB
Continuing Review Form	31KB	29KB
Request for Revision Form	30KB	25KB
Research Completed Form	33KB	26KB

Please Note: You can interactively fill out the MS Word form(s) in Microsoft Internet Explorer, and afterward print, sign, and send it in. For the NIH Protecting Human Research Participants on-line tutorial, please [click here](#).