

MASTER'S OPTION GENERAL GUIDELINES

Option 1: Thesis

***School of Education
University of Houston-Clear Lake***

Description of Options

Candidates wishing to earn a master's degree in the School of Education must complete one of four master's options. Not all options are available in all programs. Candidates should consult their advisors to determine which options are available to them and, when there is a choice, which option will best meet their academic goals.

The four master's options available are:

- OPTION 1: Master's Thesis**
- OPTION 2: Master's Project**
- OPTION 3: Master's Internship**
- OPTION 4: Master's Comprehensive Examination**

Option 1: MASTER'S THESIS. The master's thesis option is designed to allow candidates to conduct a research study related to the field of education. Master's thesis studies must adhere to educational research design principles, and the methodology may be qualitative or quantitative. It is generally expected that thesis studies will contribute to the knowledge base of the discipline and be of a quality that would permit publication in a scholarly journal. At the completion of the master's thesis study, the candidate will present a formal, bound report of the study to the University Library. (See Option 1: Master's Thesis for requirements)

Option 2: MASTER'S PROJECT. Although most master's projects are also research studies, this option is designed to allow candidates more flexibility in the type of research pursued. Master's projects generally involve the development of a product (curriculum, software, etc.). Research on the effectiveness of the product is generally a component of the master's project. (See Option 2: Master's Project for requirements)

Option 3: MASTER'S INTERNSHIP. The master's internship option is designed to provide candidates with hands-on experience in applying their knowledge and skills in an educational setting. Programs that allow the internship option include those leading to special licensure of professional certification. A product, demonstrating activities conducted during the internship, is required. It should be noted that some programs allow a candidate to take a practicum, but the practicum does not count as the Capstone Experience. Candidates should check with their advisors. On the next page is a table listing the options for the Capstone Experience in each program. However, it is recommended that candidates check with their advisors. (See Option 3: Master's Internship for requirements)

Option 4: MASTER'S COMPREHENSIVE EXAMINATION. The master's comprehensive examination option is designed to allow the candidate to take six additional hours of coursework and have a comprehensive examination replace the capstone course experience. There is a stringent set of rules and procedures governing the comprehensive examination. The candidate should work closely with her/his graduate faculty advisor throughout the process of successfully completing the comprehensive examination

Table 1: Options for the Capstone Experience

	Thesis	Project	Internship	Practicum	Comprehensive Examination
Counseling			✓	✓ ¹	
Curriculum and Instruction	✓	✓			
Early Childhood Education	✓	✓	✓		
Educational Management			✓		
Instructional Technology	✓	✓	✓		✓
Multicultural Studies in Education	✓	✓			✓
Reading	✓	✓	✓ ²	✓ ²	
School Library and Information Science			✓		

¹ COUN's Capstone Experience consists of BOTH the Master's Internship (COUN 6739) and the Counseling Practicum (COUN 5739).

² LLLS 6639 and LLLS 6732 serve in the capacity of an internship and practicum for Reading.

The following are requirements that go beyond any one of the options:

1. All four options require candidates to have a signed plan of study in their files in the Office of Academic Advising, B1231.
2. All four options require candidates to have a signed Master's Option Course Enrollment form in their files in the Office of Academic Advising, B1231.
3. Registration in any of the three capstone courses (Master's Project, Master's Thesis Research or Graduate Internship) requires the approval of the Associate Dean.
4. Before registering for Master's Project (EDUC 6839) or Master's Thesis Research (EDUC 6939), the candidate must have completed EDUC 6033 plus an additional 21 hours of approved coursework.

GENERAL GUIDELINES

Option 1: MASTER'S THESIS

Six hours of thesis credit are required to satisfy Option 1: Master's Thesis and registration for thesis credit may not occur until a candidate has successfully completed EDUC 6033 and earned at least 21 additional semester hours toward the master's degree. The Faculty Advisor should ensure that the candidate has met all prerequisites.

Candidates must allow a minimum of two semesters in which to complete the process for approving the proposal and the application for the protection of human subjects, gathering the necessary data for the thesis, and completing the final thesis report.

Submission of a proposal for the thesis does not guarantee acceptance of that proposal, and candidates must allow sufficient time for necessary corrections as needed.

Candidates should enroll for thesis credit upon initiation of work on their thesis proposal under the direction of a faculty member. A ***Proposed Thesis Form*** (see Appendix 1) signed by the Thesis Chair, must be submitted prior to initial registration for thesis credit.

Candidates should register for three semester hours the first semester that they begin work on their thesis and registration must continue for three semester hours each long semester following the initial registration until the thesis is completed, at which time a regular letter grade will be awarded by the thesis chair. Summer registration is not required unless the candidate plans to graduate during the summer or university facilities or resources will be used during the summer.

Candidates must bring a *Master's Option Course Enrollment* form signed by the faculty member serving as the thesis chair to the Associate Dean for approval prior to initial registration for EDUC 6939 Master's Thesis Research. Thereafter, the Registrar automatically processes registration for EDUC 6939, and the candidate must pay registration fees for EDUC 6939 by the posted deadline. Failure to pay fees by the twelfth class day of any given semester will result in administrative withdrawal from EDUC 6939 and cancellation of approval for the proposal and the Committee for the Protection of Human Subjects application. Data previously collected for the thesis will be void and must be destroyed. Candidates must then submit both a new proposal to the Associate Dean and a new application to the Committee for the Protection of Human Subjects for approval.

Candidates are expected to select as a thesis chair a faculty member who has expertise in the chosen field of inquiry; the thesis chair need not be the same as the candidate's previously assigned academic advisor. Master's thesis chairs must be selected from full-time faculty members of the School of Education. A full-time UHCL faculty member from outside the School of Education, however, may direct a thesis upon written recommendation of the appropriate Program Area Chair and with the approval of the Associate Dean.

A comprehensive thesis proposal will be developed under the supervision of the thesis chair. When approved by the thesis chair, one (1) official copy of the proposal will be submitted for approval to the Associate Dean. The proposal must be approved by the Associate Dean prior to the candidate beginning work on the actual thesis. After obtaining full approval from the Associate Dean, a minimum of three copies of the written proposal must be submitted; one copy will be retained by the Associate Dean's office, one copy will be returned to the thesis chair, and the third copy will be returned to the candidate.

Each thesis involving human subjects must receive approval from the Committee for the Protection of Human Subjects (CPHS) *prior to initiation of the study*. Approval of the thesis proposal from the Associate Dean **MUST** be obtained before submitting the CPHS application. The candidate must allow at least two weeks for the CPHS review.

A written report is required of all candidates who complete master's options 1, 2, or 3. It is expected that candidates will be guided in their writings by a style manual, such as the latest edition of the Publication Manual for the American Psychological Association, which is the preferred form for reports in the School of Education. Other recognized style manuals may be used by candidates who have specialized requirements for their written materials, subject to prior approval by the Associate Dean.

For a candidate to graduate in a particular semester, the thesis must be approved by the candidate's thesis committee, the Associate Dean, the Dean of the School of Education, and the Director of the Library by the deadline published in the University Catalog or Course Schedule. The candidate can go to http://prtl.uhcl.edu/pls/portal/docs/page/ar/documents/summer_2004_schedule/calendar.pdf which brings up a pdf of the calendar for candidates that shows the library format check deadline for theses as well as the submission date to the Dean.

THE MASTER'S THESIS

The master's thesis provides an opportunity for engaging in formal research in the field of education. A thesis shall be judged upon evidence of the candidate's ability to do independent research and to prepare a manuscript that conforms to recognized standards of quality writing.

1. The thesis committee shall consist of the chair and at least one additional member, both of whom must be full-time faculty members. The candidate asks an appropriate faculty member to serve as chair of the committee; the chair, in consultation with the Associate Dean, selects the other committee member(s). Members of the thesis committee must be selected from among UHCL full-time faculty, except that other professionals may serve with the approval of the Associate Dean.
2. A formal written proposal ***must*** be approved by the thesis committee and the Associate Dean before the candidate begins work on the thesis. It is expected that the proposal will include the nature and scope of the problem, the significance of the proposed work, justification through a survey of the pertinent literature, and the planned method to be used in addressing the problem. One copy of the proposal, approved by the thesis committee, is to be submitted to the Associate Dean for acceptance; once signed by the Associate Dean, the proposal is returned to the thesis chair. A sample title page for the thesis proposal is included as Appendix 2.
3. *Candidates are required to receive approval for their proposed research from the Committee for the Protection of Human Subjects (CPHS). The CPHS application MUST be completed and submitted online. The CPHS application forms can be obtained by e-mailing Ms. Roberta Hohmann at hohmann@cl.uh.edu.*

The candidate should complete the form and then submit it to his/her thesis chair for review. Once the thesis chair has approved the CPHS application, the ***chair*** will submit the application via email to the chair of the School of Education Committee for the Protection of Human Subjects. The CPHS will **NOT** accept any applications directly from candidates. All instruments, approval letters and other documents mentioned in the CPHS application must be submitted to the chair of the CPHS as well. If electronic copies of supporting documents are not available, the candidate may submit paper copies to his/her Thesis Chair to forward to the CPHS chair. The CPHS application may **NOT** be submitted to the CPHS until the Associate Dean has approved the proposal. Candidates may **NOT** proceed with their research until approval is received from both the Associate Dean and the Committee for the Protection of Human Subjects. **ANY WORK WITH HUMAN SUBJECTS PRIOR TO SUCH APPROVAL WILL BE NULLIFIED.** The candidate should note that a minimum of two weeks should be allowed for the CPHS review. In addition, an application that is submitted to the CPHS at the end of a semester will not be reviewed until the beginning of the next semester so the candidate should plan accordingly.

4. Specific requirements pertaining to the preparation of theses should be followed precisely. A copy of these regulations is in Appendix 3. All candidates planning to conduct thesis research should obtain and review this document prior to initiating work on the proposal preparation. These regulations pertain to such issues as the arrangement of the content, type of paper, margins, style, inclusion of illustrative materials, pagination, vita, abstract, citation permission, copyright, microfilming, method of duplication, number of copies and format for non-print theses.
5. By the date specified in the University Calendar, the candidate must submit the following to the Neumann Library:

Title Page
Signature Page
Abstract Page

Table of Contents	Page(s)
List of Figures	Page
Any page from the body of the text	
Any page from the beginning of a chapter	
Sample of paper to be used (100% cotton, 16-24 lb. weight)	

Upon completion of the thesis, the candidate may be required to defend the thesis before the members of the Thesis Committee. All committee members must approve the completed thesis in order for it to be forwarded for approval as specified below. After the defense, the committee chair will assign a grade of “A”, “B”, or “F” for thesis work.

6. Following approval by the Thesis Committee, one unbound copy of the thesis must be forwarded for approval to the Associate Dean and then the Dean of the School of Education. After all approvals are given, the final copies are produced on “good” paper (100% cotton). Original signatures must appear on the cover sheet (no copies). The following are delivered to the Neumann Library:
 - Three copies on 100% cotton paper with original signatures on the signature page to be bound (red buckram with gold lettering)
 - any additional personal copies to be bound (red buckram with gold lettering)
 - a fee receipt from the cashier’s office showing payment for:
 - number of copies to be bound (\$10.00 each)*
 - required UMI fee (\$45.00)*
 - optional copyright fee (\$45.00)*
 - a completed and signed “Master’s Thesis Agreement Form” from the UMI publication *Publishing Your Master’s Thesis*** . This booklet should be obtained from the Education Office, Suite B1231.
7. The candidate will be notified when the personal copies of the thesis are received from the bindery. (Two of the required copies will be kept in the library and one will be sent to the Office of the Dean of Education.)
8. A candidate must register and pay fees for EDUC 6939 every semester after the thesis is initiated until it is completed. Registration for summer terms is required if university personnel or facilities are utilized. A grade of “IP” will be assigned for each academic term until the thesis is complete. Upon completion of the thesis, a final mark of “A”, “B”, or “F” as determined by the committee, will be submitted by the thesis chair for the last semester enrolled. Once a final grade has been assigned to the last three hours, the previous three hours will change from “IP” to the final letter grade assigned. All remaining grades of “IP” will then change to either “credit” or “no credit” as appropriate.
9. The steps required in the preparation and completion of the thesis are outlined in Appendices 3 and 4 for easy reference.

* Fees subject to change. Consult the Library at time of format check.

** Fill out the FRONT, BACK and SIGN the agreement form. Attach a copy of the title page and abstract to it (does not have to be on 100% cotton paper).

APPENDIX 1

PROPOSED THESIS FORM

Date: _____

Candidate's Name _____

Email Address _____ Student Number _____

Proposed Title _____

Master's Degree Program

Check One:

- | | |
|----------------------------------|--|
| _____ Curriculum and Instruction | _____ Multicultural Studies in Education |
| _____ Early Childhood Education | _____ Reading |
| _____ Instructional Technology | _____ Other _____ |
| | _____ |

Expected Date of Graduation _____

I agree to supervise the above candidate on the proposed thesis.

Chair, Thesis Committee: _____
Signature Date

Committee Member: _____
Name of Committee Member Date

Committee Member: _____
Name of Committee Member Date

Approved _____
Signature of Associate Dean Date

Candidates will not be permitted to register for thesis credit until this form has been filed.

APPENDIX 2

UNIVERSITY OF HOUSTON-CLEAR LAKE

SCHOOL OF EDUCATION

PROPOSED TITLE OF THESIS
ALL IN CAPITAL LETTERS
AND CENTERED WITH SINGLE SPACING

Side margins at least
1½ inches but centered
Top margin 2 inches
Bottom margin 1½ inches

by

JOHN PAUL JONES

A Thesis Proposal submitted to the
School of Education
in partial fulfillment of the
requirement for the degree
of Master of Science

Accepted:

Approved:

Associate Dean

Thesis Chair

Committee Member

Committee Member

Month, 20XX
month and year
degree is awarded

one line for each member
of the committee (if needed)

APPENDIX 3

THESIS PREPARATION GUIDE

UNIVERSITY OF HOUSTON-CLEAR LAKE

Revised 2001

The guidelines provided in this document serve as the technical blueprint for the thesis. The responsibility of ensuring that these university guidelines are followed lies with the candidate, the thesis committee, the library and the Office of the Dean.

The responsibility for the scholarship of the thesis lies directly with the candidate and the thesis committee, particularly the thesis chair, and indirectly the Office of the Dean. The completed thesis is an index of the scholarly ability of its author. The final copy must be a professional quality manuscript, correct in spelling, grammar, and punctuation. Future tense and the use of personal pronouns are not usually acceptable.

Questions that may arise concerning the material in the Thesis Preparation Guide should be addressed to the appropriate Associate Dean.

PRINTING INFORMATION

- ADHERENCE TO STYLE MANUAL APPROVED BY THE DISCIPLINE
- 100% cotton bond paper of 16 to 25 pound weight must be used in the four copies which are submitted to the library.
- Letter quality or laser printers
- Letter-size paper
- Printed in black characters
- One side of paper
- Double spaced or space-and-a-half
- 10 or 12 characters per inch
- Conventional font styles

MARGINS

Adhered to throughout the manuscript

- * Left margin of 1½ inches on all pages
- * Right, top and bottom margins are 1 inch

EXCEPTION: On the first page of a chapter or major section the text begins 5 lines below the 1-inch top margin.

ARRANGEMENT OF THE THESIS

1. Fly Page
2. Title Page
3. Signature Page
4. Dedication Page – (optional)

5. Preface or Acknowledgments (optional)
6. Abstract
7. Table of Contents – (begins with Preface and ends with Reference)
8. List of Tables (includes table titles and page numbers)
9. List of Figures (includes figure titles and page numbers of “pocket” if one is used)
10. Text – (includes chapters of sections of text)
11. References
12. Appendices
13. Blank Sheet

PAGINATION

- Title, signature and preface/dedication pages are not numbered, but are counted.
- The abstract through the list of figures are numbered with lowercase Roman numerals (iii, iv, etc.) centered at the bottom of the page.
- Text pages are counted and numbered separately in Arabic numerals (1, 2, 3, etc.) at the intersection of the top and right margins
- Plates and figures that comprise a full page are numbered as text

Exceptions: The first page of a chapter of major section, first page of the appendices and first page of the references are numbered at the center bottom margin of the page.

ILLUSTRATIVE MATERIALS

Within text

- ❖ Prepared to facilitate binding and preservation
- ❖ Avoid excessive bulk

Pocket Mount

- ❖ Neatly folded material
- ❖ Follows Appendices

Pictures

- ❖ Mount in specified paper
- ❖ Use mounting cement or dry mounting tissue
- ❖ Mount under pressure

Slides

- ❖ Use high quality prints of slides

Plates, Figures and Tables

- ❖ Plates are given plate numbers on the top of the pages on which they appear
- ❖ Figures and tables are given titles and numbers according to the approved style manual

Computer Programs

- ❖ May be included in an Appendix
- ❖ May be bound as a separate volume
- ❖ May be reduced in size to fit within thesis provided legibility is not compromised

DOCUMENTATION

- ★ **MUST FOLLOW THE GUIDELINES IN THE APPROVED STYLE MANUAL**
- ★ **ACCURACY AND CONSISTENCY are all important**
- ★ Reference only materials actually used
- ★ Plagiarism in any form is forbidden; and if identified may result in severe penalties
- ★ Direct quotation must be cited
- ★ Authorities for statements of fact or opinion must be cited
- ★ Permission to use copyrighted materials must be obtained by securing written approval from the publisher or holder of the copyright

ABSTRACT

- ★ The abstract is a concise statement of the nature and content of the thesis indicating its significance as a piece of scholarship. The abstract is a continuous statement without paragraphs that does not exceed 150 words in length. It must not be in the form of a list or an outline. Future tense and use of personal pronouns is not acceptable (see sample abstract page in Appendix).
- ★ An extra copy of the abstract for UMI microfilm is submitted to the library along with the three thesis copies.

COPYRIGHT OF THESIS (OPTIONAL)

- ★ If the thesis is to be copyrighted, a copyright legend must be included in each copy on the title page, giving complete legal name and year of graduation. Two options are available to obtain the copyright: for \$45.00 UMI will prepare the application, submit the deposit copies and the abstract registration fee to the U.S. Copyright Office; or the candidate can correspond directly with the Copyright Office, submit the application, the fee and the required deposit copies.

SIGNATURES

- ★ The three thesis copies submitted to the library must have original signatures of the committee, dean and the associate dean with accompanying dates (see sample signature page in Appendix).

SUBMIT TO LIBRARY

- ★ 3 copies of thesis with signed signature sheets
- ★ additional abstract and title page
- ★ • receipt for \$30.00 required bindery fee for 3 bound copies (\$10.00 each)
- ★ • receipt for \$45.00 required UMI fee for microfilming
- ★ • receipt for \$45.00 UMI copyright fee, if copyrighting
- ★ • receipt for bindery fee for each personal copy ordered (\$10.00 each)

- Fees subject to change. Consult the Library at time of format check.

SAMPLE TITLE PAGE

- 6 lines from top 1" margin -

**THE ROLE OF VARIOUS PSEUDOMONAS SPECIES IN THE
REMEDICATION OF PCB CONTAMINATED SOILS**

- 3 lines -

by

- 4 lines -

Shey L. Avery, B.S.

- 8 lines -

THESIS

Presented to the Faculty of

The University of Houston-Clear Lake

in Partial Fulfillment

of the Requirements

for the Degree of

- 3 lines -

MASTER OF SCIENCE

- name of degree does not include discipline -

- 7 lines -

THE UNIVERSITY OF HOUSTON-CLEAR LAKE

MAY, 1996

Copyright 1996, Shey L. Avery*

All Rights Reserved*

- include only if application for copyright has been submitted -

SAMPLE SIGNATURE PAGE

- 5 lines from top 1" margin -

**THE ROLE OF VARIOUS PSEUDOMONAS SPECIES IN THE
REMEDICATION OF PCH CONTAMINATED SOILS**

by

Shey L. Avery

- title is capitalized, double-spaced and in inverted pyramid
form is more than one long line -

- 15 spaces from name to approvals -

APPROVED BY

Taylor M. Donnelly, Ph.D., Chair

Alex M. Shipley, Ph.D., Committee Member

E. L. McCullough, M.S., Committee Member

Chris D. Sage, Ph.D., Associate Dean

J. Lauren Sanchi, Ph.D., Dean

NOTE: The top line is for the thesis chair's signature. There should be as many lines as there are members on the committee, and underneath each line, the typewritten name of the committee member, and his or her highest degree. The title should appear as above. All signatures must be original. Duplicated signatures are not acceptable.

SAMPLE ABSTRACT PAGE

- 5 lines from top 1" margin -

ABSTRACT

**THE ROLE OF VARIOUS PSEUDOMONAS SPECIES IN THE
REMEDICATION OF PCB CONTAMINATED SOILS**

- 3 lines -

Shey L. Avery, M.S.
The University of Houston-Clear Lake, 1996

- 3 lines -

Thesis Chair: Taylor M. Donnally, Ph.D.

- 3 lines -

Seven species of Pseudomonas were isolated from PCB contaminated soils using EPA approved isolation techniques.

- double-spaced, continuous text not to exceed 150 words -

SAMPLE TABLE OF CONTENTS PAGE

- 5 lines from top 1" margin -

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APPENDIX 4

THESIS CHECKLIST

This Checklist is provided for the convenience of all Thesis Candidates. However, a program may have steps beyond those listed below. It is ALWAYS a requirement that a Thesis Candidate have frequent communication with his/her Thesis Chair with respect to the remaining steps to be completed.

Eligibility

- Completed EDUC 6033 plus an additional 21 hours from degree plan.

Enrollment

- Full-time, tenured or tenure-track faculty member confirmed as Thesis Chair
- Completed *Proposed Thesis Form* submitted to Associate Dean
- Completed *Master's Option Course Enrollment* form submitted to Associate Dean
- After it is signed by the Associate Dean, *Master's Option Course Enrollment* form submitted to the Office of Academic Records
- Fees paid by 12th Class Day

Preparing to Do Thesis

- Proposal approved by Thesis Committee
- Written permission to conduct research obtained from the School District or other research site
- Proposal approved by the Associate Dean
- Written approval obtained from CPHS

Doing the Thesis

- Data Collected
- Data Analyzed
- Complete draft of Thesis written (there may be several drafts to be completed)
- Library Format Check Completed
- Thesis approved by Thesis Committee
- Thesis approved by Associate Dean
- Thesis approved by Dean
- Final Copies made.

What is required for the Format Check?

Prior to obtaining approvals, and by the date specified in the University Calendar, the candidate takes the following to the Senior Business Assistant, Neumann Library (B2402-20). Call (281) 283-3930 for a convenient time.

Draft copies of:

- Title page
- Signature page
- Abstract page
- Table of Contents page(s)
- List of Figures page
- List of Tables page
- Any page from the body of the text
- Any page from the beginning of a chapter
- If tables and figures, a sample of each
- Sample of the paper to be used (100% cotton, 16-24 lb. weight)

After approval of proposal, a Format Approval Form will be signed and given to the candidate to accompany the thesis to the next stage:

- Submit one copy of thesis to chair and committee members for approval.
- After approval is granted by chair and committee members, present one copy of the thesis to the Associate Dean.
- After approval is granted by Associate Dean, present thesis to Dean for approval.

What else must be done?

AFTER all approvals are given (committee, Associate Dean, Dean), the final copies are produced on “good” paper (100% cotton).

! TIP ! Produce enough copies of the signature page for any copies the candidate may possibly want so they can all be signed at the same time.

Deliver the following to the administrative office (B2402-20) of the Neumann Library:

- 3 required copies on 100% cotton paper with original signatures on the signature page to be bound (red buckram with gold lettering).
- Any personal copies to be bound (red buckram with gold lettering).
- A fee receipt from the cashier’s office showing payment for:
 - Number of copies to be bound (\$20.00 each)
 - Required UMI fee (\$45.00)
 - Optional copyright fee (\$45.00)
- A completed and signed “Master’s Thesis Agreement Form” from the UMI publication *Publishing Your Master’s Thesis*. This booklet should be obtained from the Office of the Associate Dean or the Library.

Fill out FRONT, BACK, and SIGN the agreement form.

Attach a copy of the title page and abstract to it (it does not have to be on the 100% cotton paper)