

# APPENDIX F

## ADDITIONAL THESIS & NON-THESIS INFORMATION

### *Description of AEC Writing Courses*

#### **GS 700: Thesis & Dissertation Writing Class**

In this course, you will not only learn the important principles for writing a thesis or dissertation but also write the parts you are ready to write. In order to learn the principles, each week you will read about the traits of a thesis/dissertation chapter and then identify the essential elements for each chapter using a dissertation from your own disciplines. Each week (in the summer)/every other week (in the spring) you will have a written assignment to complete and meet with the course instructor to discuss how well the writing reflects the essential chapter elements. When the suggested revisions are finished, you will receive feedback on your editing/grammar.

While some of you may have already started writing your thesis or dissertation and be able to write a specific chapter, others of you may be at a stage where you are only ready to write summaries of articles and a portion of your literature search. Since this portion of the work will be individualized, assignments can be tailored to meet your needs. A grammar/editing lab will be a required component of this course. Instructor permission required (see above under Enrollment).

#### **GS 750: Professional Writing**

This class is for graduate students who want to hone their reading and writing skills early in their degree programs. Students first analyze the structure of professional texts and work to improve reading speed and comprehension. Then, students write summaries and summary critiques (reviews) in order to learn the basic skills for writing review papers and literature reviews. In order to do this well, students need to master paraphrasing/summarizing without plagiarizing and using cohesion strategies. Students are taught a variety of rhetorical structures for presenting information. In final papers using one or more of these rhetorical structures, students integrate material from readings around a central argument or claim by evaluating data or ideas, developing a solution for a problem described in primary sources, or evaluating the causes of or reasons for a good or bad status quo. Emphasis is placed on learning to cite and quote primary materials, organizing the content logically, and improving English grammar and usage. Students submit portfolios, which include all copies of the papers written for class, copies of the articles read in order to write papers, assignments, sample papers, and a reflection paper. Grammar/editing tutorials and writing conferences are required components of the course. Instructor permission is required (see above under Enrollment).

### **GS 710: Thesis & Dissertation Tutorials**

These tutorials are designed for students who have already started to write their theses or dissertations. If you have already taken the thesis/dissertation course, you will work only on your writing. For those who have not taken the course, you will read materials about writing the individual chapters as well as working on your own writing. You may enroll in between 2-6 hours depending on the amount of work you plan to do. You will need to consult the primary instructor about the number of hours in which you should enroll. Students send their writing to the instructor 1-2 days before a scheduled ½-hour conference in order that the instructor will be able to review it. Instructor permission is required.

### **GS 706: Professional Presentations (Special Enrollment in ESL) (3)**

Improve your ability to teach in an American classroom  
Hone your presentation skills  
Prepare for conference presentations  
Become more comfortable presenting in graduate seminars

In this course, you will observe, critique, create, and practice scholarly presentations appropriate for conferences, seminars, and thesis or dissertation defenses. Based on readings and observations, you will learn the major creative components and organizational structures for conference presentations including introductions, poster sessions, short lectures, and award presentations and acceptances. You will also observe and critique scholars in your field to learn keys to successful presentations in your discipline. You will observe and practice appropriate delivery modes and skills and develop visual aids for presentations. For the major assignments, you will practice and demonstrate the skills above through creation and formal presentation of scholarly presentations on topics in your field. These presentations will vary from 2-3 minute poster sessions to short lecture presentations and will culminate in a major research presentation. To take this course, you should be working on a significant research project within your discipline that you can develop into the major research presentation. Both domestic and international students are able to take this course.

### *Preparing Your Manuscript*

- Office of Student Success <http://www.vpss.ku.edu/>
- KU Writing Center Dissertation Writing Group  
[http://www.writing.ku.edu/%7Ewriting/graduate\\_students/grad\\_student\\_writing\\_group.shtml](http://www.writing.ku.edu/%7Ewriting/graduate_students/grad_student_writing_group.shtml)
- Copyright Information <http://www.copyright.ku.edu/>
- Protecting Your Own Work and Respecting the Work of Others  
[http://www.graduate.ku.edu/04-04\\_etd\\_protecting.shtml](http://www.graduate.ku.edu/04-04_etd_protecting.shtml)
- Multimedia, Images, and PDF: Creating Effective and Enduring Digital Files (PDF version here) [http://www.graduate.ku.edu/04-06\\_eff\\_dig\\_files.shtml](http://www.graduate.ku.edu/04-06_eff_dig_files.shtml)

## *Responsible Research*

- Research & Graduate Studies (RGS) Research Integrity  
<http://www.rcr.ku.edu/index.shtml>

## *Formatting Instructions and Title and Acceptance Pages*

- Thesis instructions (PDF) updated December 19, 2007  
<http://www.graduate.ku.edu/404.shtml>

## *Creating the PDF Version of Your Manuscript*

- Creating a PDF File <http://www.techdocs.ku.edu/docs/pdf/>
- Questions on PDF creation: Email [training@ku.edu](mailto:training@ku.edu) or call (785) 864-0410.

## *Submitting Your Thesis/Dissertation Electronically*

- ProQuest/UMI KU Electronic Dissertation and Thesis Submission Site  
<http://www.etsadmin.com/cgi-bin/school?siteId=73>

## *KU ScholarWorks*

- Release form to deposit thesis/dissertation in KU ScholarWorks  
<http://kuscholarworks.ku.edu/dspace/>

## *Commercial Binders for MA Thesis/Non-Thesis*

The KU Libraries recommend the following binders that can bind paper copies of your thesis or dissertation and additionally offer print-from-electronic file services.

- Heckman Bindery, Inc.  
<http://www.thesisondemand.com/>  
Email: [ease@heckmanbindery.com](mailto:ease@heckmanbindery.com)  
Phone: 800-334-3628 (Email Heckman Bindery in advance if you prefer check or money order payment)
- Acme Bookbinding  
<http://www.acmebook.com/bindery/thesis>  
Email: [info@acmebook.com](mailto:info@acmebook.com)  
Phone: 617-242-1100

These binders follow the ANSI/NISO Library Binding standard, ensuring volumes that are sturdy, durable, and flexible.

## *Helpful Links*

Current Research @ KU: Citations and abstracts of dissertations and theses submitted by the University of Kansas and published in UMI's Dissertations Abstracts database,

and full text of all KU dissertations and theses submitted after 1996. Open to all members of the KU community. Off-campus connections will require proxy login.  
<http://infogateway.ku.edu/>

ProQuest Theses and Dissertations: Online access to citations and abstracts for over 2 million U.S. and Canadian dissertations and master's theses since 1861 and to the full-text of dissertations and theses submitted since 1997.

### *CLAS Master's Degree Checklist – Thesis Option*

The following graduation requirements must be completed to receive your degree.

The deadline is **approximately three weeks** before the last day of finals.

To ensure that you have completed all GINSP requirements, see the GINSP checklist.

Please check the websites listed below for further information. If you have additional questions, you may contact Lea Smith ([gonzo@ku.edu](mailto:gonzo@ku.edu)) or Savanna Trent ([savanna@ku.edu](mailto:savanna@ku.edu)) in COGA located in 108 Strong Hall.

Items 1 through 3 - complete online.

Items 4 and 5 - turn in to College Office of Graduate Affairs (COGA). If you need to mail documents, please notify COGA first and use the following mailing address:

University of Kansas  
College Office of Graduate Affairs  
Strong Hall, Room 200  
Lawrence, KS 66045

\_\_\_\_\_ 1) Apply for Degree

Apply for the degree through Enroll & Pay <https://sa.ku.edu/psp/saku/?cmd=login>  
For questions, contact the Registrar's Office, 151 Strong Hall, 785-864-4422.

\_\_\_\_\_ 2) UMI submission

Submit the PDF version of your thesis electronically to the UMI submission site, <http://www.etsadmin.com/cgi-bin/school?siteId=73>. Click on 'Submit my dissertation/thesis', create an account, and follow the instructions. Your submission will be checked for formatting and completeness by COGA and you will receive email notification if the work is accepted or needs minor/major changes. For information regarding formatting, refer to the following Theses Formatting Guidelines document: [http://www.graduate.ku.edu/-downloads/04-d3\\_ETDThesisDirections.pdf](http://www.graduate.ku.edu/-downloads/04-d3_ETDThesisDirections.pdf)

For technical assistance, contact UMI, 877-408-5027.

\_\_\_\_\_ 3) Submission and/or copyright fees paid to UMI.

- The UMI theses submission fee is required, and it is \$55.
- If you are copyrighting (optional), there is an *additional* \$65 fee.