

MASTER'S OPTION GENERAL GUIDELINES

Option 1: Thesis

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

Programs	Thesis	Project	Practicum	Comprehensive Examination
Counseling			✓ ¹	
Curriculum and Instruction	✓	✓	✓	
Early Childhood Education	✓	✓	✓	
Educational Management		✓ ²	✓	
Instructional Technology	✓	✓	✓	✓
Multicultural Studies in Education	✓	✓		✓
Reading	✓	✓	✓ ³	
School Library and Information Science			✓	

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

² ADSU 6735 serves as the capstone experience for the master of science degree in Educational Management.

³ LLS 6639 serves as the 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 (See page 13.) in their files in the Office of Academic Advising, B1231.
3. Registration in any of the capstone courses (Master's Project, Master's Thesis Research, Graduate Practicum or Master's Comprehensive Exam) requires the approval of the Associate Dean.
4. Candidates who are not enrolled in any courses from their degree plan in the semester in which they are taking the Master's Comprehensive Exam must enroll in EDUC 6909 and pay the appropriate fee.
5. 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 FOR 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.

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 page 6.) 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*** (See page 13.) 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.

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.

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 faculty 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.

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 comprehensive thesis proposal will be developed under the supervision of the thesis chair. The thesis committee must approve this formal written proposal and the Associate Dean before the candidate begins work on the actual 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 review 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. (Page 7: Title Page, Page 8: Thesis Proposal Signature Page, Page 10: Abstract Page, Page 11: Table of Contents Page.)
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 going to <http://prtl.uhcl.edu/portal/page/portal/SOE/Forms/Faculty>

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. These requirements may be found at <http://prtl.uhcl.edu/portal/page/portal/LIB/HOME/THESIS>

All candidates conducting thesis research should review these requirements prior to initiating work on their proposal. 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.

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.

5. By the date specified in the University Calendar, the candidate must submit the following to the Neumann Library:

- Fly Page
- Title Page
- Thesis Signature Page
- Abstract Page
- Table of Contents Page(s)
- List of Tables Page
- List of Figures Page
- Text (includes all chapters or sections of text)
- References
- Appendices
- Sample of paper to be used (100% cotton, 16-24 lb. weight)

Be sure to check with the library to determine the latest rules and requirements.
(<http://prtl.uhcl.edu/portal/page/portal/LIB/HOME/THESIS>)

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.

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 deadlines published in the academic calendar, which can be accessed from the UHCL web page.

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 100% cotton, 16-24 lb. weight paper. Original signatures must appear on the signature page. Note that the proposal signature page and the thesis signature page have different wording and formatting. (See page 9: Thesis Signature Page.)
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 checklist is provided to show the steps required in the preparation and completion of the thesis. (See page 12.)

Sample Title Page

5-7 lines from top 1" margin

TITLE OF THESIS INVERTED PYRAMID FORM IF MORE THAN
ONE LINE LONG ALL IN CAPITAL LETTERS

2 lines
by

3 lines

John Paul Jones, BS (use
current degree held)

6-8 lines

THESIS Presented to the

Faculty of

The University of Houston – Clear Lake

In Partial Fulfillment

of the Requirements

for the Degree

2 lines
MASTER OF SCIENCE

5-7 lines

THE UNIVERSITY OF HOUSTON – CLEAR LAKE

May, 2012

Copyright 2012, John Paul Jones
All Rights Reserved
(include only if application for copyright is submitted)

Sample Thesis Proposal Signature Page

5-7 lines from top 1" margin

TITLE OF THESIS INVERTED PYRAMID FORM IF MORE THAN
ONE LINE LONG ALL IN CAPITAL LETTERS

Left margin 1½ inches
Right, top & bottom margins are 1 inch

by

John Paul Jones

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

10 lines to approvals

APPROVED BY

Jana Willis, EdD, Chair

Donna Smith, EdD, Committee Member

Richard Smith, EdD, Committee Member

Kathryn I. Matthew, EdD, Associate Dean

Delete committee member lines that are not needed.
All signatures must be original.

Sample Abstract Page

5-7 lines from top 1: margin

ABSTRACT

ALL IN CAPITAL LETTERS

AND CENTERED WITH SINGLE SPACING

Left margin 1½ inches

Right, top & bottom margins are 1 inch

3 lines

John Paul Jones, MS
The University of Houston – Clear Lake, 2012

3 lines

Thesis Chair: Jana Willis, EdD

3 lines

Start abstract here. Double-spaced, continuous text.

Sample Table of Contents

(Check with thesis supervisor for correct headings and subheadings.)

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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 Start the 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

Completing 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.

MASTER'S OPTION COURSE ENROLLMENT

This form is for initial enrollment in a master's option course. The university requires continuous enrollment each long semester, with a grade of "In Progress" (IP) to be assigned each semester until completion. All students who receive an IP grade at the end of a semester will be automatically enrolled in 3 hours of the same master's option course for the following long semester. Automatic enrollment for master's option course will not be processed for summer semesters, or when an encumbrance exists that prevents registration. Students who wish to register for summer master's option coursework should notify the Office of Academic Records at Records@uhcl.edu during the registration period.

- Step 1: Instructor and Student must complete the information below and sign; Instructor will forward to Associate Dean's Office for final approval.
- Step 2: The Associate Dean's office submits the completed form with all signatures to the Office of Academic Records during registration via email at records@uhcl.edu or via fax at 281-283-2530.
- Step 3: The Office of Academic Records will notify the Associate Dean's office once official enrollment has been processed and completed and send them the completed form via email for their records.
- Step 4: The Associate Dean's office should notify the student regarding their official enrollment and of payment deadline.

AUTHORIZATION FOR MASTER'S OPTION ENROLLMENT

Last Name (Print) First Middle Student ID number

STUDENT SIGNATURE (REQUIRED) **DATE** **PHONE NUMBER**

My signature indicates my authorization to be automatically enrolled in the same master's option course each fall and spring semester until a final grade is awarded. I understand it is my responsibility to pay all tuition and fees before the fee payment deadline for Open Registration.

SEMESTER: Fall _____ Spring _____ Summer _____

COURSEWORK: Thesis Project Internship Residency

Comprehensive Exam Extended Coursework Practicum

SUBJECT **COURSE #**

INSTRUCTOR: _____
Last Name (Print) ID number

Signature Date

ASSOCIATE DEAN: _____
Signature Date

Records Office Use Only:

Class #: _____ Processed By: _____ Date: _____