



DEPARTMENT OF THEOLOGY & RELIGIOUS STUDIES
MASTER OF ARTS PROGRAM

MA ESSAY CONTRACT

Revised 01 June 2015

To be completed by the student in collaboration with the TRS Director of Graduate Studies
and in consultation with the intended MA Essay/Thesis advisor.

This form must be completed before the student is permitted to register for TRS593.

Student Information

Name:

Banner ID:

E-mail Address:

Home Phone:

Cell Phone:

Registration Information

Semester/Year:

TRS 593A (3 credits)

TRS 593B (0 credits)

Essay Advisor:

Instructor of Record: McGinn

Title of Thesis

Give the full title of your essay, which ideally will include all the key words that will appear in your study.

Abstract

In about 150 words, outline the purpose(s) of the study and provide a description of the problem under investigation, intended methods and approaches to the study, anticipated results of the investigation, and other pertinent details.

Plan of Investigation

Identify the strategies you will use in approaching this topic and what resources you anticipate using, including interviews, surveys, or other forms of research as appropriate. A preliminary bibliography comprising a minimum of a 10–12 journal articles and 10–12 book-length studies should be appended to this form. If interviews will be used, a preliminary list of interviewees and interview questions also should be appended.

Timetable

Include dates when you will meet with your advisor, due dates for drafts and feedback on them, the intended final completion date, and other important milestones. The following serves merely as an example; adapt it as needed to suit your own project.

Nota bene: This model timeline takes the full 16 weeks of the semester, which means the essay would not be submitted in time to graduate that semester. Students who wish to graduate in the same semester in which they are completing their essays/theses will need to initiate this timeline no later than midterm of the *prior* semester.

1. Submit preliminary bibliography (attached to this proposal)
2. Submit literature review or annotated bibliography to advisor (week 1 of semester)
3. Advisor returns literature review or annotated bibliography with suggestions for improvement when incorporated into essay (week 2)
4. Submit first draft of chapter 1 of essay to advisor (week 3)
5. Advisor returns first draft of chapter 1 with corrections and suggestions (week 4)
6. Submit first draft of chapter 2 to advisor (week 5)
7. Advisor returns first draft of chapter 2 with corrections and suggestions (week 6)
8. Submit first draft of chapter 3 of essay to advisor (week 7)

DEADLINES FOR FORM SUBMISSION AND ESSAY REGISTRATION:

- ❖ August 15 for Fall semester registration ❖ December 15 for Spring registration ❖ May 15 for Summer registration

9. Advisor returns first draft of chapter 3 with corrections and suggestions (week 8)
10. Submit revised draft of chapter 1 to advisor (week 9)
11. Advisor returns revised draft of chapter 1 with corrections and suggestions (week 10)
12. Submit revised draft of chapter 2 to advisor (week 10)
13. Advisor returns revised draft of chapter 2 with corrections and suggestions (week 11)
14. Submit revised draft of chapter 3 to advisor (week 11)
15. Advisor returns revised draft of chapter 3 with corrections and suggestions (week 12)
16. Submit complete third draft of essay to advisor (week 13)
17. Advisor returns complete third draft of essay with final corrections and suggestions (week 14)
18. Submit corrected final draft of essay to advisor (week 15)
19. Final draft of essay approved and submitted to TRS and Office of Graduate Studies (week 16)
20. Complete paperwork for incorporating MA Essay/Thesis into Carroll Collected digital archive (week 16)

Outcomes Assessment

List the pieces of evidence that will be used in determining the final course grade (e.g., preliminary and final drafts of the essay, progress reports to advisor, research consultations with advisor). Briefly describe each of them and indicate their relative proportion in determining the course grade. What criteria will be used to determine whether this thesis is acceptable in fulfillment of that requirement of the Master of Arts program? Again, the following serves merely as an example; adapt it as needed to suit your own project.

Evidence to Determine Course Grade

- 50% Final essay
- 50% Research reports and consultations

Criteria for Final Acceptance of MA Essay/Thesis¹

- 25% Organization (introduction, thesis statement, proper paragraphing, sentence structure, conclusion)
- 25% Format (bibliography, citations, orthography, punctuation, typography)
- 25% Content/Clarity (depth of development of argument, logical progression of argument, breadth of evidence, completeness/depth of evidence, appropriate use of research data)
- 25% Interest (confrontation of objections to thesis, interaction with existing scholarly consensus, new ideas, new use of old ideas, succinct presentation)

IRB Compliance

Does this project require IRB approval for research on/with human subjects?² Yes No

If so, attach the complete IRB application and the letter from the IRB indicating that this study has been approved.

Preliminary Bibliography

Have you attached a preliminary bibliography for this study? Yes No

1 June 2015

Student Signature

Date

Essay Advisor Signature

Date

TRS Chair Signature

Date

¹ See <http://webserv.jcu.edu/Bible/AcademicExcellence/GPs/ThesisPaperGP.htm> for a sample grading rubric.

² Consult the IRB Administrator at 216-397-1527 for more information.

RETURN THIS FORM TO THE TRS OFFICE

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