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Preface

Students enrolled in the Communication Sciences and Disorders (CSD) graduate program have the option to write a master's thesis as an alternative graduation requirement to completing the comprehensive examination. This manual serves as a guide towards meeting the requirements of a master's thesis.

The goals of this document are to

- Explain the components and process of writing a thesis
- Give a clear timeline of events for the thesis
- Clarify thesis and comprehensive examination tracks
- Supply appropriate formatting information
- Define the thesis committee and their roles
- Provide contact information
- List additional resources

The Appendices of this manual consist of documents to help plan your courses and thesis. In these appendices you will find

- course requirements for the CSD program
- a timeline of the expected completion process for a master's degree
- samples of necessary documents.

The timeline assumes ***full-time student status*** and a ***5-6 semester time frame for completing the degree***. In addition to these items, you will also find contact information for persons in the Department of Social Work and Communication Sciences and Disorders and the Graduate Studies Program, as well as resources for further reading.

The Thesis and Its Requirements

Defining a Thesis

The thesis is an advanced research project ending in a monograph-length paper that represents your most careful and best efforts for the Master of Science degree in Communication Sciences and Disorders. The thesis is the result of much revision and close consultation between you and your thesis chair. All members of your thesis committee must approve the thesis. Students considering a doctoral degree in the future should highly consider completing a master's thesis.

Required Elements	
Length	No less than 70 to 100 pages in a bound format
Format	APA (6 th ed.) format and documentation for: <ul style="list-style-type: none"> ❖ Internal citations ❖ References ❖ Typeface and typestyle ❖ Headers (Other formatting specifics are in the formatting section of the manual.)
Topic	Any concept of your choosing in consultation with your chair
Committee	<ul style="list-style-type: none"> ❖ Thesis chair ❖ First reader ❖ Second reader ❖ CSD Graduate Program Coordinator (may be one of the above)

Choosing a Topic and Committee

Students interested in pursuing the master's thesis option should begin their review of relevant research early, during the first semester. Research topics should clearly align with the student's personal interests in a particular area. The CSD Graduate Faculty teaching the graduate research courses can assist you, as will any member of the graduate faculty, in choosing an appropriate topic and the right thesis chair. Your thesis chair should be a faculty member who is most interested in your topic and/or whose expertise relates to the topic you are considering. The first reader of your thesis will be another graduate CSD faculty member. The second reader can be any faculty member that holds graduate faculty status at Longwood University or another institution. With approval, an outside professional (e.g. certified SLP, M.D., etc.) may serve on the committee as the second reader. At least one member of the committee must have knowledge/expertise in research design, research methods, statistical analysis, and/or have a Ph.D.

Statement of Intent

After the thesis topic and committee have been established, you must complete a Statement of Intent form (see Appendix D). ***Students may not begin active data collection or enroll for thesis credits until the program coordinator gives final approval.*** Signature by the Program Coordinator signifies approval of the thesis project.

Institutional Review Board (IRB) Approval

After receiving approval from the Program Coordinator, you must obtain IRB approval before starting your research. The IRB form can be found here: <http://www.longwood.edu/psychology/7366.htm>. The IRB form requires students to outline all aspects of their research project to ensure that participation of human subjects is ethical.

Completing Thesis Hours

Students must enroll in a minimum of one (1) credit hour of thesis per semester until completion, for a minimum of 3 credit hours total. There is no limit to the number of thesis credit hours you may earn while pursuing completion of your degree. Typically, you would register for one (1) credit hour over three consecutive semesters (e.g. summer, second fall semester, and second spring semester (your last semester)). You must be registered for at least 1 credit hour during the semester in which you defend your thesis. Confer with your thesis chair to determine an appropriate timeline for tasks completed each semester and when to enroll in your thesis hours. All thesis courses are to be graded on a pass (P) / satisfactory progress (SP) / not pass (NP) option and will not be used in calculating the grade point average (GPA). A grade of incomplete (I) **may not** be assigned. A grade of a pass (P) must be received for all three credits in order to graduate. If you do not receive a pass (P) in all three credit hours, you must register for more credits during another semester to ensure three passes (P) prior to graduation. Students must have already filed the Application for Graduate Degree to be eligible to enroll in CSDS 600 - Thesis.

The Thesis Committee

Thesis Chair

The thesis chair is a key person in the writing, revision, and defense of your thesis. You will work closely with your chair. This section will guide you in choosing your thesis chair and explain the roles of the thesis chair.

Choosing A Thesis Chair

When choosing a chair, you may choose any faculty member who teaches in the CSD graduate program. A list of the current graduate faculty may be found on-line at <http://www.longwood.edu/socialworkcsds/10111.htm> Be sure to choose a chair with whom you are compatible and who has expertise in the area you wish to explore. Some faculty members may be more actively involved in the process than others, so choose someone compatible with the level of supervision you need.

Role of the Thesis Chair

The thesis chair assumes responsibility for supervising all phases of the thesis, from the statement of intent through the defense. The chair will read the work in progress and suggest revisions. Your thesis chair will regularly confer with you to discuss the progress of your work. The chair approves both the abstract and final draft of the thesis before it is circulated to the thesis committee.

The chair schedules the thesis defense and invites the CSD Graduate Program Coordinator and the committee members to the defense. The chair facilitates the defense, checks the thesis after its readers have suggested revisions, approves the final copies, and certifies to the registrar that you have completed the thesis process and passed the thesis course (CSDS 600).

Thesis Readers

Two thesis readers will serve on your thesis committee. This section will guide you in choosing your readers and the roles of each reader.

How to Choose Your Readers

You must choose two readers for your thesis committee. Your first must be a graduate faculty member from the Department of SOWK/CSD. The second reader does not have to be graduate faculty member or even Department of SOWK/CSD faculty member, but could be someone from another department or even another school. The two readers should have an identifiable connection to your topic, either because of interest in the topic or because of expertise or scholarly work in the area.

Role of the Readers

The first reader

- Reviews the abstract thoroughly
- Signs the statement of intent
- Reviews and provides commentary for revision for all drafts
- Assists the thesis chair in conducting the thesis defense.

After successfully completing the thesis and defense, the readers, as well as the chair, sign the thesis.

The second reader

- Reviews all drafts and suggests edits/changes
- Will assist the thesis chair in conducting the thesis defense.

After successfully completing the thesis and defense, the readers, as well as the chair, sign the thesis.

Your Responsibilities

You are responsible for consulting with the chair and listening to the chair's advice. You will confer with the chair to set deadlines to make sure that you are working at a reasonable pace. You and your thesis chair will develop a timeline for draft submission. You should expect to make multiple revisions to your draft throughout the entire process. Defense may only be scheduled once the thesis has been given final approval by all committee members

Graduate Catalog Requirements

The following are excerpts from the Graduate Catalog with relevant page numbers.

Academic Regulations Section – General Thesis policy/procedures (p. 48)

THESIS

The writing of an acceptable thesis is mandatory for some programs and an option for others. Students should check the programs of study as outlined in this catalog to determine if the thesis is required. Students must enroll in a minimum of one (1) credit hour of thesis per semester until completion. Each program sets the required total hours of thesis with a grade of pass (P) for completion of the degree, but there is no limit to the number of credits a student may earn in this course while pursuing completion of the degree. All thesis courses are to be graded on a pass (P)/satisfactory progress (SP)/not pass (NP) option and will not be used in calculating the grade point average (GPA). A grade of incomplete (I) may not be assigned. Students must remain continuously enrolled in at least one credit hour until completion.

General Requirements (students should consult their advisors for departmental requirements for the thesis): the original copy of the thesis shall be on acid-free bond paper of 16 to 20 pound weight. Each page of the thesis shall have a margin of at least one and one-half inches on the left and at least one inch on the right. The top and bottom margins shall be at least one inch.

The thesis must be completed and in the hands of the examining committee no later than four weeks before the end of the semester in which it will be completed. After the thesis has been accepted by the examining committee and after the candidate has passed his/her oral examination (thesis defense), the candidate prepares an original and two photocopies or three computer original copies and submits them to his/her thesis director. One copy of an abstract of not more than 400 words must be submitted to the College of Graduate and Professional Studies.

Administrative procedures for culmination of the process are:

- a) the graduate student in conjunction with the Thesis Director schedules a date for the thesis defense;
- b) the graduate student submits an Oral Examination form a minimum of 30 days prior to the scheduled defense to the College of Graduate and Professional Studies; (form available at www.longwood.edu/gradautestudies/57232.htm)
- c) the thesis defense takes place;
- d) the thesis director submits written notification to the Registrar of the successful defense including the thesis title;
- e) the thesis director awards the final grade in Thesis Research;
- f) the graduate student uploads finalized thesis to the digital commons in Greenwood library and delivers signed signature page to the library;
- g) the Library submits written notification to the Registrar of the receipt of the thesis; and
- h) the graduate student submits the abstract to the College of Graduate and Professional Studies.

Academic Regulations Section – Graduation Requirements

GRADUATION REQUIREMENTS - DEGREE

1. Maintain a minimum cumulative grade point average of 3.0.

2. Enroll each regular semester for a minimum of one graduate credit hour. This registration must continue with no breaks from admittance to graduation. This policy does not include summer sessions. Students must be enrolled in the semester they are scheduled to graduate.
3. Complete the number of credit hours required for a specific degree program.
4. Complete the thesis, the comprehensive examination, the collaborative research, the professional portfolio, or the external experience.
5. Complete all degree program requirements within five years from the term of admission.
6. Complete a minimum of one-third (1/3) of the degree credits at Longwood University.
7. File an Application for Graduate Degree no later than the completion of 24 credit hours for programs requiring 30 to 39 total hours; no later than the completion of 36 credit hours for programs requiring 45 to 54 total hours and prior to enrollment in the final semester of course work. (Applications are available in the College of Graduate and Professional Studies or on the website, www.longwood.edu/graduatestudies/57232.htm.)

Preparing the Manuscript

Format

Formatting is an essential tool for formal, academic papers such as your thesis. Adhere to the following formatting requirements when writing your thesis and preparing the final draft.

Selecting Margins

As you type your thesis in a word processing program, use the margin measurements indicated in the table below.

Margin Measurements	
Top	1 inch
Bottom	1 inch
Right	1 inch
Left	1½ inches

Using Page Numbers

All page numbers should be in the upper right-hand corner of each page, including the References. No additional information for page headers or footnotes is required. Page numbers should be in the same typeface and size as the body of your thesis.

Choosing a Typeface and Size

The text of your thesis, along with any headings and subheadings, should be set in pt. 12 Times New Roman font, according to the guidelines in the current edition of *The Publication Manual of the American Psychological Association*.

Organization of the Text

In most cases, a thesis or dissertation consists of four major parts—abstract, the preliminary materials, the text, and the references/bibliography. Some documents may also include appendices. The following table contains a list of all of the major and minor parts, in their usual order of placement. Afterward, each component and its requirements are explained in detail.

1. Abstract	Required
2. Preliminary materials	
a. Title Page	Required
b. Copyright Page	Required if seeking copyright
c. Dedication	Optional
d. Approval Page	Required
e. Acknowledgments	Optional
f. Preface	Optional
g. Table of Contents	Required
h. List of Tables	Recommended
i. List of Figures	Recommended
3. Text	Required
4. References/Bibliography	Required
5. Appendices	Optional

The parts to be included in any thesis should be determined by mutual agreement between the student and his/her committee. Each specific part of the document is described below in detail.

Abstract (Required)

An abstract must be included with each thesis and dissertation submitted to The Graduate School. The abstract should be a brief summary of the paper, stating only the problem, procedures used, and the most significant results and conclusions. Explanation and opinions are omitted. Remember to include the necessary information regarding any multimedia components included in the document. The abstract must be approved by the student's advisor/committee chair.

The abstract margins are consistent with the text of the paper: 1½ inch top and left; 1 inch bottom and right.

The heading of the abstract is structured in a specific format. Please note that the name and title used on the abstract should be the same (ie. use of initials, wording, etc.) as the name and title used on the title page. The abstract heading is typed single-space exactly as follows:

STUDENT'S NAME in all capital letters (last name first). Next, type the degree in abbreviated form (ex: Ph.D. or M.S.). Then, add the title with the First Letter of Each Important Word Capitalized. (Finally, the year the degree will be conferred is enclosed in parentheses) Name of thesis/dissertation advisors. Number of pages in the document.

For example:

DOE, JANE S., B.S. Measuring Bolus Sizes of Used in Objective Swallowing Evaluations. (2018)
Directed by Dr. Samuel S. Smith. 142 pp.

The text of the abstract is typed double-space in paragraph form with the first paragraph of the text beginning one triple-space beneath the heading. The first word of each paragraph should be indented, consistent with the rest of the paper.

Preliminary Materials

Title Page (Required)

The title page should follow exactly the spacing and use of capitalization shown in the sample at the end of this guide. The top margin is 2 inches and the information is centered, with the exception of the signature line(s) which begins at the center of the page and continues toward the right margin.

The title is typed in all capitals and, if it is more than one line in length, it is arranged in an inverted pyramid. The date on the title page should be the year the degree is to be granted. The name of the degree sought, but not the major department or field of study, is included here (for example: Doctor of Philosophy or Master of Fine Arts).

Under the words "Approved by," place a line for the signature of the committee chair. If the committee has co-chairs, include signature lines for both co-chairs. The words, "Committee

Chair" or "Committee Co-chair," should be typed beneath the signature line(s). Notice in the sample that "Approved by," the start of the signature line, and "Committee Chair" are aligned with each other.

The title page has no preliminary page number typed on it, but it is counted as preliminary page "1".

Students must include an unsigned title page in the appropriate location within the document submitted online. The online version can include the Committee Chair's name typed on the signature line. However, no original signatures should be scanned or in any way included in the online submission. The original title page, with the signatures, should be submitted directly to Master's degree candidates must submit the original signed title page and approval page by the final submission/degree clearance deadline.

Dedication (Optional)

A dedication gives special tribute to a specific person(s). There is no heading on this page. Most dedications are short, beginning with the word "To..." The dedication is typed alone on the page, usually centered. The page should have a 1½ inch top margin or the dedication may be typed in the middle of the page (top to bottom). The text of the dedication is double-spaced. The preliminary page number ii should be centered at the 1 inch bottom margin. When a dedication is included, the approval page, normally preliminary page ii, will become preliminary page iii.

Approval Page (Required)

The signatures of the thesis/dissertation committee chair (or co-chair) and committee members attest to the acceptance of the paper. The approval page follows the format shown in the sample at the end of this guide.

The heading APPROVAL PAGE is centered at the 1½ inch top margin.

A line is provided for the signature of the committee names under the signature lines; do not include titles or degrees.

At the bottom, left side of the page, include the lines for the date of acceptance and the date of the final oral examination.

The preliminary page number ii (or iii, if a dedication is included in the document) is centered at the 1 inch bottom margin.

Students must include an unsigned approval page in the appropriate location within the document submitted online. The online version can include the committee members' names typed on or under the signature lines. However, no original signatures should be scanned or in any way included in the online submission. The original approval page, with the signatures, should be submitted directly to The Master's degree candidates must submit the original signed title page and approval page by the final submission/degree clearance deadline.

Acknowledgments (Optional)

When included, acknowledgments should be brief, simple and free of sentimentality or trivia. It is customary to recognize the assistance of the advisor and/or committee chair, all other members of the committee and only those organizations and/or persons who actually aided the research. If financial support was provided to make the study possible, credit for such assistance should be given.

The heading ACKNOWLEDGMENTS is typed in the center at the 1½ inch top margin. The text is double spaced with the preliminary page number centered at the bottom margin.

Preface (Optional)

A preface is a statement that either explains the author's reasons for pursuing this subject matter or provides a personal comment about the subject that would not otherwise be included in the document. The heading PREFACE

is centered at the 1½ inch top margin. The text is double-spaced with the appropriate preliminary page number(s) centered at the bottom margin.

Table of Contents (Required)

The table of contents is placed immediately after the acknowledgements or preface and contains a listing of all of the items that follow. The table of contents lists only the items that follow it. It does not include the items that precede it.

The heading TABLE OF CONTENTS is centered at the 1½ inch top margin. One double-space down from the heading, the word “Page” is typed flush with the right margin. Page numbers for each chapter title/heading and each subtitle/subheading are listed on the table of contents and should be right flush, beneath the word “Page.”

The contents begin at the left margin, one double-space below the word “Page”. Preliminary items, such as LIST OF TABLES, are typed flush with the left margin, followed by a series of dots, known as leaders, and the page number typed flush with the right margin. Please note that the abstract, title page, and approval page are not listed on the table of contents.

Following the preliminary items, the word CHAPTER stands alone on a line at the left margin.

Chapter headings are numbered with Roman numerals, aligned by their decimals. The chapter titles are typed in capitals and are worded exactly as they appear in the text. The indentation of chapter titles, subheadings, and subdivisions follow exactly the form used in the sample table of contents at the end of this guide. It is not required that students list subheadings on the table of contents. However, when subheadings are listed, all subheadings of that level must be included. These are listed using the exact wording and capitalization used in the text. In most cases, the first letter of all words is capitalized except articles, conjunctions, and prepositions of four or fewer letters. Dot leaders extend from the last word of each item to the corresponding page number.

When a title or subheading must exceed one line, the subsequent line(s) should be single-spaced and indented two spaces. Double-spacing is used between each chapter title. If there are subheadings included, these should be typed single-space with a double-space separating them from chapter titles above and below. See the sample page in the back of this guide.

Consider utilizing bookmarks for the items included on your Table of Contents.

Theses that are not structured using chapters should exclude the heading, CHAPTER.

List of Tables (Recommended if tables are present)

The List of Tables follows the table of contents and begins on a separate page. The heading

LIST OF TABLES is centered at the 1½ inch top margin. The remainder of the page is set up basically the same as the table of contents, with the column heading “Page” typed at the right margin followed by a double-space, then the list of table numbers and titles. Each table title should be followed by dot leaders and the page number. All table titles must be listed in order using the exact title (as it appears on the actual table) and the appropriate page number. Tables should be numbered in the order they appear in the paper, using the numbering system provided in the style guide selected.

Titles of more than one line are single-spaced, with second and succeeding lines indented two spaces. Double-spacing is used between table titles. Only titles, not explanatory notes, should be included on the list of tables.

List of Figures (Recommended if figures are present)

The list of figures follows the list of tables on a separate page. All illustrations other than tables are designed as figures. These items should be numbered with Arabic numbers consecutively as they appear in the paper, using the numbering system provided by the style guide selected. All figure titles should be listed in order using the exact title (as it appears as on the actual figure) and the appropriate page number.

Titles of more than one line are single-spaced, with second and succeeding lines indented two spaces. Double-spacing is used between figure titles. Only titles, not explanatory notes, should be included on the list of figures.

Text (Required)

Chapters

The division of the main text of the paper should be appropriate to the character of the work and in accordance with the practices in the student's field of study. Normally, the text of the paper includes an introductory chapter, a documentation of previous work in the field, the specific proposition to be investigated, a complete explanation of the methodology used, a discussion of the results and their significance, and a summary.

Each major division, usually called a chapter, should begin on a new page. The first page of each chapter has a very specific format:

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- Two inch top margin.
- The heading is centered, typed in all capitals, and uses Roman numeral designations (ex: CHAPTER I).
- Double-spaced (the equivalent of one single-spaced blank line in between).
- The chapter title is centered and typed in all capitals
- Triple-spaced (the equivalent of two single-spaced blank lines in between).
- First subheading or begin text.

The text of the thesis or dissertation should be double-spaced.

Subheadings

For complex theses or dissertations, the use of multiple "levels" of subheadings may be necessary. The use and placement of subheadings should be consistent throughout the entire document. Each new "level" should be distinct from the others in placement and/or structure (underlined, italicized, bold, etc). Your style guide should provide a clear pattern for subheading placement and order.

Tables and Figures

Statistical information is usually set up in tabular form. Tables may be placed on a page with text or on separate pages. If placed in the text, the table should follow the point of first reference as closely as possible and should be separated from the text by a triple-space (both above and below). If this is not practical, the text is continued and the table is inserted on the next page at the first natural break in the text. Tables are numbered consecutively and table captions should be in accordance with the selected style guide. The table is then typed beginning one double-space below the last line of the caption, either single- or double-spaced.

Illustrative materials such as graphs, diagrams, photographs, drawings, and maps are referred to as figures. If the illustration is included in the text, it should be inserted as closely as possible to its first reference. Figures are numbered sequentially throughout the text in Arabic numbers. The placement of figure titles, either above or below the figure, must be consistent throughout the paper.

In some cases, it may be necessary to reduce a table or figure photographically by using a digital scanner since the title and legends should appear on the same pages as the figures they accompany. If the table or figure is landscape format, the top should be placed at the 1 ½ inch left margin. Please note that the page numbers on landscape pages must appear in the same position and direction as the page numbers on portrait pages. All tables and figures must conform to the specified margin requirements.

Reference Materials (Required)

The thesis/dissertation should contain the appropriate references to original literature relevant to the research presented in the paper. In the humanities and social sciences, this documentation is achieved through footnotes or endnotes and a bibliography. For specific formatting details, please refer to the style guide recommended by the thesis/dissertation committee.

All bibliographical references should clearly show the sources of the writer's information. When primary sources are not available, reference to a source known only through a secondary reference must be noted so as to provide readers with the means to check original sources.

The bibliography must include all references cited. Useful references not cited in the text, but highly relevant to the investigation, may also be listed in the bibliography.

The first page of the reference materials should immediately follow the last page of the text. The heading REFERENCES (or BIBLIOGRAPHY, depending on your style guide) is centered at the

2 inch top margin. Double-space after each reference listed.

Appendices (Optional, as needed)

The appendices may contain tables of data that would interfere with the easy reading of the text, development of mathematical treatments, very long quotations, schedules, forms, interviews, inventories, samples of test items, surveys, illustrative materials and any other supplementary material considered worthy of recording or too detailed to be included in the text. If diverse materials are included, they should be grouped into categories and each category labeled as separate appendix (ex: Appendix A. Tables; Appendix B. Consent Forms; etc.) Each appendix should have lettered heading and a description title typed on the actual appendix item and listed on the table of contents.

The appendices follow the reference materials and are paginated continuously, with the page numbers placed in the same position as throughout the text. All items must meet the specified margin requirements.

Thesis Process

Defending Your Thesis

The thesis defense is one of the final steps you will take before you receive the master's degree. In your thesis defense, you will present your ideas to the thesis committee.

The purpose of your thesis defense is to evaluate your knowledge in the area of study in which your thesis is written. You should be prepared to discuss your work with your committee and answer any questions they may have.

A thesis defense generally lasts 45 minutes to 1 hour. Longwood University's policy states that only the candidate (you), the committee, and the graduate program coordinator may be present for the defense. After the defense is completed, you will be asked to leave the room to allow your committee members to discuss your work and responses, decide whether to grant the master's degree and determine what, if any, revisions may be necessary.

Submitting Your Thesis

You must file an Application for Graduate Degree no later than the completion of 24 credit hours for programs requiring 30 to 39 total hours; no later than the completion of 36 credit hours for programs requiring 45 to 54 total hours and prior to enrollment in the final semester of course work. (Applications are available in the College of Graduate and Professional Studies or on the website, www.longwood.edu/graduatestudies/57232.htm.) You must also submit an Oral Examination Form with the School of Graduate and Professional Studies ***30 days*** before your thesis defense.

Completing Your Thesis Defense

After the thesis defense, your thesis chair, readers, and the CSD Graduate Program Coordinator must sign the thesis signature sheet, which will become part of your bound thesis. Sample signature pages appear in the appendix.

After a successful defense, the thesis chair will certify that you have successfully defended your thesis. Sample Letters of Certification appear in the appendix. ***You are responsible for submitting this certification to the registrar.*** You will receive your final grade (either Pass or Fail) at the end of the semester.

Because you may wish to bind additional copies of the thesis at a later date for your own use or to share with others, you might consider having the committee sign additional signature pages so that original signatures appear in the extra copies.

Finalizing Your Thesis

After your successful defense, you must electronically submit your thesis to the Greenwood Library so that copies of your thesis may be made available to library patrons, department members, and for your personal use. You must electronically submit your thesis to the Greenwood Library and deliver the signed signature page in person. Your thesis will be made available electronically, and you do have the option for an embargo.

Personal Binding

If you would like to have a bound copy of your thesis, Printing Services (<http://www.longwood.edu/printingservices/>) and copy retail stores like Fedex Kinkos offer soft binding options, and library bindings are available from binderies. There are several binderies in Richmond and Lynchburg as well as online, all with varying options and price points, including for example:

- <http://www.blurb.com/>
- <http://www.fedex.com/us/office/binding-finishing-laminating.html>

- <http://www.printondemand-worldwide.com/>
- <http://thesisondemand.com/>

Greenwood Library takes no responsibility for the use of these services. Students who elect to have a personal copy made do so at their own discretion.

The following are instructions from the Greenwood Library for uploading your Thesis:

Upload Thesis

1. Go to: http://digitalcommons.longwood.edu/cgi/ir_submit.cgi?context=etd
 - If you do not already have a Digital Commons account, create a new account; otherwise login. You can use any email, but be sure to choose “Longwood University” under affiliation. The email you choose will receive monthly reports telling you how many people accessed your work. It will not be made public. Fill out the form to the best of your ability. **Required fields are in red:**
 - a. **Title** – The title of your paper/project
 - b. **Author** – This is you, it’s automatically filled in by your login.
 - c. **Date of Award** – Date from your signature page
 - d. **Degree type** – Choose Thesis or Honors Paper.
 - e. **Embargo Period** – If you would like to delay full access to your work, choose the time period; the default is “No Embargo Required.”
 - f. **Upload Full Text** – You can upload a Word Doc or PDF. If you have another type of document, such as audio/visual materials or datasets, please email digitalcommons@longwood.edu for help.
 - You can also include the names of your advisors and your abstract.
2. Select submit, and we will do the rest. We will notify you when it has been made available in the Digital Commons.

After you have submitted your electronic thesis, it will be available as follows:

- The full text will be openly available in Longwood Digital Commons, at a unique, permanent URL, unless you selected an embargo.
- Embargoed thesis; only the full text will be restricted. The title, abstract, author, and subject classification will be available during and after the embargo.
- A description will appear in the Library catalog with a link to the document.
- Your thesis will be indexed and available through search engines (such as Google).
- If you provide an email, you will get monthly readership reports letting you know how many people have read your work.

If you have any questions or concerns, please email digitalcommons@longwood.edu

Appendix A: Timeline

Timeline

Once you are accepted into the graduate program:

Consider if you will choose comprehensive examination or thesis option for completion. If you select thesis, use this timeline to ensure that you are working in a timely manner through the process of writing your thesis.

Semester 1 (Fall):

- ❖ Meet with the Graduate Program Coordinator, as soon as possible, to set up a concrete plan for courses of study and to discuss thesis option.
- ❖ During Research Design (CSDS 501), begin exploring possible topics for your thesis and complete research proposal
- ❖ Select your thesis committee: a chair and two additional faculty readers.
- ❖ Begin submission for IRB approval

Semester 2 (Spring):

- ❖ Complete a Statement of Intent and submit this prior to Feb 1.
- ❖ CSD faculty will review and make a decision prior to March 15.
- ❖ Meet with thesis committee to finalize research design and your specific research plan objectives to be completed each semester.
- ❖ Receive IRB approval
- ❖ Complete drafts of chapters 1 (review of the literature) and 2 (methods). This is typically completed in conjunction with Research Methods (CSDS 502)

Semester 3 (Summer):

- ❖ Enroll in thesis credit CSDS 600 (1)
- ❖ You must in the thesis course for 1 credit during your last 2-3 semesters. You must have specific portions of the thesis completed during each semester in order to receive a grade.
- ❖ Data collection
- ❖ Circulate drafts of first 2 chapters with thesis committee and make revisions

Semester 4 (Fall):

- ❖ Enroll in thesis credit CSDS 600 (1)
- ❖ Data collection
- ❖ Data analysis
- ❖ Complete drafts of Chapter 3 (results) and 4 (discussion)

Semester 5 (Spring):

- ❖ Enroll in thesis credit CSDS 600 (1) (note: you must be enrolled for thesis credit the semester in which you plan to defend)
- ❖ Defend thesis by March 30.

Prepare for your thesis defense

- ❖ Make sure that your committee members have many opportunities to read the manuscript and make suggestions prior to the defense.
- ❖ Establish a date to defend your thesis that is 4 weeks prior to graduation. This will allow you ample time to make revisions and get approval prior to submission to the Greenwood Library Digital Commons. **Your committee members must be present during the defense.**
- ❖ Request SHLS Office Manager reserve SHLS conference room for the thesis defense.
- ❖ **At least 30 days prior** to the scheduled defense (February 28), submit the University's Oral Examination Form containing the title of your thesis, a date and location of scheduled defense, and the members of your thesis committee.

After your successful defense:

- ❖ Make suggested corrections to your thesis and obtain approvals and required signatures
- ❖ Submit approved electronic copies to be deposited in the Greenwood Library.

Appendix B: Checklist

Checklist

Use this checklist to help you keep track of the necessary procedures that will occur during the master's degree program.

- Meet with advisor to establish program of study and discuss thesis option
- Choose thesis topic
- Establish thesis committee (thesis chair, first reader, second reader)
- Submit letter of intent
- Receive signed copy of letter of intent indicating approval of thesis
- Complete/submit planned course of study to registrar
- Submit and receive IRB approval
- Circulate drafts of Chapters 1 and 2 to committee (usually before the end of Semester 2)
- Data collection complete
- Data analysis complete
- Circulate drafts of Chapters 3 and 4 (usually before the end of Semester 3)
- Make revisions and finalize all chapters (usually during first part of Semester 5)
- File an Application for Graduate Degree approximately one year before you expect to graduate
- Establish thesis defense date
- File an Oral Examination Form with the Office of Graduate Studies **30 days** before your thesis defense.
- Reserve room for defense date
- Successfully defend thesis
- Submit certification of successful defense to registrar
- Make suggested corrections to thesis and submit for approval
- Provide electronic thesis copies and original signed thesis defense sheets to the library
- Check with Longwood Bookstore for cap and gown rental/purchase if you are planning to accept your degree during commencement ceremonies

Appendix C:
Statement of Intent

Longwood University Department of
SOWK and CSD
Communication Sciences and Disorders Program

MASTER'S THESIS STATEMENT OF INTENT

Student's name: _____ Date: _____

Expected date of graduation (Check): May August Dec Year _____

Completed statement of intent form must be received by May 1st.

Grade of B+ or higher in CSDS 502 Research Design or course equivalent: Yes No
If no, are you currently enrolled? Yes No If no, when will you enroll? Spring _____ Summer _____ Fall _____

GPA to date: _____ (3.6 or higher)

Research plan:

Submit a one-page *typed* summary of your proposed thesis topic with this application. The summary should include the statement of the problem, research question/hypothesis, methods (number and type of subjects, materials, procedures), and implications (reason why this research topic is important). Use these as summary headings.

Committee chair: A doctoral faculty member has been identified and has indicated his/her *interest* and *availability* to chair your thesis. Indicate name and program/department below.

Name Program/Department

Proposed committee members

Chair _____

First Reader _____

Second Reader _____

OFFICIAL USE ONLY Do not write in this space.

Graduate Program Coordinator (Date)

Adapted from MUSC-CHP-CSDP
Rev.12/2015

Appendix D: Resources

The Greenwood Library, occupied in 1991, is located near the center of campus, just west of Brock Commons. The library collections offer 245,000 cataloged titles, and the library currently subscribes to 1,475 journals. Some 700,000 microform units, as well as sound and video recordings supplement the book and journal collections.

The library also provides access to the holdings of other libraries through its Interlibrary Loan service. Access to, and control of, its collections are through the library's online catalog and circulation system.

The library's Information Center, with 48 workstations, complements the library's collections by providing users access to electronic information found throughout the Internet and by making selected information more accessible. To aid users in finding information expeditiously and in gaining expertise for information literacy, the library provides a variety of reference services that include reference assistance, group bibliographic instruction, and online searching. Below, you will find a brief list of other resources, in addition to the APA Manual, that you may find helpful as you research and write your thesis:

Glatthorn, A. (2005). *Writing the Winning Thesis or Dissertation: A Step by Step Guide*. Sage. ISBN: 076193961X.

Harner, J. (2002). *Literary Research Guide*. Modern Language Association of America,. ISBN: 0873529839.

Mauch, J., & Park, N. (2003). *Guide to the Successful Thesis and Dissertation (5th edition)*. Marcel Dekker. ISBN: 0824742885.

Murray, Rowena. (2006). *How to Write a Thesis*. Open UP, ISBN: 0335207197. Oliver, P. (2004). *Writing Your Thesis*. SageI. SBN: 076194298X.

Patterson, M. (1983). *Literary Research Guide (2nd Edition)*. Modern Language Association of America. ISBN: 0873521285.

Skwire, D., & Skwire, S. (1985). *Writing a Thesis: A Rhetoric and Reader*. Heinle. ISBN: 003069664X.

Teitelbaum, H. (2003). *How to Write a Thesis*. Peterson's,. ISBN: 0768910811.

Van Wagenen, K. (1990). *Writing a Thesis: Substance and Style*. Prentice Hall. ISBN: 0139710868.

Appendix E: Contacts

Name: Dr. Lissa Power-deFur, CSD Graduate Program Coordinator
Department: SOWK/CSD
Campus Address: SHLS 108
Campus Phone: (434) 395-2369
Campus E-mail: powerdefurea@longwood.edu

Name: Dr. Kellyn Hall, Associate Professor
Department: SOWK/CSD
Campus Address: SHLS 103
Campus Phone: (434) 395-2722
Campus E-mail: hallkd@longwood.edu

Name: Dr. Shannon Salley, Assistant Professor
Department: SOWK/CSD
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Campus Phone: 434.395.2966
Campus E-mail: salleysw@longwood.edu

Name: Dr. Ann Cralidis, Assistant Professor
Department: SOWK/CSD
Campus Address: SHLS 105
Campus Phone: 434-395-4951
Campus E-mail: cralidisal@longwood.edu

Name: Dr. Mani Aguilar Clinical Audiologist, CSD
Department: SOWK/CSD
Campus Address: SHLS 107
Campus Phone: 434.395.2341
Campus E-mail: aguilarmc@longwood.edu

Name: Dr. Peggy A. Agee, Associate Professor, CSD
Department: SOWK/CSD
Campus Address: SHLS 104
Campus Phone: 434-395-2324
Campus E-mail: ageepc@longwood.edu

Name: Dr. Theresa Clark, Department Chair
Department: SOWK/CSD
Campus Address: Hull 263
Campus Phone: 434-395-2346
Campus E-mail: clarkta@longwood.edu

Name: Ms. Peg Turner, Administrative Assistant
Department: SOWK/CSD
Campus Address: Hull 256
Campus Phone: 434-395-2996
Campus E-mail: turnerp@longwood.edu

Name: Dr. Jeannine Perry, Dean of Graduate School & Extended Studies

Department: Graduate Studies

Campus Address: Ruffner 138

Campus Phone: 434-395-2012

Campus E-mail: perryjr@longwood.edu

Name: Ms. Kathy Charleston, Assistant Dean of Graduate School & Extended Studies

Department: Graduate Studies

Campus Address: Ruffner 134

Campus Phone: 434-395-2255

Campus E-mail: charlestonke@longwood.edu

Name: Ms. Lydia Williams

Department: Archives and Records Manager

Campus Address: Greenwood Library 104

Campus Phone: 434-395-2432

Campus E-mail: williamslc@longwood.edu

Appendix F:
Sample Signature Page

THE EFFECTS OF ISOLATED VS SOCIAL DINING EXPERIENCES ON WEIGHT
GAIN IN LONG TERM CARE RESIDENTS

Sarah Lee Poundcake

A Thesis Submitted In Partial Fulfillment Of The Requirement For The Degree Of Master
of Science in Communication Sciences & Disorders

Longwood University

Department of Social Work & Communication Sciences and Disorders Program

Shannon Salley, SLPD
Chair, Thesis Committee

Kellyn Hall, Ph.D.
Thesis Committee First Reader

Ann Cralidis, Ph.D.
Thesis Committee Second Reader

Lissa Power-deFur, Ph.D.
Graduate Coordinator, Communication Sciences &
Disorders

Date

Appendix G:
Sample Completion Letters

May 4, 2018
The Registrar Longwood University TO

WHOM IT MAY CONCERN:

Sara Lee Poundcake has successfully defended her M.S. in Communication Sciences & Disorders thesis, *The Effects of Isolated vs Social Dining Experiences on Weight Gain in Long Term Care Residents* on Tuesday, May 1, 2018.

Sincerely,

Shannon Salley, SLPD/CCC-SLP
Assistant Professor, CSD
Chair, Thesis Committee

May 4, 2018

To: Registrar, Longwood University

From: Shannon Salley, SLPD, Assistant Professor, CSD

On this date, May 1, 2012, Sara Lee Poundcake successfully defended her thesis, *The Effects of Isolated vs Social Dining Experiences on Weight Gain in Long Term Care Residents*

I served as chair of the thesis committee; Dr. Kellyn Hall was the First Reader; and Dr. Ann Cralidis was the Second Reader.