

GUIDELINES FOR COMPLETING YOUR MASTER THESIS

Antioch University New England Department of Environmental Studies

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Introduction

Conducting thesis research is a wonderful opportunity for you to seek knowledge about a topic in which you have a strong interest and curiosity. The thesis allows you to develop your passion for a topic by exploring it in greater depth than course work or paid work allows. Writing a thesis is a tremendously rewarding experience that tests a student's competencies in formulating a question, conducting research, and effectively telling a meaningful ecological or conservation story. The disciplined study and careful analysis required for completing a successful thesis will help you develop invaluable skills for analyzing complex problems – skills that are increasingly necessary at a time when science unfolds very quickly and when we have the conceptual and technological tools to uncover the complexity of scientific and ecological problems effectively.

We look at conducting thesis research as a learning process that takes patience, committed time, hard work and persistence. This process can be an arduous experience that requires creativity, disciplined independent study and broad support from advisers and family members.

The purpose of this guide is threefold: (1) to detail the expectations for the quality necessary in developing and writing a Master's thesis in Environmental Studies; (2) to outline the necessary contents of the thesis and each of its component sections, and; (3) to give you a road map through the process of building alliances (including involving a thesis adviser) and thesis committee for successfully developing, researching, and writing your thesis.

The Thesis Process

All full-time Environmental Studies students who are planning on conducting research and writing a Master's thesis should follow the process outlined below.

1. Identify a thesis topic

Select a topic that you wish to pursue for your master thesis. Begin this process by conversing with your assigned academic advisor, fellow students and any other resources you have available to you.

2. Identify thesis chair.

While you are conceiving your thesis and writing a thesis proposal, you will be required to choose an ES core faculty member as a thesis chair. The thesis chair will oversee your research and thesis writing process throughout your program. Your chair should be involved in the development of your proposal (see list of thesis chairs and expectations below). A signed thesis contract is confirmation that the faculty member has agreed to be your thesis chair.

For students with topics not aligned with a core faculty member at Antioch you may actual be working more closely with an outside committee member, however, you still need to have an Antioch core faculty member as chair.

3. Write a thesis proposal.

Before you can begin data collection for your thesis you must have an approved research proposal. Your thesis proposal must be signed by your thesis chair and on file in the ES Department by the end of the registration period of the second fall semester of your program.

4. Conduct a pilot study and identify committee members.

During your third semester (your first summer), you may want to conduct an informal pilot project of your thesis research. Pilot projects are useful for testing assumptions made in your proposal about your system of interest, your experimental design, and the manageability of your project. (Note: if you are ready to conduct field work in your third semester (first summer), we definitely encourage you to do so! Some students are ready before others; this is perfectly normal.)

At this point in your study, if you have not already done so, you should be assembling your committee members. You must have at least one "outside" committee member; with two outside committee members being a more typical number. Selecting committee members at this time not only alerts committee members early as to your intent to involve them in your work, but also invites them into your research project. This is to your advantage, because they will share their expertise with you, and because problems with your study are more likely to be identified and remedied early in your thesis process.

5. Register for ‘thesis’ credits (note: these credits are not associated with a formal course or seminar).

Each student receives 3 credits for the capstone requirement. These three credits are awarded in the form of a course called “Master’s Thesis” (ES699C) for students choosing to conduct a thesis. Students usually register for these three credits in their final semester of course work (spring 2nd year). You can register for thesis credits as long as your thesis contract and proposal are filed in the ES department.

6. Research practicum (3 credits)

Students conducting a thesis may sign up with their thesis advisor once for a 3 credit research internship. The purpose of this research practicum is to work on your thesis research. Talk to your individual thesis advisors to make arrangements for the internship.

7. Conduct your research.

During your fifth and sixth semesters (spring and summer of your second year, respectively), you should be conducting your thesis research. If you can complete your thesis proposal earlier than this you can begin thesis research as soon as the proposal is filed with the ES Department. It is imperative that you be in close contact with your thesis chair and, to whatever degree is appropriate, with your committee members while you conduct your research. **Your thesis chair must approve your thesis proposal before beginning the data collection component of the thesis process.**

8. Thesis Continuation (i.e. staying enrolled)

You have to register as an ANE student each fall, spring and summer semester until your final thesis is approved by your thesis chair. To continue to be a matriculated ANE student you must register for “Master’s Thesis Continuation” (ES 699D). Continuation fees are \$350 in summer and \$700 each fall and spring (likely to increase in summer 2012). Note: you must register in the summer to maintain half-time status and thus ensure that any loans will continue to be deferred. Each time that you sign up for Thesis Continuation you must first submit a **Thesis Continuation Progress Report** to your Thesis Adviser (see below).

In summary, registering for Master’s Thesis Continuation **will save you tuition money and ensure that you remain registered** as a half-time student, granting you all the rights and privileges therein (e.g., use of First Class, library privileges, and loan deferments). Even if you aren't planning on using FirstClass or the ANE library, and you don't have any student loans, you must still sign up for Thesis Continuation each semester until your thesis is approved by your chair. If you miss the registration late fee are automatically applied.

9. Write your thesis.

During your third full year of study, you will write your thesis. Your course work should have prepared you sufficiently for this task. Nonetheless, you should be in close contact with your thesis chair, and, to a lesser degree, your outside committee members, throughout your writing process. Check with your chair concerning how (s)he would like to review your thesis drafts; in many cases your chair may wish to see chunks of your thesis as they are written (e.g., chapter by chapter) so (s)he may comment on the work as you develop it. This avoids the problem of giving the thesis to your chair in what you may think is “final form,” only to learn that there are serious problems with the thesis that must be remedied before it is acceptable for presentation for graduation.

10. Present your thesis research at the ES Department’s Annual Research Symposium.

Every March/April, thesis students can present their research orally in a professional academic symposium at ANE. This symposium gives you an opportunity to share your research and to gain presentation skills that will serve you well professionally. Students may go on to present their research at national and international professional meetings such as the Ecological Society of America (ESA) and the Society for Conservation Biology (SCB).

11. Circulate your thesis among your committee members.

Seek guidance and **approval** from your chair before sending the penultimate draft of your thesis (which you have edited with your chair) to your committee members for their input and approval. Give your committee members at least 6 weeks to provide comments and edits. Once you have suggestions back from your committee members, you will revise your thesis accordingly, again remaining in close contact with your chair. After the final edits have been approved by your chair and committee members (i.e., their signatures in hand) your thesis

advisor will submit an official evaluation to the registrar's office. Your thesis in final form must reflect the ES Department's guidelines for thesis formatting detailed below.

12. Critical dates for submission

The penultimate draft of your thesis must be submitted to your chair and committee one month prior to when the registrar's office accepts thesis evaluations from faculty (i.e., in mid March, mid June and mid October). See academic calendar on line for the specific day of the month for these deadlines.

13. Acquiring signatures and completing the paper work

See below the requirements and expectations for completing your thesis. There is paper work and essential formats to follow.

14. Publish your thesis research.

Completing your thesis is a tremendous accomplishment that is credited toward completing your MS degree. Your thesis will be of publishable quality and therefore you should strive to publish it in a peer reviewed journal or another medium that disseminates your work to a broader audience than the ANE community. It is important to share your work with others in the field of conservation and environmental studies, allowing them to learn about and possibly to further your work. Talk with your thesis chair about which journals are appropriate for your work. Keep in mind that you will be publishing your work collaboratively, i.e., your chair will be involved in preparing your thesis work for publication, and the manuscript may be co-authored by you and your chair (and possibly other colleagues).

Editing your thesis

Before turning in your thesis, you must ensure that you have edited the thesis for spelling, grammar, and writing clarity. These edits also apply to your thesis proposal. It is inappropriate and unacceptable to rely upon your adviser or anyone else to perform these edits.

General edits

- Spell check the document
- Check personal pronoun usage – try to balance the use of first- and third-person pronouns
- Check verb tenses; use past tense throughout the thesis

Formatting guidelines (see guidelines below for specifics)

- Use 12-point font
- Double space the entire document except the Literature Cited section
- Indent each new paragraph rather than using blank lines to set off paragraphs
- Use 1” margins all around
- Do not use headers and footers (other than page numbers)
- Start each chapter on a new page
- Start subsections within a chapter by inserting a blank line between the prior and new sections
- Note: your thesis will be printed as a double-sided document

Figures and tables guidelines

- Reference all figures and tables parenthetically in the text
- Order your figures and tables chronologically as they appear in the text
- Make sure that page numbers of figures and tables are correct in the Table of Contents
- Use 12-point font for all figure and table titles.
- Figure titles go underneath the figure, and table titles go above the table.
- If figures and tables are oriented as landscape, they must face the right margin rather than the binding
- Each figure and table must be large enough to cover at least ½ the page, (speak to your chair about exceptions).
- Figures and tables must be on separate pages

Thesis formats

- 1) If a citation has more than two authors, the citation should be referenced in the text as “(Smith et al. 2003)”; note that there are no commas. In the Literature Cited section all authors are listed.
- 2) Providing data - It is more informative to see means and standard errors or standard deviations in the text than the actual statistic if the statistics are given in the table. Your words have to be supported with numbers in some form, either in the table or in the text. Generally

numbers pointing to critical and significant results are included in the text, while other numbers of less significant results should be included in tables that are referred to in the text. If results are significant, the supporting statistics must be included parenthetically following the text describing the significant results, or that text has to refer to a table that contains the statistical results.

Format Requirements

Order of Pages in Thesis

- **Committee Page** (required) not numbered
- **Copyright Page** (optional) not numbered
- **Title Page** (required) not numbered
- **Dedication** (optional) numbered – lower case Roman numerals
- **Acknowledgments** (optional, strongly suggested) lower case Roman numerals
- **Abstract** (required) lower case Roman numerals
- **Table of Contents** (required) lower case Roman numerals
- **List and caption descriptions of Figures, Tables, and Illustrations** with page numbers (required) lower case Roman numerals
- **Body of Thesis** (required) – Arabic numerals, starts with page 1
- **Endnotes** (optional)
- **Literature Cited** (required)
- **Appendices** (optional)

Margins

Minimum Required:

- Use a minimum of 1” margin on all four sides
- Place page numbers in the bottom center of the page, ½” inch from bottom edge
- Check margins on all pages: irregular margins can cause text to be lost during binding

Page Headers

Do not use page headers or decorative borders.

Page Numbering

Committee page, copyright page, and title page (if you are retaining and registering copyright) are not counted in the numbering of pages. Preliminary pages (for example: Dedication, Acknowledgments, Abstract, Table of Contents) that precede the main text are numbered with lower case Roman numerals beginning with one (i). Starting with the Introduction, number the main text consecutively beginning with Arabic numeral one (1) in the bottom center.

To format page numbers of different types as required you must insert section breaks at the page you wish to number differently. Remove default setting that links footers and headers to previous sections. Select: Insert, Page Numbers, format tab.

Check and re-check your thesis to ensure that all pages are present and in numerical order. Tables or figures that are in landscape orientation should be numbered at bottom center. How? - print the page number first, then print graph on that numbered page.

Print quality and format

Only electronic copies need to be submitted. However, when formatting follow:

- Double-spacing throughout the body of the thesis
- Single-spacing lengthy quotations over 5 lines, footnotes, and bibliographies should be single-spaced with a double-space between entries or paragraphs)
- 12-point font
- Appropriate layout
- Acceptable maps, charts, figures, tables, pictures, and appendices (graphics can be done in color, however create so that when photo copied the meaning of legend is not lost.

Title Page

The title page must be double-spaced and is not numbered.

Section Headings

Each major section (Introduction, Methods, Results, Discussion, and Literature Cited) should begin on a new page. Major headings should be in 12-point font, **bolded**, and capitalized. First subheadings should be in 12-point font and underlined. Secondary subheadings should be *italicized*. The remainder of the text should be in 12-point font with no special formatting (plain), preferably in Times or Times Roman font. Scientific names should be *italicized* throughout, always given the first time a common name is used. For botanical names follow the Latin name by the name or initials of the person who named and described the species as shown in botanical reference books (e.g., yellow birch, *Betula alleghaniensis* Britton). Common names should be lower case (except for proper names, such as Wilson's storm-petrel or Jefferson's salamander), unless you're writing for an ornithological journal where the standard is to capitalize common names (Wilson's Storm-Petrel).

Indenting

The first paragraph of each section or subsection should not be indented. Use standard ½" indents at the beginning of each paragraph following the first paragraph of each section. Learn how to use tabs in Word for all indenting. Do not use spaces as a way to indent or format your text or tables as such formatting often changes with font type and size.

Appendices

Unusually long or supplementary materials should be contained in appendices, e.g., long species lists, raw data, large maps, or photographs. Appendices must be lettered (e.g., A, B, C)

consecutively within the text of the thesis. The paper quality and margins of the appendices must meet the standards for the rest of the thesis.

Literature Cited

The bibliography should meet your professional style requirements (e.g. The APA Handbook, The MLA Handbook, or the Council of Biology Editors Handbook), which often conform to the leading journals or book series of your field. They should be single-spaced with a blank line between entries. Consult the following web site for guidelines on how to cite web pages:
<http://www.bedfordstmartins.com/online/citex.html>

Plagiarism and academic integrity

As a graduate student, you are entering a world of scholarly discourse where intellectual property rights are taken very seriously. In keeping with the academic and scientific tradition of respecting one another's ideas, you are expected to cite others' work and ideas properly. The Environmental Studies Department takes plagiarism very seriously; student plagiarism may result in expulsion from Antioch New England Graduate School. Please carefully review the plagiarism policy adopted by the ES Department to make sure you have a clear understanding of our expectations for academic integrity; a copy of this policy is included in the New Student Navigation Handbook you received at orientation. The following website about is also useful:
<http://gervaseprograms.georgetown.edu/hc/plagiarism.html>

Footnotes and Endnotes

Footnotes and endnotes should be single-spaced with an extra blank line between notes. Discuss with your adviser where footnotes or endnotes would be more appropriate for your text.

Equations, Superscripts, and Subscripts

Equations, superscripts, and subscripts are acceptable provided they are legible when photocopied. They may be one size smaller than the text. To identify each equation clearly, isolate it with double spacing.

Foreign Language Use

Your thesis must be in English, but you may include quotations in languages other than English in your thesis provided they're accompanied by an English translation.

Tables and Figures

- Tables and/or figures can appear in the body of the text **or** at the end of each section or chapter
- Tables and/or figures may be formatted to appear either horizontal or vertical on 8 1/2" x 11" paper

- Figure and Table captions must be in 12-point font, single-spaced, and flush left. Table footnotes can be 10-point.

Graphics

Computer-generated figures and graphs must meet the same standards as the rest of the thesis. Original material should be produced with permanent, non-water-soluble black ink (for example, India ink, Koh-I-noor rapidograph drawing ink). Do not use pencils, ballpoint, or felt tip pens. Labels on photographs, charts, or other figures must be permanent. Headings, keys, and all other identifying information should be of the same quality of print as the text. If graphics, tables, or figures are in the landscape mode (horizontal), place the top of the printed page at the thesis binding edge (left side of the paper).

Scanning and Mounting

Electronic scanning of photographs, tables, and figures onto thesis quality paper is acceptable. Photographs should be scanned or photocopied into your manuscript. You may not glue or mount photographs into the copy of your thesis that is submitted to the ES Department. The thesis text print should be generally in black and white.

Specific ANE and ES Requirements for Master's Theses Submission

As of July 1st 2008

Only electronic pdf files will be accepted for submission,

They will be printed as **DOUBLE SIDED** documents and bound at a local bindery.

Signature pages are required for the Registrar's Office in order to confer your degree, but signatures are not to be included in the electronic pdf file of your document. Please **use the Thesis Committee Page** to list your committee members.

Antioch requires only **ONE** copy for the library at a cost to you of \$30.00. Additional copies for yourself or your committee members can be purchased for \$30.00 each. Although Antioch New England does not require it, it is customary to provide a hard copy of your thesis to your adviser; check with your advisor to see if s/he would like a hardcopy. You may also provide additional copies to your committee members if your work is especially closely aligned with theirs or they request a copy.

Inform ES office manager how many and if you will pick them up or request to have us mail them to you. Write your current address if needed for clarity.

Please mail ES office manager a check made out to ANE for the appropriate amount (**copies are \$30.00** each plus an additional \$5.00 for each copy if you have more than 10 color pages in your document).

If you are depositing a thesis, make sure you also sign a library permission slip and mail that to ES office manager with your check.

If you are depositing a project send the ES office manager an electronic pdf file via email. If you would like to have a bound copy please mail ES office manager a check made out to ANE for the appropriate amount (**copies are \$30.00** each plus an additional \$5.00 for each copy if you have more than 10 color pages in your document).

Official paperwork

Use this checklist to ensure that you meet all of the university requirements for official thesis documentation.

- Obtain signatures of outside committee members on Signature Page (see Appendix).
- Fill out and sign Library Permission form (see Appendix).
- Fill in top section of Project/Thesis Verification form, thesis title and send to advisor with signatures
- Get your thesis chairperson to sign each of the Signature Pages. Do not ask your chairperson to get other committee members' signatures. Signatures can be sent by mail or FAX and can be on separate copies of the signature page.
- Send the electronic copy of your thesis via email to the ES Office Manager. The document must be saved in pdf format; do not save it as more than one document.
- Send an electronic word formatted file of just your abstract to the ES Office manager. Title the document with your full name and abstract (e.g. Peter Palmiotto abstract.doc). no name or title is needed in the file.

Expectations

This section describes what you should expect from your committee chair and committee members, and what is expected of you.

Thesis Chair

Throughout the thesis process your thesis chair is responsible for guiding you to conduct thesis research of publishable quality. The choice to publish once your thesis is complete is your decision. To publish your work, you should expect and plan for significantly more work after the thesis is complete; however, some of you may arrange with your thesis chair to produce a publishable manuscript that will function as your final thesis, hence saving you revision work later. Your thesis chair will guide and help you in the publication process if mutually agreed upon.

It is appropriate to co-author any published papers that arise from your thesis work with your thesis advisor and credit Antioch University as your affiliated instruction. Similarly appropriate to put committee members names on the paper depending on how much they have been involved. You should always acknowledge Antioch University as the place where the work was done, with your new address the 'current' address.

Your thesis chair is also responsible for evaluating the penultimate draft of your thesis and submitting the evaluation to the registrar's office using the official Master's Project/Thesis Verification Sheet.

Final Evaluation

Your thesis chair will write the final evaluation of your thesis. This evaluation will be at least a single page, constructive evaluation of your work on:

- Mastery of content area demonstrated
- Quality of writing
- Overall quality of master's thesis
- Students scholarly progress during the thesis process including: professionalism and communication skills
- Recommendations about publishing your work, such as how to edit your thesis for publication and which journals would be appropriate for submission.

Your thesis chair is also the ANE ES Department's representative, and therefore is charged with communicating with your chosen committee members by sending a letter of recognition at the time of selection outlining the Department's expectations of them.

ES Faculty and their areas of interest and expertise can be found on the ANE web page. Before choosing a thesis chair, you should review individual faculty web pages to learn more about their areas of expertise. http://www.antiochne.edu/es/es_faculty.cfm

If ANE does not have a faculty member who has expertise in the field you wish to study, see your program director or academic adviser to determine which faculty member is most closely aligned with your interests and who may most effectively advise you in the role of thesis chair. In a case where no ANE faculty member has expertise in the field you wish to study, seek out someone outside ANE who has this expertise and who may agree to be a committee member. Note: outside advisers cannot be thesis chairpersons.

Committee member expectations

In addition to your ANE chair we recommend that you select only two outside committee members. The maximum responsibility that the ANE ES Department requires of your committee members is outlined in the paragraph below. A summary of these expectations should be sent to your committee members by you as soon as you select the committee members.

Although your thesis committee must be chaired by a Core Faculty member in the ES Department, we ask outside professionals and academics to assist in the thesis process by volunteering to serve as members of your thesis committee. We do not require a formal thesis defense; therefore we do not ask outside committee members to actually attend any meetings at ANE. Most of the outside committee members' contributions can easily be done by e-mail or phone if you are not in contact with each other in the field.

Specifically we ask committee members to: a) advice in development of the thesis proposal, b) assist with background information in which they have specialized knowledge and, c) read and provide comments on a penultimate draft of your thesis within 6 weeks of the date it is sent to them.

Student expectations

First and foremost this is your thesis. You need to take control of its progress and be committed to its completion. Your thesis chair expects you to seek guidance as soon as you begin to get off

track or frustrated, or if your commitment to the thesis process wanes. It is very important to thesis chairs that you keep them informed of your progress. At minimum each spring and fall semester you will be **required to fill out the Thesis Continuation Progress Report** before you can register for thesis continuation (see appended form).

You are also **responsible to secure your thesis chair's signature** and to turn in a copy of your thesis proposal by the end of the second fall semester. Failure to do so will result in recommendation for interim status or withdrawal.

You are **responsible for signing up for Master Thesis credits** in the section associated with your thesis chair (see course booklet) to register for your 3 thesis credits.

You are **responsible for getting your thesis chair's and committee members' signatures** on the final thesis before submitting it for binding. Do not ask your thesis chair to get committee members' signatures.

You are **responsible for filling out the Master's Project/Thesis Verification Sheet** (pick up sheet from ES office) and submitting the form to your thesis chair along with the penultimate draft of your thesis.

Requesting Letters of Recommendation

An exceptional letter of recommendation can be the one additional piece of a job application, a grant application or your application to graduate school that will make you stand out as the best candidate. One of your goals at Antioch should be to work with at least one professor so that that professor can write you that exceptional letter of recommendation.

This requires more of you than just taking one course with that faculty member. To gain a faculty member's respect you need to converse with them outside of the classroom, share with them past experiences, goals and dreams. Have enough interaction with the faculty member so that they know who you are and ultimately will write you that exceptional letter.

There are a few aspects of requesting a letter that you should know.

- 1) **Writing letters of recommendation does take time.** Therefore, you want to provide information in a clear manner to make it as easy as possible for the recommender (it takes ~1 hr per letter if the letter is tailored to the place you are applying to). Having **a letter tailored to the person and place you are applying** is critical or it is not worth sending.
- 2) **Provide the name and address of the place you are applying.** Having this information in the email makes it very easy to cut and paste onto a letterhead.
- 3) **Provide the due date of the recommendation.** This is critical; it should be very clear to the recommender when the recommendation is due.
- 4) **Provide an updated resume' and a copy of your application** to the recommender and a short paragraph that states why you want the job or why you want to go to that graduate school.
- 5) **Request the letter 2-3 weeks in advance of when it is due.** Do not request a letter more than 3 weeks in advance. If you do there is a higher chance that it will get lost in the shuffle of tasks that your recommender has to do.
- 6) **Make one request at a time.** Do not assume the recommender will follow a long list of requests in one email. But ask the person if they would prefer one at a time or all together.
- 7) **Confirm the letter was sent.** Follow up with the recommender if they do not tell you that they sent the letter. It is easier to remind and confirm that the letter was sent than trying to scramble after the employer or school tells you they did not receive the letter.
- 8) **Thank your recommender** in a hand written note once you receive a job or scholarship or get into graduate school (email is becoming the method of communication, but a hand written or typed letter sent US post has a different meaning). This is critical to maintain the contact you've worked to develop. You never know when you will need assistance again.

APPENDICES

Thesis Contract
Thesis Committee Page
Thesis Signature Page
Library Permission Slip
Thesis Continuation Progress Report

**Antioch University New England
Department of Environmental Studies**

Thesis Contract

Name of Student: _____

Address: _____

Phone: _____ **Academic Adviser** _____

Tentative Title of Master's Thesis:

Required Attachments:

_____ **Thesis proposal**

_____ **Contract Stipulations: should be written out and signed by advisor and student. Should at least include: Communication with advisor, relationship with committee members and advisor, publication authorship, data ownership, expectation for feedback and completion, benchmarks of progress.**

_____ **Timeline for completion (can be part of proposal)**

Thesis Committee (chairperson must be an Antioch Core faculty member):

Committee Chair Signature	Date
Antioch University New England (Print name) _____	

Committee Member	Date
Name and Affiliation (Print): _____	

Committee Member	Date
Name and Affiliation (Print): _____	

Student Signature	Date
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Department of Environmental Studies

THESIS COMMITTEE PAGE

The undersigned have examined the thesis entitled:

presented by:

candidate for the degree of Master of Science, and hereby certify that it is accepted.*

Committee chair name:

Title/Affiliation:

Committee member name:

Title/Affiliation:

Committee member name:

Title/Affiliation:

Date Approved by all committee members:

*Signatures are on file with the Registrar's Office at Antioch University New England.



Department of Environmental Studies

THESIS SIGNATURE PAGE

The undersigned have examined the thesis entitled:

presented by: _____

candidate for the degree of Master of Science and hereby certify that it is accepted.

Signature: _____

Committee Chair Printed name: _____

Title/Affiliation: _____

Signature: _____

Committee Member Printed name: _____

Title/Affiliation: _____

Signature: _____

Committee Member Printed name: _____

Title/Affiliation: _____

Date approved by Committee Chair: _____

Date Submitted to the Registrar's Office: _____

**Antioch University New England
Environmental Studies Department**

Library Permission Slip

I give my permission for one copy of this thesis to be permanently housed in the Antioch New England Graduate School Library and to circulate to patrons as a part of the library collection. I understand that the thesis circulation process will be subject to all the rules and regulations of the Antioch New England Graduate School Library.

Title of Thesis:

Student Signature: _____

Student Name (Print): _____

Date: _____

Committee Chair: _____ Student Name: _____ Date: _____

Thesis Continuation Progress Report

In order to help us better track the progress of students who are conducting thesis research, this form must be submitted as a hardcopy to your Thesis Adviser at the time that you sign up for Thesis Continuation. You may not be allowed to register for Thesis Continuation unless your Thesis Adviser has seen and approved this form.

A. Thesis title:

B. Thesis committee members:

C. Give a brief description of your progress to date, including specific mention of major elements of the research. *For instance, "I'm mostly done with my field work" is not acceptable; "I've conducted 150 transects aimed at classifying habitat types based on plant cover, and am about 75% finished with all of my data entry" would be better. This description does not need to be in complete sentences or wonderful prose – but we do need to be able to get a clear sense of where your project stands.*

D. List specific tasks, and target dates of completion, for remaining elements in your research. *Such as, "complete statistical analysis by May 15, 2010; complete GIS data entry by May 30, 2010; complete Intro and Methods sections by Jun 15, 2010; meet with adviser to discuss outline of Results section by Jun 30, 2010".*

E. Current anticipated date of completion: