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**EMP 890-Appendix: THESIS Course Completion Timetable (0 credits)**

**Course Completion Timetable:**

While the student is expected to carry out and complete all assignments and meet the expectations of the Chair and faculty within 5 months from the start date, students are encouraged to pursue the course requirements according to the following timetable.

**Project 1**

**Scope:** Week one consists of initiating first telephone contact with the Chair for the purpose of clarifying the plan of action for the course.

**Objectives:**

- First phone contact with chair
- Clarify plan of action

**Scope:** Week two consists of making e-mail contact with Chair, devising a written plan of action, begin conceptualising the research project, maintain journal notations and purchase style guide and thesis guide.

**Objectives:**

- Make first email contact with chair and instructors, sending email including written plan of action for Chair's feedback;
- Begin conceptualising the research project according to the instructions, and initiate assigned reading of materials;
- Maintain journal notations related to the salient points of the readings; and
- In collaboration with the Chair, identify and purchase a style manual and other materials, as deemed essential for effective completion of the research plan and the project.

**Project 2**

**Scope:** Activities consist of library research and evaluation of reading materials.

**Objectives:** Complete the library research elements in preparation for building the research plan

**Project 3**

**Scope:** Activities include providing a workable data-gathering plan, in-depth evaluation of reading materials, complete notations of all important readings and provide critical thinking skills in relation to structuring of the thesis.

**Objectives:** Begin in-depth evaluation of the reading materials and maintain complete and careful notations of the salient points of all readings

**Scope:** Activities during week seven concern complete preparatory readings and building of an effective annotated bibliography.

**Objectives:**

- Conduct a major search for available literature in support of your proposed research topic;
- Conceptualise the thesis question, the theoretical foundation for the study, and methodology for conduct of the project;
- Carefully review the essential literature concerning this thesis, maintain journal notations, and build a brief annotated bibliography clarifying the essential literature in support of your project; and
- Select peer review.

**Project 4**

**Scope:** Project 4 is concerned with preparing the research plan elements of the proposal and design the proposed manuscript outline.

**Objectives:**

- Prepare research plan; and
- Design outline.

**Project 5**

**Scope:** Submit first draft of the research proposal package to peer review.

**Objectives:**

- Submit research for peer review
- Submit the research plan, the annotated bibliography and the manuscript outline.

**Scope:** Based upon the outcome of the peer review process, restructure your materials into a formal research proposal of approximately 10 double spaced typewritten pages. Attach your data gathering instruments and a brief annotated bibliography. Attach evidence of the peer review, including the names and contact information of the peer reviewers and their written comments. Submit the package to your instructors and chair.

**Objectives:**

- Restructure your research material;
- Submit 10 page research proposal;
- Include project plan;
- Include final manuscript outline; and Peer review process.
- If human experimentation is a part of the research protocol, acquire any necessary and appropriate review and certification from an Institutional Review Board (IRB). Acquiring an IRB approval is the student's responsibility.

**Scope:** Obtain feedback from the Chair.

**Objectives:** Obtain comments, suggestions and concerns from Chair.

**Scope: Thesis--**Start on writing the thesis which will consist of no less than 75 pages including bibliography, footnoting, and title page. Re-visit a library to see how the thesis is constructed.

**Objectives:** Begin writing of thesis. See Student Catalogue section on Thesis Process for more information.

### **Project 7**

**Scope:** The student is responsible to submit Chapter 1. It should consist of:

a title page consisting the name of the thesis, the author's name, a statement to read "A Thesis Submitted to \_\_\_\_\_ in Partial Fulfillment of the Requirements for the degree of \_\_\_\_\_", the name of the University and date of submission;

ABSTRACT  
ACKNOWLEDGEMENT PAGE  
TABLE OF CONTENTS (tentative)  
CONTENT OF TABLES (if added to the thesis)  
INTRODUCTION TO THE STUDY  
    Introduction  
    Motivation for the Research  
    Problem Postulations  
    Specific Aims of the Research  
    Hypothesis  
    Research Methodology  
        Approaches  
        Research Methods  
    Delimitation or Boundaries of the Research

**Objectives:** Submit Chapter 1

### **Project 8**

**Scope:** The student is responsible to submit Chapter 2 of the paper. It should consist of:

REVIEW OF LITERATURE  
    Primary Sources  
    Secondary Sources  
EVALUATION OF SOURCE MATERIALS  
    External Criticism  
    Internal Criticism  
SYNTHESIS AND ANALYSIS OF THE DATA  
CONCLUSION

**Objectives:** Submit Chapter 2

**Project 9**

**Scope:** Submit Chapter 3 consisting of research using chapter headings, and sub-headings

**Objectives:** Submit Chapter 3

**Project 10**

**Scope:** Submit Chapter 4 consisting of actual research using chapter headings, headings, and sub-headings

**Objectives:** Submit Chapter 4

**Project 11**

**Scope:** Submit Chapter 5 consisting of final research using chapter headings, headings, and sub-headings. Example:

SYNTHESIS  
INTRODUCTION  
CONCLUSION OF CHAPTERS  
FINAL CONCLUSIONS  
RECOMMENDATIONS

**Objectives:** Submit Chapter 5

**Project 12**

**Scope:** During this period, the student should go through each chapter for a final time looking for errors. These should be corrected.

**Objectives:**

- Read paper a final time
- Look for and correct mistakes

**Project 13**

**Scope:** Review the thesis and turn into professor for reading and evaluation.

**Objectives:** Submit thesis with revisions

## **Project 14**

**Scope:** Students will schedule a thesis committee evaluation in coordination with the Chair. Students will be asked a series of questions relating to the thesis. The thesis committee meeting will last 1- 1 ½ hours. Once evaluated, the student will be asked to have the final hard copy bound in a black hard binder with the title, date, and student's name affixed to the front and side of the binder. The student should observe other bound thesis from other universities and have it bound professionally by a university or independent printer or press.

### **Objectives:**

- Attend thesis committee meeting
- Answer questions relating to the thesis
- Have thesis bound

### **Conclusion**

#### **Scope:**

The student should observe other bound thesis from other universities and have it bound professionally by a university or independent printer or press.

#### **Objectives:**

- Postal mail one bound copy to the University for archival
- Postal mail one copy to each committee member