

Guidelines for the Preparation of the Specialist Degree (Ed.S.) Thesis in Educational Administration



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Educational Administration Department
Superior, WI 54880
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INTRODUCTION

Congratulations! You have completed your Admission to Candidacy for Ed.S. degree conferral in the Educational Administration program here at the University of Wisconsin-Superior. The thesis is expected to be an original contribution to scholarship or scientific knowledge, to exemplify the highest standards of your discipline, and to be of lasting value to the intellectual community. The completion of a thesis embodies the results of original research and makes an original contribution to the discipline. The manuscript will eventually be made available for public use in Jim Dan Hill Library, the Graduate Studies Office and the Educational Administration departmental library.

The thesis process can be stimulating and rewarding. This culminating experience in your post graduate work involves scholarly skills as well as perseverance. Beginning the process early in your graduate studies will help distribute the workload and contribute to building your knowledge base and understanding needed in order to produce credible work.

The information in this publication will guide you in your endeavors. We strongly urge that you maintain close contact with your major advisor and thesis committee. These individuals are the best source of information and guidance, since they are ultimately responsible for the evaluation of your work.

It is the responsibility of the Ed.S. candidate and the Educational Administration Department to insure the standards of organization, presentation, and documentation prescribed for publication in the discipline are observed. Similarly, all copies of the thesis must be certified as substantially free of errors before they are submitted. Thus, uniformity with the requirements outlined in this manual is essential.

We wish you well in your research and writing. If you have any questions, be sure to ask one's thesis committee before submitting the thesis.

Best,

Educational Administration Graduate Faculty

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PARTS OF THE Ed.S. THESIS

- ❑ Title Page
- ❑ Declaration of Originality
- ❑ Copyright Page
- ❑ Dedication and/or Acknowledgment Pages
- ❑ Thesis Committee Approval
- ❑ Table of Contents
- ❑ List of Tables
- ❑ List of Figures
- ❑ List of Abbreviations
- ❑ Front Flyer (i.e. Blank Page)
- ❑ Abstract
- ❑ Thesis Text (i.e. Chapters 1-5)
- ❑ References
- ❑ Appendix
- ❑ Vitaé

Title Page

The title page is best explained by the sample in Appendix A. Use your full legal name. The title for your work should be a meaningful description of your manuscript and include key words that can be used by modern retrieval systems. Use word substitutes for formulas and symbols. If you are copyrighting your thesis, the date on your title page should be the date of defense. If you are not copyrighting, the date should be your conferral date (December, May, or August followed by the year).

Declaration of Originality

Following the title page there should be a one page declaration of originality, which **must** be signed. See the exact format for such in Appendix A.

Copyright Page

Before submitting the bound copies of the thesis for committee members' final signatory approval, candidates must decide whether to apply for a copyright. The Graduate Studies Office does not require such although it may be advantageous to the candidate to seek copyright. This matter is probably best decided by the candidate in consultation with one's major adviser. The Copyright Office of the Library of Congress may also provide information useful in making a decision. Candidates can write the Library of Congress Copyright Office, 101 Independence Ave. S.E., Washington D.C. 20559 or call (202) 707-3700.

By copyrighting your thesis, you can control the rights to it or may authorize others (i.e. a publisher) to exercise them. It is your responsibility to guarantee that the work is original and that you have followed accepted standards for documenting the references and citations of other works. The copyright will be in effect for your lifetime plus another fifty years. If you have decided to copyright your manuscript, the copyright page follows the declaration of originality page. In the center of the page, just above the bottom margin, type the following:

Copyright by

(one's full legal name)

(the current year)

Type the Roman numeral three (iii) centered at the bottom of the page.

Dedication and/or Acknowledgement Pages

These pages are optional. If included, they must be numbered with Roman numerals, and double spaced. Number with the appropriate Roman numeral(s).

Thesis Committee Approval

A thesis committee approval page is required. This page must be signed by all thesis committee members after binding. Be sure to ask each thesis committee member as to how they wish for their name to appear on this sheet. Refer to its format in the appendix. This page is to be numbered with the appropriate Roman numeral.

Table of Contents

A table of contents is required. Be sure to include all main divisions and subdivisions within your text, and to double space. These pages are to be numbered with appropriate Roman numerals.

List of Tables

Follow the format used for your Table of Contents. Tables are numbered in a separate series. Use a separate page for each type of list. Number with the appropriate Roman numeral. Make sure to double space. The List of Tables is to be included on the Table of Contents.

List of Figures

Follow the format used for your Table of Contents. Figures are numbered in a separate series. Use a separate page for each type of list. Number with the appropriate Roman numeral. Make sure to double space. The List of Figures is to be included on the Table of Contents.

**** Format for Tables and Figures (i.e. Information for Use)**

The word table designates tabulated numerical data used in the text body of a thesis. The word figure designates all other non-verbal material such as graphs, illustrations, maps, drawings, photographs, etc. used in the text body of a thesis. APA does not allow for the words *graph*, *illustration*, or *chart*. Refer to them as either a *table* or a *figure*.

Tables and figures shall be either inserted directly into the document or referenced (e.g. see Table x on page y). "Insert Table About Here" is unacceptable. All Tables and Figures must stand alone.

List of Abbreviations

Follow the format used for your Table of Contents. Abbreviations are numbered in a separate series. Use a separate page for each type of list. Number with the appropriate Roman numeral. Make sure to double space.

Abstract

An abstract of one's thesis is required. It is to be a succinct narrative description of your work, double spaced. It should be numbered with the appropriate Roman numeral. The abstract consists of an essay-style summary of the thesis, a statement of the problem, the procedure followed, the results and the conclusions. The maximum length for a thesis abstract is 350 words. Diagrams or other illustrated materials and formulas shall not be used. Follow the American Psychological Association Publication Manual (4th ed.) for presentation of the abstract.

Text

The text of one's research has been the focus of one's attention, as well as that of the major thesis advisor and committee, from the proposal phase. The style should

consistently follow acceptable standards of punctuation, spelling, and format. Use the American Psychological Association Publication Manual (4th ed.) for all chapters.

The text must be justified, double-spaced and each page must be numbered beginning with the number 1 by a running head with right alignment equally divided within the top margin. The left margin shall be 1^{1/2} inches with the top, bottom, and right margins 1 inch. The text must be printed on only one side of each page.

Footnotes/Endnotes

Place footnotes, if used, at the end of the chapter. Refer to the American Psychological Association Publication Manual (4th ed.). These may be single spaced.

References

This is the last section of one's document. Use exclusively the format of the American Psychological Association Publication Manual (4th ed.). Only sources directly cited in the document are to be presented. The document shall contain no bibliography. These pages should be numbered, and double spaced.

Appendix

Reference materials that are not a critical part of the text are often grouped in an appendix, or appendices. Place these after the last page of the last chapter of text and before the bibliography. These pages should also be numbered, and double spaced if possible.

Vitaé

A brief curriculum vitaé of the author is to be included. The vitaé is a biographical sketch of the author, giving date and place of birth, statement of present citizenship, education (institutions attended), degrees and honors, accomplishments, the titles of

publications, teaching or professional experiences and any other relevant data. This section should be headed *Vitaé* two inches below the top of the page followed by the text four lines (i.e. 2 double spaces) below. These pages should be numbered.

THESIS STYLE REQUIREMENTS

Required Writing Style

The 1994 Publication manual of the American Psychological Association (4th ed.) (APA) is the required writing style and preparation format for all Ed.S. degree theses in Educational Administration at the University of Wisconsin-Superior. Except as noted within this thesis preparation guideline the APA manual shall serve as the official reference of style and format. Strict adherence to the formats described in the manual is required unless noted otherwise in this guide. Students are strongly encouraged to become familiar with the contents of this guide and the APA manual.

Paper

Manuscripts submitted to thesis committee members and the thesis major advisor are to be word-processed on 8½ inch-by-11-inch white bond paper, non-erasable, at least 20-pound stock. After the major advisor has reviewed the document and all final changes have been made, send one complete, unbound copy of the corrected thesis to the major advisor for approval as a final copy.

The final copies must be on minimum 20-pound, 25% cotton bond paper for permanence and durability. The paper must have a watermark that confirms that the paper is either one of the brands listed below or that it is acid-neutral or 100% rag content. The following 20 lb. acid-neutral papers or their equivalents are acceptable:

- Crane's Thesis Paper
- any Hammermill 20-lb. bond
- Hollinger Acid-Free Bond
- Permalife
- Perma-Dur
- Strathmore Bond

- Trojan Bond Technaclear
- Xerox Image Elite or Archival Bond

Type

All textual material shall be typewritten or laser printed with a resolution exceeding 600 dpi. Type produced by dot matrix or ink jet printers are not acceptable. Non-standard type face such as script are unacceptable. Italics are permitted for mathematical expressions and scientific names.

A serif font such as Courier, Palatino, Century Schoolbook, Book Antiqua, or Times New Roman is recommended. All text copy must be printed in the same font. A different font may be used for tables and figures **only** if readability and formatting are improved. The size of text may be no smaller than 10 points or larger than 12, including the title page of the thesis, headings and subheadings, and titles of tables and figures. (Times or Times New Roman should be no smaller than 11 points.) The font size used in tables and figures may be smaller than that used in the text; however, to ensure legibility on microfilm, it should be no smaller than 8 points or larger than 12 points. Greyscales (shading) and colors used in figures do not reproduce well. Instead, use cross-hatching, broken lines, and so forth.

The title of one's thesis should not include chemical or mathematical formulas, symbols, superscripts, subscripts, Greek letters, or other nonstandard characters; words must be substituted. In general, boldface type should be avoided in theses. Highlighted words, such as words used as words and titles of books, journals, newspapers, and magazines, must appear in italics or underlined, not set in quotation marks or boldface. Be consistent with your use of italics or underlines throughout the thesis.

Print

One's thesis must be word processed and printed with letter-quality type. All print must be in black ink and appear on only one side of each page, including appendix material. Do not use color in any figures for any copy of one's thesis that will be photocopied or microfilmed. If one is reprinting material from published sources, be sure that the copy is clean and sharp, preferably the original or a first-generation reprint. (Except in cases of fair use, one must have permission from the copyright holder to reproduce such material.)

Margins

Nothing can appear in the margins. All page numbers, text, tables, illustrations, and so forth must be contained completely inside the area bounded by the margins. Pages containing tables and figures may be formatted in landscape page set-up. The left bound margin must still be 1½ inches wide. Margins shall be as specified in the following table. Page numbers should be placed consistently as with the rest of the manuscript.

Margin	First Page Each Chapter	All Other Pages
Top	2.0 inches	1.25 inches
Bottom	1.25 inches	1.25 inches
Left	1.5 inches	1.5 inches
Right	1.0 inch	1.0 inch

Spacing

- ▶ Double spaces should be used between lines of text, between text and a block quotation, between paragraphs, and between a heading and subsequent text.
- ▶ Acknowledgments and dedications must be double spaced.
- ▶ Do not leave a heading "floating" at the bottom of a page without accompanying text. Begin each chapter on a new page.
- ▶ Do not begin each section on a new page. Sections should follow one another immediately in order to avoid large blank spaces.
- ▶ One-line "widows" and "orphans" are acceptable at the top and bottom of a page. However, for increased readability, two lines are preferred.
- ▶ Single spaces after a period at the end of a sentence are required.

Page Numbers and Sequence

Preliminary Pages

Preliminary pages are numbered with lowercase roman numerals, centered at the bottom of the page. Preliminary page numbers must appear at the bottom of the page, centered (inside the margin specifications). The correct sequence follows:

1. Title Page
2. Declaration of Originality
3. Copyright Page
4. Dedication and/or Acknowledgment Pages
5. Thesis Committee Approval
6. Table of Contents
7. List of Tables (if any tables, even if only one; numbered)
8. List of Figures (if any figures, even if only one; numbered)

9. List of Abbreviations (if any abbreviations, even if only one; numbered)
10. Front Flyer (i.e. Blank Page – NOT numbered)
11. Abstract

Thesis Text Pages, Order and Headings

Text pages are numbered in Arabic numerals consecutively in the upper right-hand corner (i.e. inside the margin specifications) with a manuscript page header (e.g. EDAD Thesis Guidelines - # -). APA Heading Levels are presented parenthetically. Level 4 headings are to be used accordingly dependent upon the content of the text of the manuscript. The correct sequence follows:

Chapter I – Introduction (new page)	(Level 5 Heading)
Title of Thesis.....	(Level 1 Heading)
Introduction	(Level 3 Heading)
Problem Statement	(Level 3 Heading)
Rationale for Study.....	(Level 3 Heading)
Independent Variable(s).....	(Level 3 Heading)
Each IV.....	(Level 4 Heading)
Dependent Variable(s)	(Level 3 Heading)
Each DV	(Level 4 Heading)
Hypothesis(es)	(Level 3 Heading)
Each H	(Level 4 Heading)
Limitations of Study.....	(Level 3 Heading)
Each Limitation.....	(Level 4 Heading)
Delimitations of Study	(Level 3 Heading)
Each Delimitation	(Level 4 Heading)
Definition of Terms.....	(Level 3 Heading)
Each Term.....	(Level 4 Heading)
Summary.....	(Level 3 Heading)

Chapter II - Review of Literature (new page)	(Level 5 Heading)
Introduction	(Level 3 Heading)
Theory	(Level 3 Heading)
Each Variable (IV, DV & Interaction).....	(Level 4 Heading)
Research	(Level 3 Heading)
Each Variable (IV, DV & Interaction).....	(Level 4 Heading)
Wisdoms of Practice	(Level 3 Heading)
Each Variable (IV, DV & Interaction).....	(Level 4 Heading)
Summary.....	(Level 3 Heading)
Chapter II – Method (new page).....	(Level 5 Heading)
Introduction	(Level 3 Heading)
Subjects	(Level 3 Heading)
Sampling Procedure.....	(Level 3 Heading)
Research Setting.....	(Level 3 Heading)
Research Design.....	(Level 3 Heading)
Instrumentation	(Level 3 Heading)
Validity of Instrumentation.....	(Level 3 Heading)
Reliability of Instrumentation	(Level 3 Heading)
Validity of Study	(Level 3 Heading)
Reliability of Study.....	(Level 3 Heading)
Statistical Treatment of Data.....	(Level 3 Heading)
Rationale for Selected Statistical Treatment of Data	(Level 3 Heading)
Explanation of Data Treatment for Variables	(Level 3 Heading)
Each Variable.....	(Level 4 Heading)
Summary.....	(Level 3 Heading)
Chapter IV – Results (new page)	(Level 5 Heading)
Introduction	(Level 3 Heading)
Results	(Level 3 Heading)
Analysis of Data	(Level 3 Heading)

Each Variable.....	(Level 4 Heading)
Deductive Conclusions.....	(Level 3 Heading)
Each Hypothesis	(Level 4Heading)
Summary.....	(Level 3 Heading)
Chapter V – Discussion (new page)	(Level 5 Heading)
Introduction	(Level 3 Heading)
Implication for Effective Schools	(Level 3 Heading)
Recommendations	(Level 3 Heading)
Summary.....	(Level 3 Heading)
References (new page).....	(Level 5 Heading)
Appendices (new page).....	(Level 5 Heading)
Vitaé (new page).....	(Level 5 Heading)

Abstract

The abstract is the real cover page of the thesis' text. It is identical to the title page, except the word ABSTRACT appears in uppercase letters at the top of the page, centered. The abstract must be double spaced and be no longer than 350 words; one page is required. No page number appears on the abstract. As noted on pages 8-11 of the APA manual, the abstract should be accurate, self-contained, concise and specific, as well as coherent, readable, and informative. Because readers may decide to read one's thesis based on the quality of writing in the abstract, it is necessary to think of the abstract as a marketing tool.

Table of Contents

Do not list anything in the table of contents that appears before it. The use of a dot leader is required. The table of contents acts as the outline for the thesis and should reflect the levels of organization within the thesis. The table of contents is the

organizational structure making apparent to the reader as to how the subsections relate to each other. The table of contents in the thesis should be organized to fully represent the various levels used in the thesis itself.

List of Tables and List of Figures

A List of Tables is required if at least one table is used. The list must be a separate page following the Table of Contents and must include table numbers, titles, and page numbers. This holds even if you only have one item on the list.

A List of Figures is required if at least one figure is used. The list must be a separate page following the Table of Contents and List of Tables (if any), and must include figure numbers, captions, and page numbers. This holds even if one only has one item on the list.

Appendixes

The appendixes follow the reference list. They are lettered A, B, C, and so forth. Figures and tables in the appendixes are labeled A1, A2, B1, and so forth. If there is only one appendix it gets no letter. A divider page is unnecessary between appendixes unless your reader is served or if one cannot put a heading on the first page of an appendix. Typically this could be a reprinted document. All materials in the appendix must not extend beyond the margins of the rest of the thesis; hence, you may need to reduce your appendix materials on a photocopier. Use only one side of the page. No color may appear on any appendix materials that will be photocopied.

Curriculum Vitaé

The curriculum vitaé is the final item listed in the table of contents. A copy of the author's curriculum vitaé or résumé must be included at the very end of the thesis. The

curriculum vitae may be formatted in either basic outline form, as a résumé, or full-sentence form. The curriculum vitae must conform to the margin specifications, be included in the pagination, and be listed in the table of contents.

Tables and Figures

In the body of the thesis, information that does not appear in textual form must be formatted and labeled as either a table or figure. APA does not allow for the words *graph*, *illustration*, or *chart*. Refer to them as either a *table* or a *figure*.

In theses, tables and figures are inserted into the narrative as close to the text that introduces them as is practical. Do not split a table unless it is too large to fit on one entire page. Do not place any text on a page if a table or figure take up three quarters or more of the page.

Tables and figures must fit within the margin specifications. One may place a table on its own page, landscape rather than portrait.

The font size used in tables and figures may be smaller than that used in the text; however, to ensure a professional appearance and legibility on microfilm, it should be no smaller than 8 point or larger than 12 point. Colors used in figures will not reproduce on microfilm. Instead, use shading, cross-hatching, broken lines, and so forth. Greyscales often do not photocopy or microfilm well. Do not separate the caption of a table or figure from the table or figure it identifies.

Tables and figures are to be numbered without a suffix or indicator of the chapter in which they appear: Table 1, Table 2, Table 3; Figure 1, Figure 2, Figure 3, and so on. In the appendixes, tables are called A1, B1, B2, C1, C2, C3, and so forth.

In text capitalize the words *table* or *figure* when referring to them (for example, see Table 12). Refer to the specific table number, not the page number on which it appears.

Tables

Place the number of the table above the table, flush left. The title of the table appears next, single-spaced (preferred) or double-spaced under the table number, flush left, underlined. Double, triple, or quadruple space before and after the table-be consistent.

Information regarding abbreviations or symbols used in a table, copyright information, and probability must be located in a Note. (or *Note*.) section below the table.

Figures

Place the number of the figure under the figure, flush left. The title of the figure goes next to the number and is underlined and sentence case. Do not type captions on a separate page.

Definitions of Terms

Theses include a brief listing of key terms whose meaning the author interprets and clarifies for the reader's benefit. In general, it is inappropriate to define a common term. Technical terms can usually be defined in text, if necessary. Rather, it is best to list only ambiguous terms that one will be using throughout the thesis. Definitions must be explicit, specific and should be scholarly.

Near the end of the first chapter, list key words or phrases in a section called Definition of Terms. The following example illustrates this issue. The definition of the term has a hanging indent. Also note that it is important to give proper credit to the originator of the definition. If you are the one defining the term, you might need to ask yourself whether it really belongs in the list. Below is a correct example.

Educational Public Relations – systematically and continuously planned, executed and evaluated program of interactive communication and human relations that

employs paper, electronic and people mediums to attain internal as well as external support for an educational institution (West, 1985, p.23).

Verb Tense

While a portion of the proposal will be written in future tense, the thesis must appear in present tense and past tense as appropriate. As a rule of thumb for social science writing, on-going issues and current realities should be reported in present tense. What has occurred, what has been reported, and what you and others have accomplished should be reported in past tense. Ongoing realities should be described in present tense. In the review of literature, use the past tense.

First-person and Third-person

Narratives in UW-Superior Theses are written in the third person. Any exceptions to this policy should be approached only in careful consultation with your major advisor and thesis committee. First-person narratives are permissible in the dedication, acknowledgement and curriculum vitae.

SPECIFICATIONS FOR THE THESIS

It is the post graduate student's sole responsibility to be familiar with all of the rules and procedures which apply to thesis preparation and final thesis committee approval.

Use of Consultants for Theses

Educational Specialist theses must be the product of the post graduate student to whom the degree is awarded. A thesis committee's approval of a student's thesis is not only an approval of the manuscript and of the research described but also an official recognition that the student is qualified to conduct research in the areas examined. Basic to that certification is the knowledge that the student was primarily responsible for designing the study, analyzing the data, and discussing the results, with minor help from one's advisor, committee members, and others.

A student should be able to do the required work for the dissertation or should be encouraged to choose a less ambitious topic. For example, students who have not completed coursework on single case research methodology or multivariate statistics should not plan upon employing these techniques in their theses, since they are not likely to use them correctly.

Hiring someone to conceptualize, design, analyze, or write up a thesis undermines its purpose and is inconsistent with the mission of a comprehensive university. With regard to the use of consultants, no graduate student is allowed to obtain help with the design and analysis of one's thesis or without prior, written approval from one's committee. Paid assistance for any aspect of the preparation of the thesis (e.g., data collection or editing) should be agreed upon in advance *in writing* by the student's committee. Violation of this policy may result in the student's dismissal from the department and revocation of the Ed.S. degree, if already received. The graduate student's committee should ensure that the student is capable of conducting the research and carrying out the analyses described in the research proposal. At the very

least, this will mean that the student has taken the necessary coursework or obtained adequate training to carry out the research appropriately.

Time to Read Thesis Manuscript Before Thesis Defense (Final Examination)

The Ed.S. candidate must give all members of the thesis committee a minimum of four (4) weeks to read the thesis' final draft copy before the date of the final oral examination.

Thesis Defense (Final Examination)

The student is responsible for the final thesis defense with the Ed.S. thesis committee. The Graduate Studies and Educational Administration offices must be notified of this date at least two (2) weeks prior to the defense date. In addition to the individual copies of the thesis provided to each thesis committee member, the student must prepare, provide and disseminate ten (10) completed and thesis committee signed copies to the Educational Administration office of the Notice of Final Defense Examination. The signed original is placed in the student's cumulative file folder in the Graduate Studies Office. All of thesis defense copies for the thesis committee may be duplicated on regular duplicating paper.

Final Approval of Thesis

After the student has successfully defended one's thesis and made any modifications requested by the thesis committee, a copy of the modified thesis is delivered to the major advisor for final approval. It is strongly recommended that a professional copywriter or proofreader examine the thesis for APA format, grammatical and spelling errors **BEFORE** the student submits the final thesis copy to the major advisor for approval. The major advisor has only the responsibility to approve or not approve the final copy of the thesis. It shall **not** be the responsibility of the major advisor to provide editorial review of style and format errors for the final thesis copy.

When the major advisor of the thesis committee has approved the final thesis copy **THEN**, the final thesis copies may be made by the graduate student.

Binding of the Thesis

The Educational Administration Department requires all theses to be hardcover bound. It is the responsibility of the Ed.S. candidate to have one's thesis bound. The six (6) copies of the thesis should be bound in boards covered with black imitation leather, with the title and author's name **embossed -not printed-** in gold on the front. The author's last name, degree and the year of the degree conferral should be embossed on the spine (also in gold). Refer to the yellow pages of the phone book for local bookbinding companies.

Check your bound copies carefully to make sure they are put together correctly (pages in the correct order and right side up) before presenting to committee members for signatory approval or turning them in to the necessary parties.

Number of Final Bound Copies

The Educational Administration Department requires six (6) bound copies of the thesis following its oral defense and final revisions approved by the major advisor and thesis committee members. It is the responsibility of the Ed.S. candidate to first, obtain signatory approval from all thesis committee members on each of the final bound copies of the thesis and second, distribute the signatorily approved thesis copies as follows:

- 1) Jim Dan Hill Library
- 2) Graduate Studies Office
- 3) Educational Administration Department
- 4) Major Thesis Advisor

5) Each Thesis Committee Member (n=2)

Electronic Theses

Currently the UW-Superior Educational Department does not accept electronic publication as the sole format for the Ed.S. Thesis.

Publication

Since theses involve considerable effort on the part of one's thesis major advisor, the student and other members of the thesis committee, one should make no arrangements for publication without consulting your major advisor.

Sequestration

In unusual circumstances, a graduate student may request that the UW-Superior act to protect the author's rights in the thesis by temporarily sequestering the work. If a thesis contains material believed to be patentable, the student or major advisor should send a letter to the Dean of Faculties requesting sequestration and offering a brief justification for the delay in publication. If the request is approved, all required copies of the manuscript will be kept in the Graduate Studies Office until the sequestration period has ended. The Graduate Studies Office shall notify the student and the major advisor approximately two (2) months before the thesis is due for release.

CONSIDERATIONS FOR THE THESIS

The thesis is the most important product of the work you have put into the Ed.S. Degree. A thesis should be sufficiently complete to allow an independent investigator or scholar to repeat or verify the work leading to the author's results and conclusions. In that sense a thesis is permanent record of your scholarly achievement. It is also probably the biggest and most important single document you have ever written, so it is worth doing well.

Your major advisor and committee members are here to help and guide you in the creation of a thesis, but it is **your** project.

The oral defense of a thesis in a limited time is an important skill which you will require often during your life as a professional educational administrator. We are all called upon from time to time to present our ideas to others and it is important that we should be able do so in a clear and persuasive way. Use this as an opportunity to practice this vital skill. You should prepare your presentation carefully and make use of appropriate visual aids.

Choosing a good topic or problem is the key to a successful thesis. A good topic has three significant features: it (1) addresses an important unresolved issue in the discipline, (2) retains the student's interest over the course of the study and beyond, and (3) can be studied in a reasonable period of time.

Research is a highly individual process with pursuing the approved topic, keeping orderly records or notes, and consulting on a regular basis with one's major advisor essential in all cases. While it is permissible to pay for certain mechanical tasks (e.g. statistical consultant or copy editing the final draft) the graduate student is exclusively responsible for doing **all** basic research and writing. The purchase of prepared research reports or the writing of text by another person without proper credit in the final document is inconsistent with the ethics of research.

Before doing any writing or formal note-taking, you should be thoroughly familiar with: (1) the APA style manual, (2) the type of computer on which the manuscript will be

written and data recorded, and (3) both the word processing and statistical software that will be used. Making these decisions beforehand, and adhering to the requirements of the style manual and this Handbook from the outset, will eliminate the need to reformat or convert the manuscript from one computer, word processing, or statistical program to another once it has been written.

When selecting word processing and other software it is important to ensure beforehand that it will meet your specific needs. For example, one might ask: Does this word processing program have a built-in table generator, or will I need to use a separate program? Can it insert a horizontally-printed page into the middle of an otherwise vertical document? Are the word processor and database program compatible? It is critical to learn the basics of any program before typing the manuscript (i.e., how to set page numbers and margins, lay out tables, change spacing, etc.).

ED.S. THESIS PROCESS

- 1) Complete Application to Ed.S. Candidacy
- 2) Select Ed.S. Degree Committee of major and supporting advisors
- 3) Meet with major advisor to discuss thesis
- 4) Enroll in EDAD 895: The Specialist Thesis
- 5) Prepare Ed.S. Thesis Research Outline
- 6) Submit Ed.S. Thesis Research Outline to major advisor for approval
- 7) Meet with major advisor to discuss Ed.S. Thesis Research Outline concerns
- 8) Prepare thesis proposal
- 9) Submit thesis proposal to thesis committee for approval
- 10) Meet with major advisor to discuss thesis proposal concerns
- 11) Prepare working draft of thesis
- 12) Conduct the study
- 13) Submit working draft of thesis to major advisor for approval
- 14) Meet with major advisor to discuss working draft of thesis
- 15) Prepare final working draft of thesis
- 16) Submit final working draft of thesis to major advisor for approval
- 17) Submit final working draft of thesis to Ed.S. Degree Committee Advisors
- 18) Set date for oral defense of thesis
- 19) Complete oral defense of thesis
- 20) Submit final draft of thesis to major advisor for approval
- 21) Word process final copy of thesis
- 22) Apply for graduation at Graduate Studies Office
- 23) Submit final copy of thesis to major advisor for final approval
- 24) Make six copies of approved final copy of thesis
- 25) Bind final copies of thesis
- 26) Bring all copies of bound thesis to each Ed.S. Degree Committee Advisor for signature
- 27) Distribute all signed copies of bound thesis to respective UW-Superior offices
- 28) Obtain academic regalia from bookstore for UW-Superior commencement ceremony
- 29) Participate and be "hooded" in UW-Superior commencement ceremony

**APPENDIX A
THESIS FORMS**

Title Page

Declaration of Originality

Thesis Committee Approval

Abstract

Notice of Final Defense Examination

FULL TITLE OF THESIS IN CAPITAL LETTERS
(centered in top quarter of page)

by

(Full Name of Author)
Conferral Date or defense date if copyrighting

A thesis submitted to the Graduate
Faculty of the University of Wisconsin-Superior
in partial fulfillment of the requirements for the
degree of

Education Specialist
Department of Educational Administration

(presented in center of page)

DECLARATION OF ORIGINALITY

I do hereby declare and attest to the fact that this is an original study based solely upon my own scholarly work here at the University of Wisconsin-Superior and that I have not submitted it for any other college or university course or degree here or elsewhere.

Full Legal Name: _____

Signature: _____

Date: _____

A Thesis

FULL TITLE OF THESIS IN CAPITAL LETTERS
(centered in top quarter of page)

by

(Full Name of Author)

This thesis has been approved as partial fulfillment of the requirements for the degree of Education Specialist at the University of Wisconsin-Superior by the Department of Educational Administration:

Dr. (Name), Major Advisor

Date

Dr. (Name), Committee Member

Date

Dr. (Name), Committee Member

Date

Abstract
(centered in top quarter of page)

PLEASE POST

Notice of Final Defense Examination

Date: _____

TO: UW-Superior Dean of Faculties
UW-Superior Educational Administration Department
UW-Superior Graduate Faculty

_____ is ready for one's defense of the thesis as certified by the Thesis Committee below. The final defense examination has been scheduled, in partial fulfillments for the Ed.S Degree in Educational Administration, to be held:

Day and Date: _____

Time: _____ | a.m. | p.m.

Building: _____

Room: _____

The title of the thesis is as follows:

Major Advisor Signature

Date

Committee Member Signature

Date

Committee Member Signature

Date

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