

CLAREMONT McKENNA COLLEGE - SENIOR THESIS – 2010-2011

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The Writing Center (Bauer 32, Ext. 74142)

Senior Thesis information and syllabus online at <http://registrar.cmc.edu/>

Important dates: one-semester Senior Thesis - Fall '10

9/2/10 REQUIRED intro meeting, 11:00 a.m., Pickford Auditorium
9/13/10 Last day to register for Senior Thesis or to change topic/reader, etc.
11/29/10 Theses and working papers due to Registrar's Office by noon (CCDL copy must be uploaded within 48 hours of submission)

Important dates: two-semester Senior Thesis - Fall '10/Spring '11

9/2/10 REQUIRED intro meeting, 11:00 a.m., Pickford Auditorium
9/13/10 Last day to register for Senior Thesis or to change topic/reader, etc.;
last day to request grade of P for first semester
4/25/11 Theses and working papers due to Registrar's Office by noon (CCDL copy must be uploaded within 48 hours of submission)

Important dates: one-semester Senior Thesis - Spring '11

1/20/11 REQUIRED intro meeting, 11:00 a.m., Pickford Auditorium
1/31/11 Last day to register for Senior Thesis or to change topic/reader, etc.
4/25/11 Theses and working papers due to Registrar's Office by noon (CCDL copy must be uploaded within 48 hours of submission)

WHAT TO SUBMIT ON/BEFORE THE DUE DATE:

- One bound copy of the thesis for each faculty reader to grade
- Working papers, including original outlines, notes, rough drafts, etc.; envelopes are available in the Registrar's Office for this purpose. Students may also submit a flash drive or a CD containing electronic equivalents.
- An extra copy of your title page (to be shared with the commencement program printer).
- A signed copyright form for the Claremont Colleges Digital Library (CCDL)
- Upload your thesis in an acceptable format to the CCDL

INSTRUCTIONS

At Claremont McKenna College, Senior Thesis is a general education requirement, to be completed within a student's major. It is intended to be a serious exercise in the organization and presentation of written material. Students select their own topics, in consultation with their faculty reader. Students pursuing honors within their major(s) should consult their department chair(s) for guidelines pertinent to the senior thesis requirement. Students are responsible for determining their departmental requirements.

The thesis is a research paper and students are responsible, with the advice of their reader, for the investigation of sources, the accumulation of data, the selection of pertinent material, and the preparation of the thesis in acceptable form. Students submit their topics for thesis, with designated reader approval, at pre-registration or registration. Forms are available in the Registrar's Office and on the senior thesis website: <http://www.claremontmckenna.edu/thesis/syllabus/2010-2011.php>

All CMC students must choose a faculty reader who teaches within their major. Only off-campus majors may have a single reader from off-campus. Students are welcome to have an additional reader, if appropriate, from any campus within the Claremont Consortium.

Senior thesis may be a one or two semester project. Students doing a two-semester thesis must register each semester for a two-semester thesis, and must complete the two-semester option in consecutive semesters. Students scheduled to graduate or to leave CMC at the end of the fall semester may do a two-semester spring-fall thesis; all other students must select a one or two-semester thesis during their final

year. The option originally chosen may be changed (from a one-semester to a two-semester thesis, or vice versa) no later than the end of the registration period (tenth day of the semester) of the semester in which students start work on thesis. Similarly, students may not change topics or readers after the tenth day of the semester in which they start their thesis.

RULES:

1. Theses must be original work for this course only.
2. A thesis may be an expansion of a previous term paper only if approved in writing by the faculty reader prior to registration. Include a page of explanation with the Senior Thesis Topic Form and include the original paper as an appendix to the thesis.
3. Students found to have committed academic dishonesty on their theses are subject to disciplinary measures through the Academic Standards Committee. If the act of dishonesty is a second offense, students are also dismissed from CMC without the possibility of returning to earn a degree. You must learn the proper citation rules and scrupulously follow them. If you have questions about proper citation, make an appointment at the Writing Center.
4. A thesis failed for any reason cannot be made up during the same semester.
5. Students must upload their senior thesis in an acceptable format to the Claremont Colleges Digital Library (CCDL). On rare occasions, a student may request an exception to this requirement. Forms are available at the Registrar's Office and on the Senior Thesis Website.
6. Students with more than one faculty reader must submit additional bound copies as needed. If departments require a copy of a thesis to determine honors in the major, students are responsible for submitting the extra copy to the department.
7. Readers are required to return their copy of the thesis with the grade to the Registrar's Office. The Registrar's Office will then return the graded thesis to the student.

SENIOR THESIS MEETING

A mandatory meeting will be held at the beginning of each semester during which the requirements and standards for the senior thesis will be explained. This is the only such meeting; therefore all questions should be raised at that time. It is each student's responsibility to attend this meeting and to obtain the materials distributed at the meeting.

PROGRESS

Students must meet with their faculty reader on a regular basis throughout the semester(s). Progress, or lack thereof, will be indicated when low grades are due each semester. It is the responsibility of the student to find out what the expectations are of faculty readers and departments to avoid low grades. You should devise a schedule with your reader that specifies when outlines, bibliographies, drafts, etc. are due.

Students writing a two-semester thesis will be graded for the work completed at the end of the first semester. It is their responsibility to find out exactly what the reader wants turned in at the midpoint of each semester, as well as at the end of the first semester.

Here are some suggestions for your thesis progress:

- Bibliography by week 3
- Outline by week 4
- Literature Review by week 7
- Statement of Methodology by week 9
- First full draft by week 11
- 2nd full draft by week 12

LENGTH

There is no set length requirement for either a one-semester or a two-semester thesis. Students must work closely with their reader to determine the appropriate length. The average 1-semester thesis is approximately 50 pages, including notes, charts, and bibliography. Quality of organization and care in editing are more important than length.

FORM

Theses must be typed or completed in a standard word processing program and printed on good quality bond white paper. Be sure to include a blank sheet of paper between the title page and the table of contents. Use either Times New Roman 12 point OR Courier 10 point font.

At a minimum, the thesis must include the following items:

- Binding - Black Velo back cover, tape or flat binding, black back cover, clear top cover. No spiral binding, unless the copy shop determines your document is too thick for flat binding.
- Title page (a sample is included in this syllabus)
- Table of contents
- Chaptering
- Documentation
- Bibliography

Theses being considered for departmental honors may have additional requirements. You must consult your department for details.

UPLOADING YOUR THESIS TO THE CCDL (Claremont Colleges Digital Library)

- Within 48 hours of submitting your thesis, you must access the CCDL site:
<http://ccdlibraries.claremont.edu/>
- Click on the link to “Submit Thesis or Dissertation”
- Log in with your name and 10-character student ID number (eg: 30123456-1)
- Check the box that indicates your copyright release form has been signed
- Fill out all the fields
- Upload your file in accepted format (.pdf, .mov, .tiff, or .jpg)
- Once uploaded, your submission will be reviewed for accuracy by the CCDL staff and then posted to the live CCDL Thesis and Dissertations collection:
<http://ccdlibraries.claremont.edu/collection.php?alias=stc>

WRITING ASSISTANCE

The Writing Center (Bauer 32, Ext. 74142) can provide valuable assistance to thesis writers. Trained and experienced writing tutors can advise on all aspects of thesis preparation from developing a viable thesis statement to using your appropriate style guide. Make your first appointment with the center early in the semester.

STYLE MANUALS

One of the following style manuals must be followed, as appropriate to the discipline of the thesis:

- Theses in psychology follow *The Publication Manual of the American Psychological Association*, with the addition of the standard Senior Thesis title page. Set your margins according to PMAPA recommendations. Your thesis will have the required CMC Senior Thesis title page, a blank page, then the PMAPA title page.
- Theses in mathematics follow the American Statistical Association manuscript format or, the American Mathematical Society format, or with the approval of the Mathematics Department Chair, the style guide of another appropriate mathematics journal.
- Theses in literature follow *The MLA Handbook for Writers of Research Papers*;
- Theses in all other fields follow Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, (University of Chicago Press). Note the following modifications of Turabian: the rules for first reference to a work in a footnote apply to each chapter: that is, there must be a full bibliographic citation at the first reference to a work in each chapter, regardless of any prior reference in earlier chapters (see Turabian 8.12 and 8.22).
- In any case where other manuals are silent, consult Turabian.

RETRIEVAL OF THESES AND WORKING PAPERS

Working papers and theses may be picked up when grading is completed in January or May. Working papers and theses will be discarded if not picked up within one semester of submission.

GRADING

Students registered for a one-semester thesis will receive a letter grade and appropriate credit at the end of the semester. Students registered for a two-semester thesis will receive a grade and appropriate credit for the work completed at the end of the first semester as well as a final grade at the end of the second semester. If you're writing a two-semester thesis, determine in advance exactly what the reader wants submitted at the end of the first semester. Normally students with two-semester theses will receive a letter grade and credit at the end of the first semester. They may elect to receive a grade of "in progress" (in progress and without credit) at the end of the first semester with the approval of their thesis reader. The last day to request this option is the tenth day of classes of the first semester of a two-semester thesis. Forms are available in the Registrar's Office. Letter grades and credit replace in progress (P) grades upon completion of the 2-semester project.

LATE PENALTIES

Late theses will be penalized as follows:

- 1 grade point reduction (i.e., A to A-) for theses turned in up to 24 hours late
- 2 grade points reduction (i.e. A to B+) for theses turned in from 24 to 72 hours late
- 3 grade points (i.e. from A to B) for theses turned in from 3 days to one week (5 days) late
- 3 additional grade points (from B to C) for each subsequent (5 days) of lateness

See the following pages for a sample title page, copyright form, and additional CCDL instructions.

CLAREMONT McKENNA COLLEGE

(TITLE OF YOUR THESIS)

SUBMITTED TO

PROFESSOR (THESIS READER 1)

AND

PROFESSOR (THESIS READER 2)

(only include the preceding two lines if you have two readers)

AND

DEAN GREGORY HESS

BY

(YOUR NAME)

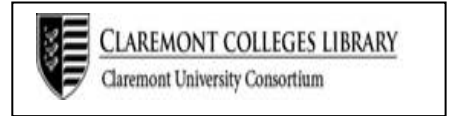
FOR

SENIOR THESIS

FALL/2010

(DATE)

**Copyright Permission Agreement for
Claremont Colleges Library
800 N. Dartmouth Avenue
Claremont, California 91711-3991**



Regarding Theses and Dissertations from The Claremont Colleges collection:

I, _____ (*author or copyright owner's name*) warrant that I have the authority to act on any copyright related matters for the thesis titled:

dated _____ and as such have the right to grant permission to digitize, republish and use the said thesis in all media now known or hereafter devised.

I grant to Claremont McKenna College and the Claremont Colleges Digital Library and Claremont Colleges Library the nonexclusive worldwide rights to digitize, publish, exhibit, and use the thesis in any way that furthers the *educational, research and public service purposes of Claremont McKenna College and the Claremont Colleges Digital Library* and Claremont Colleges Library.

This Agreement shall be governed by and interpreted in accordance with the laws of the State of California. This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior representations and understandings.

Permission Granted By:

(Print Author or copyright owner's name)

(Signature of Author or copyright owner)

Street Address

Date

City/ State/ Zip

Phone or Email

How to Upload Your Senior Thesis to the Claremont Colleges Digital Library

Claremont McKenna College (CMC)
Claremont Colleges Digital Library (CCDL)
Claremont University Consortium Records Services (CUCRS)

1. First, submit the bound hard copy of your thesis along with working papers and completed copyright permission form to the CMC Registrar's Office. (we'll put the link to the form on the CMC senior thesis website here)
2. The Registrar's office will send your original completed copyright permission form to CUC Records Service (CUCRS): <http://www.cuc.claremont.edu/recordsmanagement/>
3. Within 48 hours of submitting your thesis, you must access the CCDL site: <http://ccdlibraries.claremont.edu/>



- a. Click on the link to "Submit Thesis or Dissertation"
- b. Log in with your name and 10-character student ID number (eg: 30123456-1)
- c. Check the box that indicates your copyright release form has been signed
- d. Fill out all the fields
- e. Upload your file in accepted format (.pdf, .mov, .tiff, or .jpg)
- f. For any questions about the upload process, please contact CCDL staff through the "Contact us" link on the main CCDL page: <http://ccdlibraries.claremont.edu/>



4. Once uploaded, your submission will be reviewed for accuracy by the CCDL staff and then posted to the live CCDL Thesis and Dissertations collection: <http://ccdlibraries.claremont.edu/collection.php?alias=stc>