

THESIS GUIDELINES FOR THE DIVISION OF LITERATURE AND LANGUAGES
which includes the Departments and Programs of
Chinese, Classics, Creative Writing, English, French, General Literature, German,
Russian, Spanish

DIVISION DUE DATES FOR FALL-SPRING THESES 2011-2012

NOTES TO CONSIDER:

OTHER DUE DATES: Departments within the Division may have additional guidelines. Students are required to meet the Division due dates even though department requirements may overlap. It is the student's responsibility to check with their major department. For instance, English Majors have proposals due earlier in the semester to their department.

“Suggestions For Thesis Students,” the Division of Literature and Languages thesis handbook, is available at the Department and Division Office, Vollum 320. Also available are guidelines for Creative Theses and General Literature majors. All thesis due dates are “no later than” dates—material can, of course, be submitted earlier.

Requirements for formatting your thesis are found in the **College Senior Handbook**, which is distributed by the Registrar's Office, but the Division strongly recommends that the appropriate length of theses is about 60 pages, except for creative theses, and 1.5 spaced. The College provides Thesis Help classes, computer guidelines, and Library thesis desk lottery. It is strongly recommended that you learn about these things even before you begin your research.

By **SEPTEMBER 14** (Wed.), no later than 12 noon – the Information for Thesis form, which will be sent to students in August must be turned in to the Division office (Vollum 320) by all thesis students (including English majors), indicating a thesis adviser and topic have been chosen.

By **SEPTEMBER 28** (Wed.), no later than 12 noon - 2 copies of a one or two-page statement of the thesis topic must be turned in by all thesis students (including English majors) to the Divisional Secretary (turn in to Karen Bondaruk, Vollum 320), who will place one copy on reserve in the library and give one copy to your thesis adviser. Subject to the thesis adviser approval, this final proposal of thesis topic can be a copy or revision of an approved English or Creative Thesis Proposal.

By **NOVEMBER 21** (Mon.), no later than 12 noon - 3 copies of a chapter or substantial section (approximately twenty pages) together with a brief prospectus of the remainder of the thesis must be turned in to the Division Secretary (Vollum 320). Well before this date, the Chair of the Division will have appointed a first reader for this material (in the normal course of setting up orals boards). The Divisional Secretary will place one copy of each chapter and prospectus on reserve in the library, distribute the others to the adviser and first reader, and schedule during the next two weeks an occasion in which each thesis student shall present his or her work for discussion. All members of the Division, both student and faculty, shall be invited to these discussions, but only the adviser, the first reader, and the student in question are obliged to attend.

NOV 28- DEC 2 (M-F), **Thesis Conferences** with student, adviser and 1st reader will be scheduled by the Division to be held during the week at 4:30-5:15 or 5:20-6:05 p.m. on MW (4:15-5:00 p.m. or 5:15-6:00 p.m. on TTh). Schedules of assigned times will be sent to students and faculty in November with a Master copy posted at Vollum 320.

At the end of the semester, the adviser shall give a grade evaluating thesis work during the Fall.

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CONTINUED: DIVISION DUE DATES FOR FALL-SPRING THESES 2011-2012 (REVISED)

MARCH 28, 2012 (Wed.), no later than 12 noon - **DRAFT DEADLINE**: All students in the Division of Literature and Languages, with the exception of students writing creative theses, are required to submit one copy of a draft of the complete thesis on the second Wednesday after mid-semester break to the Division Secretary (Vollum 320). **This draft should represent a complete, preliminary version of the thesis and should include a clearly articulated introduction and conclusion.** Students should keep in mind that the Division recommends a length of 18,000-22,000 words (not including notes and bibliography). Your thesis adviser will read the draft and provide you with suggested revisions within one week. Any student who does not meet the draft deadline will not be guaranteed comments by the adviser. In addition, because the Division considers this an essential portion of the thesis course, any student who does not meet the draft deadline should not expect to graduate at the regular time. If, in spite of this, the thesis is accepted for graduation, the final grade for the thesis course may be lowered.

APRIL 27 (Fri.), no later than 3:00 p.m. – **Senior theses are due** in Registrar’s Office (4 copies with adviser’s signature on separate page).

APRIL 30-MAY 4 (M-F) – **Thesis Orals Boards** (scheduled by the Division) will be held during the week at 10 a.m.-12 noon, 1-3 p.m., or 3-5 p.m. Schedules of assigned times will be sent to students and faculty in April, with a Master copy posted at Vollum 320.

MAY 11 (Fri), no later than 12 noon – **Bound copies** of senior theses with adviser’s signature on Approval Page are due in the library (2 copies).

DIVISION DUE DATES FOR STUDENTS FINISHING THEIR THESES IN FALL SEMESTER 2011:

OCT 31, 2011 (Mon.), no later than 12 noon- **DRAFT DEADLINE**: All students in the Division of Literature and Languages, with the exception of students writing creative theses, are required to submit one copy of a draft of the complete thesis on the second Monday after mid-semester break to the Division secretary (Vollum 320). **This draft should represent a complete, preliminary version of the thesis and should include a clearly articulated introduction and conclusion.** Students should keep in mind that the Division strongly recommends that the appropriate length of thesis is about 60 pages, except for creative theses, and 1.5 spaced. Your thesis adviser will read the draft and provide you with suggested revisions within one week. Any student who does not meet the draft deadline will not be guaranteed comments by the adviser. In addition, because the Division considers this an essential portion of the thesis course, any student who does not meet the draft deadline should not expect to graduate at the regular time. If, in spite of this, the thesis is accepted for graduation, the final grade for the thesis course may be lowered.

DEC 2, 2011 (Fri.), no later than 3:00 p.m. – **Senior theses are due** in Registrar’s Office (4 copies with adviser’s signature on separate page).

DEC. 8-9, 2011 (Th-F), **Thesis Orals Boards** (scheduled by the Division) will be held during the week at 10 a.m.-12 noon, 1-3 p.m., or 3-5 p.m. Schedules of assigned times will be sent to students and faculty in November, with a Master copy posted at Vollum 320.

DEC. 16, 2011 (Fri.), no later than 12 noon – **Bound copies** of senior theses with adviser’s signature on the Approval Page are due in the library (2 copies).