

DEPARTMENT OF ENGLISH

REGISTRATION OF MASTER'S THESIS PROPOSAL

Hand in this form to the Graduate Program Administrator (SS1148) preferably before and no later than **May 1** of the first year of program.

- The purpose of this form is to register the student's MA Thesis Proposal (**see instructions pg 2**)
- Once the proposal has been reviewed by the Graduate Executive Committee (GEC), the student will be informed of any recommendation for approval or for revision. Any recommended revisions are due three weeks after initial submission of the thesis proposal.

Student: Attach your MA thesis proposal and the letter of support from your Supervisor. The proposal should be approximately 500 words plus 1-2 pp bibliography.

Student Name	(student signature)	UCID#
Proposed MA Thesis Title		Proposed Date of MA Degree Completion

Supervisor Name	Supervisor Signature <i>a) I approve the MA Thesis Proposal</i> <i>b) My statement of support is attached</i>
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ACTION OF GRADUATE COMMITTEE	MA Thesis Proposal Approved	Yes	No
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Signed: _____		Date: _____	
<i>Graduate Program Director</i>			

Revised Sept 2015

The Master's Thesis Proposal

The purpose of a proposal is to give a concise description of the subject and approach that you intend to take in your thesis. Since you are still in the early stages of reading and planning when you submit the proposal, you cannot be expected to summarize your entire project. What you are giving is a preliminary statement of interest and intent, accompanied by a bibliography of works that you have read or intend to read.

What to avoid: plot summaries, character descriptions, paraphrases of critics and critical theories, vague generalities about literary problems and issues, lengthy introductions or digressions.

What to include: a description, as sharp as possible, of the thesis, focus and structure of your argument. It is quite likely that you will change your mind as you proceed with your research and writing. But you should have at least formulated a problem and a way of approaching it. You should have some sense of the scope of your subject, of your critical approach, of the research that you have to undertake, and of your own interest in the topic. If it is useful, block out the chapters as you envisage them.

You should discuss your proposal with your supervisor, whose signature and letter of support must accompany the submission.

MA Thesis Proposal Requirements:

- 1) *Registration of MA Thesis Topic* form
- 2) a tentative title along with a brief description (no more than 500 words) of:
 - a) the area of research
 - b) the methodological strategies the students expect to engage (that is, the kinds of research and writing)
 - c) the anticipated focus of the thesis
- 3) a one-page bibliography of texts essential to the thesis
- 4) a letter of support from the Supervisor, indicating the appropriateness of the proposed research, the supervisor's expertise and/or interest in the research, and the student's qualifications to undertake such research

For Mac users:saving fillable forms and creating electronic signatures using Preview or other PDF readers

To create an electronic signature:

- Under Tools, go to Annotate>Signature>Create Signature> Manage Signatures (or click on signature icon in toolbar)
- Follow instructions for drawing or taking a photograph of your signature.
- Select your signature, and drag it to the signature section(s) of the form; size if necessary.

How to save fillable forms:

- If you find forms are blank when your send or print them, these steps work with most applications.
- After you've filled out a form, **choose Print from the File menu** (or command-P) and then use the PDF option to save it as a PDF. See screenshot below. You will also see options to preview, save, print, e-mail (or in recent systems, message) the file.
- The form is then saved as a "flat" file (you can't edit text any more, but it also means that the recipient will actually be able to see the form data).
- Note: "Export As" and "Save As" do not accomplish the same thing. You lose your data that way.

