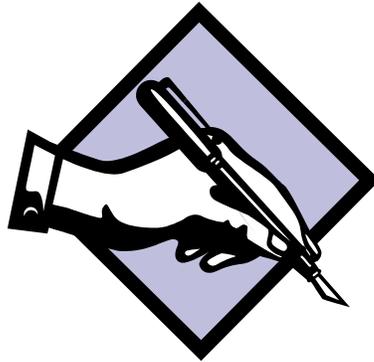




SAN JOSÉ STATE
UNIVERSITY

MASTER'S THESIS GUIDELINES



Prepared by the Office of Graduate Studies & Research

<http://www.sjsu.edu/gradstudies>

(Last updated Spring 2012)

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Introduction

This document provides general guidance for authors of master's theses and creative project reports prepared under the Plan A or Plan C culminating experience requirement at San Jose State University. Please read the guidelines carefully and consult with your advisor concerning any questions you have about the format of your thesis. Please do not use the SJSU Master's Thesis Guidelines as your only source of information for preparing your thesis. In addition to the SJSU Master's Thesis Guidelines, a style guide appropriate to the discipline must be selected. Some major departments provide more complete format and style instructions that have been approved by the Office of Graduate Studies & Research (GS&R), the interpretation of which rests primarily with the advisor. If a department format that has been approved by GS&R is not available, one of the commonly used style guides is required as a supplement to the SJSU Master's Thesis Guidelines. While the SJSU Master's Thesis Guidelines take precedence over other style guide requirements, students will find discipline-specific details about the appropriate formatting for a scholarly paper in the commonly available style guides. The more commonly used documentation styles, as well as additional information regarding style are reviewed in a later section of this document.

The SJSU Master's Thesis Guidelines (hereafter referred to as the guidelines) were developed for use by graduate students and thesis advisors when preparing or reviewing a master's thesis to ensure that it meets 1) San Jose State University thesis requirements, 2) UMI/ProQuest Information and Learning Company (UMI/PQIL) publishing requirements, and 3) Compliance with the SJSU Library requirements. Please note that while the guidelines refer to "thesis" throughout, they also pertain to creative project reports completed under Plan C.

While GS&R requires that students email their thesis to our office for initial review and approval, GS&R utilizes a web-based system called an "ETD administrator" for managing the electronic submission of the final GS&R-approved thesis. The ETD administrator enables GS&R to review the final thesis, communicate any additional revisions that may be needed to the student, and send a digital PDF copy to ProQuest and the MLK Library. The ETD administrator also allows students to select a publishing option, order personal copies from ProQuest, and make the appropriate payments.

All students are required to submit their thesis electronically in Portable Document Format (PDF), both for initial review by GS&R and for publication once GS&R has approved the thesis. Paper copies of the thesis will not be accepted. If a thesis exceeds the file capacity allowed by the ETD administrator (to be discussed in a later section of these guidelines), the submission procedures for the final thesis will be communicated to the student on a case by case basis. These guidelines will cover the following topics:

- Information about the timelines established by GS&R for submission and review of the thesis.
- Information about manuscript preparation, including general style and formatting requirements, PDF and digital formatting requirements, resources for troubleshooting technical problems, and templates for organizing the thesis.
- Instructions for the initial email submission of the thesis to GS&R for review, and information about the forms and documents that must be delivered to GS&R at the time of initial submission.
- Instructions for submitting the final, GS&R-approved thesis via the ETD administrator.
- Policies pertaining to the completion of a thesis, including committee composition requirements, copyright permissions, and human subjects research and animal care approvals.

In order to ensure that the correct sequence of steps is taken to complete the thesis requirements, it is crucial for students to read and understand the information presented in these guidelines and to contact GS&R when clarification is needed.

Timelines

It is important to remember that the submission of the thesis to GS&R occurs after all of your thesis committee members have approved the thesis and after you have applied for the award of master's degree. Due dates for thesis submission to GS&R change each semester and summer term; due dates are posted on the GS&R website. Please be sure to consider these dates when preparing your timeline for submittal of the thesis, as extensions of the deadline will not be granted.

Time is critical during the "thesis season." A student must allow enough time for preparation of the draft, consideration by thesis committee members by deadline dates set in the department, review by GS&R, and the inevitable corrections. Please note that it is the student's responsibility to ensure that all committee members are available to review the thesis such that it can be submitted in final form to GS&R by the posted deadline. If, upon submittal, GS&R determines that the thesis does not meet the requirements described in this document, the thesis will not be accepted, and you will be advised to change your graduation date to the following semester.

The GS&R website as well as the "Instructions for Initial Submission to GS&R" and "Instructions for Final Submission to GS&R" sections of these guidelines cover the procedures for submitting your thesis in greater detail. Once you have emailed your thesis

and required documents, GS&R will review the thesis within 4-5 weeks of the posted deadline. If only minor corrections are required, you will receive notification that your thesis has been approved and a list of general comments about the type of revisions that are needed. You will be able to post the final, corrected copy of the thesis to the online ETD administrator by the final submission deadline. If your thesis requires extensive editing, you will receive notification that your thesis cannot be accepted as submitted, and you will be instructed to change your graduation date to the following semester, obtain a new Thesis Committee Approval Form from your thesis committee members, and re-submit your thesis by the posted deadline for the following semester. The overall timeframe for completion of the thesis may vary, as each department sets their own deadlines and time restrictions for review by the thesis committee members.

Manuscript Preparation

The instructions listed below take precedence over other style guide information. If there seems to be a serious conflict, check with GS&R and have your thesis advisors do the same.

Format and Style

Margin, pagination, and document structure requirements are specified below and must be observed as stated, no matter what other guidelines dictate. Remaining format issues are governed by standard publication manuals and/or standards of publication in your discipline. Unless an alternate format has been approved by your department and GS&R, the latest edition of one of the following standard references, the one appropriate to your field, should be used:

American Psychological Association, *Publication Manual of the American Psychological Association*

<http://www.apastyle.org/>

Chicago, *Chicago Manual of Style*

<http://www.chicagomanualofstyle.org/home.html>

Modern Language Association, *The MLA Style Manual and Guide to Scholarly Publishing*

<http://www.mla.org/style>

Turabian, *A Manual for Writers*

<http://www.press.uchicago.edu/books/turabian/manual/index.html>

It is the student's responsibility to determine which style guide the major department requires and to present a thesis to GS&R that is consistent with the selected guide. Students should not use a previously approved thesis from the library in lieu of

selecting an appropriate style guide. Significant delays in the thesis approval process may occur if format specifications are not followed. If your department follows a different style guide than the commonly accepted guides or uses the format of a journal from the discipline, it is your responsibility to submit examples of the format to GS&R (e.g., instructions to authors from a journal and a sample article). Examples of discipline specific styles include the American Sociological Association (ASA), the Council of Science Editors (CSE), and the Institute of Electrical and Electronics Engineers (IEEE).

If a journal format is selected, the journal article incorporated into the thesis should be formatted as journal-ready, as it would appear if published in the journal. Figures and tables, for example, are incorporated into the body of the document after reference is made to them rather than being submitted separately or at the end of the document. However, the use of special layouts – such as double column layouts – that are designed to accommodate limited space in print publications is not required. The content of the thesis should appear in a single column, within the margins specified in a later section of these guidelines.

It is important to note that a journal article is not a thesis. If a thesis follows a journal format and consists of one or more journal articles, it is still necessary to include the front matter outlined in these guidelines and to provide an introduction and conclusion to the thesis itself, outlining how the work is structured, and summarizing what is discussed in each article and what conclusions were drawn from the research. Each section of the thesis should be unique. Students may not copy the same content from one section of the thesis to another section of the thesis and claim that it represents journal articles submitted to separate journals.

Please do not use the SJSU thesis guidelines as your only source for preparing your thesis. Information about the commonly used styles is available on the SJSU Writing Center Website (<http://www.sjsu.edu/writingcenter/>). The SJSU Writing Center also periodically offers workshops on these documentation styles. Other general references on form and style that are used as aids in writing and preparing a scholarly paper can be consulted as well; however, the thesis should not combine formatting recommendations from multiple styles. One style guide should be used consistently throughout.

Because a thesis is usually an objective, unbiased investigation based upon the author's scholarly work, it should be written in a formal scholarly manner appropriate to academic publications. The use of the first person is discouraged, except in disciplines where the form demands it, or in the kinds of research where the use of the "I" is normal and necessary. Above all, it is important to be consistent in matters of style, usage, and punctuation. Consistency with the format of heading levels, the use of capitalization, and the placement of figures and tables and their corresponding captions should be observed. The presentation of data should be clear and clutter-free, utilizing a legible font and size.

Fonts

Because SJSU theses are sent to University Microfilms Incorporated (UMI), your choice of font is important. When a text is reduced to microfilm the smaller fonts tend to be almost impossible to read. Create your manuscript using a TrueType font, not a scalable font. Choose a font that is clear and business-like; avoid unusual or difficult to read fonts such as "script" fonts. We recommend using standard fonts such as Times New Roman or Arial. Keep in mind that your choice of font may vary depending on whether you use Mac or PC applications and that the font type affects the size of the text. In general, most standard fonts are readable at a 12 point size. However, the text may need to be re-sized for readability if an unusual font is selected. The size and clarity of text contained in figures and tables should not be neglected. Readers should not have to struggle to understand the data presented in the thesis.

Spacing

Manuscripts should be double-spaced except for extended quotations, bibliographies, footnotes, and other material for which single spacing is appropriate. Although many style guides ask for double spacing for some of this special material, single spacing is preferred by GS&R. Each item in the bibliography or works cited section should be single-spaced with double-spacing between entries. In addition, double columns, typical in journal formats, should not be used.

Although some guides now recommend a single space after the final punctuation mark in a sentence, this office still insists on the more readable two spaces after periods/punctuation ending sentences.

Spacing of words on a line should be such that the line can be easily read. Crowding words together or leaving excessive spaces is not permitted. Right margin justification is prohibited because it can produce large gaps between words and also breaks words at the ends of sentences. Such gaps and breaks are not permitted and, if left, could require revision of the entire document.

Margins

The following margins must always be used, regardless of the instructions given by other style manuals:

Left:	1 ½ inches
Top and bottom:	1 ¼ inches
Right:	1 inch

Certain materials in appendices, as well as tables, figures, or other images may need to be photo reduced to conform to margin requirements. All material, except for the

page numbers of your thesis, must fit within the required margins. When in doubt, please use the margins template provided on the GS&R website to check your margins prior to submitting your thesis for review.

Headers and Footers

Headers and footers are prohibited, except when used for pagination, unless they are part of a department format approved by GS&R. Footnotes, however, are acceptable since they are not placed in the footer section of the page.

Pagination

All material preceding the actual body of the text is counted with lowercase Roman numerals (e.g., i, ii, iii, iv). These numbers are placed at the bottom center of the page except where the page is counted but the number is suppressed. The actual text uses Arabic numbers (e.g., 1, 2, 3, 4), which are placed either in the upper right corner of the page, or at the bottom center of the page. For the introductory pages, the required order is:

i	Title Page	(page is counted, but the number is suppressed, i.e., it does not appear on the page)
ii	Copyright Page	(page is counted, but the number is suppressed, i.e., it does not appear on the page)
iii	Thesis Committee Page	(page is counted, but the number is suppressed, i.e., it does not appear on the page)
iv	Abstract	(page is counted, but the number is suppressed, i.e., it does not appear on the page)
v	Acknowledgments or Dedication	(optional, begin numbering on this page, at the bottom center of the page)
	Table of Contents	(begin numbering if Acknowledgements is omitted or continue numbering sequentially)
	List of Figures	(continue numbering sequentially)
	List of Tables	(continue numbering sequentially)

Do not list the title page, copyright page, thesis committee page, abstract, and acknowledgements or dedication pages in your table of contents.

Title Page

The thesis title page appears as the first page of your thesis. The page number is counted but suppressed, and should be formatted according to the example provided in Appendix A. The title should be in full capital letters, properly centered, with a wider margin on the left, and placed one and a half inches down from the top of the page. The correct department name should be inserted. The thesis should bear the date (month and year) the degree is to be awarded, not the date the thesis is submitted. This means the date will either read May [year], August [year], or December [year] depending on when your thesis is expected to be approved by GS&R. The title page for a Plan C creative project report is identical to that for a thesis, except that "Creative Project Report" is substituted for "Thesis" in the appropriate place.

Copyright Page

You automatically own the copyright to your work and no one may legally copy any part of it without your permission. To indicate such ownership, place a copyright page in your thesis as the second page following your title page. The page number is counted but suppressed. An example of the copyright page that illustrates the required formatting is included in Appendix B.

Thesis Committee Page and Thesis Committee Requirements

The thesis committee page immediately follows the copyright page as the third page of your thesis. The page number is counted but suppressed. A sample of the thesis committee page that illustrates the required formatting is included in Appendix C. Please note that the thesis committee page is only a typed list of your committee members and should not contain committee signatures. Evidence of the approval of your thesis is provided separately to GS&R by means of the Thesis Committee Approval Form described in the "Instructions for Initial Submission to GS&R" section of these guidelines and available on the GS&R website. The Thesis Committee Approval Form may contain either hand-written signatures or electronic signatures, but this form should not be incorporated into the thesis itself.

Students should inquire of their advisor the number of thesis committee members that are needed for departmental approval. University policy S87-6 requires that a minimum of three individuals serve on the student's thesis committee. The majority of the committee members must be SJSU faculty. The chair of the thesis committee must be a full time, tenured or tenure-track SJSU faculty member not on leave or sabbatical. Faculty participating in the Faculty Early Retirement Program (FERP) are considered active faculty members and, as such, can function as the thesis chair. Non-faculty members must be recognized experts in the subject matter of the thesis. If the thesis committee includes an off-campus member, please specify the affiliation (e.g., Mr. Marvin King, ABC Corporation) on the thesis committee page.

Abstract

An abstract, no more than one page in length, must accompany each thesis. The abstract follows the thesis committee page as the fourth page of your thesis. The page number is counted but suppressed. The abstract should be written to report concisely on the purpose, design, and results of the research, as it will be used for indexing purposes in the UMI archive. A sample of an abstract that illustrates the formatting required for this page is included in Appendix D.

Acknowledgements or Dedication

The acknowledgements or dedication page is optional. The word acknowledgements should appear at the top center of the page in capital letters. If it is included, the acknowledgements page will immediately follow the abstract as the fifth page of the thesis. This is the first page in the thesis where the page number appears at the bottom center as lower case Roman numeral five: v. All subsequent front matter, described below, will be numbered sequentially with the appropriate lower case Roman numeral. If the acknowledgements page is not included, begin numbering – lowercase Roman numeral five – on the table of contents. A sample of an acknowledgements page that illustrates the formatting required for this page is included in Appendix E.

Table of Contents, List of Tables, List of Figures

Your thesis must include a table of contents and, when applicable, a list of tables and a list of figures, each on a separate page with the appropriate lowercase Roman numeral at the bottom center. For disciplines where the use of illustrations or plates is the convention, the list of figures may be modified accordingly. Likewise, a list of abbreviations may also be appropriate for certain disciplines and can be included with the introductory pages described here. Please refer to your style guide for formatting specifications for the table of contents and other subsequent front matter. Prior to submitting your thesis, make sure to double check that the page numbers listed in the table of contents, list of tables, and list of figures correspond with the material presented in your thesis. If you are asked to make revisions within your thesis, make sure to check that the page numbers listed in the front matter are still correct. Any headings, subheadings, or titles listed in the front matter must match exactly with those that appear within the thesis.

Presentation

The body of the thesis, generally beginning with an Introduction section or Chapter One, is numbered with Arabic numbers (1, 2, 3, etc.) that are placed either at the bottom center or the top right hand corner of the page. Once you have decided where to place page numbers, be consistent throughout the thesis, and make sure that the page

numbers are always aligned throughout. Appendices must also include page numbers and be listed in the table of contents with their title included.

The organization of your thesis and its division into chapters or sections is dictated by your style guide of choice. If your thesis follows a journal format and consists of one or more journal articles, it is still necessary to provide an introduction and conclusion to the thesis itself, outlining how the work is structured, summarizing what is discussed in each article and what conclusions were drawn from the research.

Tables, figures, and other images cited within your thesis should appear within your thesis (not as part of the appendix) directly after your initial reference to them. This requirement is in keeping with the standards of most published journal articles and style guides, many of which also provide instructions on the proper formatting for table/figure titles and captions. Typically, table titles appear above the table, while figure titles appear below the figure. Additional descriptive captions may appear beneath the table or figure. We recommend creating succinct titles for both tables and figures, as titles for each must appear in the list of tables and list of figures as they do in the thesis. Please also provide a proper citation when a table, figure, or other image has been taken from another source (e.g., reprinted with permission from.../modified from.../adapted from...). The formatting of the citation will depend on the preferences of the copyright owner. Keep in mind that you must obtain permission from the copyright owner if you are reproducing a copyrighted work in its entirety, or when you are reproducing a significant portion of some one else's work. More detailed information about copyright, including requirements for obtaining permission to use copyrighted material in your thesis, is presented in the "Policies" section of these guidelines.

Noticeable gaps or blank spaces between text should be avoided. In addition, we do not recommend that you break in mid-sentence in order to place a figure/table/image within the text. While images should be embedded within your thesis, wherever possible complete your sentence or idea first. New sections should begin with text and not with a figure or table.

While the use of color may be essential for certain disciplines, the use of color is not recommended when presenting statistical or graphical data, as it does not copy well. The thesis may also be presented in media that does not reproduce color. Use cross-hatching, shading, and other techniques in addition to color for depicting data wherever possible. For example, the use of differing geometric shapes to plot line graphs will result in a more discernable presentation of the data than the use of color. If color is used for presenting data, sharply contrasting colors are recommended.

Supplementary Material

Relevant supplementary materials that a student may wish to include with the thesis should be attached as a separate file when the thesis is emailed to GS&R for initial review and approval. Examples of supplementary materials include audio or video recordings and oversized figures such as maps. Submission instructions and rules are covered in the “Instructions for Initial Submission to GS&R” section below. Students also have the opportunity to upload supplementary multimedia files when uploading the final, GS&R-approved version of their thesis via the ETD administrator. More information about the final submission process is included in the “Instructions for Final Submission to GS&R” section of these guidelines. The supplementary material will eventually be provided as an “in-pocket” CD if you order paper copies of your thesis through ProQuest, and it will also be available electronically in the library catalog according to the access options you select. Keep in mind that supplementary multimedia files should be saved with a file type that can be accommodated by most computers, since inclusion of such material implies that you would like it to be available to your readers.

Checking the Manuscript before Submission to GS&R

The Office of Graduate Studies & Research **does not serve as an editor**. The author and thesis committee members should carefully proofread the thesis before it is submitted to GS&R. Such proofreading will usually reveal typographical errors, misspelling, and inconsistencies in style, punctuation, and grammar. This careful review should prevent the need to make extensive corrections. GS&R will reject a thesis with extensive errors and will require a new Thesis Committee Approval Form to be included with a revised manuscript the following semester.

Students can prevent rejection of the thesis by ensuring that the final manuscript is free of the following frequent errors: incorrect word divisions at the ends of lines, pages for which no numbers are assigned or entered, misspelled words, inconsistencies in style, careless spacing or centering, inconsistencies or inaccuracies in grammar and/or punctuation, inappropriate margins, and incorrect footnotes or bibliographic citations.

Neither San José State University nor any of its separate offices or departments is responsible for matters concerning a student's relationships or agreements with any outside agency or individual. This means that neither the university nor any of its offices will take part in disagreements between students and typists, editors, or copy shops concerning services offered or expected, or costs billed or paid. Therefore, it is wise for the student and an editor or copy company to agree about such matters, preferably in writing, before beginning the work. Such agreements should include, for example, the service provider's estimate of cost, an estimate of the time needed to prepare or proofread the thesis, as well as an understanding of responsibility for any additional review that may be required. GS&R will not provide assistance or clarification about the guidelines

to any hired editor; it is the student's/author's responsibility to communicate with any editor that is selected.

Instructions for Initial Submission to GS&R

After you have applied for the award of master's degree, AND your thesis has received final departmental approval, AND you have obtained committee signatures on the Thesis Committee Approval Form you will email a copy of your completed thesis and accompanying documents to thesis@sjsu.edu by the posted deadline. These deadlines are firm and exceptions are not made. Thesis deadlines and forms are posted on the GS&R website: <http://www.sjsu.edu/gradstudies/>

Graduation deadlines as well as forms related to graduation are posted on the Graduate Admissions and Program Evaluation (GAPE) website; forms pertaining to graduation should be submitted to GAPE and not to GS&R: <http://www.sjsu.edu/gape/>

Technical Requirements for Your PDF

Students are expected to use a word processing program that is appropriate to their discipline and that they are familiar with, and that allows for conversion of the thesis manuscript into a single PDF file. The thesis must be sent to GS&R in PDF format. Microsoft Word documents or other types of documents will not be allowed, since software compatibility is not guaranteed and the appearance of your thesis may be affected when it is opened by GS&R thesis reviewers. The following are the technical requirements for the PDF thesis file:

- You must embed the fonts that you use before you convert your manuscript to a PDF. This means that all of the font information that is used to make your document look the way it does is stored in the PDF file. No matter what type of fonts others have on their computers, they will be able to see the file as you intended it. For instructions on how to embed fonts, please visit: <http://www.etdadmin.com/cgi-bin/main/createpdf?siteId=150#pdf9>
- You must make sure that there is no password protection on the PDF.
- You must make sure that your PDF's security settings allow printing and document changes.
- You must review the resulting PDF to make sure there were no formatting issues or other problems that occurred in the conversion process before sending it to GS&R for review.

Required Documents and Instructions for Naming Your Files

The following documents must be included in your email submission to GS&R. Please do not send your documents piecemeal and do not have your professors send parts of your submission on your behalf. It is your responsibility to gather and organize the required documents prior to submitting them to GS&R. Email submissions will be accepted from the student only.

- One PDF of your thesis saved as:

last name_ first name_ thesis.pdf

Please do not break up your thesis into multiple documents. Only one PDF attachment of your manuscript will be accepted. Make sure that your file size is not so large that it will be impossible to open your document.

- One PDF of the Thesis Information Packet (http://www.sjsu.edu/gradstudies/docs/thesis_information_packet.pdf) saved as:

last name_ first name_ packet.pdf

- If applicable, one PDF of your IRB or IACUC approval letter (if your thesis uses data collected from human subjects or is based on research involving animals). Save the document as:

last name_ first name_ irb or iacuc.pdf

Please see the “Policies” section of these guidelines for details on IRB and IACUC requirements.

- If applicable, one PDF of all permissions to reproduce any copyrighted material in your thesis, saved as:

last name_ first name_ permissions.pdf

Please scan multiple permission letters into one PDF document, with each permission clearly labeled at the top with the title of the corresponding item in the thesis (e.g., Figure 1 in thesis). You may either write this information by hand or type it for each permission letter. Please do not send multiple PDF attachments of your permission letters. See the “Policies” section of these guidelines for details on copyright permission.

- Any additional supplementary files that you intend to provide as “in pocket” material for your thesis. Supplementary files are usually multimedia files such as audio or videos files. The file types may vary. If you are providing supplementary files, you should also provide a description of what they are in the body of the email.

Emailing Your Thesis Submission to GS&R

Once you have prepared all of the materials described above, please email your submission to: thesis@sjsu.edu

Do not email your thesis to the thesis coordinator or any other GS&R staff member.

Include your name in the subject line of the email. You do not need to include any special message in the body of the email. However, if you indicated that you used departmental guidelines as your style guide on the Thesis Information Packet, please include a link to those guidelines in the body of the email. If you indicated that you used a journal format, please include links to the instructions for authors and a sample article from the journal, including the Literature Cited section of the article. If you referred to one of the commonly used style guides listed on the Thesis Information Packet, no further submissions are needed.

Avoid sending multiple emails when submitting your thesis materials. GS&R is not obligated to sort through multiple iterations to determine which version you would like us to review. Thoroughly proofread your thesis prior to submitting it to us, as post-submission edits will not be accepted. You will have the opportunity to make additional corrections once your thesis is approved by GS&R and prior to submitting it for publication. If your thesis is rejected by GS&R, a new submission with all of the required documents and an updated Thesis Information Packet must be emailed to thesis@sjsu.edu the following semester by the posted deadline.

Deadlines are posted on our website:
<http://www.sjsu.edu/gradstudies/thesis/deadlines/>

Late submissions will not be accepted and will not be reviewed for the given semester. In order to be considered, your thesis must be received by 5pm on the deadline day of the semester in which you intend to graduate and for which you have submitted to Graduate Admissions and Program Evaluations (<http://www.sjsu.edu/gape/>) an Application for Award of Master’s Degree or a Graduation Date Change Request for Award of Master’s Degree.

Please do not email your questions to the thesis submission address (see Questions and Contact Information below), as it is only used to receive your thesis submission. You will receive an automated response confirming that your submission has been received. Further follow-up or confirmation with our office is not needed. The thesis coordinator will contact you if there is anything else that is needed or if we have any questions.

GS&R Process

You will be notified of the outcome of our review via email approximately 5 weeks **after** the posted deadline – once GS&R has received and reviewed all student theses for a given semester – even if you submitted your thesis early. This time frame may vary slightly depending on how many theses we receive each semester. Please allow at least a month from the deadline date before contacting the thesis coordinator about the status of your thesis. Corrections and comments will be noted on the thesis itself, which will be sent back to you and your thesis committee chair in PDF format.

Questions and Contact Information

Questions about the thesis review process and the thesis guidelines should be directed to:

Alena Filip
Thesis/IRB Coordinator - Office of Graduate Studies and Research
408-924-2479
Alena.Filip@sjsu.edu

Make sure that you do not send your official submission to the thesis coordinator, but to thesis@sjsu.edu

Please also note that neither the thesis coordinator nor any other GS&R staff will preview your thesis and accompanying documents to check that they are “okay” for submission or provide you with extensive technical support beyond what is provided on our website and in these guidelines. We regret that we will not be able to respond to students who email their thesis to GS&R staff in search of general feedback and editing prior to submitting their thesis to the thesis submission address. A careful reading of these guidelines, familiarity with your style guide and software programs of choice, attention to detail, and consultation with your thesis committee members should be sufficient preparation.

Please do not hesitate, however, to contact the thesis coordinator in advance of the deadline if you have *specific* questions about your thesis submission or the thesis guidelines.

Instructions for Final Submission to GS&R

These final steps are to be completed **after** GS&R has notified you that your thesis has been approved and that you may upload your thesis to the online ETD administrator. Please do not use the ETD administrator to submit your thesis for initial review to GS&R.

Corrections

Make any corrections to your thesis that were identified by GS&R as well as any other additional corrections that we may not have caught. Visit the UMI/ProQuest ETD administrator site (<http://www.etsadmin.com/sjsu/>) and review the available information under the “Resources and Guidelines” tab so that your thesis will be prepared for PDF conversion and you are aware of the publishing options available to you beforehand.

Agreements

There are two agreements that you are required to fill out:

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TALES OF TEACHING:
EXPLORING THE DIALECTICAL TENSION OF THE GTA EXPERIENCE

A Thesis

Presented to

The Faculty of the Department of Communication Studies

San José State University

In Partial Fulfillment

of the Requirements for the Degree

Master of Arts

by

Jennifer M. Hennings

August 2009

(APPENDIX B: Sample Copyright Page. Immediately follows your title page. The page number is counted but suppressed. Do not include these parenthetical instructions.)

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TALES OF TEACHING:
EXPLORING THE DIALECTICAL TENSION OF THE GTA EXPERIENCE

by

Jennifer M. Hennings

APPROVED FOR THE DEPARTMENT OF COMMUNICATION STUDIES

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August 2009

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(APPENDIX D: Sample Abstract. Immediately follows the signature page. The page number is counted but suppressed. Do not include these parenthetical instructions.)

ABSTRACT

TALES OF TEACHING: EXPLORING THE DIALECTICAL TENSION OF THE GTA EXPERIENCE

by Jennifer M. Hennings

In universities across the United States an increasing number of departments are turning to graduate teaching assistants (GTAs) to teach introductory courses. As GTAs assume a larger percentage of university teaching responsibilities, it becomes even more important to understand the tensions and challenges that GTAs face. The majority of research on GTAs focuses on the perceptions of students and GTA supervisors, and few researchers have talked directly to GTAs. This research fills that gap by studying the GTA experience from the GTA perspective.

Using relational dialectics theory, this study identifies three key tensions that emerge from GTAs' narratives of role conflict and identity management: distance-closeness, perfection-reality, and structure-freedom. Further, it analyzes the strategies GTAs use to manage and negotiate these tensions. After discussing the implications that these tensions have for GTAs and supervisors, the study offers suggestions for coping with tensions constructively. Finally, since these tensions can influence GTAs' future careers as educators, this study concludes by considering the broader implications of these tensions for students and teachers.

(APPENDIX E: Sample Acknowledgements. Pagination starts here with a lowercase Roman numeral v. Do not include these parenthetical instructions.)

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More recently, the efforts of Alena Filip, the IRB/Thesis coordinator in the Office of Graduate Studies and Research, are commended. Alena's involvement and efforts at helping students be informed and prepared are noteworthy. Lastly, additional thanks are due to the thesis reviewers, who remain anonymous, and to all the faculty who have identified ways to help students succeed.