

Student Responsibilities and Obligations in Preparation of the M.A. Thesis

- I believe that my coursework writing experiences have enabled me to become familiar with how to write a research paper. If my advisor finds that this is not the case, I understand that I must put aside my thesis and first become familiar with the process of thesis writing before I can continue. (This might even entail enrolling in an approved writing course and/or needing more than one semester to write my thesis).
- I understand that it is my responsibility to focus on *form*, and that my advisor is responsible for focusing on the *content and assisting with developing an appropriate structure* for the thesis. (e.g. My advisor should not be showing me how to use APA style, MS Word or graphic aids. However, my advisor will notify me if the layout or content of tables or the thesis needs adjusting).
- I will make appointments to see my advisor during his/her regularly scheduled office hours whenever possible. I understand that this is why the university arranges for professors to have and maintain office hours. I do not expect my advisor to schedule special times to meet with me only at my convenience; rather I recognize my obligation to schedule appointments which are in all instances mutually agreed upon. Should I need to postpone or cancel an appointment, I will try to provide my advisor with advance notice within reasonable limits. I understand that it is also my obligation to arrange an agenda for scheduled meetings with mutual consent at least 5 days prior to the appointed date.
- I understand that it is my responsibility to provide specific updates for my advisor on the progress of my thesis writing one a weekly basis, or as my advisor deems necessary.
- I understand that I must provide e-mail documents/material to my advisor at least 5 days in advance of receipt of hardcopies of sections of the thesis, unless my advisor waives this requirement.
- I understand that I should follow the research plan that my advisor and I have drawn up regarding my thesis, and that this research plan needs to be complete by the end of my 3rd semester of study in the program. Any major modifications to this plan must be made in consultation with my advisor according to a mutually agreed and reasonable timetable for completion.
- I understand that as a thesis student I must make certain sacrifices, and that this includes working on my literature review and developing research instruments during summer and/or winter intersessions and that I will have to make a serious time commitment (including evenings, weekends and holidays) if I intend to complete my thesis in a single semester.
- I understand that if I have neglected to prepare a study plan and thesis topic in conjunction with my supervisor in my 3rd semester of study that I will need to do this as part of Thesis Research 1. I will then need to take Thesis research 2 and work on my thesis over two semesters and any intersessions.
- I understand that my advisor is assisting me voluntarily, and I need to respect the time and effort that the advisor undertakes to help me in the thesis writing process. I should consider all changes and recommendations offered, and understand that ignoring any recommendations could mean that I fail my thesis defense or will need to resubmit the thesis in a subsequent semester.
- I have obtained and read the "Thesis Writing Handbook" prepared by the department faculty.

As a thesis student in the TESOL-MALL program, I have read the above and by signing below indicate that I will honor my obligations and meet my responsibilities as outlined above.

Thesis Student Signature

Advisor Signature

Date