

# **MES Thesis Handbook**

Graduate Program on the Environment

The Evergreen State College

Olympia, Washington

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Copies of this handbook are available online at:  
<http://www.evergreen.edu/mes/forms.htm>

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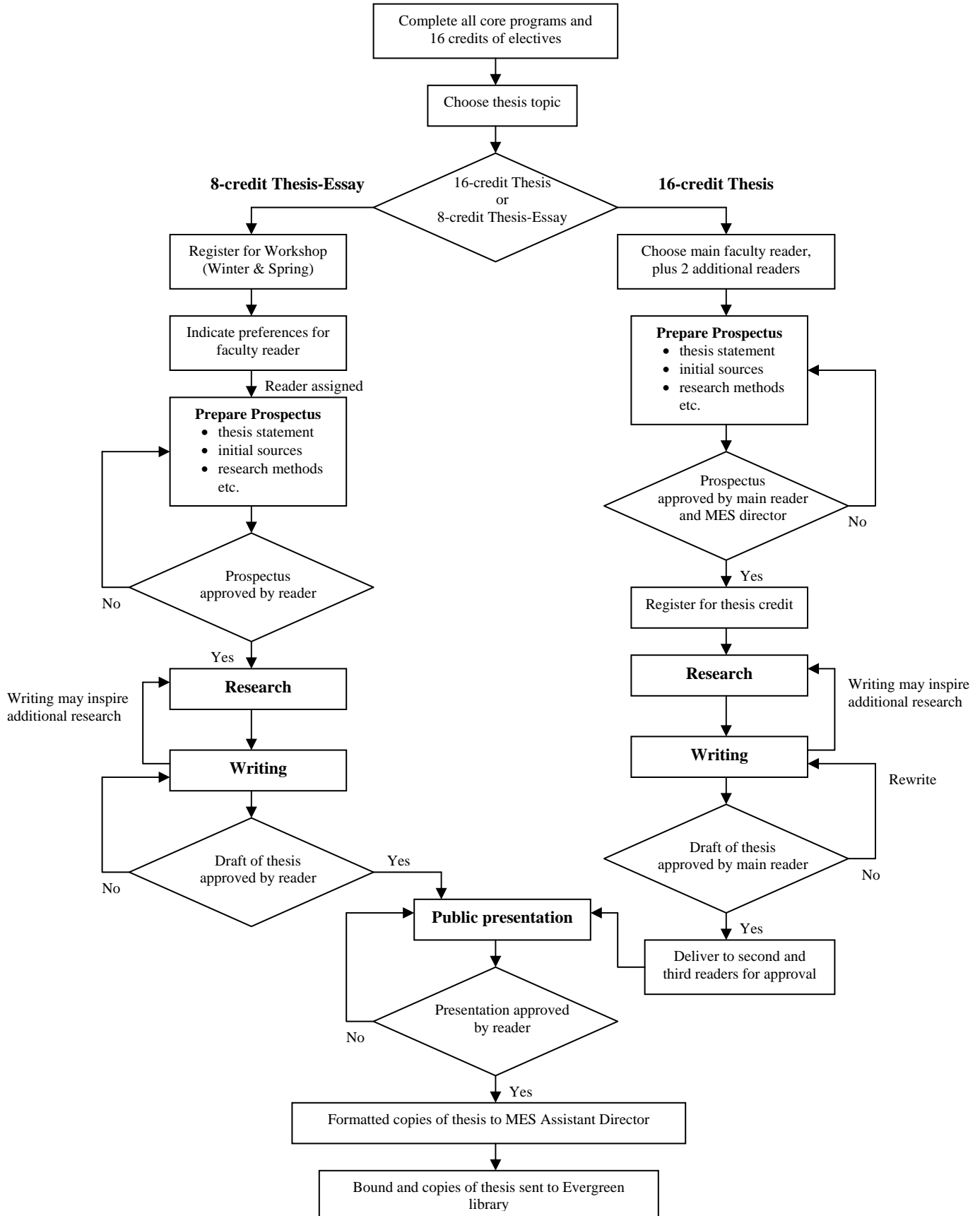
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## Flowchart of Typical MES Thesis Process (variations may occur)



## **Preface**

### *How to Use this Handbook*

The thesis is the culminating phase of the Master of Environmental Study degree at Evergreen. MES faculty and staff, in consultation with students and alumni, have prepared this handbook to guide you through this most exciting period in your graduate education.

We have designed the handbook to answer your questions about thesis work and to make the thesis experience as painless as possible. We recommend that you read through the handbook at the beginning of your enrollment in MES so that you have an idea of what the thesis is about, and so that you can best choose your coursework, independent learning contracts, and internships to support your interests regarding thesis work. Then, when you're close to being ready to start your thesis (near the beginning of your final year in the program), the handbook is intended to help you make the necessary decisions regarding type of thesis and faculty advisor (or "reader"), and to give you guidance regarding various documents and procedures. Finally, the handbook is meant to serve as a reference during the writing and formatting of your thesis and the preparation of your oral thesis presentation.

### *Significance of the Thesis in MES and Beyond*

For most, if not all MES students, the thesis is the largest and most sophisticated writing project ever tackled. It is substantially different from the research papers and essays you have written for your electives and core programs. One of the benefits of writing the thesis is practice at preparation of such documents in a professional and timely manner. A second major benefit is the learning that you will acquire from study and synthesis of the material bearing upon your topic. This document signifies your successful completion of the Environmental Study Graduate Program at Evergreen, and it should serve as an impressive way to document your expertise in the world, particularly the professional world beyond the college.

### *Thesis as Capstone*

Completion of a thesis is a capstone experience. It should build upon your work as an undergraduate, the MES core programs, your electives, any internships and individual learning contracts, and your work or volunteer experiences. Your past efforts should inform your thesis by providing critical thinking skills, examples of environmental case studies, and numerous viewpoints from which to think about problems and their solutions.

### *Theses from Previous MES Classes*

Completed theses of MES graduates are on the shelves in the Evergreen library. To view a list of their titles and authors, use the author search option of the library catalog, indicating the following as the author: Evergreen State College Graduate Program in

Environmental Studies. You will find a wide variety of interesting environmental topics covered, and it is likely that you will find past theses inspiring and potentially useful in your own work. While there are no specific page limits for MES theses, past theses have ranged in length from about 50-375 pages, with the majority in the range 80-100 pages.

## **I. Critical Initial Choices**

### *Thesis or Thesis-Essay of Distinction?*

There are two thesis options for the MES degree: the 16-credit Thesis (which we sometimes call just "Thesis") and the 8-credit Thesis-Essay of Distinction (or "Thesis-Essay" for short). Both options require that you engage in research on a topic of real-world interest and consider its political, economic, and scientific aspects. The topic may be one that you first identify when you prepare to register for thesis, or may be a topic of long-standing interest to you that you have already begun to research.

For either option, you can choose to engage in fieldwork, data collection, and analysis, or you can choose to analyze an existing body of information from a new perspective. The new perspective might derive from integration of information not previously recognized as relevant to that topic, reassessment of some existing controversy or topic in the light of new data, evaluation of the success (or lack thereof) of some environmental policy or action, or other thoughtful consideration of an environmental problem or solution presented in a new light.

The primary difference between the 16-credit Thesis and the 8-credit Thesis-Essay options lies not in the choice between field research and literature research, but rather in the scope of the problem examined. Students choosing the Thesis-Essay option gain the advantage of taking 2 extra electives, while students choosing the 16-credit Thesis option gain the advantage of a larger scope for their thesis project.

The 16-credit Thesis is an excellent opportunity for those who desire a more extended research experience. This research is conducted independently by you with the support and guidance of a three-person thesis committee. This type of thesis requires extra resources, such as faculty time, so this option should be elected only when the project is well conceived and the necessary faculty and other resources are available. If you decide on this option you will take 16 hours of thesis credits and 24 hours of elective credits.

The 8-credit Thesis-Essay of Distinction requires a scope of work that can be completed in 2 quarters. This thesis option is written in a structured workshop setting during winter and spring quarters of your final year. The Thesis-Essay has been most commonly chosen thesis option. If you select this option you will take 8 hours of thesis credits and 32 hours of elective credits.

You should consult with faculty members and/or the MES program director about your thesis options as you approach completion of sufficient credits for beginning thesis work, normally in the fall of your second or third year in MES for full-time and part-time students, respectively.

### *Reader(s)*

Regardless of which thesis option you choose, a key decision regarding thesis work is your choice of faculty advisor, or "reader." The reader is selected for (1) her/his expertise on the topic you wish to explore, (2) personal compatibility with you as a student, and (3) availability during the time you are working on your thesis. Your reader will read your drafts for accuracy, grammatical adequacy, logical consistency, completeness, and other attributes, and s/he has the ultimate responsibility of passing your completed thesis or returning it for another draft. This person will become your most important faculty colleague in this process.

The 16-credit Thesis option requires a committee of 3 readers, with one serving as your main reader, or chair of the thesis committee. The main reader should be a member of the MES faculty. This person will work most closely with you and will write the evaluation of your thesis and award credit. The second reader on your committee should also be from Evergreen and the third reader is typically from outside Evergreen. The second and third readers will need to be approved by your main reader and by the MES director via the Prospectus (to be described later in this handbook). Throughout the project, you should meet regularly with your main reader and keep the other readers on your committee informed of your progress.

For the Thesis-Essay option, you will indicate preferences for a reader just prior to the start of the Thesis-Essay Workshop (late in fall quarter). Under most circumstances, your reader will be a full-time member of the MES faculty. Once students have indicated their preferences, the MES faculty work collaboratively to decide on reader assignments. In this process, every effort is made to match you with your first choice for reader, while also balancing faculty workload.

A listing of MES faculty and their areas of expertise can be found in the Master of Environmental Study catalog or online at: <http://www.evergreen.edu/mes/facultyandstaff.htm>. It should be noted that MES faculty are assigned to Evergreen's undergraduate program on a rotating basis and, during such times, may not be available to serve as MES readers.

You are encouraged to begin talks about your project at any time with potential readers. The Thesis Prospectus, described below, can be useful in structuring discussions. The final approved prospectus is the document that makes your choice of reader(s) official. You should, of course, have consent from your reader(s) before listing them on your final prospectus.

### *Writing with Outside Clients in Mind*

Ideally, your thesis will be of value to an external client or organization and not just an academic exercise. Here, we use the term client to mean an organization with a specific interest in your thesis topic and who could provide continuous contact with you during the project.

A benefit of Evergreen's location in Olympia is an abundance of federal state, regional, and local government agencies within close proximity to the college. Many of these agencies are environmental in nature, and can be considered potential clients for research projects in the MES program. Such agencies are excellent sources of ideas for research projects with real world significance.

Students, particularly those choosing the 16-credit Thesis option, are encouraged to work with government agencies or other environmental organizations (such as consulting firms or non-profits) to develop pertinent research projects. Agencies are also good sources of potential third readers for the 16-credit option.

### *Working with Other Students*

Students are encouraged to take advantage of the unique peer relationships formed during the MES core programs and electives by working with one or more other students on a collaborative thesis. This provides an opportunity for the thesis to cover significantly more ground or to go into an issue in more depth than would be possible with an individual thesis. Also, collaborative theses provide excellent preparation for entering the working world, where the ability to co-author reports and articles is extremely valuable.

### *The Research Question or "Thesis"*

One of the most difficult but important aspects of thesis work is taking a great idea and turning it into a focused project that can be completed within acceptable time constraints. During your MES studies prior to thesis, you have examined a broad array of environmental issues from a number of perspectives. Now it's time to get specific.

Your goal should be to develop a concise research question, or thesis statement, that defines as precisely as possible what your thesis will be about. Your reader will be able to help you to decide when your research question is focused enough and likely to lead to a completed thesis.

The research question or thesis statement will need to be specified in your Thesis Prospectus.

### *Publication in Lieu of Thesis*

The MES program offers students the opportunity to develop their thesis work into a publication for a peer-reviewed journal as an alternative to the traditional thesis. The 16-credit option lends itself particularly well to publication, but it is also possible that the 8-credit option could lead to publishable work.

There are numerous scholarly journals available for consideration; your reader(s), other MES faculty, and Evergreen's library staff will be able to suggest some possibilities. Your final choice of journal will need to be approved by your reader and the MES program director. It is important to choose a journal that will put your article through a



peer-review process, which means simply that your article will be sent to several experts in the area that you cover so that they can judge the usefulness of your work. The editors of the publication will send you the reviews of your article and let you know of their decisions regarding revisions and acceptance or non-acceptance of the article.

If you would like to pursue this option of publication in lieu of thesis, you should still choose either the 16-credit Thesis or the 8-credit Thesis-Essay option for working on your project. You should develop a prospectus and register for thesis credit as described below for each option. However, rather than follow the instructions in this handbook for formatting the thesis, you should follow the information for authors in the publication to which you are submitting your work. Acceptance of your work for publication in an approved peer-reviewed journal will constitute completion of the thesis requirement for the MES degree.

Note: If you would like to pursue this option, you must consult with your faculty reader and with the MES program director prior to starting.

## **II. Scheduling Coursework and Thesis Work**

### *Review of Program Requirements*

The MES degree requires completion of 72 total credits: 32 credits in the core programs and 40 credits in electives, individual learning contracts, internships, and thesis. The exact breakdown of credits depends on the thesis option chosen, as summarized below.

#### Credit Requirements: 16-credit Thesis Option

- 32 quarter hours of core
- 24 quarter hours of electives (including internships and individual learning contracts)
- 16 quarter hours of Thesis

#### Credit Requirements: 8-credit Thesis-Essay Option

- 32 quarter hours of core
- 32 quarter hours of electives (including internships and individual learning contracts)
- 8 quarter hours of Thesis-Essay Workshop

You are encouraged to begin thinking about your thesis work early in your MES career. However, to enroll for thesis credit for either thesis option you must have completed all core programs and at least 16 quarter hours of electives. If you have completed the core but less than the 16 quarter hours of electives, you may petition the MES program director to register for thesis by submitting a plan to complete the remaining requirements for the degree.

Many students find that completing more than the required 16 credits of electives prior to starting thesis (e.g., by enrolling in summer courses) can be highly beneficial. First, it provides a broader base of knowledge from which to draw during thesis work. Second, it implies exposure to more potential faculty readers. Finally, time spent on the thesis

project is very demanding—if more electives are completed before beginning the thesis, more time may be available for thesis work.

No matter which thesis option you select, you need to recognize that completing the thesis will require significant time and intellectual effort. At the start of the project, you should consult with your reader and develop a schedule for completing the thesis in the time required.

### *Scheduling a 16-credit Thesis*

The 16-credit thesis is done on a time-scale of your choice, with the approval of your main reader and the director of the MES program. Enrolling in thesis credit for this option requires that you first complete the Thesis Prospectus (see below) and have it approved by the chair of your committee (i.e., your main reader) and the MES Director.

You should pace the taking of thesis credit so that (1) you are enrolled during every quarter you are working with your main reader, and (2) the last credits taken are in the quarter in which you actually bring your thesis to full completion.

Ideally, the 16-credit Thesis should be completed within one calendar year of the first registration for thesis. You will need to register for at least 2 credits of thesis for each quarter that requires faculty time for advising or reviewing thesis work. Students who do not complete their thesis project after registering for 16 credits are required to take an additional 2 credits each quarter that involves faculty effort until completion; this must include the quarter in which the thesis is submitted and the final public presentation is made.

As you near completion of your thesis, you should select a date for the final oral presentation in consultation with your thesis committee. Your presentation should be scheduled in coordination with the Assistant MES Director.

### *Scheduling a Thesis-Essay of Distinction: The Thesis-Essay Workshop*

Thesis-Essay is done during winter and spring quarters of your final year in the program. To enroll in Thesis-Essay credit, you should register for the Thesis-Essay Workshop (4 credits each in winter and spring quarters). To be eligible to register for the workshop, you must meet the general requirements of having completed all core and 16 credits of electives, and also plan to complete the remaining requirements for the degree by the end of the subsequent fall quarter.

The Thesis-Essay Workshop, which is typically scheduled for Tuesday evenings during winter and spring quarters, provides a structured environment for thesis preparation, research, and writing for those students choosing the 8-credit Thesis-Essay option. Students who choose the 16-credit option are also welcome to sit in on the workshop.

The workshop is intended to help you prepare and finish your Thesis-Essay of Distinction by the end of spring quarter. It provides a chance to meet weekly with the workshop faculty member for advice.

The workshop also provides a chance to work with other students in informal groups for reviewing drafts of your writing, for suggestions on library (and other) resources, and for preparation of your public presentation. The MES faculty and students have found that the momentum and mutual reinforcement provided by these groups are critically important to ensuring completion of theses by the end of spring quarter.

Ultimately, students in the Thesis-Essay Workshop serve as the base audience for the oral presentations of Thesis-Essay projects at the end of spring quarter. These are scheduled by the faculty supervising the Thesis-Essay Workshop in clusters in the last 2 weeks of the quarter.

A major requirement for satisfactory work on the Thesis-Essay of Distinction is timely completion. Under exceptional and rare circumstances, your reader and the MES director may approve an extension, which is unlikely to extend beyond one quarter. A student granted such an extension must register for 4 additional credits. Failure to complete on time may result in a report of No Credit.

### **III. The Prospectus**

#### *Purpose and Objectives*

Writing a thesis for your MES degree is a challenging but very rewarding assignment. If you begin the process with a solid Thesis Prospectus, you will increase both the efficiency and quality of your project. Your prospectus will demonstrate to your reader (or potential reader) your level of preparedness for your project. Approval of your Thesis Prospectus represents the official start of your thesis work.

A Thesis Prospectus form is provided in the Appendix at the end of this handbook. The document contains the following main elements: your choice of thesis option, a working title for your thesis, your research question, main information source(s), methods of analysis, process for gathering new information and data (mainly for 16-credit option), a preliminary list of chapter titles, a schedule for completion of major tasks, the name(s) of your reader(s), a brief justification for your choice of topic, and a preliminary bibliography.

While this may sound daunting, we should point out that the Thesis Prospectus is not intended to be a highly polished proposal. Instead, it is meant to guide you in thinking about the major issues involved in thesis work.

#### *Timetable*

You will prepare your Thesis Prospectus as part of the final core program, “Case Studies/Thesis Research Design.” Before writing your prospectus you will have to decide between the 16-credit Thesis and the 8-credit Thesis-Essay options and have in mind a topic/research question. Eventually, you will share a draft Thesis Prospectus with your reader(s), who will provide feedback and suggestions. For Thesis-Essay students, a final prospectus is expected at the beginning of the winter quarter Thesis-Essay Workshop.

For the 16-credit Thesis, you will need to complete the Thesis Prospectus before you can register for thesis credits. This will require working with a faculty reader, who will become the chair of your thesis committee (i.e., your main reader). You, your main reader, and the MES director must then sign the Thesis Prospectus before you can register for credit.

#### **IV. The Writing Process**

##### *Writing Resources*

Getting started on the writing of your thesis can be intimidating. Regardless of your level of experience as a writer, the start of your thesis work is an excellent time to review resources on effective writing in general, and thesis writing in particular. There are numerous written materials available to help in this regard. Here are a few that we recommend:

- *Surviving Your Dissertation: A Comprehensive Guide to Content and Process (3<sup>rd</sup> Edition)*. Kjell Erik Rudestam and Rae R. Newton. 2007. Sage Publications. This book offers very useful advice on the entire process of thesis design and writing.
- *Form and Style (12th Edition)*. Carole Slade. 2003. Houghton Mifflin. Provides guidance in both research and writing, including special sections on theses. Contains information on reference and citation styles, including those styles allowed in MES theses (see the Formatting Requirements section below).
- *The Clockwork Muse: A Practical Guide to Writing Theses, Dissertations, and Books*. Eviatar Zerubavel. 1999. Harvard University Press. This guide is written in a somewhat simplistic style, but it has been helpful to a number of students in planning a detailed, practical writing schedule. It also covers some basic aspects of what to strive for in different drafts and how to electronically manage draft revisions.
- *On Writing Well: The Classic Guide to Writing Nonfiction (25th Anniversary Edition)*. William K. Zinsser. 2001. Harper Resource. This is a general guide to clear, concise, and effective non-fiction writing.
- *A Writer's Reference (5th Edition)*. Diana Hacker. 2001. Bedford/St. Martin's. A good reference for questions related to grammar and style.

##### *Working with Your Reader(s)*

Your reader is probably your most valuable resource during the writing process—s/he has written a thesis and/or dissertation already and understands what you are experiencing. You should arrange to meet on a regular basis with your reader throughout the thesis project, and especially during the writing process. Early on, you should establish with your reader a procedure for delivering drafts of your thesis. Some readers prefer to receive a chapter at a time, while others want to see an entire draft before they begin reading.

Ask for your reader's advice on both the technical aspects of the research and on the writing, and be open to the advice you receive. If you run into any concerns regarding working with your reader, you can talk to the MES program director.

### *Student Support Groups*

Many students find that participating in an informal student support group during thesis writing can provide much needed structure and feedback. Such a group might be formed as part of the Thesis-Essay Workshop, or independently. Other students can be extremely helpful when it comes to proofreading drafts of your thesis, and can provide constructive criticism to improve the final product.

### *Campus Writing Center and Graduate Writing Assistant*

**Your faculty reader is not a writing instructor, tutor, or copyeditor. Please do not expect them to perform any of these functions for you.** If you would like outside assistance with your writing, tutoring is available to any Evergreen student on a drop-in basis at the campus Writing Center. The Writing Center is located in the Library Building, Room 2304. You can contact them at 360-867-6420 for current hours of operation (which generally include some evening hours). There is also a part-time Graduate Student Writing Assistant available to MPA and MES students in Lab I, room 3016 (867-6589). You are encouraged to utilize these resources any and all stages in the writing process.

### *Tips for Effective Thesis Writing*

Here are a few tips that we have compiled for the writing phase of your thesis project:

Don't put off the writing. One approach is to write parts of your thesis on a regular schedule. Having short pieces to show to your reader or to other students allows for quick feedback. Also, writing can help you to synthesize what you are learning, and thus can be invaluable even during the research phase of the project.

Plan plenty of time for rewrites. It is likely that your entire thesis will need to be rewritten at least 2 or 3 times in order for the final thesis to be as good as you are capable of making it. Since your faculty reader will need sufficient time to review each draft, this process can easily take two months unless your first draft is in excellent shape already. Remember that even small revisions in one part of your thesis can require changes in several other portions, which is quite time consuming. Given the fact that nearly all MES faculty members are only on contract until June 15, that means that your first completed draft should ideally be finished by April 15 or even earlier. You will, of course, need to work out a specific schedule with your reader.

Write for your audience. Your thesis should be understandable to MES faculty and students, and you might also be writing with an outside client in mind. Because of the interdisciplinary nature of environmental study, we recommend that you avoid the use of jargon specific to one discipline.

## V. Formatting Requirements

Your finished thesis will become a permanent, printed document subject to plenty of use in the Evergreen library. We have designed these formatting requirements to ensure that the bound copies of your thesis look good and last a long time.

### *References and Citations*

Your thesis project will almost invariably build upon the efforts of researchers from other times and places. Thus, it is important to clearly and accurately reference the work of others in your thesis.

Because of the interdisciplinary nature of environmental study, we offer some flexibility as to the documentation style used in MES theses. For specific information about how to cite references within text and how to list these references at the end of your thesis, you should choose a style, in consultation with your reader, which will most likely be from one of the following style manuals: (1) *Chicago Manual of Style*, (2) *Publication Manual of the American Psychological Association*, or (3) *Modern Language Association Handbook for Writers of Research Papers*. These styles are summarized in *Form and Style (12<sup>th</sup> Edition)*, by Carole Slade (Houghton Mifflin, 2003).

### *Margins*

The final version of your thesis should be formatted with a 1.5" margin on the left to allow for binding. The other margins should be 1". Pages should be numbered (as described below), and the numbers should appear in the lower right corner of the page, 3/4" from the edges of the page. Sometimes charts and graphs may have to be folded to fit or reduced to a smaller size. If folded, have the fold at least 1/2" from the right edge of the document. The folded sheet should also have at least a 1.5" left margin; if more than a single fold is required, the left-hand fold should be at least 1.5" from the left margin.

### *Line Spacing and Font*

Text can be either 1.5 or double-spaced, with indented quotes single-spaced. You should choose a clear and legible font: 11-point or 12-point is suggested for text, with headings no larger than 14 point. Paragraphs should be indented 1/2".

### *Paper and Printing*

The paper used for the final bound copies of your thesis should be of high quality that will be lasting. Recycled paper or tree-free paper is acceptable for MES theses. The use of acid-free paper is highly encouraged.

Your thesis can be printed on one side of each page, but we encourage all students to print their thesis on both sides. If you print on both sides, make sure that the margin nearest the binding (the left margin on one side, and the right margin on the other side of

the page) is 1.5 inches. To simplify this, you are free to make both the left and right margins on all pages 1.5 inches.

It is recommended that the final copies of your thesis be printed using a high-quality copy machine, such as is found at a commercial copy center.

### *Required Pages in the Thesis*

All MES theses should contain the following pages (the pagination system indicated in parentheses is for double-sided theses; the verso of a single-sided page is not counted):

Flyleaf Page: (not numbered) A Flyleaf page (blank page) needs to be inserted at the *front* and *back* of each copy of your thesis.

Title Page: (not numbered; counted as page i) This is the first page of your written report. It contains the title, the full name of the author, a presentation statement, e.g. “submitted in partial fulfillment of the requirements for the degree of Master of Environmental Study,” and the date the report was completed. A sample Title page is included in the Appendix.

Copyright Page: (not numbered; counted as page ii) Although not required for copyright protection, since your thesis will be available as an electronic document through the Evergreen Library, you are strongly advised to include this page on the verso of the Title Page, in order to make your copyright protection obvious to all readers. A sample Copyright page is shown in the Appendix.

Approval Page: (not numbered; counted as page iii) Following your title page is the approval/signature page signed and dated by your faculty reader(s). This page must be signed by your reader(s) before being submitted for binding. A sample Approval page is shown in the Appendix.

Abstract: (not numbered; not counted in page numbering) The abstract is a concise summary of your topic, findings and conclusions. The abstract should be no longer than 300 words. You should prepare an extra copy of the abstract; a book of abstracts is prepared each year. This should be delivered to the Assistant MES Director’s Office in paper form. The layout for the Abstract page is shown in the Appendix.

Table of Contents: (number first contents page as iv) The Table of Contents lists the chapter or major section titles by page number. First-level and second-level heads, describing paragraphs or paragraph sections, may be included as well. Following the chapter sections, and also listed by page number, are your references and appendices, if any.

List of Figures: (begins a new page; continue lower case Roman numerals) This list includes figure numbers, figure captions, and page numbers. Figures include photographs, drawings, maps, graphs, and charts—in other words, all illustrations except for tables.

List of Tables: (continue lower case Roman numerals) This list includes table numbers, table captions, and page numbers. It can be included on the same page as the List of Figures if there is sufficient room to fit both on a single page.

Acknowledgments: (continue lower case Roman numerals) As a matter of professional courtesy, any source, person or organization from whom you received substantive research and writing support should be acknowledged. The first reader should always be acknowledged.

Text: (first text page is counted as page 1, which starts the numbering with Hindu-Arabic numerals—i.e., what used to be called Arabic numerals; continue with this numbering through the end of the document) The figures and tables are included in the text section and should appear as close as possible to the location of the first significant discussion of the illustration in the text.

References or Notes: (continue with Hindu-Arabic numerals) The reference or note list at the end of your project documents all materials cited in the text and provides the information necessary to identify and retrieve each source. References listed must be cited in the text; conversely, each reference cited must appear in the reference or note list. The actual format of your reference or note list will depend on the documentation style that you choose.

Bibliography (optional): (continue with Hindu-Arabic numerals) You may include a bibliography, formatted according to the style you have chosen, listing sources pertinent to your topic but that are not necessarily explicitly cited in your thesis.

Appendices: (continue with Hindu-Arabic numerals) Materials that supplement your text, but which are not appropriate for inclusion, may be appended. Materials should be subdivided in logical sections and listed in the table of contents.

Colored Paper: (not numbered) A piece of colored paper should be inserted between copies of your thesis when they are submitted to the Assistant MES Director's Office for binding.

## **VI. Binding Requirements**

### *Number of Copies*

The MES program requires that at least one copy of your thesis be submitted to the Assistant MES Director's Office for binding. After binding, this copy will be delivered to the Evergreen library, to be placed in the Archives and Special Collections. You might also offer to provide bound copies to your reader(s), and many students also like to have a bound copy for themselves. The costs associated with formatting, printing, and binding all copies of your thesis, including the one that goes to the library, are your responsibility.



### *Approximate Cost*

Theses are currently sent by the college to B & J Bookbinding in Corvallis, Oregon. Bound copies are lettered on the spine (author's name, program name, and the year), and on the front cover (title and author). See the Layout of Cover on Bound Copies in the Appendix for an example. Costs for binding vary depending on how many copies of your thesis you want to have bound and how many lines of print the title requires on the cover. The total cost also includes the lettering on the spine of each book and a one-time \$10.00 shipping and handling fee. As an example of total cost, 3 bound copies with a 2-line title costs *approximately* \$100.80. The actual cost for binding your project will be calculated at the time you submit final copies for binding.

### *Submitting Your Thesis for Binding*

The following are necessary steps to assure proper binding of your thesis:

1. Your thesis should be prepared in accordance with the formatting instructions described above. ***Please check each of your copies before submission to ensure that all required components are included and that the pages are in proper order.*** If your project is bound with components missing or if the page order is not correct, you will be responsible for the cost of corrections.
2. Remember that the Approval page, signed by your reader(s), must be included in each copy of your thesis. One copy of the Approval page should include original signatures and the others can be photocopies. If only one copy includes original signatures, this one should be the one that is sent to the library. An example of the Approval page is shown in the appendix.
3. Remember to include a flyleaf page (blank page) at the beginning and end of each copy of your thesis.
4. To determine the total cost of binding your thesis, fill out the Thesis Binding Order Form, a copy of which can be found in the Appendix.
5. Once you have calculated your total cost, deposit your payment at the Cashier's Office (Seminar II E-2105) into the account number supplied by the Assistant MES Director's Office. As of this writing, the hours for the Cashier's Office are 9:00am to 4:00pm weekdays. Checks should be made out to The Evergreen State College and must include your student identification number. The Cashier's Office will provide you with a receipt for your payment, and you will need to attach this receipt to the Thesis Binding Order Form.
6. With all copies of your thesis in proper order and after you have submitted your payment to the Cashier's Office, bring the following to the Assistant MES Director's Office:
  - At least 1 complete copy of your thesis. Make sure that the number of copies submitted is equal to the number ordered and that components such as the Flyleaf

pages, Title page, and Approval page are included in each. Place a piece of colored paper between each copy of your thesis.

- Payment receipt from the Cashier's Office.
- Two copies of the Thesis Binding Order Form that you used to determine the total cost. One copy will be kept for our records and one copy will be sent to B & J Bookbinding with your thesis.

#### *Deadlines and Distribution of Bound Theses*

The Assistant MES Director's Office will send off groups of theses to be bound at B & J Bookbinding. Turnaround time for binding varies from 4 to 6 weeks after mailing. Once the bound copies of your thesis arrive in the Assistant MES Director's Office, 1 copy will be forwarded to the Evergreen library and any additional copies will be held for you in our office. We are not able to mail bound copies to students.

Thesis-Essays are due, ready for signing and with binding fees paid, no later than June 15. A 16-credit Thesis is accepted at any time.

#### *Submitting a Digital Copy of Your Thesis*

The MES program requires that you submit a copy of your completed thesis in PDF format for the Evergreen library's circulating collection. Procedures for the submission of the digital thesis copy are as follows:

1. The digital thesis will be in essence identical to the bound copy in composition and formatting with the sole exception that the Approval page should not contain digital signatures, for security reasons.
2. The digital copy will be submitted in PDF format, which can be attained directly with word processing software or by scanning, using Adobe Photoshop or a compatible program and saving as an image in PDF format. *Equipment and software for this activity is available in Media Services or the Computer Center.*
3. Save the thesis on a CD or DVD-Rom or re-writable disk and return it to the Assistant MES Director. Please use the following format when saving your file: Last name\_First initial (Use both first and middle name initials if there are two or more "Smiths or Jones" in the same class with the same first initial) MESThesis 2008 (four digit year of submission). Example: Jones\_AMESThesis2008
4. Labeling
  - a. The disk will be labeled consistent with the thesis Title page. This will include full name (surname, given name, and middle name or initial), full title of thesis, the graduate program title, Olympia: The Evergreen State College, and date of submission.

- b. Labeling may be done with a labeling program or by use of a permanent marker on the label side of the disk as long as the lettering is clear and easily readable.

## 5. Submission

- a. The Assistant MES Director will hold the digital version until the bound version is returned to the College, at which time both formats will be sent to the Library's Technical Services Division.
- b. Following classification and cataloging, the bound version will be sent to the College Archive, the digital version will be uploaded to the server or server space dedicated to the Masters' Theses database and the disk will then be sent to the Archives as a backup copy.

## **VII. The Oral Presentation**

As a key part of your thesis project, you will have the opportunity to share your results with faculty, staff, and students in a public, oral presentation prior to submitting your completed thesis to the Assistant MES Director's Office for binding. The oral thesis presentation is designed to give you practice in presenting your research in a professional manner, and provides you the opportunity to demonstrate your expertise on your thesis topic. It is a celebration of your great accomplishment in completing the MES program.

### *Time Limits and Scheduling*

For the 16-credit Thesis option, your presentation should be approximately 45 minutes in length, with about 15 minutes allowed for questions. You should work with the Assistant MES Director's Office to schedule a date, time, and room for your presentation. If specific presentation equipment is needed, please let the office know, so arrangements can be made. It is best if you can schedule it at least 2 weeks in advance so that it can be adequately publicized. Also, you are asked to schedule the presentation for 4:00 p.m. on Tuesday or Thursday to allow as many interested people as possible to attend.

If you have chosen the 8-credit Thesis-Essay of Distinction option, your presentation will be scheduled with those of the other students enrolled in the Thesis-Essay Workshop near the end of spring quarter. Presentations are generally 10-15 minutes in length, with an additional 5 minutes allowed for questions. Because the Thesis-Essay presentations are scheduled one after the other, time limits are strictly enforced. Thus, presentations must be particularly concise.

### *Criteria for Judging Presentations*

Individual faculty readers determine the criteria for judging thesis presentations. It is a good idea to check with your reader in advance regarding what criteria will be used to determine if you pass the presentation phase of the thesis project.

## *Tips for Great Thesis Presentations*

Here are some ideas we have compiled to help ensure that your thesis presentation is effective:

Show your enthusiasm. You have worked long and hard on this project. The audience will appreciate this and will be interested if you convey your interest in the work.

Keep within the time limits. The audience and the speaker who follows you (if any) will appreciate this.

Don't try to cover everything in your thesis. It is understood that your thesis document is more extensive than your presentation can be. Cover key components of your work, or pick a particularly interesting section to cover. The question and answer period will give you additional time to cover pieces of your work of specific interest to the audience.

Speak slowly and breathe. You might be tempted to talk fast, particularly if your presentation is only 10 minutes long. If you can control this urge and slow things down, even pause at key points, your presentation will be more effective.

Practice your presentation. It is imperative to practice with other students or friends who can give you feedback. You'll want to practice staying within the time limits, making eye contact with the audience, and appearing relaxed and confident.

Use high-quality visual aids. The use of electronic presentation software such as PowerPoint is highly recommended. If you use overhead slides, make sure that they are clear and easy to read. Minimize text in slides, use type that is large enough to be seen from the back of the room, don't read your slides to the audience, and don't turn away from the audience to stare at the screen. Make sure you know how to operate the audio-visual equipment you will be using.

Give yourself a break. You can do this—after all, you are now an expert on your thesis topic. If you come in well prepared, relaxed, and excited about sharing your work, it will show.

## Appendix: Forms and Sample Pages

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**Graduate Program on the Environment**  
***Thesis Prospectus***

Name \_\_\_\_\_ ID Number \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail \_\_\_\_\_ Date \_\_\_\_\_

**APPROVALS (Signatures):**

\_\_\_\_\_  
**Faculty Reader** **Date**

\_\_\_\_\_  
**MES Director (Required for 16-credit thesis)** **Date**

1. Thesis option you are electing (indicate one):
  - Thesis-Essay (8-credits) (Requires enrollment in Thesis-Essay Workshop in Winter and Spring Quarters and Reader's approval of *Thesis Prospectus*)
  - Thesis (16-credits) (Requires approval of *Thesis Prospectus* by Main Reader and Director before registration)
2. Working Title of Thesis. (You are not locked into this title; its purpose is to help you identify the main point or topic of your thesis at an early stage.)
3. Provide a brief synopsis of the specific problem you are addressing in this thesis. Include an indication of the general area you are working in but make sure that you move your discussion to the specific area you intend your thesis to cover. Underline the sentence or two of your synopsis that serves as your *working thesis statement*.



6. (*Mandatory for 16-credit thesis. Optional for Thesis-Essay writers*): Indicate briefly how you have designed the process to gather new information and data. The level of detail should include reference to specific methods, time, place, equipment needed, and methods of analysis. Have you made a choice to use one possible method over an alternative? If so, indicate why. People seeking to do 16-credit theses may wish to combine Questions 5 & 6.



7. Provide a brief set of working titles for the chapters of your finished thesis. (You are not locked into these titles; their purpose is simply to help you identify the different pieces of the story that your thesis will cover.)

8. Sketch a timetable for the completion of major tasks in your thesis. Be as realistic as you can, even though you will probably need to alter this schedule as you complete the tasks. Remember that faculty readers take time to return your drafts. (Also, the final polishing and formatting of your thesis for binding will always take longer than you ever imagined!)

9. (*Mandatory for 16-credit thesis*) Provide the names of three readers who will be your Thesis Committee. The first reader and Chair must be from Evergreen. This person will be the one who, generally, works most closely with you and who will write the evaluation of your thesis project and award credit. The second reader must also be from Evergreen. The third reader is typically from outside Evergreen.

10. Provide a brief indication of why this thesis topic is important.

11. Indicate the most important references you have used to (a) identify the specifics and context of your topic, (b) help with issues of research design and analysis, and (c) provide a basis for interpretation. Use an extra page if needed, but remember that this preliminary bibliography is not intended to be exhaustive.



**[Copyright Page Layout]**

© {year} by {Your Name}. All rights reserved.

**[Approval Page Layout]**

This Thesis for the Master of Environmental Study Degree

by

{Your Name}

has been approved for

The Evergreen State College

by

[one reader for Thesis-Essay]

\_\_\_\_\_  
{Primary Reader's Name}

[check with readers regarding]  
[how they want their names listed]

Member of the Faculty

\_\_\_\_\_  
{Second Reader's (if any) Name}

Member of the Faculty/{or title for external reader}

[two more readers for Thesis]

\_\_\_\_\_  
{Third Reader's (if any) Name}

Member of the Faculty/{or title for external reader}

\_\_\_\_\_  
Date

**[Abstract Page Layout]**

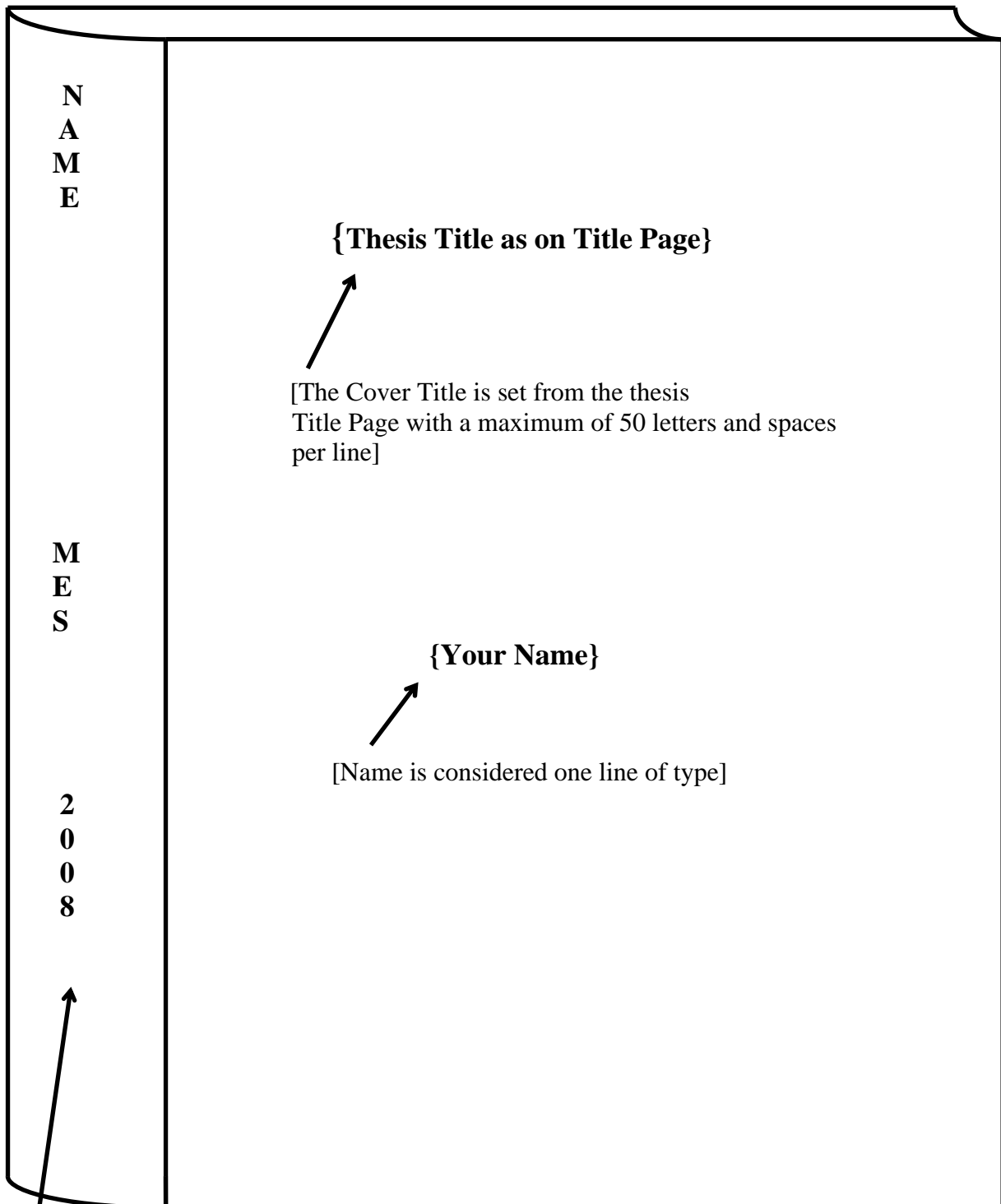
ABSTRACT

{Title of Thesis -- single-spaced  
if on more than one line}

{Your Name}

{Text: The text should be single-spaced, like this. Your abstract should be no more than 300 words, and describe succinctly your thesis, your basic findings, and conclusion.}

[Layout of Cover on Bound Copies]



[Book Spine - name, degree and year is considered one line of type]

# Thesis Binding Order Form

## The Evergreen State College Graduate Program on the Environment and B & J Bookbinding Company

Please **print** information

Student Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Evergreen Account No. **29019-52504** (MES Thesis Binding)

**PRINT GUIDELINES**

Binding Style: BASIC Lettering: BASIC, FORM B

Name on Spine & Cover: \_\_\_\_\_

Degree: \_\_\_\_\_ Year: \_\_\_\_\_

Thesis Title:

Line #1 \_\_\_\_\_

Line #2 \_\_\_\_\_

Line #3 \_\_\_\_\_

Line #4 \_\_\_\_\_

**BINDING FEES/LETTERING FEES**

**BINDING FEES**

		(each book)
1	Book	\$ 21.75
2-3	Books	\$ 21.00
4-5	Books	\$ 20.35
6-15	Books	\$ 20.00
16-24	Books	\$ 19.65
25+	Books	\$ 18.90

**LETTERING FEES**

		(per line)
1	Book	\$ 7.00
2	Books	\$ 6.70
3-5	Books	\$ 6.30
6-15	Books	\$ 5.00
16+	Books	\$ 4.40

**CHARGES**

**Binding Fees**

1. # of Books \_\_\_\_\_ X \$ \_\_\_\_\_ Basic Binding .....\$ \_\_\_\_\_

Lettering Fees (Note: Maximum 50 letters/spaces per line for the cover title)

-count your name on the cover as one line

2. Spine 1 line X \_\_\_\_\_ Books X \$ \_\_\_\_\_ per line .....\$ \_\_\_\_\_

3. Front \_\_\_\_\_ lines X \_\_\_\_\_ Books X \$ \_\_\_\_\_ per line .....\$ \_\_\_\_\_

**Other Charges**

4. Thickness (only if *over* 2" thick; max. 3") \_\_\_\_\_ Books X \$9.00 ...\$ \_\_\_\_\_

5. Shipping Charge (flat rate) .....\$ 10.00

Total Charges (add lines 1-5) .....\$ \_\_\_\_\_

Submit to Assistant Director, MES (Lab I, 3022):

- properly formatted disk with pdf version of thesis (for Library Archives)
- total amount paid (receipt from the TESC Cashier's Office MUST be attached)
- 2 copies of this binding order form
- completed, signed Faculty Approval Form
- page order must be in correct APA Format and all components are included in each copy with colored paper between copies

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_