

## **GUIDELINES FOR REES MASTER'S THESIS (revised 12/2011)**

The REES Master's Thesis should be between 40 and 60 typed, double-spaced pages, with footnotes. Previously graded work can be used for the thesis, but it must be substantially amplified, incorporating additional original research. The student must either use primary sources or a theoretical framework to organize the material in an original way. Students are expected to make revisions recommended by their readers and complete the revision process before a thesis is approved.

### ***Format***

It is recommended that the essay should be prepared in accordance with the styles described in the University of Chicago Press, *A Manual of Style*; Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*; or William R. Parker, *MLA Style Sheet*. Please discuss specific formatting issues and preferences with your thesis advisor.

### ***Procedure***

1. The student selects a graduate (700-level) seminar course, independent study, or equivalent through an appropriate department, program, or professional school. Students may elect REEES 799 or REEES 801. The course must be supervised by a thesis advisor/principal reader who is a CREES Faculty Associate. Exceptions to this rule may be granted if the student is writing on a topic for which there is no CREES Faculty Associate; such exceptions must be discussed beforehand with the CREES Graduate Student Advisor and noted in the student's file.

The advisor/principal reader will be responsible for supervising the student's progress and for suggesting revisions. In consultation with the advisor/principal reader, the student must invite a second reader, also a CREES Faculty Associate, to evaluate the thesis and recommend revisions. For students enrolled in joint or dual degree programs, the second reader need not be a CREES Faculty Associate, but should represent the professional school (in the case of a joint degree student) or the second department (in the case of a dual degree student).

2. The student will submit a "Master's Degree Thesis Acceptance Form," available from the CREES Academic Services Coordinator, to each reader. Both readers need to return this form to CREES as final acceptance of the completed thesis. It is the student's responsibility to verify that the acceptance forms have been received by the final day of exams at the end of the term in which the student expects to graduate.

3. The advisor/principal reader will submit a grade online for the student's work. Whether or not the student is permitted to receive a pass/fail or grade for the thesis is dependent upon the preference of the advisor/principal reader and department/school policy. Discuss this in advance with your advisor.

4. The student must contact the CREES Academic Services Coordinator at least one month before completion of the thesis regarding completion date, graduation date, names of readers, and research topic. The Academic Services Coordinator will monitor the evaluation process.

5. The student must submit a final version of the thesis to the CREES Academic Services Coordinator by the end of the term in which graduation is expected.

*NOTE: Students planning to write their theses and graduate in the spring/summer terms should make special arrangements well in advance to ensure availability of faculty readers.*

**Good Luck!**