

WRITING REQUIREMENTS

WRITING REQUIREMENT OPTIONS

Students must satisfy the writing requirement of their degree program as determined by individual programs subject to approval by the Graduate Council. Students may satisfy the writing requirements by completing one of the following:

- Write an approved thesis (3–6 credits)
- Write an approved seminar paper (3 credits)
- Complete a capstone experience (3 credits)

Students should consult with individual program coordinators for guidelines for meeting their program's requirement.

THESIS

The thesis may be an outgrowth of a research course or may be developed independently within the program area. The thesis will report the results of original and independent student research on a given problem or topic, by systematic and impartial methods, and will demonstrate the student's ability to use techniques customarily employed in the particular field of investigation. Although a thesis for the master's degree may not always be expected to make a significant contribution to existing knowledge, it should be a scholarly document that is accurate, verifiable, objective, and impartial.

GRADUATE PAPER

The completed thesis or seminar paper will be electronically deposited with MINDS@UW.

ORAL EXAMINATIONS

Oral examinations are required of all students who choose the option of writing a thesis. In consultation with their thesis advisors, students shall arrange an examination date. The thesis committee shall conduct the oral examination, with the thesis advisor serving as chair.

EVALUATION OF ORAL EXAMINATIONS

The oral examination will be a defense of the student's thesis. The thesis advisor will submit the committee's evaluation, in writing.

RETAKING EXAMINATIONS

On-campus students who are unsuccessful in their oral comprehensive may retake the examination after one semester. Students will not be allowed to take comprehensive examinations a third time without recommendations from their advisors, their major departments, and approval of the Graduate Council.

CHECKLIST FOR COMPLETION OF THE MASTER'S THESIS

- In consultation with the program advisor, the student proposes a committee of three faculty members. The committee normally includes the thesis advisor, one additional major department member, and one faculty member from another department. In some instances, a student may prefer a thesis advisor who is different from the program advisor assigned at the time of admission.
- Prepare a thesis proposal. Typically, the thesis proposal includes the following:
 1. An approval page to be signed by the advisor and committee members
 2. An introduction
 3. A statement of the problem
 4. Purpose of the study
 5. Hypothesis, if applicable
 6. Significance or implications of the study
 7. Assumptions necessary to undertake the study
 8. Delimitation of the study
 9. Method of approach including data sources, data gathering methods, and likely analyses
 10. General plan of organization
- If the proposed research will involve human subjects, obtain approval from the Institutional Review Board for Human Subject Research before the research is initiated.
- The thesis advisor submits the thesis proposal with signed approval page (and approval memo from the Institutional Review Board for Human Subject Research, if applicable) electronically.
- Register for "Thesis Research."
- Prepare the thesis with regular meetings with the thesis advisor.
- Submit the completed thesis electronically to the thesis advisor; the thesis advisor will submit the thesis for review to the committee.

- Thesis advisor, in consultation with the student, schedules the thesis oral examination.
- Thesis advisor certifies that the oral examination has been successfully completed. Certification is submitted and stored in the student record.
- Thesis advisor submits the completed thesis (with signatures) electronically.

SEMINAR PAPER

Unlike a thesis, the seminar paper need not be a report of original and independent research. It must demonstrate, however, the student's ability to survey a field of knowledge and assemble, organize, evaluate, interpret, and present evidence in a logical and intelligent manner. Although the seminar paper may originate from work done in connection with one of the student's graduate courses and be based upon a term paper, it must be more comprehensive and complete in coverage and treatment.

CHECKLIST FOR COMPLETION OF THE MASTER'S SEMINAR PAPER

- In consultation with the program advisor, the student proposes a seminar paper and a seminar paper advisor.
- Prepare a seminar paper proposal which should include the following:
 1. An approval page to be signed by the advisor
 2. An introduction
 3. A statement of the problem
 4. Purpose of the study
 5. Hypothesis, if applicable
 6. Significance or implications of the study
 7. Method of approach, if applicable, including data sources, data gathering methods, and likely analyses
 8. General plan of organization
- If the proposed research involves human subjects, obtain approval from the Institutional Review Board for Human Subject Research before the research is initiated.
- Advisor submits the seminar paper proposal with signed approval page (and approval memo from the Institutional Review Board for Human Subject Research, if applicable) electronically.
- Register for "Seminar Paper."
- Prepare the seminar paper with regular meetings with the seminar paper.
- Submit the completed seminar paper electronically to the seminar paper advisor for review.
- Advisor submits the completed seminar paper (with signatures) electronically.

CAPSTONE

Some programs require the completion of a capstone experience as a final project for the degree. This capstone course allows students to demonstrate their knowledge through a project that is a culmination of the experience gained in the program. Students must receive approval from their program coordinator for the capstone project.