

## **Syllabus--780: THESIS RESEARCH AND THESIS (6 credits)**

UPDATED: September, 2009

CONTACT INFORMATION The chair of the student's graduate committee is the principal contact.

### COURSE DESCRIPTION

This final course involves four stages: a thesis proposal; a rough draft of the thesis; an oral examination; and a final copy of the thesis. Participants first prepare a formal thesis proposal and submit it to their chair and committee for approval. Second, they carry out the proposed research and prepare the manuscript in a thesis format. Third, when the participant's chair is satisfied that the thesis is "in a near-final draft" and ready for oral defense it will be passed on to the other two members of the participant's committee and, with their approval, the oral exam will be held. The fourth stage is the submission of final copy that satisfies the three-professor committee's recommendations for changes required before final approval. All aspects of the research project are governed by HUGS guidelines and the research parameters of Spiritual Healing/Energy Medicine. The thesis must demonstrate mastery of a body of knowledge within Spiritual Healing/Energy Medicine. It is expected to be a minimum of 50 double-spaced typewritten pages, with proper referencing of the literature. Although it is not required that the thesis, itself, be original research (research on a topic not yet covered in the literature) to be acceptable it must demonstrate to the committee the participant's ability to conduct such original research.

RECOMMENDATION: The Formatting Template for the Doctoral Dissertation can easily be modified for use in formatting the Thesis. It is recommended that students taking 780 obtain a copy and then take advantage of the Tutorial offered on the use of this Template. Contact the Registrar for details. This Template allows for consistent formatting, automatic indexing, and insertion of tables, charts, bibliography, and end-notes.

### PREREQUISITES

Participants must complete (or be concurrently enrolled in) all academic coursework for the Th. M. degree before enrolling in this final required course.

### COURSE STAGES

- Building an effective thesis proposal;
- Carrying out the research, analysis, and exposition;
- Oral defense of the thesis; and
- Submitting final copy.

## COURSE OBJECTIVES

The cornerstone of Master's degree work, put in place after all preparatory coursework is completed, is the thesis. It may take any of several forms: quantitative, qualitative, or participatory action research, depending upon the expectations of the participant's chair and committee. In whatever form it takes, it must represent distinctive work by the participant in Spiritual Healing.

This research course is intended to guide participants through their final step towards completion of the requirements for the Th. M. degree.

## COURSE AUDIENCE

This course is closed to all except students who either have completed successfully all other academic coursework required for the Th. M. degree except for the thesis, or are concurrently enrolled in any such coursework.

## FACULTY-STUDENT COMMUNICATIONS

### ·Telephone Contacts

The semester prior to enrolling in Thesis, the student will follow the procedures for establishing a Chair and an additional two faculty members as a committee the semester. The student should initiate a telephone conference with the chair within one week of enrollment to clarify a plan of action for the course. This initial contact will permit the transmission of clear expectations for completion of all course requirements. Regular contact should be continued for the duration of the course.

### ·E-mail Communications

Frequent e-mail communications between student and instructor should be initiated and continued for the duration of the course. E-mail communication may, during active stages, require up to three or more exchanges per week.

### ·Alternative Communications

Students may send communications and materials via postal service and fax, as appropriate.

## COURSE DELIVERY STYLE

Participants maintain a close, one-to-one relationship with the chair of their graduate committee. Through their chair they also maintain a group relationship with the two other faculty members on their graduate committee. The course delivery style is as varied as the personalities of the chair and committee.

## REQUIRED COURSE MATERIALS

Participants are required to be familiar with relevant materials provided by HU on the official web site at [www.holosuniversity.org](http://www.holosuniversity.org). If changes occur during the process of completing the thesis work, participants may elect to complete their work under either the present or former regulations. Consult both the current version of the catalogue and the current version of the present syllabus on-line.

Required Style Manual:

The electronic version of the Chicago Manual of Style purchase and download from the internet: [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)

## COURSE ASSIGNMENTS

Assignment #1: Building an effective thesis proposal

Participants first prepare a formal thesis proposal and submit it to their chair and committee for approval. Design of the Research Protocol: When designing the protocol for an intervention-type research project, students are required to include 10 - 12 persons as subjects for the intervention. The need for a control group depends on the design and is usually determined by the committee. The thesis proposal has been under development since the original orientation course, and has been affected to some degree by each graduate course taken. Now, in consultation with the chair of their graduate committee, participants prepare the final draft of the proposal. As the draft is nearing completion the chair will, in consultation with the participant and the Dean of Faculty, review the tentative committee members who may have been assigned to that participant's committee, and will formally appoint the official members of the participant's graduate committee. The final draft of the thesis proposal will be review promptly by the committee and reworked until it is unanimously approved.

Assignment #2: Carrying out the research and preparation of the manuscript

Second, participants carry out the proposed research and write it up in a thesis format. On the official HUGS web site there is a set of Th.M MANUSCRIPT GUIDELINES. They are to be followed as closely as possible. Formatting requirements can be handled, in part, by using the Dissertation Template and attending the tutorial based on that Template. Any planned deviation from them must be approved by a member of the Executive Committee of HUGS.

Assignment #3: Oral defense of the thesis

Submit the final draft of the thesis for formal review by the chair. When the participant's chair is satisfied that the thesis is "in a near-final draft" and ready for oral defense it will be passed on to the other two members of the participant's committee and, with their

approval, the oral exam held. It will be a 70- to 80-minute oral examination held on a telephone conference call. The defense may cover any aspect of the thesis or any aspect of Spiritual Healing/Energy Medicine.

#### Assignment #4: Submitting final copy

The fourth stage is the submission of final copy that satisfies the three-professor committee's recommendations for changes required before final approval. Copies of their thesis or dissertation must be submitted to their chair and each committee member.

The fifth Stage involves the following procedures:

Once the candidate has passed the Final Oral Exam:

- 1. Confirmation of the student's having passed the exam is sent by the student's Chair to the Registrar with a copy to the Dean of Academics.**
2. The student is then required to send the final electronic MS Word copy (with any final changes) to the Dean of Academics and a copy of the final manuscript on a CD to the Registrar.
3. The above requirement must be fulfilled by September 1st and February 1st for those wishing to participate in the graduation ceremony. On rare occasion there may be exceptions granted for an extension, but in no case may a student participate in graduation until the Dean has received the final electronic manuscript and the Registrar has received a CD of the final manuscript. Exceptions must be granted prior to the manuscript deadline.
4. Students then send two CD copies of the manuscript to the Bindery.
5. Once students have fulfilled the above requirements they should call the Registrar and arrange for their caps, gowns, and hoods if they plan to participate in the graduation ceremony. The deadline for notifying the Registrar and ordering caps and gowns is September 1st and March 1st respectively.
6. The bound copy must arrive at the HU Office by October 1 and April 1.

**PUBLISHING THE MANUSCRIPT:** Up to this time, the Executive Committee has occasionally granted exceptions to students who requested not to publish their manuscripts on the HU website. Beginning with students who enter the program in the Fall Semester of 2009, exceptions will no longer be granted.

Beginning in September, 2009 the Executive Committee will be less inclined to approve requests not to publish on the Website.

This assures that students fulfill the normal graduate school requirement that manuscripts be published as part of the granting of the degree. Because the University has no mechanism for making the Bound copy of the dissertation, Thesis, or Essays available to the public, submitting the bound dissertation does not fulfill this requirement.

If another committee member requests a copy of the final thesis or dissertation, following final approval, it is the responsibility of the student to arrange and pay for this. This is worked out on an individual basis, and the University has no hard and fast policy

regarding provision of bound copies to faculty, except that students abide by the expectations of each member of the Faculty Committee.

Contact information for the prescribed bindery and other details are provided on the University Web site in the site map guide under : Resources: Text and Bindary

#### COURSE COMPLETION TIMETABLE AND CONTINUOUS ENROLLMENT

Enrollment in 780 may commonly spread over two or more semesters. Once a graduate student in HUGS reaches the thesis stage, enrollment in thesis or dissertation at least quarter time is required each semester until all the degree requirements are fulfilled. A grade of Satisfactory or Unsatisfactory will be assigned by the participant's chair to any semester in which the course is not completed.

#### COURSE EVALUATION

At the end of the oral defense a tentative grade of Honors, Pass, or Fail will be assigned. That tentative grade becomes a final grade once the final copy is submitted and all degree requirements except thesis have been fulfilled. If the oral defense is not held during the first semester in which participants enroll in 780, then the final grade replaces any 780 grade of Satisfactory or Unsatisfactory assigned previously. Thesis research and defense requires approval by two of the three examining members.