

# METHODIST THEOLOGICAL SCHOOL IN OHIO

## PROPOSAL FOR MTS THESIS PROJECT

Note: Attach additional pages as required. Petitions with insufficient information, detail, or precision will be denied.

Date \_\_\_\_\_ Term & Year of Proposed Study \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Initial

E-mail \_\_\_\_\_ Phone # \_\_\_\_\_

MTS Concentration Area \_\_\_\_\_ # Credits Completed \_\_\_\_\_  
(Bible, History, or Theology/Ethics)

GPA \_\_\_\_\_ Course Number \_\_\_\_\_ 600  
Note: Students must have a cumulative GPA of 3.3 or higher to pursue the thesis option. (HB, NT, CH, CT, or CE)

**THESIS TOPIC** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**FACULTY SUPERVISOR** \_\_\_\_\_

**SECOND READER** (named by the Academic Dean) \_\_\_\_\_

### **ADDITIONAL ATTACHED PAGES WILL BE NECESSARY FOR THE FOLLOWING:**

1. **DESCRIPTION OF THE RESEARCH PROJECT** (e.g., proposed development of the project, a preliminary outline of the issues, specific areas of study)
2. **BIBLIOGRAPHY** (In the process of the research additional bibliography will most likely be added to this initial listing. This initial bibliography, however, should identify foundational sources. The quality of the bibliography is one of the primary indicators that the student is ready to begin such a research project.)

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved by: Faculty Supervisor** (for thesis) \_\_\_\_\_ **Date** \_\_\_\_\_

**Faculty Adviser** \_\_\_\_\_ **Date** \_\_\_\_\_

**Academic Dean** \_\_\_\_\_ **Date** \_\_\_\_\_

## (GUIDELINES ON BACK)

### GUIDELINES FOR THE MASTER OF THEOLOGICAL STUDIES THESIS (HB 600, NT 600, CT 600, CE 600, OR CH 600)

**PURPOSE:** The purpose of the thesis project is to provide an opportunity for the student to engage in serious research in a focused area: to develop, in consultation with a faculty adviser, a research strategy, to demonstrate a mastery of some of the major sources and of significant issues in that area of study, and to articulate a coherent summary of that work with reasoned conclusions drawn from the study. It assumes previous concentrated study in the area of specialization. The student will work with a primary faculty supervisor in the course of the study. In addition, the completed thesis will be reviewed by a second reader. The thesis is graded pass/fail. **A GPA of at least 3.3 is required for participation in this program.**

**PROPOSAL:** The topic for the thesis should normally be identified in the second semester of the program, thereby allowing the student to structure future classes around that topic (whenever possible). In any case, the topic must be identified early in the semester prior to enrolling for the thesis course. The form for the thesis proposal can be obtained from the Office of the Registrar. Proposals are normally 2-3 pages in length. A significant part of the proposal is the proposed bibliography. A thesis proposal must be approved by the faculty thesis supervisor, the student's faculty adviser, and the Academic Dean, and **submitted to the Registrar one week before the beginning of the term** during which the student is enrolled for the thesis. At the time of approval the Academic Dean will assign a secondary reader, list that person on the form, and notify the student and the thesis supervisor of the selection. Copies of the approved proposal will be sent to the student, the supervisor and the secondary reader.

**LENGTH AND FORMAT:** The thesis itself will normally be 40-50 pages in length (double-spaced), including citations and bibliography. The thesis is to be presented in Arial or Times New Roman font, 12 point, with the left margin 1.5" and all other margins 1". Page numbers should be placed top right. Footnotes are to be used (not endnotes or in-text notes). The formatting of footnotes and bibliography should conform to The Chicago Manual of Style. The thesis should include a title page, an approval page for the signatures of the primary and secondary readers and the Academic Dean, table of contents, at least section headings, a bibliography of works cited and a bibliography of works consulted.

**TIMELINE & CONSULTATION WITH THE THESIS SUPERVISOR:** Your thesis supervisor will provide you with a timeline to follow. The process usually begins in the fall, with actual thesis registration in the following spring semester. Normally the student will consult with the supervisor at least four times in the process of research and writing. Additional meetings may be scheduled, as well as conversations with the secondary reader or other faculty--as faculty are able and willing.

**THESIS COLLOQUIUM:** Approximately two weeks after submitting a finished draft of the thesis the student will schedule a colloquium with the two readers. (Others may be invited by the students, at his/her choice.) This is not to be understood as a "defense" of the thesis, since the assumption is not that original work will have been produced. It is intended to provide an opportunity for the student to discuss the work of the term and the thesis itself with faculty (and others), as a way to provide a fitting closure to the process.

**COMPLETION DATES:** A penultimate draft (i.e., a finished project, though still open to minor additions and/or changes) must be in the hands of the readers **no later than three (3) weeks before the end of the term** in which the student anticipates graduation. The thesis colloquium will be scheduled by the student with the two readers normally during the last week of the term.

MTS students may have six calendar months from the end of the thesis completion term to complete a thesis, and must pay a continuation fee equivalent to the cost of one credit hour of enrollment.

Following approval by the primary and secondary readers and the Academic Dean, the student will present an unbound and signed copy of the thesis to the Director of the MTSO Library, along with payment for binding services. A signature page template is available from the registrar.