

APPENDIX A  
GRADUATE COMMITTEES

GRADUATE COMMITTEES

The following are suggested duties and responsibilities of the Graduate Committees.

### ***Graduate Program Coordinator***

This is a program-level position. The graduate program coordinator is given a minimum of 4 credits of release time to complete these duties. These credits may be negotiated for new programs based on work load needs.

- Recruitment of potential students and marketing of program
- Review applications and admit all students to the graduate program(s)
- Coordinate and implement graduate student orientation
- Review graduate faculty status applications and make recommendations to program-level Graduate Committee (both tenure-track and adjuncts)
- Initiate revisions to the program and updates to program policies
- Review and update program & procedures to meet accreditation standards and university graduate policy guidelines
- Coordinate and monitor student-related activities (i.e. assignment of advisors, retention)
- Review and approve formatting & content for culminating projects/theses
- Hold additional office hours
- Complete graduation clearances for graduate students.
- Select and oversee activities of Graduate Assistants
- Sit on program-level and college-level Graduate Committees
- Sit on University Graduate and Professional Council or assign representative.

### ***Graduate Committee (Program or Department Level)***

This committee reviews materials and make recommendations to the general department level faculty. This committee meets monthly or on an as-needed basis and reports to the department faculty. Committee membership should consist of tenure-track faculty teaching in the graduate program.

- Establish and implement all graduate program policies
- Approve unit action plans for the graduate program(s)
- Review and approve credentials for graduate faculty status (both tenure-track & adjunct)
- Review and approve all course changes or updates to the core of the graduate program and make recommendations to the department or college curriculum committee
- Review and approve course changes within emphasis areas of the program
- Formulate additional criteria for admission to the graduate programs

- Recommend approval of new graduate degrees and/or programs to the college Graduate Committee and to the Dean
- Monitor retention of students at the graduate level
- Serve as the Academic Review Panel for matters of academic integrity
- Establish criteria to select, award, and monitor graduate assistantships consistent with the established University policy
- Develop procedures for the thesis

### ***College Level Graduate Committee***

This committee serves to coordinate graduate issues within the college. Membership consists of the Graduate Program Coordinators from each program within the College, the assistant/associate dean, and other representatives from programs within the college.

- Review graduate curriculum proposals with recommendations to the Dean.
- Initiate, review, and update general graduate level college policies and issues
- Serve as the Academic Review Panel for matters of academic integrity

APPENDIX B  
FORMATTING INSTRUCTIONS

## Thesis Format Instructions

Completion of the thesis demonstrates the ability to address an intellectual problem of the students' interest and, at the same time, allows the student to refine a range of intellectual skills acquired at the master's level. It is also expected that the project will reflect a significant contribution to the discipline area and provide a permanent record of accomplishment. The following guide discusses formatting requirements for all theses. Individual committees will decide the appropriate content and order of chapter text. It is the candidate's responsibility to be familiar with the guidelines set forth.

Prior to beginning any research that includes human or animal subjects, a student must submit a proposal to the institutional review board. Students desiring to utilize surveys, experiments, etc. using human subjects must contact the **Human Subjects Review Committee**. Students desiring to utilize surveys, experiments, etc. using animals must contact the **Institutional Animal Care & Use Committee**.

### Format

The format for the research document includes the following sections in the order that they appear below. Depending on the project, certain sections may not be needed. These areas should be skipped and the next applicable section should be utilized (i.e. if there are no illustrations or symbols, the format order would read...List of Tables, List of Figures, Text).

1. Title Page
2. Copyright Page (Optional)
3. Approval Page
4. Library Approval Page
5. Abstract Page
6. Dedication Page (Optional)
7. Acknowledgments Page (Optional)
8. Table of Contents Page
9. List of Tables Page
10. List of Figures Page
12. List of Illustrations
12. List of Symbols
13. Text
14. References
15. Appendices
16. Index (if any)

## **Title Page**

Each thesis submitted must have a full title page. The page will show the title, the authors' full name, the degree to be conferred, the university, department, college in which the degree is earned, and the month and year of approval. Margins for the title page and the entire document are left--1.5 inches; right, top, and bottom--1 inch. Also, the title should be in all capitals. See Appendix A for a sample title page.

## **Copyright Page (optional)**

Copyright is the legal right of an owner of created material to control copying and ownership of that material. Authors of research documents who wish to protect their writing through copyright may do so. A student may file a claim to copyright by corresponding directly with the United States Copyright Office, Library of Congress, Washington, D.C. 12540 or calling the Copyright Office at (202) 707-3000. Application forms may be ordered or questions answered by calling the Forms Office at (202) 707-9100. Contact the copyright librarian at FLITE.

The Copyright symbol (©) should appear with the year and your name centered between the margins on the lower half of the backside of the title page. Below the copyright line, include the statement "All Rights Reserved".

©20-- Kelly Taylor Smith  
All Rights Reserved

## **Approval Page**

Three "original" research documents are to be presented to the committee for signature. The three original signature pages are for the bound copies, two for the library, and one for the Department. Departments may require more than one bound copy. You may want to submit another approval page if you are planning to have a bound copy for yourself. The title and the author should be centered the same way as the title page. Again, the title should be capitalized. Each college and/or department college may develop their own approval process. Although a sample approval page is provided in Appendix B, check with the thesis committee to see who will be signing this page.

## **Library Release Page**

The library release page allows Ferris State University to make your document available to the general public. The title of the page should be 2 inches from the top and centered stating "Ferris State University" on one line, "Master of Science Thesis" (or specific title of degree obtaining) on the next line, and Library "Approval and Release"

on the following line. Skip five lines and center the title of the Thesis in capital letters. In the center of the page the following text should appear:

"I, name of author, hereby release this thesis as described above to Ferris State University with the understanding that it will be accessible to the general public. This release is required under the provisions of the Federal Privacy Act."

Skip seven lines and tab to center of document, and place a line with Master's Candidate underneath. Double-space and place a line with Date underneath. Sign your name and the date in black ink. (See Appendix C)

### **Abstract Page**

The major purpose of the abstract is to provide information that will enable someone to decide whether to read the complete work. The following information is usually included:

1. A brief description of the problem.
2. A description of methods, techniques, and data used.
3. The major finding(s) of the study.

The page numbers before the text are in roman numerals. The abstract page is the first page to be numbered, but as iii. All roman numerals should be centered between the left and right margins, and 1 inch from the bottom of the page. The title of the page, ABSTRACT should be in all capitals and centered between the left and right margins, and 2 inches from the top. The abstract should not exceed 300 words and must be double-spaced. A sample is provided in Appendix D.

### **Dedication and Acknowledgments**

These pages are optional, although most documents have a brief paragraph acknowledging the contributions of committee members, friends, and family members who supported the students' research. Acknowledgements should be capitalized and should appear centered between the left and right margins, 2.0 inches from the top. Text should begin two spaces after the word Acknowledgments.

The dedication page is separate from the acknowledgment page. If included, the dedication text should be *centered* between the left and right, and between the top and bottom margins; it should also reflect a professional nature. Do not include the title Dedication on the dedication page.

## **Table of Contents**

The Table of Contents reflects the material contained within the document. All entries and page numbers must correspond exactly as they appear in the text. The heading TABLE OF CONTENTS is centered between the left and right margins, 2.0 inches from the top of the page. The listing begins one double space below and even with the left margin. Leader dots are placed from the end of each listing to the corresponding page number. All major titles are typed in capital letters exactly as they appear in the text. The first letter in all subtitles is capitalized except articles, conjunctions, and prepositions of four or fewer letters. When a title or subtitle exceeds one line, the second and succeeding lines are single-spaced and indented two spaces. Double-spacing is used between major titles and between each major title and its subtitle (CISM, 1995, p. 17). For guidance, see the sample in Appendix E.

## **List of Tables, Figures, Illustrations, Symbols**

The captions and numbers of each table, etc. constitute the material to be included in this section. The heading LIST OF TABLES is centered two inches from the top of the page followed by a double space. Capitalize the first letter of each word, except prepositions in captions for tables. Leader dots are placed from the end of each caption to the page number and the word "page" appears above the row of page numbers (CISM, 1995, p.18). Refer to Appendix E for a sample.

## **Chapters**

Opening pages of chapters must begin 2.0 inches from the top of the paper. The title of the chapter should be placed four spaces below the chapter number and the type text should begin four spaces after the title.

## **Untexted Extensions and Referenced Materials**

Untexted extensions (i.e. footnotes, endnotes) must follow a standard style as specified by the department, college, or unit of origin. The heading should be placed 2.0 inches from the top of the paper, centered between the left and right margins.

## **References**

References are those works cited in the manuscript. Check the style manual for different rules regarding books, papers, journals, interviews, etc. The heading REFERENCES (or heading required for style) should be placed 2.0 inches from the top

of the paper, centered between the left and right margins. Note: Theses, projects, and policy papers must not include material restricted from publication.

## Appendices

Each appendix should have a title page that lists the letter of the Appendix and the title of what is contained. Reference to the appendix is made within the text. The appendix title pages are not numbered but are counted in numbering consecutively. Appendix letter and title should be capitalized and centered in the middle of the page between the top, bottom, left and right margins. There should be a double space between the word APPENDIX & letter and the title (see examples in the appendix).

## Mechanical Requirements

1. *Paper*--Paper is to be 8-1/2" x 11". Charts, graphs, tables, etc. should be reduced to meet this specification. Because the thesis will be placed in the university library, it must be typed, error-free, on "archival quality" paper. The paper should be white, unlined, at least 25 percent rag or cotton content, low acidity ("acid free" or "low acid", as tested) and at least 20 pound weight. Use of erasable paper is unacceptable. Use only one side of the paper.
2. *Equipment*--The research document should be prepared on a personal computer. Before beginning preparation of the final draft, determine that the hardware and software are capable of meeting format requirements for margins, pagination, and spacing. Quality of print must be legible and provide readable photocopies in clearness and content. Dot matrix print is unacceptable.
3. *Print*--The manuscript must be printed in black. The type should be 12 point and the font should be a common style (i.e. Times New Roman or Courier) rather than unusual style such as cursive or Italics.
4. *Spacing*--The document is to be double-spaced. Triple or Quadruple spacing can improve the appearance and readability and is judiciously permitted before and after tables or figures and before subheadings or footnotes.
5. *Style*—As a university standard, each approved graduate program must use either the current edition of the American Psychological Association (APA) or the current edition of the publication style that is the national standard for their field. If more than one style is acceptable, the department graduate committee must choose only one style for all forthcoming theses/projects. All thesis documents must use the exact format listed in the university guidelines for the Title Page, Copyright Page, Approval Page, Library Approval Page, Dedication &

Acknowledgments pages, Table of Contents Page, List of Tables, Figures, Illustrations, or Symbols Pages, the first page of each chapter, and the Appendices pages.

6. *Margins*--Due to binding, margins must allow for ease of binding and reading of the work. The left margin must be 1.5 inches. The top, right, and bottom margins must be 1.0 inch. Text may be justified or not at the discretion of the author and the committee, but this must be consistent within the document.
7. *Pagination*--Preliminary pages prior to the text are in roman numerals beginning with the Abstract (iii). Roman numerals are centered on the bottom of the page. The text, beginning with Chapter 1, is numbered consecutively with Arabic numbers. Placement of the numbers is according to the departmental style. The first page of each chapter is not numbered, but counted. Numbering should appear on the second page of the chapter. Only the number should be used, do not write Page. The back matter pages are also numbered consecutively from the last page of the text with Arabic numerals. The first page of references and title pages of each appendix are counted, but not numbered.
8. *Charts, Figures, Tables*--Lettering for drawing charts and figures must be done in black, permanent ink. Computer-generated charts and figures are preferred. Guidelines should follow departmental style. Each can be placed within the text or, if too large, on the page immediately following.
9. *Photographs and Illustrative Materials*--Mounting of photographs, drawings, or other illustrative materials onto pages of the research document must be accomplished to assure permanent adherence. Materials should be mounted with heat-fixed adhesive paper or with permanent bonding spray adhesive.
10. *Corrections*--A few clean erasures or ink removal are permitted. Correction fluids, correction tapes, and correction strips are not acceptable means of correction.
11. *Permissions*--When using substantial portions of work from another person(s), written permission should be obtained from whomever owns the copyright of the matter quoted. For example, if you plan to use a diagram from a copyrighted work, permission must be obtained.
12. *Format Approval*--Prior to having the committee sign the approval page, the student must turn in the original document to the graduate program coordinator or department head or chair for format approval. Any revisions must be made and approved by the coordinator. Once the format has been approved, the student may have the thesis approval page signed.

## Thesis Binding Requirements

### *Forms -*

You will be required to submit to the Office of the Dean of the Library four original copies of a Thesis/Electronic/Capstone Project Approval & Release form (used to comply with the Federal Privacy Act) along with the signed approval pages and completed document as proof that your thesis is "official" and meets all University thesis/electronic/capstone project publication standards. Likewise, your signature must appear under the release statement. In addition, a Submission Form must accompany your thesis, electronic, or capstone project.

### *Binding -*

You are responsible for the binding of three copies of your completed thesis. One for the department where you are earning your degree, and two (one housed in University Archives and the other in the Library's circulating collection) for the University Library. You may wish to have a copy bound for yourself. Programs may require an additional copy for the committee chair.

### *Fees -*

Students should check with the Office of the Dean of the Library for current charges.

### *Process -*

To finalize your work, simply follow these procedures:

1. Complete the Thesis/Electronic/Capstone Project Submission Form.
2. Package the copies of your thesis for the bindery. To meet bindery specifications, separate each copy with a sheet of colored paper. Use either a sturdy box or envelope.
3. Turn in the packaged copies of your thesis including the Approval & Release forms, copies of your written permissions described under the "Copyright" section, and check or money order (currently made out to Binding Unlimited) for the amount of the bound copies. If you live out of Big Rapids, include an address label to where you want your copy(ies) mailed.

Questions regarding preservation and/or binding should be addressed to the Library's Binding/Conservation Officer or the University Archivist.

Students should check the FLITE Web page (<http://library.ferris.edu/library>) for additional information.

Sample Appendix page

APPENDIX A

TITLE PAGE

Sample title page

TESTING AIDS EDUCATIONAL METHODS FOR INMATES

by

Joy Taylor Smith

This thesis is submitted in partial fulfillment of the requirements for the degree of

Master of Science in Administration of Criminal Justice

Ferris State University  
School of Criminal Justice  
College of Education and Human Services

May, 2---

1.0 inch

All capital letters

Legal name according to university record

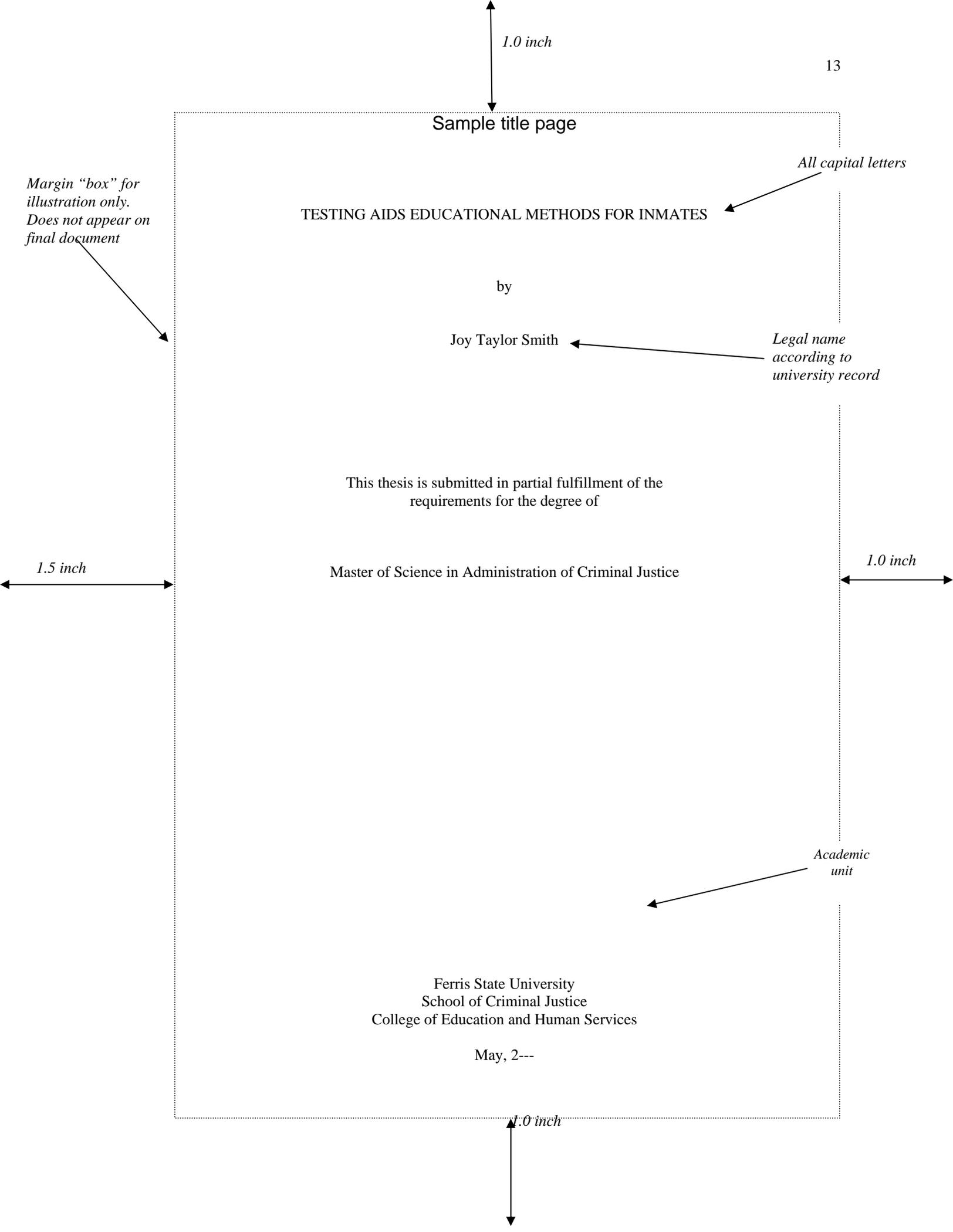
1.0 inch

Academic unit

1.0 inch

1.5 inch

Margin "box" for illustration only. Does not appear on final document



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May, 2---

Sample Appendix page

**APPENDIX B**  
**APPROVAL PAGE**

Sample Approval page

TESTING AIDS EDUCATIONAL METHODS FOR INMATES

by

Joy Taylor Smith

Has been approved

May, 2---

APPROVED:

\_\_\_\_\_,Chair

\_\_\_\_\_,Member

\_\_\_\_\_,Member

Supervisory Committee

ACCEPTED:

\_\_\_\_\_  
Director, School of Criminal Justice

Sample Appendix page

APPENDIX C  
LIBRARY APPROVAL FORM

Sample Library Release page  
Ferris State University  
Master of Science in Criminal Justice Administration Thesis  
Library Approval and Release

TESTING AIDS EDUCATIONAL METHODS FOR INMATES

I, name of author, hereby release this Thesis as described above to Ferris State University with the understanding that it will be accessible to the general public. This release is required under the provisions of the Federal Privacy Act.

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Date

Sample Appendix page

APPENDIX D

ABSTRACT

## Sample Abstract page

### ABSTRACT

This research study explores the most effective programming methods of AIDS education for inmates. It is geared toward the jail setting, where correctional administrators are faced with a high turnover of inmate population. This requires educational methods to be effective without being overly burdensome. The National Institute of Justice has published several documents stating that live education is superior to video education in disseminating information about AIDS to inmates. The following pilot study tested this hypothesis so that the results could provide a strategic basis in planning correctional AIDS programs. Through the use of pre and post testing methods, t-tests and ANOVA show no statistically significant difference between the two testing groups (live education v. video education) and a control group.

Sample Appendix page

APPENDIX E

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## Sample Table of Contents

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*Sample Chapter page*

CHAPTER 1

INTRODUCTION OF AIDS AND ITS EFFECTS ON CORRECTIONS

In the period of October, 1980 through May, 1981, five young men were diagnosed as having pneumocystis carinii pneumonia. “Because pneumocystis pneumonia in the United States is almost exclusively limited to severely immunosuppressed patients, it caused great concern with the health community and the Center for Disease Control (CDC) (Morbidity and Mortality Weekly Reports, 1981). Each case exhibited several symptomatic and recurrent infections or illnesses. Within months, the CDC was seeing more cases of pneumosystis carinii (a parasitic opportunistic infection of the lungs) as well as several cases of Kaposi’s Sarcoma (a cancer of the connective tissue in the skin which normally was only being seen in older men) (MMWR, 1981). Although most of the first cases were homosexuals, it soon became apparent that it was not exclusive to this group. Intravenous drug users, hemophiliacs, heterosexuals, blood transfusion recipients, and newborns were also being stricken by this mysterious disease.

The medical and research community spent much time and effort locating the cause of these devastating diseases that killed most of their victims. The Pasteur Research team in France isolated a virus, which it referred to as LAV. About the same time, Dr. Robert Gallo of the United States isolated the same virus and referred to it as