



**JUDITH HERB  
COLLEGE OF EDUCATION**

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THE UNIVERSITY OF TOLEDO

# Master's Student Handbook

*Shaping the Future of Education for an Ever-Changing World*

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## TABLE OF CONTENTS

The Judith Herb College of Education.....	3
Master’s Degree Programs .....	3
Master of Education.....	3
Licensure and Master’s Programs (LAMP).....	4
Admission.....	4
What to submit with your application .....	5
<b>Admission to-do list</b> .....	6
Request for Change of Graduate Program .....	6
Request to Add a Graduate Certificate.....	6
Application for Graduate Re-admission.....	6
Getting Started in a Graduate Program .....	6
Online Access .....	6
Faculty Advisors .....	7
Graduate Student Resources .....	7
Registration.....	7
<b>Getting started to-do list</b> .....	8
Coursework.....	8
Plan of Study .....	8
Completing Coursework.....	8
<b>Coursework to-do list</b> .....	9
Plan of Study Changes.....	9
Culminating Experience and Graduation .....	10
Master’s Research Seminar .....	10
Master’s Project.....	12
Master’s Thesis .....	13
Master’s Internship Experience .....	15
Graduation .....	15
<b>Culminating experience and graduation to-do list.</b> .....	15
Master’s Committee Changes.....	16
Repeating a Defense .....	16

## THE JUDITH HERB COLLEGE OF EDUCATION

The mission of the Judith Herb College of Education is to prepare educators, instructional leaders, and scholars who are capable of constructing and sustaining effective learning environments through the development and practice of innovative educational theories and pedagogical practices.

The Judith Herb College of Education is fully accredited by the Council for the Accreditation of Educator Preparation (CAEP).



This Master's Student Handbook is one of many resources for graduate students in the Judith Herb College of Education. Students should also refer to the Judith Herb College of Education Graduate Student Catalog and the resources of the College of Graduate Studies at The University of Toledo. Policies described in these additional resources and by The University of Toledo supersede the information in this Master's Student Handbook.

## MASTER'S DEGREE PROGRAMS

The Judith Herb College of Education offers a range of programs and concentrations for students interested in master's level study. Students select a program and concentration based on their interests and career goals.

### Master of Education

Master's programs in education are designed for students who hold a bachelor's degree and wish to advance their knowledge in an educational specialization.

**Master of Education (M. Ed.) in Career-Tech Education:** For students seeking or who hold licensure for teaching in an approved career-tech workforce development program. Pathways include agriculture, health careers, business, family and consumer science careers, marketing, or career-technical.

**Master of Education (M. Ed.) in Curriculum and Instruction:** For students interested in developing greater expertise in developing curriculum, designing instruction, assessing, and understanding the needs of learners.

**Master of Education (M. Ed.) in Early Childhood Education:** For students interested in developing greater expertise in the theory, research and practice of working with young children.

**Master of Education (M. Ed.) in Educational Psychology:** For students interested in the study and application of the psychological dimensions of education including teaching, learning, and human development.

**Master of Education (M. Ed.) in Educational Research and Measurement:** For students interested in developing expertise in the theoretical foundations, design, execution, and interpretation of applied quantitative and qualitative research.

**Master of Education (M. Ed.) in Educational Technology:** For students interested in becoming specialists in the field of educational technology in positions at school, district, college and university levels as well as non-academic environments in industry.

**Master of Education (M. Ed.) in Educational Theory and Social Foundations:** For students interested in exploring issues of democracy, peace, and social justice in institutions throughout society, including, but not limited to, PreK-12 schools and institutions of higher education.

**Master of Education (M. Ed.) in Higher Education:** For students interested in becoming leaders who will shape the future of American public and private higher education.

**Master of Education (M. Ed.) in Special Education:** For students interested in the areas of early intervention, preschool special needs, high incidence conditions (e.g. learning disability, mental retardation, emotional disturbance), severe disabilities (e.g. physical, cognitive and social-emotional), transition, and behavior disorders.

### Licensure and Master's Programs (LAMP)

These master's programs are designed for students who hold a bachelor's degree and wish to earn an initial Ohio teaching license at the graduate level in conjunction with a master's degree.

**Master of Education (M. Ed.) in Art Education:** Students in this program earn a master's degree and an initial Ohio educator license for grades PreK through 12 in the visual arts.

**Master of Education (M. Ed.) in Early Childhood Education:** Students in this program earn a master's degree and an initial Ohio educator license for grades PreK through 5.

**Master of Education (M. Ed.) in Educational Administration and Supervision:** For students interested in developing as instructional leaders who can use data for school improvement to enhance PreK-12 student learning. Students are prepared for practice by mastering knowledge, practicing skills, and developing moral and ethical standards for leadership.

**Master of Education (M. Ed.) in Middle Childhood Education:** Students in this program earn a master's degree and an initial Ohio educator license for grades 4 through 9 in two content areas. Options include reading/language arts, mathematics, science, and social studies.

**Master of Education (M. Ed.) in Secondary Education:** Students in this program earn a master's degree and an initial Ohio educator license for grades 7 through 12 in one content area or PreK through grade 12 in one world language. Content area options include English language arts, mathematics, chemistry, Earth and space science, life science, physics, integrated science, or social studies. World language options include Chinese, French, German, or Spanish.

**Master of Education (M. Ed.) in Special Education:** Students in this program earn a master's degree and an initial Ohio educator license as an intervention specialist for grades PreK to 12 in mild/moderate or moderate/intensive.

**Master of Music Education (M.M.E.) in Music Education:** Students in this program earn a master's degree and an initial Ohio educator license for grades PreK through 12 in music.

## ADMISSION

To apply for admission to master's programs at The University of Toledo and The Judith Herb College of Education, applicants should follow the procedures outlined on the [College of Graduate Studies \(COGS\)](#) website. Prospective students must [apply online](#) directly to the College of Graduate Studies.

To be accepted into a master's program in The Judith Herb College of Education, prospective students must meet the following requirements.

- Admission to the College of Graduate Studies

- A bachelor's degree from an accredited college or university

Additionally, for prospective students interested in a Licensure and Master's Program (LAMP):

- An overall grade point average (GPA) of at least 2.7 on a 4.0 scale in all undergraduate work

Current admission criteria, specific to each program, can be found in the [Graduate Catalog](#).

**Direct Admission.** JHCOE offers direct admission for students who have earned a bachelor's degree in any major at the University of Toledo with a minimum GPA of 3.0 for the following master's programs.

- Master of Education in Curriculum and Instruction
- Master of Education in Educational Psychology
- Master of Education in Educational Research and Measurement
- Master of Education in Educational Technology
- Master of Education in Educational Theory and Social Foundations
- Master of Education in Higher Education

## What to submit with your application

Prospective students must apply online directly to the [College of Graduate Studies](#). Students will need to submit these materials:

- An [online application](#) for graduate school admission
- Official copies of all undergraduate and graduate transcripts, including credits and degrees earned
- A Statement of Purpose that describes the applicant's background and goals as well as the importance of the selected master's program in achieving these goals (when required by program)
- For the M.Ed. in Early Childhood or Special Education: Goals and Background Worksheet
- For the M.Ed. in Middle Childhood or Secondary Education: Coursework Review Worksheet
- Professional letters of reference describing the applicant's potential for successfully completing a master's program (one to three letters as required by the program)
- A non-refundable application fee

**International Students.** For international students, there are additional materials required to demonstrate financial support and immigration status. International applicants should consult with representatives from the College of Graduate Studies and the Center for International Studies and Programs early in the application process.

**Admission Decisions.** Completed applications, including all submitted materials, are forwarded to the program in which the student wishes to study. Application materials are reviewed by faculty, the Chair, and the Associate Dean of the College. Recommendations are forward to the College of Graduate Studies for a final decision. Students are then notified of the admission decision by mail.

**Graduate Assistantships.** The Judith Herb College of Education has a limited number of graduate assistantships available each year. These positions provide students with the opportunity to work closely with faculty in their area of interest as well as financial support. In addition, assistantships funded by externally supported research projects may be available. To apply, submit a letter of interest and a curriculum vitae or resume to the department.

### *Admission to-do list*

1. Select a program that matches your interests and career goals.
2. Upload your **application** materials online at the College of Graduate Studies.
3. Check the status of your application online to make sure your application is complete.

### **Forms to submit**

*Graduate Online Application at: [apply.utoledo.edu](http://apply.utoledo.edu)*

## Request for Change of Graduate Program

Students currently enrolled in a graduate program may request to change their graduate program. For example, students may request to change from a master's to a doctoral program in the same area of study or may request to change to another program of study. A request to change a graduate program serves as an application to the proposed graduate program. Therefore, students should contact an advisor for the proposed graduate program to determine what application materials will be required. In most cases, a new Statement of Purpose should be submitted with the program change request. Other materials may be required by the proposed program. The **Request to Change Graduate Programs** form is available online through the myUT portal or on the College of Graduate Studies website.

## Request to Add a Graduate Certificate

Students currently enrolled in a graduate program may request to add a graduate certificate to their degree program. A request to add a graduate certificate serves as an application to the proposed certificate program. Therefore, students should contact an advisor for the proposed certificate program to determine what application materials will be required. The **Request to Add a Graduate Certificate** form is available online through the myUT portal or on the College of Graduate Studies website.

## Application for Graduate Re-admission

Students who have not enrolled for two or more semesters, not including summers, may need to apply for re-admission to their program. Students should work with their graduate program advisor to complete the readmission process.

## GETTING STARTED IN A GRADUATE PROGRAM

Getting started as a new master's student includes setting up UToledo online access, meeting with your advisor, becoming familiar with informational resources for graduate students, and registering for courses.

### Online Access

**UTAD Account.** One of the first tasks for new students is to activate their online account with The University of Toledo. Every student will be given a rocket number and UTAD username. This information along with directions for setting up a UTAD account will be in the welcome letter from the College of Graduate Studies.

**Email.** Every student will have a university email account. This is the official form of communication used by students, faculty, and staff at The University of Toledo. Official notices and other important information will be sent via university email. Students should use and frequently check their university email.

**myUT.** myUT is the university portal for academic information and services. Students will find information about their courses, registration, forms, and other information on myUT. The login for myUT is on UToledo's main website.

**IT Help Desk.** Students can find information regarding accounts and other technology services on UToledo's [Information Technology](#) website. There is also a help desk link and phone number for specific questions.

## Faculty Advisors

Students are assigned a faculty advisor based on their program and individual interests when they are admitted into a graduate program. This faculty advisor assists students in getting started in their program. Students should contact their advisor before they register for their first semester of classes.

## Graduate Student Resources

**Judith Herb College of Education (JHCOE).** This handbook is one resource for students to guide them through a master's program. JHCOE policies, forms and other information are available on the College webpage for [Graduate Student Academic Information](#).

**myUT.** College of Graduate Studies forms are available under the Graduate tab on the myUT portal. This tab also has links to resources for master's students from orientation to graduation.

**College of Graduate Studies (COGS).** The policies and procedures of the College of Graduate Studies (COGS) apply to graduate students in JHCOE and supersede JHCOE policies. Policies and procedures, such as Academic Standards, Academic Dishonesty, and Academic Grievance are posted on the [COGS References and Resources](#) page and in the COGS Graduate Student Handbook. The COGS [Academic Program Forms](#) page also has links to many of the forms needed by graduate students from application to graduation. Information of interest to graduate students such as information about scholarships, graduate faculty, and graduation is available on the COGS website.

**Graduate Student Association (GSA).** The [Graduate Student Association](#) is a student led organization for graduate students. Search for graduate student association on UToledo's website.

**The Writing Center.** The [Writing Center](#) is in the lower level of Carlson Library. Students can schedule an appointment online on the Writing Center website. Search for writing center on UToledo's website.

**Carlson Library and Librarians:** [Carlson Library](#) has many resources available online including research databases and online journal. Three librarians are designated as specializing in supporting student and faculty in education. Search for library on UToledo's website.

**Counseling Center:** The [Counseling Center](#) is UToledo's primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services. More information is available on their website under student affairs, search for Counseling Center.

## Registration

Students register for courses online through the myUT portal. To maintain full time status students must register for at least nine (9) credit hours each semester, fall and spring. Part time students may need to take a minimum of 5 hours to qualify for financial aid. Courses at the 5000 or 6000 level will count toward the master's degree and some programs have identified courses that should be taken in the first year of study. Students should meet with their advisor before registering for classes.

### *Getting started to-do list*

1. Set up your UTAD account and email.
2. Contact your faculty advisor. Talk with them about what courses to take in your first semester.
3. Register for courses.
4. Begin thinking about your Plan of Study.

### **Forms to submit**

Online Registration at:  
[myut.utoledo.edu/](http://myut.utoledo.edu/)

## COURSEWORK

Coursework in master's programs is focused on the specialization. Below are guidelines and policies related to planning and completing program coursework.

### Plan of Study

The Plan of Study is a description of program requirements including the specific courses to be completed. The Plan of Study is developed in collaboration with the student's faculty advisor based on the program specialization and requirements. Each student studying for a master's degree is required to file a Plan of Study with the College of Graduate Studies (COGS) prior to the completion of 12 credit hours and no later than the end of the first year.

Current program courses and other requirements, specific to each graduate program, can be found in the [Graduate Catalog](#).

**Graduate Practicum and Internship Experiences.** Graduate level courses identified as practicum or internship experiences may be included in a master's Plan of Study. Practicums and internships will have a co-requisite seminar course which must also be included in the Plan of Study.

**Courses Required.** On the Plan of Study, all credit applied towards the master's degree must be earned within six years immediately preceding the time the degree is awarded. A maximum of 9 credits earned as a non-degree seeking student may be applied to a master's plan of study. All students must complete a minimum number of credit hours as required by each program, regardless of the student's previous qualifications and background. In no case, may the total number of hours in a graduate program be less than the minimum required for the degree or certificate.

**Transfer Credit.** Some graduate work completed at other accredited institutions may fulfill requirements when work is of acceptable quality and appropriate to the student's program. Credits requested for transfer must carry a grade of A, A minus, B plus, or B and must not have been applied toward a degree or certificate from another university. Transferred credits cannot comprise more than one-third (1/3) of the hours required for the program. Research hours earned at another university are not transferable toward research hours for a project or thesis. See [Transfer of Credit](#) for more information. To transfer credits, students must be actively pursuing a graduate degree program at UToledo and complete the **Request for Transfer Credit** form available on the myUT portal and the COGS website

### Completing Coursework

**Advising.** The student's faculty advisor is the main contact person for advising and questions. Students should meet with their advisor at least once each semester before finalizing their registration and to discuss their progress.



**Enrollment.** Guided by the Plan of Study, students should register for courses after meeting with their advisor each semester. Before registering for a course that is not on the Plan of Study, students should get the approval of their advisor for a course substitution on their Plan of Study (see changes in Plan of Study below).

Students should register each semester, fall and spring, to maintain continuous enrollment and access to university services (i.e., the library, health services, computer services, laboratories, consult with faculty, apply for graduation, etc.). Students who are not enrolled for two semesters (excluding summer) will be considered to have stopped their graduate programs and will be required to apply for re-admission to complete their programs (see Admission section above).

**Concurrent Enrollment Program.** The University has a concurrent enrollment policy with Bowling Green State University (BGSU). See the [Concurrent Enrollment Information and Application](#). Students must also receive prior approval from their faculty advisor and the Associate Dean for any BGSU coursework to be included in the Plan of Study.

**Grades.** Graduate students must maintain a cumulative GPA of 3.0 or higher to remain in good standing. When the cumulative GPA falls below 3.0 the JHCOE associate dean for graduate studies may place the student on probation. The student will need to meet with their advisor to develop a written plan, including a timetable, for improving the GPA. Students with a GPA below 3.0 for two or more consecutive terms will be required to complete a Graduate Student Academic Review with their advisor. Students who fail to make progress may be placed on suspension and will be unable to register for classes for at least one semester.

Students must earn a grade of C or higher in all courses listed on their Plan of Study. A grade less than C in a graduate course is unsatisfactory and cannot be used to fulfill the academic requirements in a graduate Plan of Study.

Grade policy is mandated by the College of Graduate Studies (see the Academic Standards policy on the COGS website). The JHCOE Grade Appeal and Academic Grievance Procedure is available on the College webpage for Graduate Student Academic Information.

**Academic Policies.** The College of Graduate Studies has official policies for graduate students including academic standards, time limitations for degrees, academic dishonesty, academic grievance, enrollment status, leave of absence, FERPA, and transfer of credit. In addition, policies of the University of Toledo are available on the university policy website.

#### *Coursework to-do list*

1. Meet with your faculty advisor to discuss your Plan of Study.
2. Develop a Plan of Study with your faculty advisor and file your **Plan of Study** with the college associate dean.
3. Meet with your advisor at least once per semester.
4. Complete the courses listed on your Plan of Study.
5. Maintain continuous enrollment and a GPA of 3.0 or higher.

#### **Forms to submit**

*Plan of Study for a master program*

### Plan of Study Changes

It is understood that the initial Plan of Study a student files may be subject to adjustment to accommodate changes in course availability and students' evolving interests. It is the student's responsibility to work with their faculty advisor to update their official Plan of Study. To make three or fewer changes, students

complete a ***Plan of Study Course Substitution*** form. If more than three changes are made, the student will need to submit an amended ***Plan of Study***. Both forms are available online through the myUT portal or on the College of Graduate Studies website.

**Changing the Degree Program.** Under some circumstances, a student may wish to change their degree program after their initial Plan of Study has been approved. To change programs, it is necessary to apply for the new graduate program and go through the process of establishing a new Plan of Study.

## CULMINATING EXPERIENCE AND GRADUATION

The final phase of a master's student's studies involves completing the culminating experience. Master's students complete a research seminar (with a manuscript, portfolio, or examination), project, thesis, or internship experience. Below are guidelines and policies related to each culminating experience and graduation.

**Minimum Continuous Enrollment.** Master's students who have completed their coursework and are working on their thesis, project, or other culminating experience, or are using university facilities and services (i.e., the library, health services, computer services, laboratories, consult with faculty, apply for graduation, etc.) must register for a minimum of one graduate credit hour each semester, excluding summer terms. However, students who apply for graduation during a summer term must be registered for a minimum of one graduate credit hour during that term. Access to certain other facilities and services, such as the Student Recreation Center and parking, will require additional user fees.

A minimum of three (3) credits of a culminating experience (thesis, project, or research seminar) are required. See the specific master's program for the available options for the culminating experience.

### Master's Research Seminar

This Master's Research Seminar is typically a 3-credit course designed as the culminating experience in a student's graduate program. The master's seminar product may be a manuscript, portfolio, examination, or other work that integrates ideas from across the program. Each program has identified the type of product (manuscript, portfolio, or examination) that is required in that program's master's research seminar course. Students register for the seminar course required by their program.

For the seminar **manuscript**, the main goal of the course is to prepare a manuscript appropriate for submitting to a practitioner journal. The course guides students through the preparation, writing, revising, editing, and publication process. The seminar is a vehicle for bringing together research in a particular area of individual student interest and engaging them in the dissemination of ideas for other professionals, parents, or other interested audiences.

For the seminar **portfolio**, students select samples of their best work to demonstrate readiness for careers in their chosen professional setting. Students integrate work from a variety of projects and develop their own approach to presenting these works. The portfolio includes a written narrative describing how the artifacts demonstrate learning and integrates ideas in relationship to the program learning outcomes.

For the seminar **examination**, students are given one or more questions for which they will have a defined amount of time to respond. Responses may be written or oral and must demonstrate an integrated application of ideas from the program learning outcomes.

**Master's Research Seminar Readers.** Students choosing to complete a master's seminar (rather than a project or thesis) in their program will work with the course instructor to identify a second reader. The course instructor guides the student in the preparation of the seminar product and both readers (the course instructor and second reader) approve the completed written product.

A Master's Research Seminar has a minimum of two readers:

**First Reader:** A faculty member from the student's major field of study with **full or associate** graduate faculty membership. This is typically the master's research seminar course instructor.

**Second Reader:** A second faculty member with expertise in a field of study related to the student's topic interest and with graduate faculty membership.

The course instructor for the master's research seminar will oversee and approve the selection of second readers for all students enrolled in the course.

**Manuscript Option.** All master's research seminar manuscripts will have the following components:

- *Abstract.* A 120-word abstract describing the problem addressed, main ideas used, main points made, and the message of the manuscript.
- *Introduction, Body, and Conclusion.* A 2000 to 2500-word essay with a clear message and meaningful introduction, body, and conclusion, that informs, advocates, or persuades with.
- *References.* List of references cited in the manuscript.
- *Author Bio.* A 50-word statement about the author written in third person that includes name, degrees, current professional position, and interests.

**Portfolio Option.** All master's research seminar portfolios will have the following components:

- *Artifacts or work samples.* Artifacts or work sample selected by the student to represent their competence in the four program strands including quantitative methods, qualitative methods, measurement and assessment and evaluation.
- *Summary Narratives.* Three narratives describing the artifacts or work samples included in the portfolio for each of three semesters and how these artifacts or work samples demonstrate the student's competence in the relevant program strand(s).
- *Summary Program Narrative.* A narrative describing how the set of artifacts or work samples demonstrate the student's competence and career readiness.
- *References.* List of references cited in the narrative.

**Examination Option.** All master's research seminar examinations will have the following components:

- *Questions.* Students will be given, in writing, a set of examination questions with direction for how to prepare their response. Students will also be given submission directions with the date their responses are due prior to
- *Written or Oral Responses.* Students independently compose written responses to each assigned question and submit their responses according to the directions given.
- *References.* List of references cited in the examination.

**Approval of Seminar Product.** When directed by the course instructor, students submit an electronic copy of the final formatted seminar product to their second reader. After both readers (the course instructor and second reader) have approved the final product, a course grade will be posted.

## Master's Project

A master's project provides a synthesis and culmination of the content and skills acquired in the master's program. Master's projects address a clear problem or need within the chosen academic field. The problem-resolving activity should be related to a clear need identified in the professional literature. Unlike theses, which usually have a theoretical focus, master's projects typically have an applied focus. For example, a master's project might include action research or development of original materials related to one's academic field (e.g. development of curricular materials, monographs on an issue or problem, or media-related materials treating significant aspects of teaching or learning). The master's project provides an opportunity for the candidate to develop a unique product that targets a specific need or concern in the field of interest.

**Master's Project Committee.** Students choosing to complete a project should identify project advisors before beginning the project activity. The committee chair guides the student in the project work and all members approve the concept for the project activity and the completed written project.

A Project Committee is comprised of a minimum of two members:

Chair of the Committee: A faculty member from the student's major field of study with **full or associate** graduate faculty membership. This person will be the candidate's advisor for the project activity and will chair the committee.

Member Two: A second faculty member with expertise in a field of study related to the student's project interest and with graduate faculty membership.

The Project Committee should be formed early in the project process. To form their project committee, students complete the **Master's Program Committee** form available on the JHCOE website.

**Project Concept.** Students should discuss the concept for the project work with each of the members of their project committee. Depending on the program, students might be guided mainly by their committee chair or may meet with their committee. Each member of the committee should approve the concept before the student proceeds with their project work.

**GRAD assurances.** Prior to beginning the study, the candidate must receive approval from The College of Graduate Studies (COGS) and, when appropriate, the Social, Behavior and Educational Institutional Review Board (SBE IRB). The SBE IRB approval is a separate process requiring additional forms on which the thesis study objectives and procedures are explained in detail. (In some cases, IRB approval may not be needed, however, students must confirm this with their advisor prior to beginning work.) Students must also submit a **Graduate Research Advisory (GRAD) Committee Approval & Assurances** form available on the myUT portal and the COGS website.

**Written Project.** All master's projects, including those involving a presentation, material development, or the like, must be accompanied by a written document that contains the following components:

- *Abstract.* A 200-word abstract describing the purpose of the project, the product, and implications for the future.
- *Introduction to the Problem.* A statement of rationale, which identifies and/or describes the issue of importance or a problem of interest.
- *Review of the Related Literature.* A review of professional literature that relates to the problem and the activities employed by the student.

- *Project Activity.* A section describing the master's project activity. The activity should combine graduate-level skills in research, communication, creative thinking, and imagination. The project should make a recognizable contribution to the identified problem.
- *Conclusion.* A statement which examines the significance of the project, its potential implications, and recommendations for future related scholarly activities.
- *References.* List of references cited in the manuscript.

**Approval of Written Project.** Students submit an electronic copy of the final formatted project to the Associate Dean of Graduate Studies. The American Psychological Association (APA) citation and format style is used for projects in education. The committee chair will approve the final written project and submit the **Approval of Project** to the dean's office.

## Master's Thesis

A master's thesis provides a synthesis and culmination of the content addressed in the master's program. Generally, the thesis is an intensive, professional experience that has the potential to add to the scholarly knowledge base in the candidate's chosen discipline. The successful completion of the thesis demonstrates the candidate's ability to address a significant intellectual problem and arrive at a conclusion independently and at a high level of professional competence. The master's thesis should represent an original and substantial contribution to knowledge in the candidate's field of study.

**Master's Thesis Committee.** Students choosing to complete a thesis should identify thesis advisors before beginning work on the thesis research. The committee chair guides the student in the thesis work and all members approve the concept for the thesis research and the completed written thesis.

A Thesis Committee is comprised of a minimum of three members:

Chair of the Committee: A faculty member from the student's major field of study with **full** graduate faculty membership. This person will be the candidate's advisor for the thesis research and will chair the committee.

Member Two: A second faculty member from the major field of study with graduate faculty membership.

Member Three: A faculty member with expertise in a field of study related to the student's research interest and with graduate faculty membership.

The Thesis Committee should be formed early in the thesis process. To form their thesis committee, students complete the **Master's Program Committee** form available on the JHCOE website.

**Thesis Concept.** Students should discuss the concept for the thesis work with each of the members of their thesis committee early in the process, usually when forming their program committee. Depending on the program, students might be guided mainly by their committee chair or their committee as a whole as they develop the concept for their thesis work. Each member of the committee should approve the concept before the student proceeds with their thesis work.

**GRAD assurances.** Prior to beginning the study, the candidate must receive approval from The College of Graduate Studies (COGS) and, when appropriate, the Social, Behavior and Educational Institutional Review Board (SBE IRB). The SBE IRB approval is a separate process requiring additional forms on which the thesis study objectives and procedures are explained in detail. (In some cases, IRB approval may not be needed,

however, students must confirm this with their advisor prior to beginning work.) Students must also submit a **Graduate Research Advisory (GRAD) Committee Approval & Assurances** form available on the myUT portal and the COGS website.

**Written Thesis.** The final written thesis will have the following components:

- *Abstract.* The abstract should be no more than 350 words and should contain a concise summary of the research question, methods, results, and conclusions.
- *Introduction to the Problem.* A statement of rationale, which identifies and/or describes the research question.
- *Review of the Related Literature.* A review of professional literature that relates to the research question and to previous research into the problem or issue.
- *Methods.* The procedures used to conduct the study should be describe in enough detail to allow the study to be replicated.
- *Results.* Results of the study are displayed and summarized.
- *Discussion.* The results are interpreted and discussed considering the literature and the research question. Conclusions and recommendations are made.
- *References.* List of references cited in the manuscript.

**Oral Thesis Defense.** In the oral thesis defense, students make a formal presentation of their completed thesis research. Thesis defenses are open to the public and candidates are welcome to invite colleagues, family, and friends to attend. Students must give official notice at least ten (10) business days prior to the scheduled oral defense date by completing the **Defense Acceptance and Intellectual Protection** form available on the myUT portal and the COGS website.

At the defense, the master's student presents their thesis research and responds to questions from the committee and guests who attend the defense. After the presentation and questioning period, the dissertation committee chair asks the student and any audience members to leave the room while the committee discusses their evaluations of the student's work and defense of that work. At that time, the committee submits their decision on whether the student has passed the defense. If a student fails the defense, they may revise and resubmit their thesis to their committee as well as re-convene the committee for a second oral defense (see repeating a defense below).

The student's Master's Committee and Committee Chair oversee the oral thesis defense. All members of the Master's Committee must be present at the thesis defense. The committee, as a whole, will evaluate the thesis and the thesis committee chair will submit the thesis defense results to the dean's office.

**Approval of Written Thesis.** After the student has completed any revisions required by the thesis committee and committee chair, the thesis is submitted for a format review with the College of Graduate Studies. Format guidelines and information about the format review is available on the myUT portal and the COGS website.

***The American Psychological Association (APA) citation and format style is used for theses in education. Resources for formatting your document are available on the COGS webpage for [Thesis and Dissertation Preparation](#). The COGS format review is required for theses.***

Students submit an electronic copy of the final formatted thesis to the Associate Dean of Graduate Studies. The committee chair will approve the final written thesis and submit the **Approval of Thesis** to the dean's office.

For the final step, the student submits the thesis electronically to OhioLINK. Please refer to myUT or the COGS website for important dates and the process to be followed.

## Master's Internship Experience

The Master's Internship Experience is typically a 3-credit course designed to provide a supervised field experience in a professional setting related to the area of study. The faculty advisor will arrange and oversee the experience and the hosting professional will supervise the student at the site. The product of the internship experience may include artifacts or work products along with a written narrative and references. Expectation will be provided in writing at the beginning of the internship experience.

## Graduation

**Application for Degree.** Students must apply for graduation to have their degree awarded and posted on their official transcripts. The process for the application for degree is mandated by the University of Toledo, College of Graduate Studies (COGS). Students can find information about the degree completion requirements as well as a checklist on the COGS website. Information about graduation including deadlines for applying can be found on myUT and the Office of the Registrar website. To apply for graduation, candidates use the Apply to Graduate link on the myUT portal.

**Commencement.** Commencement is the graduation ceremony held at the end of fall and spring term. Candidates graduating during summer term may attend the fall commencement ceremony. Information about renting a cap and gown and the scheduled dates and times for the commencement ceremony can be found on the myUT portal and the Office of the Registrar website.

### *Culminating experience and graduation to-do list.*

1. Register for three credits of Master's Research Seminar and complete the course assignments.
2. Submit your **Application for Graduation** to COGS.
3. Prepare your written manuscript, portfolio, or exam.
4. Submit an **electronic copy of Seminar Product** to readers for approval.

----- OR -----

1. Form your thesis or project committee.
2. Register for at least 1 credit of thesis or project each semester.
3. Obtain **IRB approval** if required and submit **GRAD Assurances** to COGS before beginning any research.
4. Carry out your plan and write your manuscript. Meet with your committee chair frequently.
5. Submit your **Application for Graduation** to COGS.
6. Submit **Defense Acceptance and Intellectual Protection** to the College of Graduate Studies (thesis only).
7. Defend your completed thesis research and receive **Defense Results** for your oral thesis defense (thesis only).
8. Submit an **electronic copy of thesis or project** to the college associate dean.
9. After the associate dean's approval, upload final thesis to OhioLINK (thesis only).

### *Forms to submit*

*Master's Program Committee*

*IRB approval for research (if required)*

*GRAD Assurances (thesis or project only)*

*Application for Graduation*

*Defense Acceptance and Intellectual Protection (thesis only)*

*Defense Results (thesis only; by your advisor)*

*Electronic Copy of Thesis, Project, or Seminar Product*

*Approval of Thesis or Project, or final course grade (by your advisor or instructor)*

## Master's Committee Changes

A candidate who wishes to change membership on the Master's Committee should discuss possible changes with their advisor, department chair, or the associate dean. Candidates may change committee members at any time; however, the new committee may request that the candidate revisit the thesis or project concept or other aspects of the master's culminating experience. The new committee will assume the responsibilities of overseeing and approving the master's culminating experience. To change committee member, candidates complete a new **Master's Committee** form available on the JHCOE website.

## Repeating a Defense

Thesis defenses may be repeated only once. Students who fail a defense must repeat the failed defense in the next term. In the interim between defense attempts, the student and their advisor should develop a plan for addressing deficiencies noted during the first defense. This plan should be put in writing and distributed to the program committee for input prior to scheduling the second attempt. Failure on the second attempt on any defense disqualifies the student from master's study.