

Arthur Temple College of Forestry and Agriculture MS in Forestry and Environmental Science

Guidelines for a Successful Thesis Based Master of Science Program

- **Class Schedule.** Develop a class schedule for your first semester with assistance of your major advisor.
- **Registration.** Register for classes online through mySFA.
- **Graduate Research Advisory Committee Members.** During your first semester form a graduate research advisory committee under the direction of your major advisor.

Committee members for Forestry students will consist of no fewer than three members of the SFA Graduate Faculty; two of whom must be Forestry Faculty. (example: major research advisor and two other faculty members)

Committee members for Environmental Science students must consist of no fewer than three members of the Graduate Faculty affiliated with the Division of Environmental Science. (example: major research advisor and two other faculty members)

- **Degree Plan.** Develop a degree plan with the assistance of your major advisor during your first semester. Type out the course name as well as the course number, (example: FOR 510 Research Methods). All committee members must sign. After signatures are obtained, turn the form in to Mary Ramos. This form is located on the Forestry website for forestry students

<http://forestry.sfasu.edu/index.php/about/20-student-life/21-academic-guidelines-and-forms>

- Environmental Science students will locate this form on the Environmental Science website

http://environmental.sfasu.edu/index.php?option=com_content&view=article&id=43:master-of-environmental-science&catid=3&Itemid=14).

If a degree plan is not on file by the time a student completes 12 credit hours a registration hold will be placed on the student's account.

All forms are on our website and are interactive. Use the forms on our website NOT the Graduate School. They do not have places for all the signatures that we require.

- **Credit Hours.** Forestry students must complete a minimum of 24 credit hours of graduate-level coursework plus 6 credit hours of FOR 590 (thesis) for a total of 30 credit hours.

Environmental Science thesis-based programs require the completion of 30 credit hours of graduate-level coursework plus 6 credit hours of ENV 590 (thesis) for a total of 36 credit hours.

Thesis Research Proposal. The research proposal should be completed by the end of the first year.

- **Thesis Proposal Approval Form.** This form is located on the Forestry website <http://forestry.sfasu.edu/>. Environmental Science students will locate this form on the Environmental Science http://environmental.sfasu.edu/index.php?option=com_content&view=article&id=43:master-of-environmental-science&catid=3&Itemid=14.

It must be signed by all committee members and turned in to Mary Ramos.

- **Thesis Draft.** The thesis draft must meet the following requirements:
 1. Complete in all aspects.
 2. Clearly readable in letter-quality print.
 3. Mechanically correct.
 4. Figures, plates, and tables in final form.

5. Approved for content by all members of the students advisory committee.

YOU MAY NOT TURN IN YOUR THESIS PROPSAL AND DEFEND IN THE SAME SEMESTER

- **Graduate School Representative.** They must be present at your defense and their signature is required on several forms. Refer to the guidelines for selecting a graduate school representative.
- **Apply for Graduation and Request a Graduation Audit.** Go to the Registrar's website and check the deadline for applying as well as the form. This form must be turned in to the Registrar's Office.

http://www.sfasu.edu/registrar/documents/Mail_In_Graduate_Application_Form_as_of_10.05.11.pdf

Please return application by mail, email or fax:

Registrar Office
P O Box 13050, SFA Station
Nacogdoches, TX 75962
Fax Number: 936-468-7638

E-Mail Address: graduation@sfasu.edu

You must apply the semester prior to graduating or you will be subject to late fees. Check the Registrar's website for deadlines.

- **Final Semester.** **You must be registered for at least one credit hour the semester that you defend your thesis.**
- **Formatting Thesis.** Take a copy of your thesis to the Graduate School to be checked for formatting issues. Check the Graduate School website <http://www2.sfasu.edu/graduate/> deadline for when thesis drafts are to be completed and checked by the Graduate School for formatting issues. The Graduate School is located in the Vera Dugas Building, Liberal Arts North, 4th floor.

- **Thesis Defense/Exam Date.** Discuss date with all committee members. Check with Christen Myles (936-468-3301) on date, time, and availability of rooms for your defense.
- **Application for Thesis Defense/Exam.** This form is located on the Forestry website for Forestry students.
<http://forestry.sfasu.edu/index.php/about/20-student-life/21-academic-guidelines-and-forms>

Environmental Science students will locate this form on the Environmental Science website

http://environmental.sfasu.edu/index.php?option=com_content&view=article&id=43:master-of-environmental-science&catid=3&Itemid=14.

All committee members must sign. After signatures are obtained, turn the form in to Mary Ramos. Check the Graduate School website <http://www2.sfasu.edu/graduate/> for the deadline of when this form is due in the Graduate School.

- **Report of Thesis Defense/Exam Form.** This form is located on the Forestry website for Forestry students. Environmental Science students will locate this form on the Environmental Science website. All committee members must sign and then turn the form in to Mary Ramos after your defense/exam. Check the Graduate School website <http://www2.sfasu.edu/graduate/> for deadline of when the results of your exam must be received by the Graduate School.
- **Program Assessment Forms.** During the semester in which you plan to graduate, ask Mary Ramos about filling out a program assessment form. Following your defense, pick up the form from Mary Ramos, fill out the form and return to her.

Environmental Science students must check with Dr. Farrish concerning assessment forms.

You are responsible for obtaining the signatures of all committee members on any form where signatures are required.

All forms must be turned in to Mary Ramos, located in FO 124. She will forward them to the Division Director for Environmental Science (if applicable), Associate Dean, Dean, and appropriate offices for their signatures.

Other Important Procedures After You Defend

- **Thesis Corrections.** Make any corrections to your thesis recommended by your committee.
- **Printing.** A minimum of **four** copies must be printed of your thesis. You may use the Printing Services on campus or other retail copying services. Your thesis must be printed **single-sided** only.

The following information concerning formatting may be found on the Graduate website at <http://www.sfasu.edu/graduate/196.asp>

- **Pagination.** For preliminary pages, e.g. Table of Contents, List of Figures and Tables and Abstract, lower case Roman numerals must be placed in the center, 1 inch from the bottom edge of the page. For pages containing primary headings, e.g., Chapter, Bibliography and Appendix, Arabic numerals must be placed in the center, one inch from the bottom edge of the page. For all other pages, except the title and signature pages, Arabic numbers must be placed in the center at the bottom of the page 1 inch from the bottom edge of the page.

- **Spacing.** Text must be double spaced. Footnotes, captions and figures should be single spaced. Appendix materials also may be single spaced. In the Bibliography/References sections, citations are single spaced with double space between citations.
- **Margins.** All pages of the documentation must have the following margins: 1 inch on the right and bottom, 1 ½ inches on the left and top. For pages bearing a primary heading, the top margin is 2 inches. The first line of each paragraph and footnote should be indented 5 spaces from the left margin. Equations, formulas and other such notation should be centered.
- **Headings.** Major divisions of the documentation, e.g., Introduction, Chapter, Bibliography and Appendix, require primary headings and must begin on a new page. Primary headings are centered 2 inches from the top edge of the page and typed all in capital letters. The first line of text below the heading should be triple spaced beneath it. Secondary headings are centered, with the first letter of each word capitalized and do not required a new page. Triple space should be about and below secondary headings. Tertiary headings are capitalized, underlined and begin at the left margin. Double spaces should be above tertiary headings.
- **Figures and Tables.** Line drawings and diagrams, maps, charts, photographs, etc., are considered as figures and should be of professional quality. Photographs and figures may be either color or black and white. Figures and tables require captions, which should be single spaced. If there is insufficient space within the required margins for both the figure/table and caption, the caption may be placed on a facing page, the back of which is blank except for the page number. Captions must be in the same type as the text and listed as written in the List of Figure and List of Table sections of the documentation.
- **Reference Citation.** Style and manner of reference citation and bibliographic format used must be stated on the bottom of the Vita page preceding the identification of the typist.

- **Committee Signatures.** Get all committee members to sign your thesis signature page, including the graduate school representative.
- **Binding.** Contact Jeanne Porterfield in Acquisitions at the library. Either in person or by phone (936-468-4201) concerning payment for binding and mailing any copies of your thesis. She will have some paperwork for you to fill out.
- **Envelopes for Theses.** Place each copy of your thesis in a separate envelope with a copy of your title page taped to the outside of each envelope.
- **Deadline for Turning in Your Thesis.** Check the Graduate School website <http://www2.sfasu.edu/graduate/> for deadline.
- **Graduate School.** Take all copies of the final version of your thesis along with your binding receipt for proof of payment to the Graduate School. They are located in the Vera Dugas Building, Liberal Arts North, 4th floor.