General Information

If you are thinking about or have decided to do a Portfolio or Thesis as your culminating project for your degree then the guidelines in this booklet are to help you in the process of completing the project.

Because a portfolio or thesis is a two-semester project, you will be expected to register for the project in the fall term with the expectation that you will graduate the following spring. REGISTRATION IS FOR TWO SEMESTERS ONLY; if you fail to complete and submit your project to the Library by the May deadline, you will be required to re-register for subsequent semester(s) to complete your work. If you fail to successfully defend your portfolio/thesis in the fall, you may be asked to register and take the comprehensive exam option in the spring term.

Because there are specific deadlines and procedures as well as costs associated with the completion of the project, it is suggested that you read the booklet in its entirety before you register for your project.

It is also recommended that you first schedule an appointment to meet with the chair of your department to discuss your plans/project and to ask his/her assistance in forming your committee. You may then obtain and complete an Individual Study Form which you will take to the registration contact for your department.
Portfolio/Thesis Guidelines

This is the "how to" book of instruction for the processes and procedures for a portfolio or thesis as the culminating project in a degree plan. This information is taken from the Faculty and Academic Policy Handbook. Please be aware that this is general information for submitting a thesis or portfolio and as such your specific department may have additional requirements that must be met in order to process your work.

The Thesis/Professional Portfolio – Step by Step:

1. Meet with Department Chair (i.e. Cinema Television, Strategic Communication and Journalism or Theatre) to choose your committee: a chairperson (full time faculty member) and a committee member (portfolio) or a chairperson and two members (thesis).

2. Register for 3-credit hour thesis/portfolio using the Individual Study Form prior to beginning work with the committee. Please note that registration for a thesis or portfolio is good for two semesters only.

3. Begin writing proposal parts:

For Portfolio:
- Chapter I: The Problem - statement of the difficulty needing resolution by this project; the justification for the project; and the background of the problem.
- Chapter II: Review of the Literature – exhaustive review of relevant or significant research sustaining the rationale set forth in Chapter I.
- Chapter III: Methodology – detailed discussion of the various procedures, production techniques, timeliness,
locations, equipment and personnel requirements, budget, strategy etc. used to carry out the project; all pre-production steps are part of the methodology section.

For Thesis:
- *Chapter I: The Problem* – same as described for portfolios.
- *Chapter II: Review of the Literature* – an exhaustive review of the literature relevant to the subject under consideration, further sustaining the rationale set forth in Chapter I; should emphasize some theoretical framework.
- *Chapter III: Methodology* – detailed discussion of the various procedures, design, information resources, location, sampling techniques and populations, statistical models, analytic methods etc, used to carry out the research.

Please note that these sections must be preceded by a formal title page and followed by a complete bibliography or reference section using guidelines appropriate to the academic style manual selected.

4. **Set time** for proposal defense to be determined by the chair. Proposal **must** be successfully defended before Thanksgiving break of fall term for a May graduation.

5. **Make copies** of proposal to give to your committee at least one week before proposal defense.

6. **Successfully defend** your proposal and have the chair of your committee submit the THESIS/PORTFOLIO PROPOSAL DEFENSE FORM to Diane Clark or Suzanne Morton prior to Thanksgiving break for a May graduation.
7. Complete additional sections of the thesis/portfolio.

For Portfolio:
- Chapter IV: Production – a “stand alone” product of the portfolio process.
- Chapter V: Critique – a thorough criticism of the portfolio project.

For Thesis:
- Chapter IV: Results – discussion of findings or results of research and analysis, whether quantitative or qualitative; the essential facts of the study’s findings, without interpretation.
- Chapter V: Discussion – a thorough discussion of what the findings reported in Chapter IV mean; the interpretation of results, with discussion of limitations and implications for further study.

Please note the completed thesis/portfolio is to be preceded by a formal title page, an abstract of no more than 150 words, dedication, acknowledgements, table of contents and a list of any tables or figures, if applicable. It must be followed by a complete bibliography or reference section and appendices, if any.

8. Set time for thesis/portfolio defense prior to School deadline (generally third week of March) to be determined by the chair.

9. Submit the finished work to your committee at least one week before the scheduled defense date. The completed work includes a formal title page, an abstract of 150 words or less, dedication, acknowledgements, table of contents, a list of any tables or figures, followed by a complete reference section or bibliography, using appropriate guidelines to the academic style manual selected.
10. **Successfully defend** your thesis/portfolio by School deadline and have the chair of your committee submit the THESIS/PORTFOLIO FINAL DEFENSE FORM to the Dean’s Office.

11. **Make contact with** the school processing representative (Diane Clark) to initiate the final processing of your thesis or portfolio. Diane Clark and Suzanne Morton maintain a list of University approved proofreaders. Make any revisions required by your committee to your work and submit a clean copy to a University approved proofreader. Your proofreader must email the school processing representative to confirm the completion of all proofreading.

**PLEASE NOTE THAT THE STUDENT IS RESPONSIBLE FOR ALL PROOFREADING COSTS.**

12. **Have chairperson sign off** on the THESIS/PORTFOLIO APPROVAL FORM after the student makes the required changes to the proofread document. At this point the document is ready for duplication.

13. **Make four copies** of the corrected manuscript on 20lb. weight acid free paper. The four copies include 3 required by the University and one personal copy for the student. (Acid free copies may be made at the University Copy Services or at a local copying store.)

14. **Obtain signatures** of the chairperson and member(s) on each copy of the signature page of each acid free copy made. Signature pages from each copy must be original, not photocopies. Signature pages must be dated.
Please note that it is required for theses to be registered with UMI. An additional copy of the signature page signed by your committee and a copy of the abstract must be made on acid free paper and submitted to the Library with the appropriate UMI application along with the Library Charge Sheet.

15. **Complete** the Library Charge Sheet which is done through the school processing representative. The Library Charge Sheet is on the University Library website and is only accessible through your school representative.

Please note that Library procedures and costs are subject to change. Students are required to pay current processing costs.

16. **Charges** for the total cost of submission to the library will be placed on the student’s account. These charges include binding, copyrighting (optional), shipping of personal copy and UMI charges (if applicable). The student may then pay for the submission charges through GENISYS on-line.

The Library will accept your work and sign off on the THESIS/PORTFOLIO APPROVAL FORM once charges to the student account are verified. A copy of the approval form will go to the Registrar’s Office which will trigger the clearing process. If all other requirements are met, the Registrar’s Office will work to “clear” the student and order the student’s diploma.

**PLEASE NOTE**

The portfolio/thesis process is a very important one for the graduating student and completion of the entire process is necessary for graduation. The portfolio/thesis is not complete until the documents are submitted for binding and signed off by the Library Circulation Supervisor. If this is not done, the student will not be “cleared.”
i.e. his/her degree will not be posted; transcripts will not be issued nor diplomas ordered UNTIL THE ENTIRE PROCESS IS COMPLETE.

Formatting Guidelines for Portfolio and Thesis

Theses, portfolios and other final projects should be prepared as carefully as a manuscript for publication. The following guidelines should be observed when preparing the document:

1. Choose a title that provides a meaningful description of the contents. Retrieval systems use the key works in the title to locate the document.

2. Use the title page format found on the Com School sitemap. Please note that work will be returned if the title page does not comply with the approved format.

3. Abstracts for portfolios and theses should be a maximum length of 150 words. Abstracts prepared for a master’s level document will appear in Master’s Abstracts International.

4. Use lower case Roman numerals centered at the bottom for the preliminary pages (or prefatory pages). Use Arabic numerals centered at the bottom beginning with the body of the paper text through to the end, including the appendices and any scripts.

5. Use the following order for document sections:
   - Title & Signature page (not no number but actually i)
   - Copyright notice (Optional) ii
   - Acknowledgements iii
   - Abstract iv
   - Table of Contents v, vi, etc.
   - Body of paper including bibliography 1...numbered to the end of the document
6. Use Times New Roman type style and 12-point size.

7. Left hand margin should be 1 ½” to accommodate the binding. All other margins are 1”.

8. Double-space the entire document and single space all blocked quotations, footnotes and references.

**Off Campus Students**

For those students that have left campus and have not completed the binding process, a $50.00 fee will be charged for that process to be completed. On campus students may also elect to have their school representative process their thesis or portfolio and will be charged the appropriate fee.

Students should request the library charges sheet and UMI application sheet (thesis only) from the University Library website before sending their copies to be bound. Students must mail the required number of acid free copies to Diane Clark with the completed paperwork. If a student chooses to have the document duplicated on campus, the duplication charges will also be posted to the student account. Signatures will be obtained and the documents “walked through” the process at the Library. All charges for submission to the library, duplication charges (if applicable) and the processing fee will be charged to the student account. **The student will not be officially cleared until submission to the library is complete and all University charges to the student account are paid.** Library link: [http://www.regent.edu/lib/services/theses-dissertations.cfm](http://www.regent.edu/lib/services/theses-dissertations.cfm)