

# Western Connecticut State University

## MFA in Creative & Professional Writing

### Thesis Guide

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#### **I. Responsibilities**

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##### **Primary Thesis Advisor**

The role of the primary thesis advisor is to coach the student through the process of producing a “publishable-quality, book-length manuscript.” The primary thesis advisor should be mindful of the thesis deadlines, should coach the student through whatever revisions are deemed necessary to meet the quality and length requirements, and is required to sign off on the thesis proposal and the completed thesis manuscript when, in the Advisor’s opinion, the quality and length requirements have been met.

## **Second Thesis Advisor**

The role of the second thesis advisor is to give the student an additional perspective on the thesis project, to offer advice on revisions to meet the quality and length requirements, and to sign off on the completed thesis proposal and thesis manuscript when, in the Advisor's opinion, the quality and length requirements have been met.

## **Student**

The student, of course, is ultimately responsible for deciding what and how to revise. The student must be aware of all deadlines and is responsible for collecting signoffs from the Primary and Second Thesis Advisors and for making the proper submissions at all stages of the thesis process.

## **MFA Coordinator**

It is the MFA Coordinator's responsibility to inform the student and advisors of the process and deadlines, to assist the student and Advisors where necessary, to serve on the MFA Committee, to present submitted theses to the MFA Committee, and to represent the MFA Committee to the student and Advisors.

## **MFA Committee**

A committee of full-time WestConn faculty who teach in the MFA program, including the Coordinator, will review each thesis project for appropriate quality and length.

# **II. Thesis Proposal Process**

## **Thesis Proposal**

No later than Sept. 15 in the fall semester or no later than February 15 in the spring semester, the MFA Coordinator must **receive** from the student a thesis proposal. The proposal will follow these requirements:

- Must include a completed Thesis Proposal Form with signatures from all Thesis Advisors on a single sheet (see Appendix: Forms or download from <http://www.wcsu.edu/writing/mfa/>)
- Must include a prospectus and bibliography (see **Prospectus and Bibliography** in Section III)

Completed proposals will be reviewed by the MFA Committee as quickly as possible. If the committee requires changes, the student and the advisors will be notified immediately.

If a proposal fails to include any of the above elements, it will be returned to the student without review, and the student will be ineligible for graduation at the end of the current semester.

### **III. Thesis Project**

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#### **Quality and Length**

The student will produce a “publishable-quality book-length manuscript.” In genres where the book may not be an appropriate measure (such as screenwriting, PR/Marketing, etc.), substitute “performance-quality and -length manuscript,” “substantial, production-quality project,” or the equivalent measure.

The thesis project will also include a prospectus, an abstract, and a bibliography, all to be approved by the Advisors and the MFA Committee.

#### **Standard for Quality**

The publishable quality of the MFA thesis will be evaluated by the thesis advisors and by a committee that includes editors who regularly determine publishable quality of work and will do so here on the basis of whether the work:

- Offers a recognizably new or fresh perception or understanding to its subject
- Demonstrates solid awareness of its genre
- Demonstrates notable stylistic facility

#### **Standard for Length**

The committee has the following expectations of thesis length (lengths below refer to pages of actual text). These are guidelines only, not strict requirements. Any shorter project should be approved by the MFA Coordinator in advance.

- *Novel*: 200 pages or more
- *Short fiction (novellas, short stories)*: 150 pages or more; (*flash fiction*): 100 pages or more
- *Poetry*: 60 pages or more
- *Screenwriting*: at least one full-length feature
- *Stage*: Two or three works that combine to at least 120 minutes of stage time
- *Nonfiction* (including investigative reporting, feature writing, etc.): 150 pages or more
- *Creative nonfiction*: 150 pages or more
- *Non-book project*: consult MFA Coordinator

## Prospectus and Bibliography

The student will submit early in the final semester a thesis prospectus and MLA-style research bibliography for approval by the Thesis Advisors and the MFA Committee.

If the thesis project does not require extensive research, the student instead will provide a bibliography of secondary texts that have been useful to the student during thesis production.

The committee has the following expectations for prospectus length:

- *Nonfiction, Investigative Reporting, Feature Writing, other brands of journalism*: 1250-2500 words following conventions of nonfiction book proposals
- *Creative Nonfiction*: 1000-1250 words following conventions of agent solicitation and synopsis
- *Fiction*: 1000-1500 words following conventions of agent solicitation and synopsis
- *Poetry*: 1000-1500 words in an artist's statement
- *Screenplay*: 1000-1250 words of synopsis
- *Stage*: 1000-1500 words in a synopsis/artist's statement
- *PR/Marketing/Advertising/Technical Writing/Business Communications*
  - Book: 1250-2500 words following conventions of nonfiction book proposals
  - Project(s): 1000-1500 words describing the scope, goals, and focus of the project(s)
- Other genres: Consult the MFA Coordinator

## Thesis Format

### *Length*

See Section III. **Thesis Project: Standard for Length.**

### *Style*

The bibliography must be in MLA format. In the text, the student must follow the appropriate style for his/her genre (generally, MLA style for literary works, AP style for journalistic projects, PR/Marketing/Advertising, etc.). Follow MLA guidelines where there is no other genre-specific standard.

### *Layout*

Students must use the Thesis Template available on the MFA website (<http://www.wcsu.edu/writing/mfa>). The template provides the proper order of sections and pagination elements. For layout, page design, tables and figures, etc., follow the guidelines in *A Manual for Writers of Term Papers, Theses, and Dissertations*, Seventh Edition, by Kate Turabian. If there are any contradictions between Turabian and the template, the template takes precedence.

### *Paper*

Each page of the abstract, prospectus, and thesis must be provided on 20# paper of at least 25% rag content.

### **Thesis Submission**

No later than two weeks before the end of the semester (and advisably earlier), two complete copies of the thesis submission must be **received** by the MFA Coordinator in separate thesis binders (the black cardboard spring-spine variety, also known as manuscript binders, are available through the campus bookstore or can be purchased online via a link at the MFA web page).

Each copy of the thesis submission must include the following parts **in this order**:

1. The “Fulfillment of the requirements for a MASTER’S THESIS” form (see Appendix or download from <http://www.wcsu.edu/graduate/forms/thesis.pdf>) with the top section completed (faxed signatures are acceptable, but all signatures must be on the same sheet)
2. The other elements of the Thesis as indicated in the Thesis Template.

In addition to the two copies of the thesis as described above, the submission must include six additional copies of the abstract.

### **Thesis Review and Approval**

Soon after receiving the complete thesis submission, the MFA Committee will review and either approve or immediately return the thesis to the student with an explanation of required changes.

If the committee approves the thesis, the student will be informed immediately and the thesis will be passed to the Office of the Dean of Arts & Sciences.

#### **IV. Summary of the Process for Thesis Advisors**

1. Coach the student on the completion of a high-quality thesis project. Ensure that the thesis project meets the guidelines for length and quality described in Section III.
2. Review the student's thesis prospectus and bibliography.
3. Sign off on the student's Thesis Proposal form so that it can be submitted to the MFA Coordinator with signatures from both Thesis Advisors no later than September (Fall)/February(Spring) 15. **Proposals received after this date will not be considered for end-of-semester graduation.**
4. Sign off on the student's Thesis Completion form early enough that the MFA Coordinator may **receive** no later than two weeks before the end of the semester (exact date TBD) the student's thesis submission. **Submissions received after this date will not be considered for end-of-semester graduation.**

#### **V. Summary of the Process for Students**

1. Focus on the integrity of your book/project.
2. Compose a prospectus and a bibliography under the guidance of your Thesis Advisors.
3. Collect signatures from your Thesis Advisors on the Thesis Proposal Form and submit your proposal to the MFA Coordinator. It must be **received** in the MFA office no later than September (Fall)/February (Spring) 15. **Proposals received after this date will not be considered for end-of-semester graduation.** *Note: the WestConn mail room is unreliable. You are strongly advised to use FedEx well in advance of the deadline.*
4. Complete your book/project under the guidance of your Thesis Advisors.
5. Collect signatures from your Thesis Advisors on the "Fulfillment of the requirements for a MASTER'S THESIS" form and submit your completed thesis project to the MFA Coordinator. It must be **received** in the MFA office no later than two weeks before the end of the semester (exact date TBD). **Proposals received after this date will not be considered for end-of-semester graduation.** *Note: the WestConn mail room is unreliable. You are strongly advised to use FedEx well in advance of the deadline.*

## **VI. Deadlines**

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### *Thesis Proposal*

Fall: September 15

Spring: February 15

### *Thesis Submission*

Two weeks before the end of the semester (exact date TBD by MFA Coordinator)

## **VII. Additional Time**

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In the event that a student is unable to complete a thesis project to the satisfaction of the Thesis Advisors and the MFA Committee within the allotted time, the student may take a maximum of two additional years to satisfactorily complete and file the necessary copies of the thesis submission. The student may be required to register for “Continuous Registration” hours through the Graduate Studies office.

## **Appendix: Forms**

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See following pages.

**MFA in Creative & Professional Writing**  
**Thesis Proposal Form**

This form must be completed and submitted with the thesis proposal to the MFA Coordinator no later than Sept. 15 for fourth-semester students in the fall or no later than Feb. 15 for fourth-semester students in the spring.

**Candidate Name** \_\_\_\_\_

**Preferred Email Address** \_\_\_\_\_

**Telephone #** \_\_\_\_\_

**Thesis Title** \_\_\_\_\_

**Thesis Genre** \_\_\_\_\_

Signatures of the following thesis advisors and MFA Coordinator indicate their approval of the thesis proposal.

**Primary Thesis Advisor**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date

**Second Thesis Advisor**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date

**Third Thesis Advisor**

(where appropriate)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date

**MFA Coordinator**

(on behalf of the MFA Committee)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Western Connecticut State University**  
**Fulfillment of the requirements for a**  
**Master's Thesis**

THESIS COMPLETION

Department: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Student: \_\_\_\_\_  
Name University ID#

Thesis Title: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Thesis Advisors: Sign below upon satisfactory completion of thesis requirement.

1	2
3	4

PROGRAM AND DEPARTMENTAL REVIEW (as appropriate)

I have received a copy of the final version of the thesis as approved by the Department and find it in compliance with the program and University requirements.

\_\_\_\_\_  
Program Coordinator Date

\_\_\_\_\_  
Department Chair Date

SCHOOL DEAN

I have received a copy of the final version of the thesis as approved by the Department and find it in compliance with the program and University requirements.

\_\_\_\_\_  
Dean School Date

GRADUATE OFFICE

A copy of the thesis was submitted by the Graduate Office as evidence that the thesis requirements have been met. The copy was forwarded to the University Library for archiving.

\_\_\_\_\_  
For the Graduate Office Date