

## STM THESIS/PROJECT PROPOSAL

Name \_\_\_\_\_

Date \_\_\_\_\_

Year:  first  second  other

Anticipated graduation date: \_\_\_\_\_

Status:  Part-time  Full-time

SID#: \_\_\_\_\_

An extended paper, an independent thesis, or a project in the candidate's area of concentration is Required for the STM degree. If you are planning to fulfill this requirement through a thesis or project, please indicate your intent by completing the appropriate section below and returning this document to the Registrar's Office. This form is due no later than the deadline for registration in the semester in which you begin your thesis or project.

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***Proposal for an STM***  ***project*** or  ***thesis*** (please check one)

**Please be sure to register for REL 3999, STM thesis**

Thesis/Project Title: \_\_\_\_\_

Brief description of the thesis or project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of semesters:  one  two

Number of credit hours:  three  six

First Reader's name and signature: \_\_\_\_\_

Second Reader's name and signature: \_\_\_\_\_

Academic Adviser's name and signature: \_\_\_\_\_

Director of STM studies signature: \_\_\_\_\_

## Timeline of Requirements for S.T.M Theses

An extended paper, an independent thesis, or a project in the candidate's area of concentration is required for the STM degree. The thesis/project process unfolds as follows:

1. **Find, on your own initiative, a first and second reader** appropriate to the topic and willing and able to participate. The readers will ordinarily be Yale faculty members. With permission of the STM Degree Program Director the first reader can be a part-time or visiting Yale faculty member, and the second reader may be external to Yale. Note: Sometimes the term "advisor" is used to speak about your first reader. This is the faculty member who will direct and advise your thesis writing, who may or may not be the same as your *academic* adviser. Your first reader/thesis adviser is the faculty member you seek out to help you with your thesis.
2. **Submit a completed S.T.M. Thesis Proposal** no later than the end of the first week of the term in which the thesis or project will be initiated. Students are encouraged to submit the Thesis Proposal Form at the end of the semester prior to the term in which they hope to begin the project. Please note that this requires 1) a one-page proposal describing the thesis or project, 2) the signatures of a first reader, second reader, and the academic adviser, 3) specification of what must be handed in as evidence of progress by the Monday of week 5 (see below). If the first reader is not a full-time member of the Divinity faculty, a statement of support is required from a full-time member of the Divinity faculty. The academic adviser may serve as either first or second reader but does not always do so. The Director of S.T.M. Studies reviews the application and if there are solid grounds for confidence in the student's ability to complete the work successfully, authorizes the thesis or project. Students who have not obtained approval prior to the start of the term in which the project will be initiated are advised to register for another class in the event that the thesis/project proposal is not approved.
3. **Register for REL 3999 S.T.M Thesis or Project**, either for one term or two.
4. By the Monday of the 5<sup>th</sup> week of classes in which the thesis/project is begun, **submit to the first reader the agreed-upon evidence of progress** (e.g., outline, draft, annotated bibliography, specified # of pages, etc.). If the first reader is not able to confirm substantial progress and a solid expectation that the student can be expected to submit satisfactory work by the end of the term, the first reader must indicate this by submitting an **Academic Caution Notice** to the student, academic dean, and registrar. A student who receives an Academic Caution Notice may drop the course or petition to convert the thesis or project to a Reading Course. This petition requires support of the first reader and is made by written request to the Professional Studies Committee.
5. Normally, a **full draft** is due to the first reader some weeks prior to final submission, as agreed upon by both parties.
6. **The thesis is due** on the final day of the semester as noted on the academic calendar. First and second readers will confer on the grade prior to grade submission by the first reader and will complete and submit to the registrar's office a reader's report describing the strengths and weaknesses of the thesis.

**Specifications for length and printing:** Double-spaced, footnotes at the bottom of each page, pages numbered, sources at the end, following a recognized citation style manual as agreed upon together with the first reader (e.g., *The Chicago Manual of Style*; *MLA Handbook for Writers of Research Papers*; *SBL Handbook of Style for Biblical Studies and Related Disciplines*). The length of manuscripts for the thesis or project will vary depending on the subject matter, but a one-term thesis or project is typically 50-60 pages long; a two-term thesis or project report, 100-120 pages. After an S.T.M. thesis has been approved by the first and second readers, and prior to 5 p.m. on the day that senior grades are due for that term, a student must provide a correct copy to be archived by the Divinity Library. This copy must be provided to the registrar's office in electronic (PDF) form along with a completed archiving agreement form. It must be single sided, have a title page, be free of typographical errors, and employ an acceptable literary style (as above), including standard forms for references. In order to fulfill the library's mission to collect, describe, and preserve intellectual content created by and within the School, students are strongly encouraged to provide a thesis abstract of less than 300 words and up to five searchable "key words" along with the thesis copy.