

Information Session on Thesis Writing & Expectations

The Office of Graduate Studies

<https://www.pvamu.edu/graduatestudies/>

Alvin I. Thomas Building, Suite 003
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Spring 2023: 3/31/2023

Agenda

- The Office of Graduate Studies (OGS) Team
- Important Dates and Deadlines
- Check List for Graduation
- Graduate Student Services and Resources
- Office of Academic Engagement and Student Success
- One-to-One Writing Support for Graduate Students
- TDDP Process
- Dynamic Forms Portal Process
- TDDP Contents & Samples
- References APA 7, IEEE, etc.

Graduate Studies Team



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Graduate Student Specialist IV

Important Dates & Deadlines



SPRING 2023 DATES AND DEADLINES

Tuesday, January 17	First Day of Class
Monday, March 27	Final date to apply for SPRING 2023 Graduation and Participation in Commencement activities
Friday, April 14	Suggested Deadline for Final Defense of Thesis/Dissertation/Doctoral Project
Friday, April 28	Final Date to Apply for SPRING 2023 Commencement with No Participation or name in the Program
Monday, May 1	Last Day of Class
Monday, May 1	Final Deadline to Submit Successfully Defended Thesis/Dissertation/Doctoral project to the Office of Graduate Studies
Saturday, May 13	Commencement

Note: Final edition of Thesis/Dissertation/Doctoral Project must be completed 30 days from commencement ceremony!!

Check List for Graduation



Attention Panthers!

If you intend to graduate by the end of the semester, you should:

- Carefully review the information on the graduation webpage.
- Meet with your advisor to discuss the graduation requirements.
- Complete the graduation checklist.

Please avoid procrastination, as time is of the essence!

For additional information and access to the checklist, please visit:

<https://www.pvamu.edu/registrar/graduation/applying-for-graduation/>

Graduate Student Services and Resources

- <https://www.pvamu.edu/graduatestudies/services-and-resources/>

Prairie View A&M University provides services unique to the needs of graduate students. These services include professional development workshops, writing and statistical assistance, career planning, and health and mental health services.

- › [Student Academic Support Services](#) – Student Academic Support Services include several offices and services designed to support the academic success, retention, and ultimate graduation of PVAMU students.
- › [The Writing Center](#) – The Writing Center's goal is to provide a friendly, stress-free environment for students from all over campus to meet with a consultant and talk about the writing of all types.
- › [Grammarly](#) – Grammarly is an online grammar and spelling checker that improves communication by helping users find and correct writing mistakes. Grammarly's algorithm flag potential issues in the text and suggest context-specific corrections for grammar, spelling and vocabulary. Grammarly explains the reasoning behind each correction, so you can make an informed decision about whether, and how, to correct an issue.
- › [Office of Graduate Studies Writing Support](#) – Office of Graduate Studies Writing Support – At the PVAMU Office of Graduate Studies, we emphasize that Writing is for Life! Writing assistance is available through scholarly writing workshops and individual writing consulting, whether you are writing a thesis, dissertation, policy brief, or creative works. See our calendar for Scholarly Writing Workshop dates. Individual Writing Consulting is available by appointment. Please contact the Office of Graduate Studies Writing Support:

Joy Patterson

Phone: (936) 261-3725

Email: inpatterson@pvamu.edu

- › [Student Counseling Services](#) – The Student Counseling provides short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. In addition, we offer extremely informative educational workshops and classroom presentations to interested groups who request them.
- › [Student Computer Center \(SCC\) Labs](#) – Information Technology Services currently supports five state-of-the-art technology and collaboration facilities on three Prairie View A&M university campuses. The Student Computer Center Labs are designed to support the academic and research goals of the entire campus community.
- › [John B. Coleman Library](#) – The Library provides access to information. Offers research help to access information, Interlibrary Loan service, Checking out books, Laptop checkout, Quiet study spaces, Collaborative study spaces, Presentation room reservation, Printing services, among others. In addition to library services offered at the John B. Coleman Library on the main campus, "Wireless" services are fully automated with workstations for public use for access to the Internet and library holdings. Library services are also available on the Northwest Houston Campus and the College of Nursing Downtown Houston campus.
 - [List of A-Z databases](#)
 - [List of Journals students have access to](#)
 - [Catalog](#)
 - [Interlibrary Loan](#)
 - [Institutional Repository](#)
 - [Chat Service](#)
 - Request Assistance at askalibrarian@pvamu.edu or call us at (936) 261-1535
 - [Special Collections & Archives](#)
 - [Library Guides](#)
 - [Contact Librarians](#)
- › [The NWHC Library](#) is an extension of the main campus, John B. Coleman Library, and provides equitable resources and services. A small onsite library, interlibrary loan, online instruction and research consultations with librarians are some of the resources provided. The NWHC host cultural programs, technology workshops and guest lectures, face to face and virtually. Instruction videos are included on the NWHC Library website to get students started using library resources.
- › [College of Nursing Downtown](#)
- › [Career Services](#) – The Career Services assist students in their career and life planning through programs and services to bridge the move from college to the career world. And are also committed to empowering students to enter the competitive and global marketplace with confidence and competence.
- › [Financial Literacy](#) – Prairie View A&M University is committed to ensure our students have the financial knowledge needed to be successful during and after their college careers. We have partnered with Trellis, formerly Texas Guaranteed (TG) Student Loan Corporation, to provide financial literacy to help students build toward financial wellness at every stage of life.
- › [University Tutoring Center](#) – University Tutoring Center provides a solid foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills and attitudes needed to reach their desired goals, in a safe and encouraging learning environment.
- › [CITI Training](#) – PVAMU Office of Research provides free online Responsible Conduct of Research (RCR) training through the Collaborative Institutional Training Initiative (CITI).
- › [Center for Applied Statistics](#) – The newly opened Center for Applied Statistics within the College of Juvenile Justice at Prairie View A&M University is offering students, faculty, and staff members a chance to strengthen their research through free statistics workshops and other services.
- › [Hilltop Reserve Emergency Resource Center](#) – The mission of the Hilltop Reserve is to support the mission of the University by helping students overcome barriers that prevent the pursuit of educational goals and successful matriculation by providing resources to overcome food insecurity, homelessness, and poverty.
 - **Emergency Funding:** Students may apply for emergency funds to assist with unexpected financial needs. Students may apply for funds when they are experiencing a financial barrier and have exhausted all other resources.
 - **Food Pantry:** The Hilltop Reserve Market provides all currently enrolled PVAMU students with access to fresh vegetables, produce, meats, and nonperishable food items based upon a Food Scholarship through the Houston Food Bank.
 - **Hilltop Clothing Boutique:** The PVAMU Hilltop Reserve Boutique provides everyday male, female & children's clothing, personal hygiene and household items at no cost to currently enrolled students.

Office of Academic Engagement and Student Success

- <https://www.pvamu.edu/student-success/>



Academic Advising Services



University Tutoring Center



Grammarly Writing Assistance



Academic Success Workshops



24-Hour Online Tutoring




Testing Services



Writing Center



One-to-One Writing Support for Graduate Students

 PRAIRIE VIEW
A&M UNIVERSITY


MARVIN D. AND JUNE BRAILSFORD
COLLEGE OF ARTS & SCIENCES

**PVAMU
Writing Center**


**1 to 1 Writing
Support for
Graduate
Students**

- 50 Minute Sessions
- Virtual Meets on Microsoft Teams
- Register with PV Email
- Must Set Appointments 24 Hours in Advance
- **MWF** (5-8pm) **Sun** (11am -2pm)

Scan



Appointment



Grammarly

- **What is Grammarly?**

- ❖ Grammarly is an online grammar and spelling checker that improves communication by helping users find and correct writing mistakes.
- ❖ Grammarly's algorithm flag potential issues in the text and suggest context-specific corrections for grammar, spelling and vocabulary.
- ❖ Grammarly explains the reasoning behind each correction, so you can make an informed decision about whether, and how, to correct an issue.

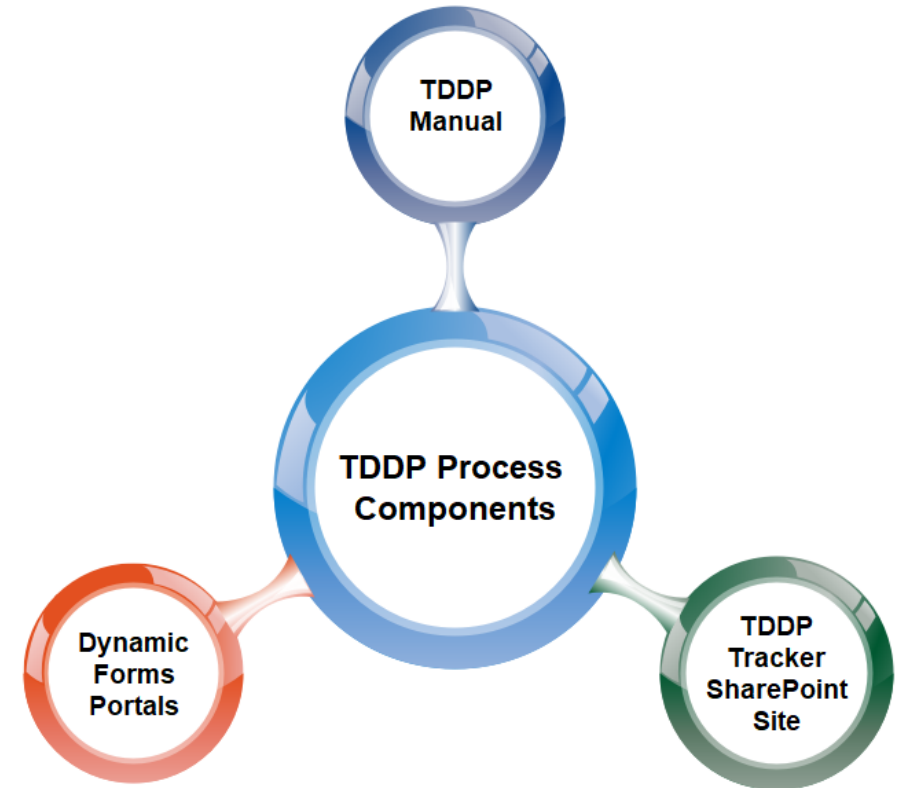
- **Accessing Grammarly**

- ❖ Setting up a Grammarly@edu , account: is just use your institutional email (pvamu.edu) when registering a new account at www.grammarly.com/edu/signup. You will be asked to confirm your email; once your email is confirmed you will be redirected to your Grammarly account. A small tour is given on your first login to help you use the software.
- ❖ Ready to login click here – <https://www.grammarly.com/>

Thesis/dissertation/doctoral project (TDDP) Process

- TDDP Process is used to standardize and automate the forms and processes. The infrastructure of the TDDP Process is defined by three (3) components:

- (1) Thesis/dissertation/doctoral project (TDDP) manual
 - (2) Dynamic Forms Portals: Forms and procedures are clearly outlined in an 8-step process for thesis and dissertation
 - (3) TDDP Tracker SharePoint site: An automated system utilizing SharePoint and Dynamic Forms software that provides a real-time accessible space for committee chairs to upload and store TDDP forms.
- ❖ Also, the SharePoint site provides an opportunity for graduate program coordinators and department heads to monitor and analyze data related to students' progress on TDDP



Plagiarism Detection – Turnitin at PVAMU

- Provide the Turnitin Originality Report for the final thesis
- <https://www.pvamu.edu/dlearning/turnitin-at-pvamu/>

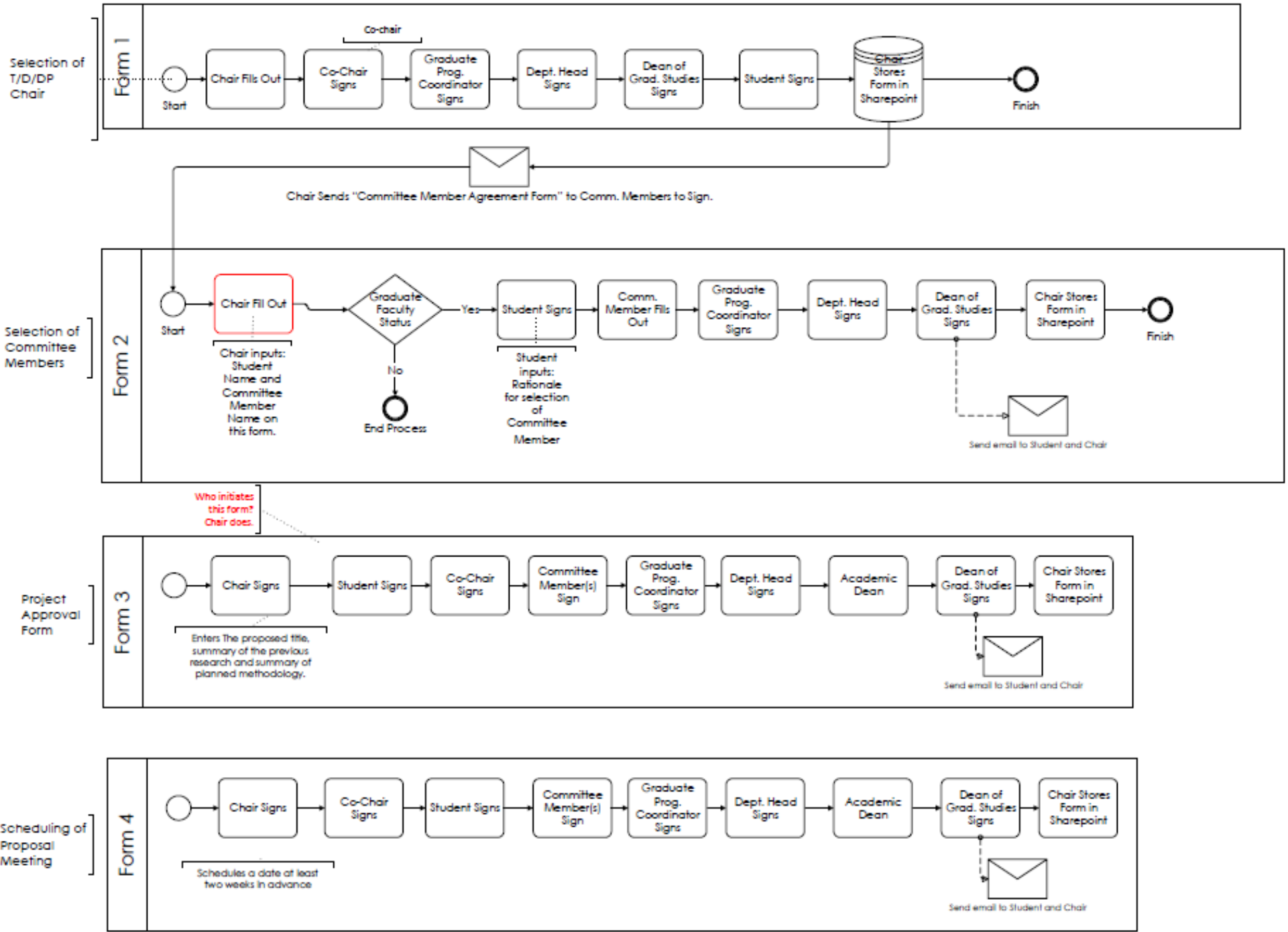
Plagiarism Detection – Turnitin at PVAMU

Turnitin is the plagiarism detection service used at PVAMU. At PVAMU, Turnitin is integrated with eCourses, so instead of going to Turnitin.com to use it, students and faculty can use Turnitin inside eCourses. Instructors set up Turnitin assignments in their eCourses classrooms and students submit their papers to the Turnitin assignments in their eCourses classrooms. Grades, similarity scores, and similarity reports for Turnitin assignments can all be assigned and accessed through eCourses.

The following links provide more information about how to use Turnitin in eCourses.

- [Turnitin for Instructors](#)
- [Turnitin for Students](#)

Dynamic Forms Portal Process



Dynamic Forms Portal

Forms for Creating TD/DP Committee

Forms

1. Chair Agreement Form



2. Committee Members Agreement Form

Signed in order by..

Chair
Student
Coordinator
Department Head
Graduate Studies Dean

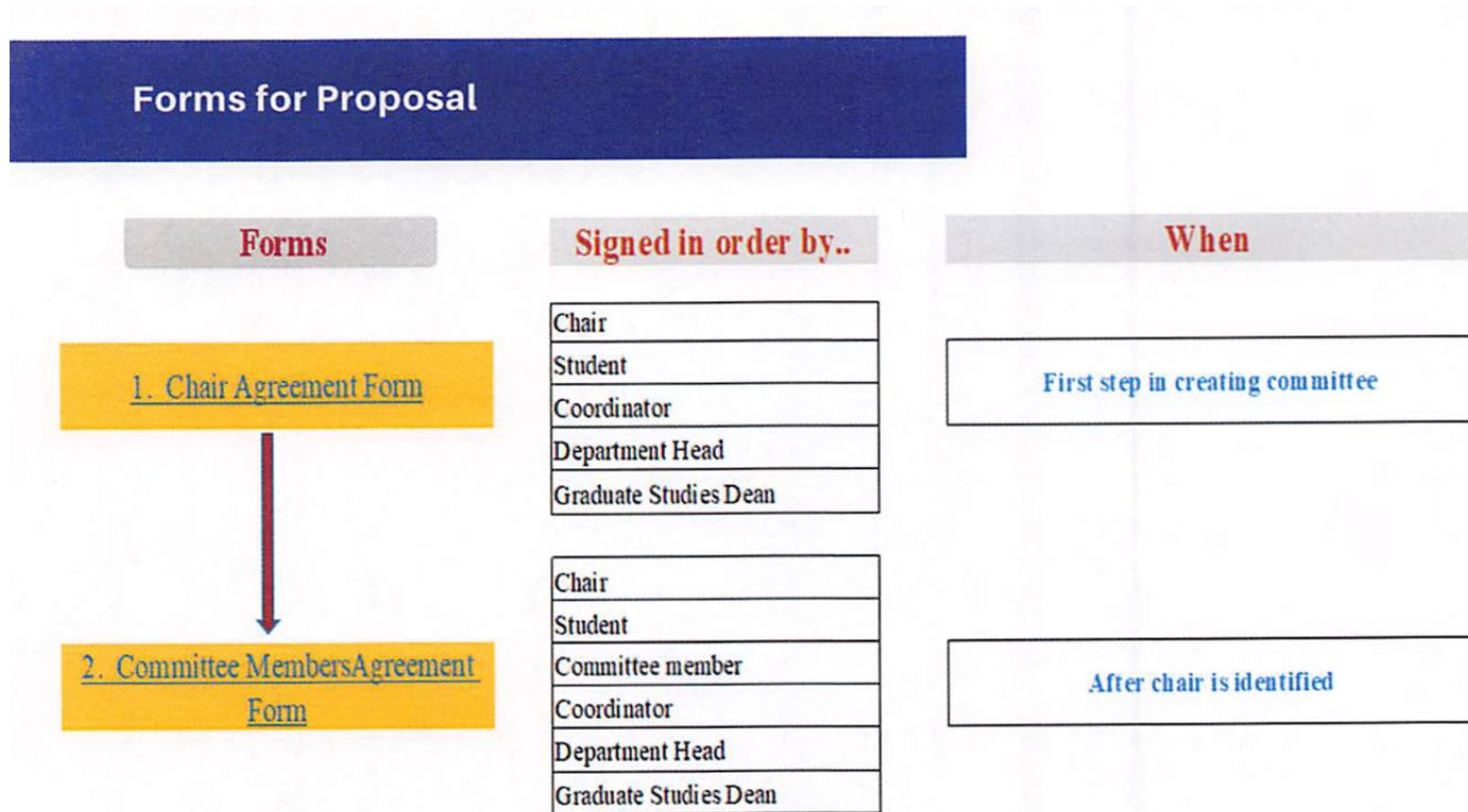
Chair
Student
Committee member
Coordinator
Department Head
Graduate Studies Dean

When

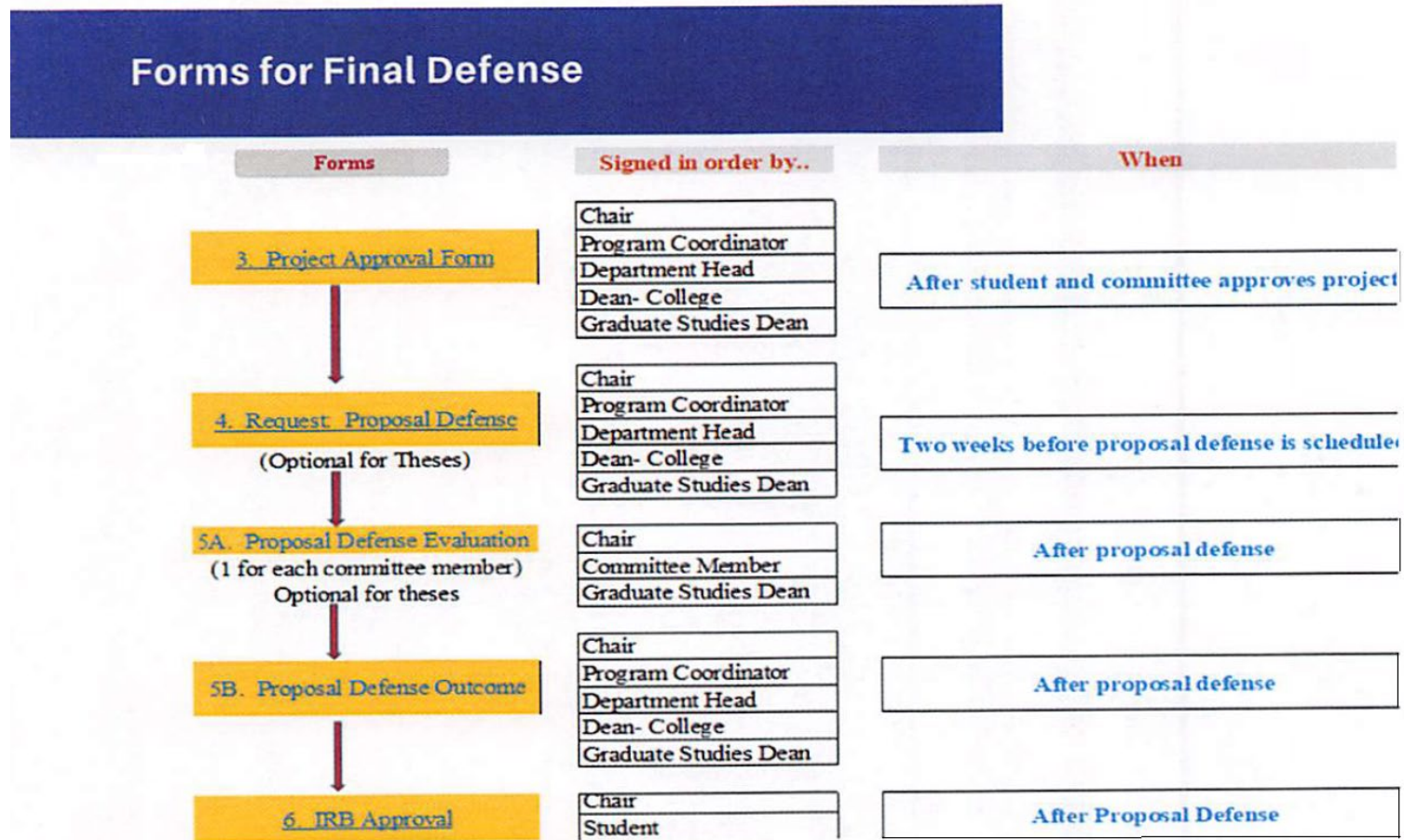
First step in creating committee

After chair is identified

Dynamic Forms Portal



Dynamic Forms Portal



The TTDP Student Should Submit the Document Services and Resources

- <https://www.pvamu.edu/graduatestudies/services-and-resources/>
- The TTDP Student should submit the document to the OGS along with:
- **Turnition.com** score (10% or less) and
- A **Grammarly** Premium score of 95% + with No critical errors.
- For engineering, chemistry, etc., including the Journal/Conferences articles if you published one

Electronic Thesis and Dissertation (ETD) Repository Submission Agreement Form-Digital Commons

Electronic Thesis and Dissertation (ETD) Repository Submission Agreement Form

Author: _____ Thesis/Dissertation Date: _____

Degree: _____ Title: _____

Permission to scan. I grant to J B Coleman Library at Prairie View A & M University the non-exclusive right to create a digital version of the above- named publication (the 'Thesis') and to make my Thesis available as a part of the J B Coleman Library electronic thesis and dissertation collection. I understand that the full text of my Thesis in PDF format will be available to the public in digital form without restriction as a part of the collection, and I give my permission to J B Coleman Library to digitize, distribute, display, and transmit my thesis in order to make it available online.

Non- exclusive and perpetual license. I understand that this permission constitutes a non-exclusive, perpetual, royalty-free license, and that I retain the copyright to my Thesis, including the right to use it in other works such as articles and books.

Authority to grant license. I represent and warrant that I am the sole author and owner of the copyright in my Thesis, and that I have full and sole authority to grant this permission. I also represent that this Thesis does not, to the best of my knowledge, infringe or violate any right of others. I have obtained any third-party right, if necessary.

Select Publishing Options. I want my work to be available as soon as it is published on the digitalcommons@pvamu.edu Repository.

Yes

No – I would like access to the full text of my Work to be delayed for the following period of time:

6 month embargo

1 year embargo

2 year embargo

Note: Please consult with your Graduate School/ Program, if you need to delay the release of your work. Access to the full-text of your work will be delayed for the time period specified above, beginning from the date that we receive your manuscript at *PVAMU Digital Commons*.

Permission Granted By

(Print Authors name)

(Signature of Author)

Date:

E-mail address

(Associate Dean of Graduate Studies)

(Signature of Associate Dean of Graduate Studies)

Date:

E-mail address

Email a completed, signed form to:

Digitalcommons@PVAMU.EDU

TDDP Contents

- Title page
- Signature/Approval page
- Abstract page
- Dedication page (*optional*)-Limit one page
- Acknowledgment page (*optional*)-Limit one page
- List of nomenclature (List of symbols, abbreviations, and acronyms)-*if applicable*
- Table of contents page
- List Figures page (*if applicable*)
- List Tables page (*if applicable*)
- References (not included at the end of each chapter)
- Appendices (*if applicable*)
- Curriculum vita/Resume (continue numbering to the last page)

Thesis, Dissertation, Doctoral Project formatting guidelines

Use 1.5 Left margin throughout the document with 1.25 top margin and 1 inch right and bottom margins.

Double-space the document starting with page 1 to the last page of text; single space the Curriculum Vitae/Resume.

Indent paragraphs (use the tab key)

Use left justification.

Use small roman numerals centered at the bottom of the page beginning with iii (ABSTRACT, etc.).

Use Arabic numbers 1, 2, etc. starting with page 1 at the top right-hand margin.

Center and bold all main headings (ABSTRACT, DEDICATION, etc.)

Use 12 pt. font and Times New Roman font style.

Chapter titles begin on a new page, **INTRODUCTION, LITERATURE REVIEW**, etc.

Type the word Page above each column of numbers for each page of the **TABLE OF CONTENTS, LIST OF FIGURES, and LIST OF TABLES**

Follow guidelines of the journal style or manual for in-text citations and references (APA, IEEE, etc.).

TITLE PAGE SAMPLE

1. At least two (2) double spaces below header margin
2. First page of thesis - unnumbered

SURFACE CHEMISTRY OF THE OXIDATION MECHANISMS ON PYRITE AND
MINERAL INOCULATED WITH CHEMOLITHOTROPHIC BACTERIA: AN X-RAY
PHOTOELECTRON SPECTROSCOPY (XPS) STUDY.

1. Double space title
2. Title in all caps.
3. Double space among thesis and author statements
4. Three (3) double spaces between title and thesis statement

A Thesis

by

MANKATA INKUMSAH

1. Statement single spaced and centered

1. All cap author's name
2. Three (3) double spaces between author's name and submittal statement

Submitted to the Office of Graduate Studies of
Prairie View A&M University
in partial fulfillment of the requirements for the degree of

DOCTOR OF PHILOSOPHY (MASTER OF SCIENCE)

1. Degree in all caps and one (1) double space below submittal statement
2. Three (3) double spaces separates graduation date

December 20XX

1. Grad. Date (month and year) separated from major subject by three

Major Subject: Chemistry

SIGNATURE PAGE SAMPLE

1. At least one (1) double space below header margin
2. Second page-unnumbered

SURFACE CHEMISTRY OF THE OXIDATION MECHANISMS ON PYRITE AND
 MINERAL INOCULATED WITH CHEMOLITHOTROPHIC BACTERIA: AN X-RAY
 PHOTOELECTRON SPECTROSCOPY (XPS) STUDY

1. Double space title in all caps
2. Double space among thesis and author statements
3. Two (2) double spaces between title and thesis statement

A Thesis
 by
 MANKATA INKUMSAH

1. All cap author's name
2. Two (2) double spaces between author's name and submittal statement

Submitted to the Office of Graduate Studies of
 Prairie View A&M University
 in partial fulfillment of the requirements for the degree of

1. Statement single spaced and centered on page
2. Degree is one (1) double space below statement and in all caps

DOCTOR OF PHILOSOPHY (MASTER OF SCIENCE)

1. Do not include titles with names

Approved as to style and content by:

 Name
 Chair of Committee

 Name
 Member

 Name
 Member

 Name
 Head of Department

 Name
 Dean of College

 Name
 Dean of Graduate Studies

December 20XX

1. Grad. date is month and year
2. Two double spaces separate signatures, date and major

	Page
ABSTRACT.....	ii
DEDICATION.....	iii
ACKNOWLEDGEMENTS.....	iv
NOMENCLATURE.....	v
TABLE OF CONTENTS.....	vi
LIST OF TABLES.....	vii
LIST OF TABLES.....	viii
1. INTRODUCTION: SECTION FORMAT.....	1
2. PROBLEM.....	#
2.1 Mechanics.....	#
2.2 Thermodynamics.....	#
2.3 Problem Summary.....	#
3. RELATIONSHIP BETWEEN ENTITIES, CALCULATIONS AND EMISSION RATES.....	#
3.1 Relationship between Heat and Pressure.....	#
3.2 Characterization of Thermostats.....	#
3.3 Summary of Experimental Results.....	#
3.4 Comparison of Measured Emission Rate with the Calculated Emission Rate.....	#
4. SOLUTIONS.....	#
5. CONCLUSIONS AND FUTURE WORK.....	#
5.1 Conclusions.....	#
5.2 Future Work.....	#
REFERENCES.....	#
APPENDIX A.....	#
APPENDIX B.....	#
CURRICULUM VITA/RESUME.....	#

References-APA 7th Edition

- Double space between each reference entry; use hanging indentation

Creswell, J. (2013). *Qualitative research design: Choosing among five approaches*.

SAGE Publications, Inc.

Joyce, M. (2011). Interviewing techniques at selected companies. *Business*

Communication Quarterly, 11(2), 17-25.

For Engineering, Computer Science, Chemistry, etc., use the journal article you may be given to do in-text citations and references.

References-IEEE

Book

[Ref number] Author's initials. Author's Surname, *Book Title*, edition (if not first). Place of publication: Publisher, Year.

- [1] I.A. Glover and P.M. Grant, *Digital Communications*, 3rd ed. Harlow: Prentice Hall, 2009.

Book chapter

[Ref number] Author's initials. Author's Surname, "Title of chapter in book," in *Book Title*, edition (if not first), Editor's initials. Editor's Surname, Ed. Place of publication: Publisher, Year, page numbers.

- [2] C. W. Li and G. J. Wang, "MEMS manufacturing techniques for tissue scaffolding devices," in *Mems for Biomedical Applications*, S. Bhansali and A. Vasudev, Eds. Cambridge: Woodhead, 2012, pp. 192-217.

Electronic Book

[Ref number] Author's initials. Author's Surname. (Year, Month Day). *Book Title* (edition) [Type of medium]. Available: URL

- [3] W. Zeng, H. Yu, C. Lin. (2013, Dec 19). *Multimedia Security Technologies for Digital Rights Management* [Online]. Available: <http://goo.gl/xQ8doi>

Note: If the e-book is a direct equivalent of a print book e.g. in PDF format, you can reference it as a normal print book.

Journal article

[Ref number] Author's initials. Author's Surname, "Title of article," *Title of journal abbreviated in Italics*, vol. number, issue number, page numbers, Abbreviated Month Year.

- [4] F. Yan, Y. Gu, Y. Wang, C. M. Wang, X. Y. Hu, H. X. Peng, et al., "Study on the interaction mechanism between laser and rock during perforation," *Optics and Laser Technology*, vol. 54, pp. 303-308, Dec 2013.

Note: the above example article is from a journal which does not use issue numbers, so they are not included in the reference.

E-Journal article

PDF versions of journal articles are direct copies of the print edition, so you can cite them as print journals.

[Ref number] Author's initials. Author's Surname. (Year, Month). "Title of article." *Journal Title* [type of medium]. volume number, issue number, page numbers if given. Available: URL

- [5] M. Semilof. (1996, July). "Driving commerce to the web-corporate intranets and the internet: lines blur". *Communication Week* [Online]. vol. 6, issue 19. Available: <http://www.techweb.com/se/directlinkcgi?CWK19960715S0005>

Thank You!
Q&A