

JOINT MASTER'S PROGRAM: THESIS PROJECT FORM

Name of Student: _____

Student Number: _____

Email: _____

Advisor: _____

Suggested timeline:

- 9 months from your start date in JMP Year I, submit your thesis proposal to your advisor and to the Chair of the Joint Discipline Committee
- copies of the proposal will be circulated to two members of the Joint Masters Program in History for review and for recommendation for approval

Your proposal should contain the following components.

Title Page (1 page)	On a separate title page, provide a working title of the thesis along with your name, student number and the date the proposal was submitted.
Problem Statement or Abstract (approx. 300 words)	Provide a general summary of the topic you plan to research and the themes you expect your thesis will touch on. You may also wish to lay out the kind of historical analysis you propose to produce.
Outline (approx. 1 page)	Describe the outline of the thesis, the number of sections and/or chapters that you propose might be necessary.
Previous Work in the field (approx 5 pages)	<p>Presumably, your particular problem is one aspect of a larger field that has already been partly explored.</p> <p>In this part of the proposal, describe the nature of secondary work in your area that has already been published and make a case for why and how your project will contribute something new to the discussion. Offer a brief summary and review of any important secondary sources that parallel your work or which offer a touchstone for your own work.</p> <p>Discuss the primary sources you plan to examine, where they are located, and what their potential value and potential shortcomings might be. Discuss how the shortcomings of one set of sources might be compensated for by using another set or sets of sources.</p> <p>Describe the location of your sources and your plans to view or obtain them.</p>

<p>Ethics (approx 1 page, plus Ethics Application as Appendix)</p>	<p>If your project involves living human subjects, or involves using data of an ethically sensitive nature (medical or legal records, for example) explain how you will obtain ethics approval for your project and attach a completed Ethics Review form to be presented to the Joint Faculty Research Ethics Board (JFREB). Contact the <u>Office of Research Services</u> for the proper forms.</p> <p>Note that your thesis proposal <u>must</u> be accepted by the Department <u>before</u> you can submit your application for ethics approval to the JFREB.</p>
<p>Methodology and Research Approaches (approx 3-5 pages)</p>	<p>With reference to your proposed archival sources, explain the methodology you plan to use for conducting your research and analysing your information. Explain the theoretical grounds of your work and explain how those theories will be incorporated into your work.</p>
<p>Working Bibliography (approx. 3-6 pages)</p>	<p>Provide a bibliography of possible primary and secondary sources. List all primary or archival sources as well as all secondary sources in the <i>Chicago</i> style, giving full details as required.</p> <p>The bibliography need not be exhaustive or final at this point, but should include what you and your supervisor have agreed are the major works on the subject as well as a good range of other secondary works you hope to examine in the course of preparing the thesis.</p>
<p>Length</p>	<p>The proposal should be presented in double-spaced text.</p> <p>The submitted proposal should consist of:</p> <ul style="list-style-type: none"> ➤ A title page ➤ The sections mentioned above (9-12 pages) ➤ A bibliography (3-6 pages)
<p>Acceptance</p>	<p>The thesis proposal must be recommended for approval to the Joint Discipline Committee by your advisor and by two additional readers from the JMP graduate faculty, and by the Head of Department or designate (usually the JMP Chair)</p> <p>Proposals that are not accepted upon first submission should be corrected and re-submitted within 30 days</p>

Revised: December 1988; March 2010

JMP Thesis Proposal Signature Sheet

Each student shall be responsible for having this form completed. Students are advised to retain a copy of the original for their own records once all of the signatures have been obtained. A second copy is to be submitted to the Graduate Program Secretary when all of the signatures have been obtained.

1. Name of student: _____

2. Initial meeting with Chair of the Joint Discipline Committee regarding thesis proposal

Student has received a copy of the JMP Thesis Project Form

Two secondary readers have been identified as readers of the proposal and as potential committee members

Signature of JDC Chair: _____

Date of Meeting: _____

3. Initial meeting with proposed Thesis Advisor regarding thesis proposal

Thesis Supervisor (print): _____

Advisor agrees to supervise this student: _____
(signature of proposed advisor)

Date: _____

4. Thesis proposal received by JDC Chair

Signature of JDC Chair: _____

Date: _____

5. Thesis proposal distributed to proposed thesis committee members

Advisor (as noted above)

(Name of Committee Member #1) _____
(Name of Committee Member #2)

Signature of JDC Chair: _____

Date: _____

6. Proposal approved by thesis committee members and by Graduate Executive

Signature of JDC Chair: _____

Date: _____

7. Thesis topic registered with the Canadian Historical Association (Yes)

Signature of Graduate Program Secretary: _____

Date: _____