

# The Master's Capstone



Trinity College  
HARTFORD CONNECTICUT

**Office of Graduate Studies**

300 Summit Street  
Hartford, CT 06106

# THE MASTER'S CAPSTONE AT TRINITY COLLEGE

Writing a thesis or a final research project paper provides the best evidence of your ability to undertake and complete original research. You should expect to develop a close tutorial relationship with your capstone Adviser centered on an area of mutual interest. In addition, your Adviser should help you cultivate your research skills with regard to finding and evaluating information. The paper that results from this process should be a thorough study of the subject, and should display your competence in critical appraisal and mastery of the subject. Indeed, you should not overlook the possibility of subsequent publication of your Thesis.

## General Research Aids and Assistance:

*The MLA Handbook* (The Modern Language Association of America, April 2021, 9<sup>th</sup> Edition) is one reference book you should own. This book provides the most up-to-date information regarding citations, and it will be useful for completing any collegiate paper requiring references.

The Trinity Library Reference Staff is an invaluable resource. The librarians will help you navigate on-site, off-site, and Internet sources. Trinity librarians are also a professional source of general knowledge and can be helpful consultants as you refine your thesis. Make individual appointments with a research librarian online through the library's website.

## Standards and Style:

The Master's thesis or final research project paper is a distinct genre; the form and style must conform to recognized standards of scholarly writing. Faculty advisers can provide you with particular information regarding the expected form and style required in your academic field, as well as acquaint you with any particular departmental requirements. You may also want to take the time to read a previously submitted Trinity master's thesis or research project paper in your major; copies are available in the library.

## Time Limit:

Students are expected to complete their capstone within two semesters. If you cannot complete your capstone within the two-semester time period, you must register for "Thesis in Progress" (ADMN 955), paying both the registration fee and the "Extended Thesis Research" fee of \$200, payable each semester beyond the specified two terms. These same requirements must be met for each semester beyond the two-semester allotment. Registering for ADMN 955 preserves your library, e-mail, and other privileges. Careful planning and regular meetings with your capstone Adviser are essential to finishing your final project on time. Be sure to plan and set realistic goals for the completion of the research, writing, and revising stages of your capstone.

## Suggested Steps to Follow:

- Select a tentative topic of significant interest to you.
- Meet with your adviser to discuss the feasibility of your topic.
- After selecting and getting approval for your tentative topic, review relevant published scholarship to narrow, expand, or otherwise modify your topic.
- Make an appointment with your Graduate Adviser and the Department Chairperson/Program Director to present an outline or précis for your proposed topic.
- Once you receive approval of your outline and topic, the Department Chairperson/Program Director will sign the "Thesis Enrollment Approval Form."
- Submit the signed "Thesis Enrollment Approval Form" to the Office of Graduate Studies in time for registration for Thesis I.
- Once your thesis or final project is graded, you must submit your final paper to the Trinity College Digital Depository.

# **APPENDIX**

**A. Thesis Title Page Template**

**B. Thesis Evaluation Form**

**C. Trinity College Master's Thesis/Final Project Report Electronic Submission Instructions**

(SAMPLE TITLE PAGE)

# TRINITY COLLEGE

Thesis

(title of your work here)

Submitted by

(name)

(B.A., college name, date of graduation)  
additional degrees may be listed here

In Partial Fulfillment of Requirements for the Degree of

Master of Arts in \_\_\_\_\_

Semester\_\_\_\_\_

**EVALUATION OF THE MASTER'S THESIS**  
**OFFICE OF GRADUATE STUDIES TRINITY COLLEGE**

(This form is to be submitted to your department with the final copy of your thesis)

The thesis of

\_\_\_\_\_ entitled  
\_\_\_\_\_  
\_\_\_\_\_

has been read and approved in partial fulfillment of the requirements for the  
Master of Arts Degree in the Department of

\_\_\_\_\_, and has been awarded the final  
grade of \_\_\_\_\_.

On \_\_\_\_\_ the Adviser and Reader, whose signatures  
(Date)  
appear below, met with this candidate for a final discussion of the thesis.

ADVISER            Signature \_\_\_\_\_  
Please Print/Type Name Here \_\_\_\_\_

READER            Signature \_\_\_\_\_  
Please Print/Type Name Here \_\_\_\_\_

# Trinity College Master's Thesis/Final Project Report Electronic Submission Instructions

The Digital Repository showcases and provides access to scholarly and creative works by Trinity College community members, and materials from the Watkinson Library & Archives. The Repository is administered by the Library and serves as a digital archive for these works.

## Submission Guidelines for Theses and Projects

Uploading your thesis or project to the Digital Repository will preserve your work at Trinity College and allow you to access it from anywhere.

- **Adviser approval:** Authors must obtain approval from their adviser or supervising faculty member before submitting their work to the Repository. Approval means that a consultation has taken place between the student and adviser, and the adviser agrees that the work is appropriate for upload to the Repository. There are no forms associated with this approval, and the faculty member does not need to contact the Repository Administrator.
- **Limiting access:** Authors may choose to allow unrestricted web access to their work, or limit access to the campus community only, by specifying "thesis" or "campus-only thesis" on the line labelled "Degree Type".
- **Supplemental files:** The Repository can also accept any supplemental files, in the form of media, translations, etc. Powerpoint files will be converted to .pdf by the Repository. At the bottom of the submission form, there is a checkmark box, which when selected allows you to upload additional files on the next page.
- **Archival preservation:** Theses that are deposited online do not need to be submitted in hard copy to the College Archives. Once the work has been uploaded, it will be a permanent part of the Repository, and identified with a unique url for future reference.

## Content and Formatting

- Any quoted text, images, music, charts, etc., in the thesis should either be used under Fair Use guidelines, or by permission from the copyright holder(s) of the quoted material.
- For text materials: It is best to upload a pdf version of your document to preserve formatting, however, any text-based file format will be accepted (i.e. Word) and then automatically converted to pdf for publication in the Repository.
- Images and posters: If you have a single image you want to submit, you can use the "full-text" upload button. you can also arrange your image(s) in a document and upload that.
- Video: You can either use the full-text upload to submit the video file directly to the Repository, or, you can link to it on a streaming service such as Vimeo or Youtube. Use the Streaming Media section of the form to enter the link to your video.

## Instructions for Students

- **To start the submission process,** visit <https://digitalrepository.trincoll.edu/>.
- **Click "Submit Research" on the left under "Author Corner",** and create an account with the Repository software. (This will be different than your regular Trinity login)
- Read through the submission agreement, and checkmark the box to agree with the terms.
- Finally, fill in the fields on the submission form, including selection of open access or campus-restricted, and upload the thesis document.
- Once the thesis submission has been processed by the Repository Administrator, it will be visible on the Repository site.