

Graduate Student Association (GSA)

Tuesday, January 19th, 2010

- Meeting was called to order by President Beth Rauhaus at 5:32 pm.
- President Rauhaus introduced the guest speaker, Mr. James Nail, a representative from The Office of Thesis and Dissertation. Highlights from Mr. Nail's presentation and discussion that followed:
 - One of the most important components of a thesis or dissertation that his office works with is the content. The office also does a great deal of work with the format of a thesis or dissertation.
 - In regards to what's needed in a thesis or dissertation, Mr. Nail discussed the table of contents and also, what's required for the body section. Key components that he suggested that students pay close attention to are page numbers, landscape pages, and deadlines to submit the documents.
 - There are two different deadlines for students to note: (1) The submission deadline and (2) approval of format deadline. The speaker also noted that electronic versions of the documents are accepted, for example, a PDF file. The signature page, however, is the only needed printed page.
 - Theses or dissertations can be bound in the library or can be ordered from the publisher. Campus printing services can also bind the documents.
 - Mr. Nail suggested that students attend workshops that his office hosts. The dates are Wed., March 10 at 6pm (online workshop), Wed., March 24 at 10 am, and an editing and correcting workshop on Thursday, April 15 at 10 am. All interested students should check the Library's website to confirm Office of Thesis and Dissertation Workshop dates.
 - Mr. Nail suggested that students seek help from the Instructional Media Center in the library, as well.
 - Students asked questions about submission requirements, which may be directed to Mr. Nail at his office in the library.
 - Another student had a question about formatting rules for the reference pages. Mr. Nail said among other things, the page should be single spaced, with one blank line separating each reference.
 - Another student had a question about word numbers for abstracts. The speaker said that a thesis has a 150 word limit, while a dissertation has a 350 word limit.
 - Dr. D'Abramo, the Dean of the Graduate School, who was in attendance, pointed out that these word limits are difficult to follow, and Mr. Nail suggested that researchers give more detail in the notes section, which does not have a word limit and less in the abstract.

- Another question was asked about appendices and the easiest way to include them. The speaker suggested scanning them in and following margin requirements.
- A student asked for clarification on the differences in a thesis and dissertation, which the speaker answered.
- Figures and Tables should not extend into margins and that there is a special Microsoft Word setting which students can use to properly include figures and tables.
- Speaker concluded his presentation at 6:00 pm.
- President Rauhaus introduced herself and other present officers, Brittany Clay, Vice President and Courtney Walker, Secretary, to new attendees. Julie Goodin, the GSA advisor, was also introduced.
- Announcements from President Rauhaus:
 - The GSA Awards banquet will be held Tuesday, April 13th.
 - Those who attended the Fall Research Symposium may now pick up their evaluation forms in the Office of the Graduate School. See Julie Goodin.
 - Category winners from the Fall Research Symposium will be recognized at the Awards banquet.
 - Anyone interested in becoming a GSA officer for next school year should see Beth.
- Dr. Person, Associate Dean of the Graduate School, reminded students about the upcoming National Science Foundation workshop to be held March 31 and the Fulbright workshop to be held on April 14. He also encouraged students to apply for fellowships.
- Dr. D'Abramo announced that student grievances against faculty or staff may be filed with the student's graduate coordinator. Students may also write a grievance and send it to the Office of the Graduate School.
- The meeting ended at 6:10.