



MOS 4999E Faculty Handbook

In this resource folder, faculty will find the:

1. Course syllabus
2. Thesis enrollment form

As well as examples that can be tailored to suit the individual Faculty member:

1. Thesis assessment form
2. Gradesheet

APPLICATIONS

The MOS website instructs students to fill out an online application of interest:
https://dan.uwo.ca/undergraduate/course_information/thesis/index.html

This process was intended to get students thinking about doing a thesis early but does not prevent a faculty member from taking on a student later than the suggested deadline.

Students applying for a thesis may have a range of background training and it is recommended that the potential supervisor inquire about their courses to have an expectation of preparation. For instance, by 4th year some students may have taken a social science research methods course and MOS 3420 (Marketing Research), and be enrolled in a research seminar, while others may have only a stats credit.

Once a supervisor has agreed to take on a student, they are to submit the completed thesis enrollment form to the DAN MOS administration office, no later than the term add date.

THE THESIS

An undergraduate CB/HRM honors thesis is a major research project carried out by a 4th year honors MOS student under the direction of a qualified supervisor (e.g., a full-time research active professor, normally tenured/tenure-track, in DAN Management & Organizational Studies on main campus).

The MOS thesis is to be an empirical project that involves data collection. It is not a purely theoretical paper, nor just an in-depth review of the literature.

The student is expected to play a role in all phases of the research project, including conceptualization, preparing materials and methods, data collection and analysis, and write-up.

Supervisors should explicitly discuss plagiarism, as well as intellectual property / authorship for any subsequent plans for the thesis material.

SCHEDULE

Regular meetings, such as weekly, between supervisor and student are advised, but the specific schedule is to be determined on an individual basis.

The below schedule provides a general guide for structuring the thesis student's time. Each thesis project may vary, and thus each supervisor should establish a specific timeline for completing each major phase of the thesis.

Date/Deadlines	Tasks
September	Finalize thesis supervisor and complete initial work on thesis topic, reading list and readings
Late September/Mid October	Conceptualization of issue to be addressed in thesis, conceptualization of thesis method
November/December	Writing literature review, hypotheses, methodology (design of surveys, experiments, etc.), submission of ethical protocol
Late November, early December	Obtain ethics approval, Preliminary literature + method
January-February	Data Collection, analyses
Mid-April	Final copy of thesis to supervisor + second reader)

ETHICS

The student is required to have Western ethics approval for their research, which will require them to obtain an account <https://applywesternrem.uwo.ca/authentication/register> and TCPS Core Training (<https://uwo.ca/research/ethics/human/workshops/index.html>).

Because the ethics approval process timelines are long, it is HIGHLY recommended that the student have their ethics application submitted before the end of the Fall term. The REB currently aims for an 8 week turn around on delegated ethics applications, and timelines regularly exceed this target. Also, be cognizant of the winter break cut-off date which is typically early December. REB applications submitted after this date will not be considered until mid-January, adding 4 weeks to the ethics approval timeline.

EVALUATION

The student should be notified in a timely fashion throughout the term of their grade progress to date to avoid end of term surprises and grounds for appeal.

To maintain quality and objective assessment, the final thesis must be read by a second reader from within DAN MOS or Faculty of Social Science whose evaluation counts for 25% of the final grade. The supervisor is responsible for arranging a second reader.

The thesis should be submitted via OWL and run through Turn-it-in. Final grade and breakdown need to be submitted within 7 days of the last exam day of the term.

Component

Ethics Protocol	10%
Preliminary Introduction, Theory, & Hypotheses	20%
Preliminary Methodology & Analyses	20%
Final Written Thesis (Supervisor Evaluation)	25%
Final Written Thesis (2 nd Reader Evaluation)	<u>25%</u>
Overall Calculated Grade (rounded)	100%