

Please look over this entire presentation, read the instructions and follow this model closely as outlined by the University faculty review committee.



(To start with, this is how your cover page should look)

UNIVERSITY OF SCIENCE, ARTS AND TECHNOLOGY

MASTER OF EDUCATION

Name: _____

Address: _____

Email: _____

TITLE (Optional): _____

Date Registered: _____

Personal Tutor (USAT will assign you a tutor, please indicate his/her name here)

(PLEASE USE THE FOLLOWING LAYOUT FOR YOUR ENTIRE THESIS)

MARGINS:	
LEFT	3CM
RIGHT	3CM
TOP	3CM
BOTTOM	3CM
FONT	Times New Roman
SIZE	12
SPACE BETWEEN LETTERS	Normal
SPACE BETWEEN LINES	1.5 spacing
PAPER SIZE	A4, Letter 8½ x 11 or the closest to this size

1. TECHNICAL DATA:

Using one separate page for each subject, do not put any of this on the same page as Subject No. 2. and indicate it exactly as outlined here below.

1.1 THEME OF YOUR THESIS: _____

1.2 OVERSEEING FACULTY: UNIVERSITY OF SCIENCE, ARTS AND TECHNOLOGY

1.3 SUPPORTING FACULTY: Department of Languages

1.4 DIRECTOR OF THE THESIS: Dr Harry Cotton

1.5 STUDY PROGRAM: Master of Education

2. PREFACE:

Note: Please use one (1) page for this No. 2 requirement; do not put it on the same page as No. 1 or No. 3

2.1 SUBJECT OF INVESTIGATION:

Choose a subject relating to teaching, learning, and education. That gives you a very broad range. For example you could write a thesis on the theme 'The importance of Music in our educational system' or also 'The need to acquire good nutritional habits in our schooling program'. You could write about health, sports, art, travel or environmental issues. You will need to develop your theme using the provided modules. Although you are given a considerable amount of freedom in choosing your subject of research, 70% of your research must be taken from the modules provided. In this section you will need to specify your theme and what aspect of this subject you are going to investigate and emphasize.

2.2 NEEDS, INTERESTS AND PROBLEMS DETECTED

Expose the needs, interests and problems that relate to the subject you have chosen. If you are writing on nutritional issues for example, you might argue that the schooling system is not educating children enough on the value of proper nutrition. Perhaps the students are taught the value of good nutrition in the classroom, but when they go to the cafeteria they are offered all kinds of poor quality nutritional foods, junk foods, etc., so this contradiction needs to be adjusted. Apply your investigation to the field of education.

2.3 JUSTIFICATION OF THE THESIS THEME:

State why you are doing a thesis on this subject, its purpose and the source of your work and how your thesis will be useful to other students and colleagues that are involved in this theme of investigation.

3. OBJECTIVES

Again, this should be on a separate page. Under objectives, in **one sentence** you must answer the question: What do I hope to obtain or accomplish by this thesis?

3.1 GENERAL INFORMATION

State the basic central idea or purpose that you hope to achieve with this thesis. How would those who read it be motivated, helped and inspired by your research? Give the educational value to be gained from this thesis.

3.2 SPECIFICATIONS

These specifications are derived from the general objective of your thesis. To achieve your desired immediate or complementary effects, you need to use specific, concrete arguments. By stating the 'needs', 'objectives', 'goals' and so on, this helps you focus clearly on the theme and the arguments that you will develop. Although at this point you are probably finding all of these points somewhat repetitive and redundant, listing them all brings your subject into focus. Many students when starting their thesis only put a few points under these headings and then once they have most of their thesis developed, they come back and fill in the 'objectives', 'specifications', goals, etc., with more complete ideas that have matured during the course of their writing the thesis.

3.3 GOALS

Under this heading you need to define your goal, by answering questions like: What will I achieve? What would I like to achieve? What are the needs that are to be addressed? Then you should explain how close you believe you have accomplished your final goal, as it relates to your initial goal. Clearly specify the level of success you think you have attained and how practical and even proven are your suggestions.

4. CONTENTS

This should be done on no more and no less than one separate page. The contents include the following and in this order: 'Preface', 'Objectives', 'Table of Contents', 'Introduction' 'Chapter Title', 'Sections', 'Subtitles', 'Conclusions' and 'References'

5. INTRODUCTION

The introduction could be on one page or maximum two pages. Introduce the theme of your thesis with some brief points that will awaken the interest of the reader. Your introduction should be punctual, to the point, and should raise questions that need to be answered or problems that need solutions.

6. THE BODY OF YOUR THESIS

This should start on a new page and will be several pages. The body of the thesis should be divided up into chapters, which in turn should have sections. When you use this presentation, be sure to develop your theme and present your research in a logical, progressive style. First, establish the foundation; then build on this foundation, based on extensive research. Remember to apply your research to the field of learning and education as your main focus.

7. CONCLUSIONS AND RECOMMENDATIONS

This could be on one or two pages. It is very important that you, personally, choose the theme and do your own research investigations. In the conclusion you need to present your solutions, answer questions, draw conclusions and make recommendations.

8. REFERENCES

FOR INSTRUCTIONS ON REFERENCING, PLEASE REFER TO THE FILE “HARVARD REFERENCING SYSTEM”.

9. SPELLING & GRAMMAR

Correct spelling and grammar are an important aspect of your study work that will also have a bearing on your grade. Therefore, we recommend that you make an effort to correct all spelling errors with the help of the Spell-Checker in Microsoft Word. Remember to activate the Spell-Checker and choose a language. American and British English are equally acceptable. However, you must choose one of them and conform to it throughout your entire thesis. Exceptions will be made in the case of direct quotes; the spelling for these need not be changed.

Please note: These instructions must not appear on your final synopsis; they are only to guide you. Examine the provided sample(s) for more details on how to present your work.

Once you have completed your thesis, you can submit it by uploading it to the online Learning Center.

❖ Do not send us any hardcopies.