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<http://courseweb.fst.edu/pryds>

### **Guidelines for Thesis Students**

You are considering asking me to be on your thesis committee. Writing a Master's Thesis is a rewarding task that is often a student's first step at independent academic writing. I am happy to work with you on your thesis. You should be aware of these guidelines so that you anticipate and are aware of my policies.

#### **Contacting Me:**

1. I can be reached by telephone 510-848-5232 ext. 21 or email [dpryds@fst.edu](mailto:dpryds@fst.edu). Please be aware that I do not live on-line, therefore do not assume I will receive a late night email requesting action the next day, or that I will receive any email sent between Friday afternoon through Sunday until Monday. Given the time of year and the amount of responsibilities I have, it may be a day or more before I am able to respond to you. Know that I give priority to students and that I will get back to you as soon as I can.

2. It is best to schedule appointments with me to talk about your work. When you request an appointment, it is also best to tell me exactly what we're going to discuss, so that I am prepared to answer any questions or solve any problems you are having. To ensure that I give you undivided attention, I will meet you in my office for all appointments. Please do not assume any time you see me is an appropriate time to ask about your work. Again this is to ensure you receive appropriate and correct information from me.

#### **Submitting Written Work:**

1. I do not accept any writing over 1 page by computer attachment. Because my computer blocks any attachment with a virus, it is best to submit written work to my mail box at FST in hard copy.

If you cannot bring it in personally, please mail it to me at the school. The mailing address is 1712 Euclid Ave., Berkeley, CA 94709. Do not put any written work under my office door.

2. I respect you and your writing. Because of this, I take time to read your work carefully and completely. This requires time. Please do not expect me to read any submitted written work over night or over a weekend. When you submit your work, it takes its place in line with all the other responsibilities I have as a professor at FST/GTU. Much like a Deli, your work takes a number in line. This place in line may be affected by the size of your writing. Again, much like a Deli, some small orders get processed before large orders.

It is best for you to anticipate waiting up to 2 weeks for any writing over 15 pages long. I may be able to get to it earlier, but I cannot promise. Do not anticipate making an appointment to talk about your writing before that 2 week window. And do not make an appointment to turn in a piece of writing. There is nothing I will be able to say about the writing before I can read it.

3. You can anticipate that I will offer you clear and direct comments about your work. It is my opinion that we benefit from this level of communication. I assume all students working with me want direct feedback in order to improve their work. In some cases, if I feel that I will not be able to sign off on your thesis, I will tell you as soon as possible.

4. I assume all thesis students who have chosen to work with me are motivated to complete all their writing on schedule. Part of staying on task is selecting a topic you are passionate about. Please see my website for more information on this. If you fail to complete your thesis by the required deadlines, you should be aware that the consequences probably include your paying for another semester. It is not realistic to assume professors are available through the summer to closely advise on theses. I may be available, but I may not be. Don't assume. Ask.

The schedule of deadlines is available in the materials given to you by the FST Dean or GTU Dean. But a rule of thumb, is that by the end of your first year, you should have a defined topic and working bibliography which you will read and work with during the summer. By the beginning of the second year, a chapter outline is recommended at least by the end of September if not before. If you've been able to get some writing done over the summer, all the better. A completed draft of your thesis is due to your advisor before the middle of the Spring semester of your second year! Plan accordingly! I will be happy to help you create a schedule for your writing so you meet your deadline.

5. I expect all thesis students for whom I am the primary reader to participate in a Thesis Group, or a group of peers who will read each others' work, offer helpful critique, and keep one another on task. This group should be in place heading into the summer between your first and second year so that you meet and consult with your thesis group during the summer. Your group are the "first eyes" for all your writing. Before you submit writing to me, your group should have read the piece and offered basic critique for improvement. I highly recommend this for all thesis students. More information on setting up a thesis group is found on my website.