

**Completing your M.A. Papers  
Spanish Section  
A Planning Guide**

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

In order to better help our writing process and the timely delivery of work to committee members, students are expected to follow this planning guide.

It is the student's responsibility to turn in all work on time and to keep a watchful eye on deadlines. The instructor will not send reminders about late work.

**M.A. papers are expected to be completed one term before your scheduled graduation**

**Writing suggestions:**

1. Meet with your instructor and bring a written one-page proposal statement.

2. Visit PSU's Writing Center.

When visiting the Writing Center, you are only asked to write an outline of your paper in English. Though this center cannot assess your work written in Spanish, the tutors can help you, for example, in the following topics:

- (a) Improving my thesis statement
- (b) Organizing a clear draft of ideas to be developed (introduction, main thesis, conclusion)
- (c) Improving transitions between paragraphs
- (d) Improving connections of ideas within the essay
- (e) Incorporating complete bibliographical information about primary and secondary texts
- (f) Completing the works cited following MLA guidelines
- (g) Finalizing a title that summarizes my thesis statement
- (h) Research-related questions

**Writing Center Contact Information**

(please call them for recent updates):

Cramer Hall, Room 188F

For appointments: 725.3570

e-mail: [writingcenter@pdx.edu](mailto:writingcenter@pdx.edu)

[www.writingcenter.pdx.edu](http://www.writingcenter.pdx.edu)

3. Write, write and write in a timely constant fashion.

Students are expected to start writing by the beginning of week 1. Depending on the student's writing abilities and talent, the instructor may assign additional office and/or writing center appointments.

4. Make regular appointments with your instructor to discuss your progress.

5. Revise your proposal. Read, edit, and rewrite. Better writing results from more time and effort.

Remember: it takes subsequent drafts before the masterpiece.

6. Organize your schedule to accommodate deadlines for MA essays.

**Tentative Schedule :**

Suggestions to finish MA papers on time:

- Week 1 of the term: Meet with instructor and review your first proposal.  
Bring a one-page proposal statement.
  
- Week 4: Meet with instructor to discuss essay's outline and thesis.  
You are supposed to have visited the Writing Center at this point.
  
- Week 6: Submit your first draft.
  
- Week 7: Submit subsequent drafts as requested by your instructor.
  
- Week 8-9: Essay due

**Suggestions for evaluating written work which has not been edited and it is not ready to evaluate:**

- One turn-in ----- A grade
  
- Second turn-in----- B+ grade
  
- Third turn-in----- B- grade
  
- Failing is an option.