Course Syllabus

Introduction

*Communication Thesis and Defense* integrates the communication student’s knowledge in his or her area of interest in the field through work on a culminating research or project that deals with a relevant problem in communication in the Philippine context. The thesis represents a synthesis of the student’s accumulated knowledge and skill, an opportunity to pull together and display the ideas and practices learned in their studies in communication. Under the supervision of a thesis adviser, this work may be done individually or in small groups and must be completed and defended before a panel of examiners at the end of the semester.

Students may consider this course syllabus as a reference manual for the preparation, work and completion of undergraduate thesis work at the Department of Communication. It contains the following sections:

I. General Mechanics and Policies  
II. Explanation of Thesis Formats  
III. Course Requirements  
IV. Summary of Course Requirements  
V. Course Schedule 2015-2016

Students are advised to read through these sections very carefully at the onset of the semester and are encouraged to discuss any problems or questions they might have with these guidelines with their assigned thesis adviser.

I. LEARNING OUTCOMES

By the end of the semester, students should be able to:

1. Identify a relevant communication problem that is defined by a critical evaluation of related works, literature, and theoretical approaches.

2. Create a research design/project plan appropriate to the address the communication problem based on ethical and professional standards

3. Execute the research/project plan

4. Record the findings, evaluations, insights, conclusions, and recommendations and assess these according to your thesis objectives

5. Write a paper that synthesizes and presents the context, the process, and the outcomes of your work

6. Orally present and defend your thesis before a panel

7. Assess the critique of your thesis and incorporate the concerns, questions, and comments raised during the defense and the post-defense meeting with the adviser
II. GENERAL MECHANICS AND POLICIES

1. Pre-requisites and requirements
   
a. This course is open to undergraduate communication majors only. Students may not enroll in this course without successfully passing COM101: Communication Theory and COM102: Communication Research.

b. All students enrolled in COM103: Communication Thesis and Defense are encouraged to attend the First and Second Thesis Plenary Sessions, if any.

c. The Faculty Thesis Committee, comprised of all thesis advisers across the first and second semesters of the academic school year, creates and implements policies and regulations governing the conduct of thesis work.

2. Thesis topics
   
a. Topics that are acceptable for thesis work are characterized by two criteria:

   i. \textit{Breadth}: The thesis topic and scope of work must have a breadth and scope beyond what would be required for a conventional communication elective (e.g., Advertising Principles and Practices, Investigative Reporting, The Short Film). Students are given wide latitude to select a topic but they must put together something beyond what they have done for their individual classes in the past.

   ii. \textit{Alignment to Research Priorities}: The choice of thesis topic must be within the parameters of the identified research priorities of the Loyola Schools and the School of Social Sciences, to be given at a later time.

b. The Faculty Thesis Committee screens and approves all undergraduate thesis proposals.

3. Thesis work and advisement
   
a. Students engaged in thesis preparation may work individually, in pairs, or in small groups of three.

b. The final assignment of thesis groups per thesis section and faculty thesis adviser is reserved for the Faculty Thesis Committee. The Committee will distribute groups across thesis sections based on the final topics and number of groups per adviser.

c. Students will have sufficient time for consultations with their respective advisers during the schedule of their officially enrolled class or section. While much thesis work will take place outside this official time and venue, thesis advisers reserve the right to call for regular meetings within this particular period.

d. Students working in pairs or in groups must consult with their advisers \textit{en banc}.

e. Students are obliged to check the bulletin board and the Com Department Facebook page for thesis-related updates and announcements.

f. The role of thesis advisers:

   i. Thesis advisers guide students in the development of a thesis topic, framework and approach, as thesis writing requires independent work and effort on the part of the student.

   ii. Thesis advisers provide critique and prompt, constructive feedback to student work.

   iii. Thesis advisers approve the progress of student work from one stage to the next as indicated in the Course Schedule, strictly enforcing deadlines.
iv. Thesis advisers monitor the over-all quality of student work, determining whether or not the thesis first merits defense, and second, acceptable by the standards the Department of Communication.

v. Thesis advisers apply the final grade of COM103, following the breakdown of requirements as indicated in this syllabus.

4. All theses must be written using the APA (American Psychological Association) Style for presentation, documentation and citation. Please refer to the APA Publication Manual. Style tips may also be found online at http://www.apastyle.org/styletips.html. The OWL at Purdue website (http://owl.english.purdue.edu/owl/resource/560/01/) also provides a comprehensive APA style guide and is highly recommended.

5. Intellectual honesty is the hallmark of any academic work, most especially the thesis. Plagiarism is a serious academic offense and will not be tolerated.

On Plagiarism: All work submitted as part of the requirements for thesis must be expressed in a student’s own words and incorporate his or her own ideas and judgments. Plagiarism is the presentation of another person’s thoughts, words, judgments and ideas as your own. Direct quotation from the published or unpublished work of others, including work published electronically, must be identified as such by being placed inside quotation marks (if less than four lines long) or receiving a block quotation (if more than four lines long), and a full reference to their source must be provided in the proper form. A series of short quotations from several different sources, if not identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you paraphrase another person’s ideas or judgments, you must refer to that person in your text, and include the work referred to in your list of references. Work for which plagiarism is proven will receive a failing mark.

Refer to recommended APA style guides for proper in-text and reference citation.

6. Previous undergraduate theses may be used as references during thesis work. These works are housed in the Rizal Library. Students, however, are enjoined to be selective of the quality of the undergraduate theses they employ as references for their own research.

III. EXPLANATION OF THESIS FORMATS

Based on the objectives of developing both creative practitioners and critical consumers of communication, the Department of Communication accepts two different types of undergraduate thesis. Each has its own requirements, its own format, and its own possibilities. The specific choice a student makes among them will depend on the kind of work that students wants to produce and the breadth of the work and its alignment to the established research priorities of the School of Social Sciences (see above). Students should understand the particular demands and procedures involved in each format before committing to a thesis topic.

What follows are brief descriptions of the two formats:

1. The Research Format

The first type of thesis is the research paper. This term may mean different things in different fields of study, but in this context, it refers to the written presentation of a systematic inquiry into some communication phenomenon, problem or question. The process of working on such an enterprise may entail the collection and analysis of empirical data using appropriate theoretical or conceptual frameworks. Its methodology may either be qualitative or quantitative or a combination of both.
It is important to remember that the research thesis represents more than just an accumulation of facts (e.g., a simple survey). Rather, it demands the analysis or interpretation of facts, a systematic search for meaning in a chosen topic that results in a possible solution to some articulated problem. While undergraduate theses do not necessarily have to create new knowledge or break new ground, it does display the student’s ability to go beyond the mere collection of information into analysis, synthesis, interpretation and judgment. It should also demonstrate the student’s familiarity with a substantial body of related literature. That is, the undergraduate research thesis should demonstrate an intellectual and analytical prowess after four years of communication study.

While the research thesis conventionally explores the way communication works in various contexts (e.g., the manner in which terrorism is framed by the news media, the uses and gratifications of blog writers or readers, representations of gender in Philippine cinema), it may also opt to produce a plan as a way of solving an identified communication problem. For example, a student interested in education may develop and apply a new strategy for teaching media literacy effectively that is grounded on existing research; a person interested in corporate communication might propose a research-based image or crisis management scheme; or a student in community service might develop a public relations plan for NGOs given his or her research in the field and the organization’s specific objectives.

The specific methods and criteria applied in a research thesis will, of course, vary depending the chosen subject matter.

In sum, students may regard the research thesis as a study of communication.

For more details, see the requirements specific to the research format thesis below.

2. **The Project Format**

The second type of thesis is the project thesis. This term will mean different things in different fields, but in this context, it refers to the display of a creative process in communication production. This option is especially appropriate for students interested in developing a communication product as a synthesis of his or her studies. Here, a student may opt to produce a film or instructional video, publish a newspaper or magazine, or mount the beginnings of an advertising or public relations campaign.

While the core element of the project thesis is the project itself, the project thesis goes beyond the mere display of production skills. Communication projects require research—i.e., research that contributes to the content substance and delineates the project’s unique contribution—that may involve certain methodologies such as interviewing, library research and literature reviews, and examining similar projects. Therefore, each project theses must be accompanied by a paper that contextualizes the project, documents the research involved in mounting it, outlines its methodological procedures, and describes lessons learned in the process of its creation.

If the research thesis is a study of communication, students may regard the project thesis as a work of communication.

For more details, see the requirements specific to the project thesis below.
IV. COURSE REQUIREMENTS

The following requirements comprise the final mark for COM103: Communication Thesis and Defense. Please note the common elements of both thesis formats as well as their differences.

1. Class Participation (15%)

Class participation for COM103 is defined as the optimal engagement of the student with the process of preparing and completing the undergraduate thesis. This includes weekly consultation sessions with the assigned thesis adviser and the results of the post-defense peer evaluation.

2. Thesis Proposal (15%)

For the first month or so of thesis work, students are required to submit a well-thought out and well-written proposal of their thesis to the Faculty Thesis Committee. The Faculty Thesis Committee assigns appropriate faculty readers who screen and approve all undergraduate thesis proposals. Students should not, under any circumstance, go very far in the production of their thesis without the proposal approval of the Committee.

The essential issues that must be tackled at the proposal stage may be summed up in five main questions:

- **Format**: Is the proposed thesis a research or project thesis?
- **Focus**: Is the proposed research or project aligned with a particular communication problem in the Philippine context?
- **Relevance**: Is the proposed research or project aligned with the research priorities of the School of Social Sciences?
- **“Do-ability”**: Can the proposed research or project be substantially accomplished in one semester?
- **Qualifications**: Is the student qualified or prepared to undertake the work described in the proposal?

If done properly, systematically and realistically, the thesis proposal should be sufficient to answer these four concerns.

a) Requirements for the Research Format Proposal

a. **Title Page**: The title of the research or project should be reasonably succinct but descriptive enough to convey the nature of the thesis. The title page should include students’ full names, date of submission, and the assigned adviser’s name.

b. **Main Body of the Proposal**

   i. **The Problem Statement & Its Significance**: This section will identify the communication question, issue, or problem that this thesis will attempt to address, answer, illustrate, explain, elaborate or pursue. It will describe the contexts within which the question arises, with appropriate reference to relevant
The problem statement may be broken down to specific research questions that reflect the nature of the problem. This section answers the question: *What exactly are you studying and why is it worth studying it?*

ii. *Theoretical Framework:* This section should specify the communication theory that will be used as a framework in answering the problem and research questions that the student wishes to address. A brief discussion of the theory’s concepts must be included, particularly in relation to the problem addressed by the thesis.

iii. *Research Methods:* This section identifies and justifies the methods by which students will gather and analyze information relevant to the proposed problem. On a general level, a description of research methods will also reflect the schools of thought that will inform the investigation of the problem. For example, for quantitative methods, indications of sampling methods, sample size, data-gathering strategies, and methods of analysis should be proposed. This section answers the question: *How exactly will you go about studying the phenomenon?*

iv. *Scope and Limitations:* This section should identify the extent that the phenomenon or problem will be study, as well as the limits beyond which the present proposed inquiry will not go. This should answer the question: *What theoretical or methodological limits are you placing on your study and why?*

v. *Ethical Implications:* This section describes the ethical concerns that the researcher needs to consider before carrying out the study. This is an optional component of the research proposal because not all studies carry significant ethical concerns (e.g., content analysis). This should answer the question: *What are the ethical implications of your study and how will you address these?*

vi. *Student Information:* A student information sheet should accompany the thesis proposal. This form should indicate the educational or work experiences of each student that will testify to his or her ability to successfully mount the thesis. In particular, students should state the courses they have taken that prepared them for the pursuit of this topic, and/or the employment or extra-curricular experience that they have had that qualifies them for this work. This section should answer the question: *Are you capable of accomplishing this study?*

c. *Review of Related Literature:* In conjunction with regular meetings with the assigned adviser, students are to survey the field of related literature that may help them cohere their thesis topics. Students should source no fewer than 10 primary sources that are important for their thesis framework and context, including similar studies or projects that have been conducted in the past. This section answers the question: *What relevant literature have you found that will help you in completing this study?*

**Requirements of the Project Format Proposal**

a. *Title Page:* The title of the research or project should be reasonable succinct but descriptive enough to convey the nature of the thesis. The title page should include students’ full names, date of submission, and the assigned adviser’s name.

b. *Main Body of the Proposal*

   i. *Statement of the Problem:* This section will identify the communication question, issue, or problem that this project will attempt to address, answer, illustrate,
explain, elaborate or pursue. The problem statement may be broken down into specific questions that reflect the nature of the problem, all of which are subject to revision after a significant and sufficient amount of data has been gathered. This section answers the question: What problem are you planning to address and why does it demand a work of communication to serve as a response to it?

ii. Aims of the Project: This section will identify what you expect your project, even in its inchoate state, to do as an exploration of and an intervention into the problem that has captured your attention and interest. This section answers the question: What is your project, whatever its final form may be, aiming to accomplish to justify itself as a necessary way of addressing the problem you have identified?

iii. Background/Context: This section will describe the contexts within which the problem and its potential response arises, with appropriate reference to relevant literature or bodies of work. This section answers the questions: What is the context or background of your problem, focusing in particular on the dimensions of it that argue for the necessity of producing a work of communication?

iv. Review of Related Works and Literature: In conjunction with regular meetings with the assigned adviser, students are to survey the field of related works and literature that may help them cohere their thesis topics. Students should source no fewer than 10 primary sources that are important for their thesis framework and context, including similar studies or projects that have been conducted in the past. This section answers the question: What relevant literature have you found that will help you in the production of a work that you hope can fulfill the project objectives you aim to accomplish?

v. Theoretical and Conceptual Perspectives: This section will identify and describe the communication theories and concepts that have influenced or shaped the nature and rationale of the problem. A brief discussion of the theory's concepts and their pertinence to the project at hand is required. This section answers the question: What theories and concepts are capable of articulating your problem and justifying the creation of a work of communication that can fulfill the project objectives you have set out above?

vi. Budget: This section requires you to project the costs of mounting such a project within the typical financial situation of a student such as yourself. It is intended to indicate how much you are willing to invest to make your project happen while at the same time providing a necessary limit that will argue for why your project is one that is feasible and cost-effective rather than extravagant and unrealistic. This section answers the question: What resources should one prepare to spend in order to fulfill the project objectives in as cost-effective a way as possible?

vii. Research Design/Production Research: Describe the procedural decisions and plans that will enable you to carry out the data gathering needed to support the discovery of the actual project. Obviously, different types of problems will require very different kinds of procedures. This section answers the question: How exactly will you find and gather the data needed to support the problem you are trying to solve?

viii. Production Elements: This part describes the formal properties of the project you have in mind. These properties can include narrative structure (for productions),
patterns of style and aesthetics (for productions and campaign materials), and other principles of production practice. Consider this the place where your creative plans are presented, so make sure they are justified by looking at theories, related works, or references to best practices in the field. This section answers the question: What are the specific creative decisions you plan to make in the production and execution of your project, and why are you putting these elements into play in the work you plan to do?

ix. Student Information: A student information sheet should accompany the thesis proposal. This form should indicate the educational or work experiences of each student that will testify to his or her ability to successfully mount the thesis. In particular, students should state the courses they have taken that prepared them for the pursuit of this topic, and/or the employment or extra-curricular experience that they have had that qualifies them for this work. This section should answer the question: Are you capable of accomplishing this thesis?

The Thesis Proposal should be between 6 to 8 pages, excluding the Annotated Bibliography. It must be submitted to the thesis adviser by 04 September 2015.

Results of the Faculty Committee Deliberations will be released by 14 September 2015.

Disapproved proposals must be revised before thesis work can commence, so it is imperative that students work very conscientiously in crafting a good proposal.

3. First Half of Thesis Work (15%)

   a. Upon the approval of the thesis proposal, research, writing/production of the thesis may commence. At the end of a one-month period, the first half of thesis work (defined according to thesis format below) should be accomplished.

   b. First Half: Research Format

      i. Chapter 1: Introduction
         A. Background of the Study
         B. Statement of the Problem
         C. Research Questions & Objectives
         D. Significance of the Study
         E. Scope and Limitations
         F. Ethical Implications

      ii. Chapter 2: Review of Related Literature

      iii. Chapter 3: Theoretical / Conceptual Framework

      iv. Chapter 4: Method

Note: The First Half of the Research Thesis is comprised of its first four chapters and may be considered as an expanded, more detailed version of the thesis proposal. It is also within this period that students begin planning the logistics for the data-gathering required of the work.
c. First Half: Project Format (Campaign)
   i. Part 1: The Problem and Its Context
      A. Background (including Review of Related Literature)
      B. Statement of the Problem
      C. Aims of the Project
      D. Research Design
   ii. Part 2: Preliminary Data
      A. Findings
   iii. Part 3: The Communication Plan
      A. Aims
      B. Communication Strategy (based on Project Aims and informed by a theory or a concept)
      C. Project Description
      D. Project Evaluation
   iv. Part 4: Production Elements
      A. Stylistic Features
      B. Formal Structures
      C. Principles of Production Practice
   v. Part 5: Pre-Production Materials
      A. A creative brief and a campaign plan
      B. Ethical Considerations (if applicable)
      C. Detailed Production Schedule, Requirements and Budget
      D. Etc.

d. First Half: Project Format (Production)
   i. Part 1: The Problem and Its Context
      A. Background (including Review of Related Literature)
      B. Statement of the Problem
      C. Aims of the Project
   ii. Part 2: Production Research
      A. Findings
   iii. Part 3: Production Plan
      A. Project Description
      B. Approach, Concept, or Rationale
   iv. Part 4: Production Elements
      A. Stylistic Features
      B. Formal Structures
      C. Principles of Production Practice
   v. Part 5: Pre-Production Materials
      A. Scripts and storyboards
      B. Ethical Considerations (if applicable)
      C. Detailed Production Schedule, Requirements and Budget
      D. Etc.
Note: The First Half of the Project Thesis is essentially a concept paper for your project that is informed and substantiated by your findings in both research (works and literature) and data (archival data, interviews, surveys, etc.), as well as the necessary creative documents you need to start production. Findings should demonstrate the necessity of your project, while the preproduction plans should provide a structured set of next steps and actions. The former is intended to enlarge the students’ knowledge of the field and by so doing also further focusing on the project’s importance. It is not a personal essay but a scholarly enterprise intended to convince readers of the importance of your project. The latter is a set of documents that ensure that you have carefully planned and structured the work you are going to do.

The First Half of Thesis Work must be submitted to the thesis adviser by 09 October 2015. This is to be examined and approved by the assigned adviser by 16 October 2015.

4. Second Half of Thesis Work (15%)

a. Upon the approval of the First Half of Thesis Work by each thesis adviser, students then embark on the second stage. At the end of one month, students are expected to complete a defense-ready draft of their thesis.

b. Second Half: Research Format
   i. Completion of Data-gathering and Analysis
   ii. Chapter 5: Results and Discussion
      A. Presentation of Findings
      B. Interpretation of Data
   iii. Chapter 6: Summary and Recommendations
   iv. References
   v. Appendices
   vi. Abstract

c. Second Half: Project Format
   i. Completion of the Production of the Project
   ii. Project Paper (around 10,000 words) for Evaluation and Reflection of the Project (specific guidelines to be provided later)
   iii. References
   iv. Appendices
   v. Abstract

Note: The Second Half of the Research and Project Thesis includes an Abstract (a concise summary of the thesis in 75 to 150 words that is to precede the report proper) and Appendices (relevant documentation pertaining to the thesis, e.g. interview transcriptions, raw survey data, screenplays, illustrations, etc.)

The Second Half of Thesis Work must be submitted to the thesis adviser by 06 November 2015. This is to be examined and approved by the assigned adviser by 13 November 2015.
For the Research Thesis, the Second Half together with the First Half comprises the completed defense-ready draft of the thesis. For the Project Thesis, the defense-ready draft includes both the Project Paper and the completed (and evaluated) production. Defense-ready drafts must be submitted to the panel of reviewers at least one week before the scheduled defense. Students who fail to submit their defense-ready drafts at this time will not be permitted to defend their thesis and will incur a failing mark for Thesis Defense.

5. Thesis Defense (30%)

Upon the completion of the defense-ready draft of the thesis, students will be required to defend their work before a panel of reviewers composed of two to three faculty members, at least one of whom should be a faculty member (full-time or part-time) of the Department of Communication. Students are required to find one of their panelists. A thesis defense requires at least two panelists in order to proceed.

Guidelines for the writing of the final draft, oral presentation and defense will be disseminated to the students during the second thesis plenary.

The department will hold a Thesis Defense Period that will run for two weeks, from 23 November to 04 December 2015. Your defense is generally held on the same day and time as your class hours.

6. Thesis Revisions (10%)

Upon the supervision and approval of the thesis adviser, students will undergo post-defense revisions. Revisions must be approved and graded by the adviser by 11 December 2015 for the computation of the final mark. The final copies of the thesis—one bound and one electronic (saved on a CD), including necessary collaterals for project theses—will be due at the Department of Communication on or before 25 January 2016. Guidelines for the binding of completed theses will be disseminated to students during the second thesis plenary.

V. Summary of Course Requirements

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<tr>
<th>Requirement</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Class Participation</td>
<td>15%</td>
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<tr>
<td>Thesis Proposal</td>
<td>15%</td>
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<tr>
<td>First Half of Thesis Work</td>
<td>15%</td>
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<tr>
<td>Second Half of Thesis Work</td>
<td>15%</td>
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<tr>
<td>Thesis Defense</td>
<td>30%</td>
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<tr>
<td>Thesis Revisions</td>
<td>10%</td>
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VI. Final Thesis Components

Research Format

Title Page
Abstract
Table of Contents
Chapter 1: Introduction
  1. Background of the Study
  2. Statement of the Problem / Research Questions
  3. Significance of the Study
  4. Scope and Limitations
Chapter 2: Review of Related Literature
Chapter 3: Theoretical / Conceptual Framework
Chapter 4: Method
Chapter 5: Results and Discussion
Chapter 6: Summary, Conclusion & Implications, and Recommendations
References
Appendices (e.g., sample questionnaires, interview transcripts, etc.)

Project Format

The Production Itself (or a Record of It)

Project Paper (a 10,000-word manuscript that is structured and sectioned according to the needs of the project you have made)

References

Appendices (e.g., production journal, photos, letters, receipts, etc.)
### VII. Course Schedule: First Semester, SY 2015-2016

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>August 10 to 20 (two weeks)</td>
<td>Introduction to the thesis writing process, Initial meeting with advisers, Distribution of course syllabus, Finalizing of groups</td>
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<tr>
<td>August 22</td>
<td>FIRST THESIS PLENARY</td>
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<tr>
<td>August 24 to September 04 (two weeks)</td>
<td>Thesis proposal writing</td>
</tr>
<tr>
<td>September 04</td>
<td>Submission of thesis proposals to the Faculty Thesis Committee</td>
</tr>
<tr>
<td>September 07 to 11</td>
<td>Faculty deliberations over thesis proposals, Approval, disapproval, revision of thesis proposals</td>
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<tr>
<td>September 14</td>
<td>Release of results of thesis proposal deliberations</td>
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<tr>
<td>September 14 to October 09 (four weeks)</td>
<td>First half of thesis writing</td>
</tr>
<tr>
<td>October 09</td>
<td>Submission of first half of thesis</td>
</tr>
<tr>
<td>October 12 to November 06 (four weeks)</td>
<td>Second half of thesis writing, Scheduling of thesis defenses, Signing-up of defense panelists</td>
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<tr>
<td>November 06</td>
<td>Submission of second half of thesis</td>
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<tr>
<td>November 07</td>
<td>SECOND THESIS PLENARY, Release of thesis defense schedules</td>
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<tr>
<td>November 09 to 13</td>
<td>Revisions / Preparation of defense-ready drafts</td>
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<tr>
<td>November 16 to 20</td>
<td>Submission of defense-ready drafts (Note: Drafts must be submitted at least one week before the scheduled defense.) Distribution of defense-ready drafts to defense panel</td>
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<tr>
<td>November 23 to December 04 (two weeks)</td>
<td>THESIS DEFENSE PERIOD</td>
</tr>
<tr>
<td>December 07 to 11</td>
<td>Final revisions, Submission of revised thesis, Grading of final thesis copies</td>
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<tr>
<td>January 25</td>
<td>Deadline for submission of bound copies to the Department of Communication</td>
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