

**Master of Science - Thesis Guidelines**

Student:

Advisor:

Committee Members:

Resource

S = Student

A = Advisor

C = Committee

| Quarter                                     | Task   | Resource | Done | Due on or Before |
|---|--|----------|------|------------------|
| <b>Prep</b>                                 |  |          |      |                  |
| <b>Summer</b>                               | Determine Advisor/Committee Formed<br>Talk with a variety of faculty members regarding possible topic area to see who fits with project<br>Meet with Advisor and Committee to determine a thesis topic area and possible research question | S        |      | 9/17/08          |
|   | Approve Outline of Project   | A/C      |      | 9/17/08          |
|   | Submit Advisor Approval Form   | S        |      | 9/17/08          |
|   | Submit Thesis Committee Form   | S        |      | 9/17/08          |
|   | Register for Thesis Credits (4.0) BMI 503  | S        |      | 9/22/08          |
| <b>Qtr 1 - Background and Research</b>      |  |          |      |                  |
| <b>Fall</b>                                 | Advisor Meeting (Bi-Weekly)  | S/A      |      |                  |
|   | Committee Meeting (Monthly)  | S/A/C    |      |                  |
|   | Schedule Pre-Proposal Meeting<br>BICC 513 with Lynne Schwabe   | S        |      | 10/13/08         |
|   | Schedule Proposal Defense<br>BICC 124 with Lynne Schwabe   | S        |      | 10/13/08         |
|   | Submit draft of write-up to Advisor and Committee  | S        |      | 11/7/08          |
|   | Pre-Proposal Meeting (A/C)<br>Background, abbreviated research methods, references, research question, Ppt slides due at meeting   | S/A/C    |      | 11/14/08         |
|   | Ensure IRB Process started   | S/A      |      | 11/14/08         |
|   | Thesis Proposal Defense<br>Public defense, All committee members must be present   | S        |      | 11/28/08         |
|   | Submit write-up w/Abstract and signed Proposal Approval Form   | S        |      | 12/5/08          |
|   | Register for Winter Term Thesis Credits (4.0) BMI 503  | S        |      | 12/29/08         |
| <b>Qtr 2 - Research and Data Collection</b> |  |          |      |                  |
| <b>Winter</b>                               | Advisor Meeting (Bi-Weekly)  | S/A      |      |                  |
|   | Committee Meeting (Monthly)  | S/A/C    |      |                  |
|   | IRB Submitted and Finalized  | S        |      |                  |
|   | Schedule Pre-Defense for on or before 4/9/09 in<br>BICC 513 with Lynne Schwabe   | S        |      | 2/20/09          |
|   | Schedule thesis defense and exam for on or before 5/1/09 in<br>BICC 124 with Lynne Schwabe   | S        |      | 2/20/09          |
|   | Submit draft of write-up<br>Copies to Advisor and Committee  | S        |      | 3/13/09          |
|   | Register for Spring Term Thesis Credits (4.0) BMI 503  | S        |      | 3/23/09          |
| <b>Qtr 3 - Data Analysis and Defense</b>    |  |          |      |                  |
| <b>Spring</b>                               | Advisor Meeting (Bi-Weekly)  | S/A      |      |                  |
|   | Committee Meeting (Monthly)  | S/A/C    |      |                  |
|   | Submit draft of write-up to Advisor and Committee  | S        |      | 4/3/09           |
|   | Pre-Defense  | S        |      | 4/9/09           |
|   | Submit final draft of write-up to Advisor and Committee  | S        |      | 4/20/09          |
|   | Oral thesis defense and exam<br>Public defense; all committee members must be present  | S        |      | 4/30/09          |
|   | Final write-up to library for binding  | S        |      | 5/19/09          |
|   | Submit final paperwork to Diane<br>Master's Exit Photo<br>Exit Contact Information Form<br>Library Binding Receipt<br>Thesis E-waiver Form<br>Electronic copy of final write-up in PDF   | S        |      | 5/19/09          |