

Completing the Master's Thesis in Biomedical Informatics

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Pre-thesis preparation

- Must complete 18 credits before beginning the 4-term process
- Choose a thesis mentor
- Submit Mentor/Advisor Assignment Form
- Submit Mentorship Agreement (see "Forms" page)
- Review DMICE Thesis Requirements on website (see "Student Resources" page)
- Review past theses on OHSU Library website
- Submit 1-2 page outline of project (include study design, plan for the work, anticipated results, etc.)





Forming your TAC

- Name your TAC
 - If you're not sure who should be on your
 TAC, speak to your advisor
 - Review Faculty Research Interests document
 - Minimum of 3 members





Forming your TAC (cont.)

- Name your TAC (cont.)
 - At least 2 members must be on SOM Graduate
 Faculty (not the same as OHSU Faculty)
 - At least 2 members (including Chair) must have
 TAC experience
 - May have 1 outside member (non-Graduate Faculty or non-OHSU)
 - Thesis Mentor may be the Chair
- Submit Request for Thesis Advisory Committee form
- Register for BMI 503 Thesis (2 cr. to develop specific aims)

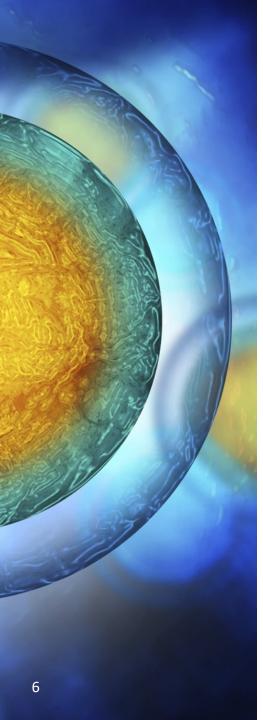




Deciding on a final deliverable

- Option 1: traditional research paper
- Option 2: one manuscript in publishable format
 - Students are encouraged to *submit* prior to graduation (though not required)
 - Does not have to be accepted prior to graduation
 - See "Thesis/Dissertation as Manuscript Option" document on <u>Student Resources</u> page of DMICE website





First term of BMI 503 Thesis-2 credits

- DMICE recommends having a TAC meeting at least once every quarter; SOM requires once every 6 months
- Schedule 1 1/2 hours for first TAC meeting early in the term
- Prepare 4 or 5 slides
- Present current state of your research
- Purpose of meeting is to obtain input from Committee as you develop your proposal
- Complete TAC Meeting Summary Form
- Meet with advisor regularly for remainder of term





Begin work on your proposal

- Include:
 - Introduction
 - Background
 - Specific Aims
 - See SOM Guidelines and Regulations for Completion of Masters and PhD Degrees, Instructions for Preparing the Graduate Thesis
 http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/upload/Preparation-of-Dissertation-and-Thesis.pdf





Second term of BMI 503 Thesis-2 credits

- Complete development and write up of proposal
 - -Methods
 - —Limitations
 - —Anticipated Results
 - —Bibliography





Second term of BMI 503 Thesis-2 credits

- Begin process to obtain IRB approval:
 http://www.ohsu.edu/xd/research/about/integrity/irb/index.cfm
- Schedule pre-defense and public defense
- Hold pre-defense meeting with committee (this serves as a TAC meeting)
- Proprietary information? Complete Step 1 ("Go/No Go") Form (on Forms page of website) if you do not want to livestream or record.
 All of your committee members must attend in person with this option.
- Defend proposal in BICC 124





Third term of BMI 503 Thesis-4 credits

- Research, data collection, data synthesis, writing
- Meet with advisor regularly
- Meet with TAC at least once to present current status of research (with slides)
- Complete TAC Meeting Summary Form
- Log into SIS and Apply to Graduate





- Meet with advisor regularly
- Send draft of write up to committee early in the term
- Schedule pre-defense (TAC meeting) and public defense
- Submit *Request for Oral Examination* 30 days before public defense





Prepare the thesis per *SOM Guidelines and Requirements*. Include:

- —Introduction (includes Background and Specific Aims)
- -Methods
- —Results
- Discussion (includes Limitations)
- —Summary and Conclusions
- —Areas for future research
- Bibliography
- —Appendices





Formatting and citation:

- See SOM Guidelines and Regulations Section 4 for formatting rules. Be consistent.
- Choose one citation style and be consistent
 - Vancouver
 - APA
 - MLA
- Examples of Vancouver stylehttps://www.nlm.nih.gov/bsd/uniform_requirementshttml
- Online Writing Lab (OWL) at Purdue <u>https://owl.english.purdue.edu/owl/</u>





If final deliverable is a **manuscript** in publishable format:

- Review <u>Thesis/Dissertation as Manuscript Option</u> on Student Resources page to "package" your manuscript for OHSU
- Follow guidelines of the journal of choice
- All sections will be much more concise than in a traditional thesis
- Your journal may limit number of references
- Each journal has its own specifications for Appendices, Tables, Illustrations, Abbreviations, Typing





- Form Oral Examination Committee
 - At least one member must be from outside student's program
 - May be the same members as on TAC if all requirements are met
 - Thesis mentor may not be Chair





- Send slides and write up to committee two weeks before pre-defense
- Pre-defense meeting with committee
 - This is a timed, rehearsed dry-run of public defense (40 minutes)
- Public thesis defense in BICC 124
- Followed by 30-minute oral examination by Committee
- Submit signed Oral Examination Certification within 48 hours of defense





If you need a fifth term of thesis...

- Continue to register for 1 credit of BMI 503
 Thesis each term until you turn in final writeup
- If you do not submit write up 6 months after defending, you will need to re-defend



Submit final documents

- Certificate of Approval page signed by committee members (becomes page 2 of thesis). Electronic signatures are acceptable.
- PDF of thesis to:
 - —<u>ethesis@ohsu.edu</u> (library)
 - Diane
- Document Submission Form to ethesis@ohsu.edu
- Electronic Publication Permission Form to ethesis@ohsu.edu:
 - -Immediate Release, or
 - Delayed Release (3 years)



Thesis Binding

- Order 2 bound copies of thesis at www.thesisondemand.com
 - −1 for mentor
 - −1 for department
- May order extras for yourself

