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

• Review *Thesis Advisory Committee (TAC) Policy*

• 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 Student Resources 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
First term of BMI 503 Thesis-2 credits (cont.)

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
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](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](http://www.ohsu.edu/xd/research/about/integrity/irb/index.cfm) 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
Fourth term of BMI 503 Thesis - 4 credits

• 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
Fourth term of BMI 503 Thesis-4 credits (cont.)

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
Fourth term of BMI 503 Thesis-4 credits (cont.)

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 style
  https://www.nlm.nih.gov/bsd/uniform_requirements.html

— Online Writing Lab (OWL) at Purdue
  https://owl.english.purdue.edu/owl/
Fourth term of BMI 503 Thesis-4 credits (cont.)

If final deliverable is a manuscript in publishable format:

— Review Thesis/Dissertation as Manuscript Option 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
Fourth term of BMI 503 Thesis-4 credits (cont.)

- 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
Fourth term of BMI 503 Thesis-4 credits (cont.)

• 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:
  — ethesis@ohsu.edu (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
Questions?