

Student Instructions for the Pre-Defense

The following information is intended to explain what is expected of you at a pre-defense, whether it is for a thesis proposal, thesis, dissertation proposal or dissertation.

Before you begin this process, check your official progress report in Degree Audit and make sure everything looks correct. If it does not, please let me know and I will contact the registrar.

You need to send your written proposal and your slides to your committee two weeks before the pre-defense meeting to give them time to review them. This pre-defense meeting is your opportunity to give your presentation in its entirety, including PowerPoint slides. This presentation should be *complete, rehearsed and in final form*, as if you were presenting at the Thursday informatics talk. The pre-defense gives you the opportunity to practice your presentation in a formal setting and it provides the committee an opportunity to provide feedback. If they feel that your presentation is ready for prime time (contingent on any minor changes they suggest), they will sign the Pre-Defense Approval Form. You may then proceed with your public defense two to four weeks later.

If they do not approve, you will need to continue to work on your presentation, meet with your committee again and present one more time. Assuming they approve at the second meeting and sign off on the form, you will then be ready to publicly defend.