

STUDENT RESPONSIBILITIES FOR MASTER=S THESIS

The table below and on the next page provides guidelines for when to complete the steps involved in a Master=s thesis. Time periods are based on the typical progress of students, or the latest time interval each activity must be completed in order to complete both the Master=s and dissertation within 4 full years (plus the following summer). Completing steps ahead of this schedule is strongly encouraged, except where regulations prohibit it (e.g., students cannot enroll in dissertations hours until after passing comprehensive exams).

TIME	RESPONSIBILITIES
By winter of first year	Identify a research idea/topic of study
During spring of first year	Use research methods course to develop research design and methods as a pilot or possible thesis topic
By summer after first year	Approach faculty members to discuss and narrow down research topic and identify chair/advisor
During summer after first year	Conduct literature search on thesis topic
By fall of second year	Begin meeting regularly with advisor to flesh out research ideas and methods Purchase thesis manual and review department=s and APA guidelines for proposal
During fall of second year	Develop thesis proposal (literature review, methods, hypotheses, analyses, etc.) Approach a faculty member to serve as reader for thesis
During fall or winter quarters (depending on program)	Enroll in Master=s thesis hours
By Jan. 15 of second year, or Feb. 15 for clinical students	Defend thesis proposal
During winter of second year	Make any required changes in thesis proposal Get approval for research from Human Subjects Committee Begin data collection
By end of second year	Complete data collection and begin data analysis
By fall of third year	Prepare thesis results and discussion, and convert proposal into final thesis manuscript

TIME	RESPONSIBILITIES
<ul style="list-style-type: none"> a. By Feb. 1 of 3rd year (in order to take Comp. Exams in Spring) b. By early June of third year (in order to receive the M.A. at June commencement) c. By July 15 (in order to take Comp. Exams in Fall of 4th year.) <p>NOTE: The latter date delays completing the dissertation past four years</p>	<p>Defend thesis</p>
<ul style="list-style-type: none"> a. By at least a week before Spring Comp. Exams b. By the Friday before June commencement c. By at least a week before Fall Comp. Exams 	<p>Complete final revisions on thesis and confirm that advisor submitted change of grade form for thesis hours</p>

STUDENT RESPONSIBILITIES FOR DISSERTATION

The table below and on the next page provides guidelines for when to complete the steps involved in a doctoral dissertation. Time periods are based on the typical progress of students, or the latest time interval each activity must be completed in order to complete both the dissertation within 4 full years (plus the following summer). Completing steps ahead of this schedule is strongly encouraged, except where regulations prohibit it (e.g., students cannot enroll in dissertations hours until after passing comprehensive exams). In particular, students who come in with a Master's degree and completed a thesis elsewhere should function approximately one year ahead of this schedule.

TIME	RESPONSIBILITIES
By spring of third year	Identify a research idea/topic of study for dissertation Approach faculty members to discuss and narrow down research topic and identify chair/advisor
During spring and summer of third year	Conduct literature search on dissertation topic Begin meeting regularly with advisor to flesh out research ideas and methods
By fall of fourth year	Develop dissertation proposal (literature review, methods, hypotheses, analyses, etc.) Approach two faculty members to serve as committee members
Across quarters (depending on program, and after passing Comp. Exam)	Enroll in dissertation hours
By winter of fourth year	Defend dissertation proposal
During winter of fourth year	Make any required changes in thesis proposal Get approval for research from Human Subjects Committee Begin data collection
Spring of fourth year	Complete data collection and begin data analysis Prepare thesis results and discussion, and convert proposal into final dissertation manuscript
By summer after fourth year	Defend dissertation
By end of summer after fourth year	Complete final revisions on dissertation

TIME	RESPONSIBILITIES
	Make sure that the change of grade form for dissertation hours has been turned in by your faculty advisor.