

Checklist of Steps for Doing the M.S. Thesis

- 1. Select an area of interest within psychology for your thesis work. Approach a psychology faculty member and discuss possibility of the faculty member serving as your thesis advisor. Do this around mid-term of the spring semester of your first year.
- 2. Do pilot work if this is needed to ascertain the feasibility of the proposed study or to delineate the optimal values of certain parameters. The Independent Research course is sometimes used for this.
- 3. Write a preliminary draft of the thesis proposal. Many faculty feel that May and June of the first year is the best time to do this. After preliminary draft of proposal is written, invite two other psychology faculty members to serve on the thesis committee. September 1st is a good date to have a draft ready for the committee members to read. Have all committee members sign your Thesis Agreement Form.
- 4. Register for Thesis I (Psy 9032) at the beginning of the semester you plan to present your thesis proposal.
- 5. Distribute copies of your proposal at least one week before the thesis proposal is scheduled to be orally presented as a departmental colloquium. Make 50 copies of the proposal and the Department office will help you find a classroom. Have all committee members sign the Thesis Agreement Form.
- 6. Begin data collection for your thesis. No data can be used in the thesis that was collected before post-colloquium approval of the proposal.
- 7. Check your copy of AA Guide To The Writing of The Master's Thesis in the folder you received when you first met with your advisor. Note: The department has adopted the guidelines in Appendix A of the APA Publications Manual (4th Edition). Submit AA Application for Granting of Master's Degree (green form) to Graduate Studies Office. Do this every semester in which you might finish.
- 8. Register for Thesis II (Psy 9033). Refer to Step 8 in your copy of A Sequence of Steps to Doing an M.S. Thesis (also in the folder you received earlier). Note: University financial aid doesn't cover the summer following the end of the second year.
- 9. Once the thesis is in final form, have it approved by your three thesis committee members and have them sign your Master's Thesis Agreement form. You must be registered for Thesis II (Psy 9033) Thesis Continuation (Psy 9080) during the semester that your thesis is completed.
- 10. After the thesis has been approved by all members of your committee, submit it to the Chairperson of the department, who will check that it meets all departmental standards. See #11 of the A Sequence of Steps ... for the correct procedure for submitting the thesis. The Graduate Dean requires that the Thesis Submitted form be typed. Note, if the thesis contains substantive errors in mechanics (spelling, APA format, margins, etc.) it will be returned for corrections.
- 11. You must hand in a completed A Graduate Student Exit Survey at the time your thesis is submitted to the department chairperson for his signature. At that time, you must also submit a diskette containing your entire approved thesis in electronic format, plus a separate file containing only the Abstract of the thesis.

Congratulations!