

Master's Thesis / Essay Checklist and Defense Description

Please note: the timeline suggested here is based on April graduation and is suggested only; all deadlines and timelines must be established with paper readers and be in accordance with the School's guidelines.

SEVEN MONTHS BEFORE GRADUATION:

Thesis and Essay

_____ With advisor, identify topic and establish timeline

_____ Decide on thesis or essay

_____ Identify committee members/readers

_____ Get signatures of committee members/readers

_____ Submit paperwork to Paul, including timeline, which commits the student and the readers to the agreed upon schedule for submission; ***please note: this paperwork is internal to BCHS and is used for our own purposes.***

FIVE MONTHS BEFORE GRADUATION:

_____ Schedule ETD workshop

FOUR MONTHS BEFORE GRADUATION:

Thesis and Essay:

_____ Apply for graduation

_____ Verify credit total, submission of all required paperwork (Academic Integrity module, IRB certification, practicum proposal/evaluations/poster presentation)

_____ Verify all deadlines for submission of thesis or essay

Thesis only:

_____ Schedule defense – conference room is self-scheduling – find a time/date that works for all committee members and pencil in the time for you; if the conference room is not available, Paul will work with you to locate a space

THREE MONTHS BEFORE GRADUATION:

Thesis and Essay:

_____ AT THE LATEST -- first draft due (e.g., graduation on or about April 30, first draft due January 31) – your chair or main reader may set an earlier date; usually goes only to committee chair/main reader but ask all committee

members which draft(s) they want to read

TWO MONTHS BEFORE GRADUATION:

Thesis and Essay:

_____ Second draft due AT THE LATEST (e.g., graduation on or about April 30, second draft due February 28) – usually goes only to committee chair/main reader

ONE MONTH BEFORE GRADUATION:

Thesis and Essay:

_____ Third draft due (e.g., graduation on or about April 30, third draft due March 21) – goes to all readers

For those writing a thesis: The draft you are defending must be submitted to your committee members two (2) weeks before the defense date.

For those writing an essay: The final draft must be submitted to your essay readers two (2) weeks before the final upload deadline.

_____ Make an appointment with Joanne Pegher to check formatting

Defense Description: Allow two hours for the defense. Typically, the student and any guests are asked to step out of the room while the committee confers. When the student and guests return to the room, the student gives a 15-minute power point presentation. (Students will decide ***with their chair*** if a power point presentation is necessary.) Fifteen minutes translates to about 10 – 12 slides, which should summarize the thesis, highlighting the findings, recommendations and future research, rather than belaboring the literature review process and background. The student is given the choice to entertain questions during the presentation or at the end. After the presentation, committee members will ask questions, then guests are invited to ask questions. When this discussion has concluded, the student and guests are once again asked to leave the room while the committee makes a decision. Often students will be asked to make revisions.

School policy requires that requests for extensions be made to the MPH Program Director, who will assess the appropriateness of the request and if deemed reasonable, submit the request to Student Affairs. Students and readers are under no circumstances to circumvent this process by requesting extensions directly of Student Affairs staff.