MASTER’S REPORT SCHEDULE

The objective of this schedule is to facilitate successful completion of the Master’s report by the end of the student’s second year. The deadlines in **BOLD** are required by RTF. The other deadlines are only suggestions. As noted below, the student, her/his advisor, and second reader must agree to a schedule for the student’s completion of the report.

The schedule below includes the latest dates by which you should accomplish certain steps towards your report. You may complete these steps sooner and are encouraged to do so if you want to graduate at the end of your fourth semester.

**Spring – First Year**

- **Enroll in RTF 380 Research Methods.** Develop your proposal and research methods in this course this term.

- meet with and ask whether the faculty member of your choosing can be your advisor prior to the end of second semester and have her/him sign appropriate form

- before summer break, talk with your advisor about your project and plans for the summer

**Summer – First Year**

- Revise and polish the proposal.
- develop preliminary lit review and primary source reading list (with advisor input); conduct most of the necessary reading (background, theory, primary sources) and research for your project
- find your second reader (at least discuss options with advisor)
- write first draft of the introduction
- if you will need IRB approval for human subjects research, begin that process

**Fall – Second Year**

Wk 2  -  meet with your advisor, provide report proposal and discuss introduction, report is plans and second reader plans
    - if you will need IRB approval for human subjects research, get it done NOW

Wks 3-14 This semester, your goal should be to complete draft of introduction, draft one chapter in the fall, more of it over winter break, and then the rest + conclusion by spring break (and also you should be turning drafts into advisor, get feedback and be chipping away at revisions during this time).

Wk 5  -  second reader finalized, proposal approved by first and second reader. Secure her/his agreement to work with you, and have her/him sign the appropriate form
Wk 15 - you MUST at a minimum have secured the approval of your advisor and second reader of your proposal and your ongoing schedule

Winter Break – you should be writing. Goal = draft that first third-to-half of your report before Spring term begins in January.

Spring – Second Year
12th Class Day – students who have not had a proposal signed off by advisor and second reader will not be approved for graduation this semester. Complete initial drafts of your report components or chapters and give to your advisor for review.

Wks 1-8 Write and revise! The introduction and most of the report need to have been drafted, and REVISED by early February.

Wk 9 SPRING BREAK – You should be revising and polishing. GOAL= get full draft approved by advisor and send to your second reader by week 9.

Wk 11 - You must provide your advisor and second reader with a full draft of your report by this point.

Wk 12-14 - work intensely on revisions required by your advisor and/or second reader**

Wk 15 - visit the Graduate School for a format check
- deposit your report with the Graduate School by last class day of this semester

* A report proposal should be at least 10 pages double-spaced. The contents of the proposal should be determined by the student along with her/his advisor and second reader.

** You may not be able to graduate this semester if your advisor and/or second reader determine at this point that significant revisions on your report are required.