

## **MASTER'S THESIS/REPORT SCHEDULE : 2023-2024**

The objective of this schedule is to facilitate successful completion of the Master's Thesis/Report by the end of the student's second year. The deadlines in **BOLD** are required by RTF. The other deadlines are only suggestions. The schedule of steps to take will also vary depending on whether you are doing a thesis or a report. As noted below, the student, the advisor, and the second reader must agree to a schedule for the student's completion of the thesis/report.

The schedule below includes the latest dates by which you should accomplish certain steps towards your thesis/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. Email the name of your advisor to the graduate coordinator.**
- 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 thesis/proposal, and discuss introduction, thesis 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, one over winter break, and then one + 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 their agreement to work with you, and have them 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 with the goal of drafting second chapter before the beginning of Spring term in January.

#### Spring – Second Year

**12th Class Day** (for Spring 2024, this is Jan 31) – **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 thesis chapters and give to your advisor for review.

Wks. 1-9 Write and revise! The introduction and several chapters need to have been drafted and REVISED by early March.

Wk. 10 – You should be revising and polishing. GOAL= get full draft approved by advisor and send to your second reader by week 10.

**Hard Deadline of Monday of Wk. 11** – (for spring 2024 this is March 25<sup>th</sup>)

**You must provide your advisor and second reader with a complete draft of your thesis/report (including the Introduction) by this point. Failure to meet this date means that the student should plan to enroll in the summer to complete their thesis or report.**

Wk. 12-14– Work intensely on revisions required by your advisor and/or second reader\*\*

**April 12 – Last day to apply for Graduate Degree.**

Wk. 15 - visit the Graduate School for a format check.

- **deposit your thesis/report with the Graduate School by April 26**

\* A thesis proposal should be at least 10 pages double-spaced and should include: your primary object(s) of study, your research question(s), a review of relevant literature, your theoretical perspective, your methodological approach, and brief outlines for each chapter.

\*\* 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 thesis are required.