

GUIDELINES FOR PREPARATION OF THEATRE MASTERS THESIS OR PROJECT

All Theatre Arts graduate students preparing their Masters thesis or project MUST follow the following guidelines regarding scheduling (“thesis” below refers to either thesis or project report):

1. The student must meet the thesis committee (3 members) by the 5th week of the quarter before s/he expects to graduate. The committee members must have been able to review the following (submitted* to individual members several days before the meeting) that has been pre-approved by the thesis committee chair:
 - a. An outline/abstract of the thesis
 - b. A calendar of deadlines up through submission of the thesis to the library
 - c. A complete bibliography of research material using the MLA formatAt this time get signatures of faculty that the outline of thesis contents, bibliography and calendar of deadlines is acceptable. There is no department form for this; devise your own. At this time get faculty signatures on the Request for Thesis form: GS 12.
2. The student works with the thesis committee chair developing and revising the thesis. The calendar is determined by the thesis committee chair in consultation with the student. If revisions go beyond two drafts, the thesis committee chair may choose one of the following options: 1) to work on a third draft, 2) to take it to the full committee, or 3) to postpone thesis completion to the following quarter.
3. Before Friday of the 4th week of the quarter when the student expects to graduate, the student must submit* a draft of the thesis in final format to each member of the committee. This draft needs to have been checked for spelling and grammar and be complete with endnotes, table of contents, bibliography and be approved by the thesis committee chair to move forward to the whole committee.
4. During the 5th week of the quarter (or before) the student must meet with the entire committee to defend the thesis. If the changes requested by the committee are minimal (grammar, punctuation, etc.) then the entire committee does not need to see the thesis again and committee members may sign signature sheets. The student only needs to work with the thesis committee chair from this point on. If the thesis needs substantial reworking, the procedure from this point on is at the discretion of the thesis committee chair and the committee.
5. If the thesis needs to be reviewed by the committee again, it must be resubmitted* by the beginning of the 7th week.
6. The last day to obtain committee signatures of the final draft to be submitted to the Department Chair is Wednesday of the 8th week. The thesis committee chair generally signs after the other committee members once all requested changes are made. Check spelling and accuracy of committee members names and degrees.
7. The Department Chair must have 3 weeks to sign off on all theses. In order to have it signed off by the end of finals week, the corrected thesis must be submitted* to the Chair by the end of the 8th week of the quarter. Make certain the Chair’s name and degree are correctly identified on the signature sheet.
8. The student must understand that if s/he tries to complete any aspect of the thesis requiring faculty involvement besides the Chair’s signature, during the 9th or 10th week, s/he will have to enroll again the following quarter.

*Submission means **received** by the faculty member. It is not enough to just leave a copy for the faculty member or the Department Chair. The student must make certain it has been received.