THESIS COMMITTEE MEMBER INFORMATION SESSION

Fall 2020

Presented by the Graduate Resource Center
BEFORE WE BEGIN

- This webinar will be recorded and made publicly available on the GRC webpage for faculty resources (coming soon!)
- All participants will be muted but chat function will be open
- There will be time for a Q/A session at the end
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• Oversees thesis formatting and submission for the university
• Supervises Thesis Reviewers
• Sends thesis completion memos to Registrar, Graduation Office, and College at the end of each term
1. Getting Started
2. Thesis Formatting and Submission
3. Resources and Support for Thesis Completion
GETTING STARTED
Advancement to candidacy is the University prerequisite to enrolling for the thesis, project, and comprehensive examination.

- To advance a student, complete the [GS-10 form](#) with them.
  - Ensures students have met all university and departmental requirements for Advancement to Candidacy.
  - Establishes committee (formerly GS-12 form; establishes S-Factor credit for committee chair).
Advancement to Candidacy Requirements

To advance, students must have:

- Classified graduate standing (conditionally classified students cannot advance)
- Completed 12 semester units in residence
- A 3.0 GPA
- Satisfied the GWAR
- An approved program plan on file with the college
- The recommendation of the student’s academic department and approval of the College Associate Dean
- Completed any Departmental/College requirements for advancement
During the Advancement to Candidacy Appointment:

- Discuss how the thesis/project report relates to the student’s professional goals
- Discuss what the thesis/project report is designed to assess and the metrics by which it will be evaluated
- Share best practices for preparing for and/or progressing through the thesis/project report writing process
Forming the Committee

- Minimum two tenured/tenure-track professors in the student’s department
- Third member may be department chair, faculty from another department, a lecturer, or a professional from field of study (complete volunteer form if from off-campus)
- Only committee chair receives S-Factor credit
Changes to Committee

- Students may not release faculty from their thesis committee.
- When changes to a thesis committee are required, faculty should inform the Associate Dean’s office and the Graduate Resource Center of changes.
Human/Animal Subjects Research

Federal guidelines require that approval be obtained from the Institutional Review Board (IRB)/Institutional Animal Care and Use Committee (IACUC) for any project or thesis that involves the collection of data from human or animal subjects.

- Surveys
- Interviews
- Biospecimen collection
Students planning to conduct research for a thesis or culminating project involving human subjects are highly recommended to submit their applications no later than week 4 of the semester prior to anticipated graduation term. For example, a student intending to graduate during Spring Semester 2021 would submit the application by week 4 of Fall Semester 2020.

Source: IRB Homepage
THESIS FORMATTING AND SUBMISSION
SEND YOUR STUDENTS HERE

www.calstatelala.edu/graduatethesis
One-stop shop for information related to thesis completion:

- Deadlines
- Templates
- Forms
- Samples
- ProQuest upload link
- Contact Info
Friday, November 13, 12 noon
Priority deadline to meet with a Thesis Reviewer

Friday, December 4, 12 noon
Deadline to upload first complete (but not final) draft of thesis

Friday, December 18, 12 noon
Deadline to submit GS-13 form, complete defense, and upload final draft

Candidate will receive notification of acceptance by December 23.
PRELIMINARY REVIEW

First Deadline
STUDENTS MEET WITH A THESIS REVIEWER

- Not a draft or upload deadline
- GRC’s early warning system
- Reviewers give format feedback to students on initial thesis draft
- Students can book appointments online
WHAT ARE WE LOOKING FOR?

+ Margins
+ Correct pagination
+ Preliminary pages and end matter are in correct order
+ Proper application style manual only in headings and subheadings, citations, references, tables, and figures
+ Permissions

= Did the student use the templates and sample pages?
PERMISSIONS

- Working with Human and/or Animal Subjects
  - IRB or IACUC memo
- Unpublished images
  - Image release form
- Copyright (if needed)
PRELIMINARY REVIEW TIPS

✓ Encourage students to visit a thesis reviewer once they’ve completed one or two chapters.

✓ Thesis Reviewers get booked toward the end of the semester (especially during spring).
UPLOAD COMPLETE DRAFT

Second Deadline
WHAT IS THIS DEADLINE?

- Students will make requested format edits from preliminary review, then upload.
- Reviewers provide another round of feedback on updated draft
- Content revisions still accepted after this deadline until GS-13 is submitted

Do not allow students to submit GS-13 if content edits are not done!
Make your thesis or dissertation available to the research community with ProQuest ETD Administrator

At California State University, Los Angeles

Here's why:
- It’s easy
- Submissions, revisions, re-submissions, and approvals with your administrator, online
- Your work deposited, as applicable, into California State University, Los Angeles repository
- Your work, part of the most comprehensive collection of dissertations and theses in the world—ProQuest Dissertations & Theses Global
- Our university resources and guidelines just a click away

Here's the workflow:
1. Submit
   You
2. Review
   Your institutional administrator
3. Revise & Approve
   You and your administrator
4. Deliver
   Your administrator, to ProQuest
5. Done
   Your work is now on ProQuest

Sign up and get started today!
PUBLISHING OPTIONS

- **Traditional (most students) — FREE**
  - Restricted access to full text of thesis.
- **Open Access Publishing PLUS — $95**
  - Full text of thesis is available to the public
- **Embargo Form available if publishing delay is required**
If your program requires a defense, encourage students to schedule it no later than the second thesis deadline. This allows adequate time for students to incorporate feedback received at defense into their draft (which will eventually be checked for formatting).
SUBMIT GS-13 FORM AND FINAL DRAFT

Third Deadline
The GS-13 is the only way we are able to confirm that you’ve approved a thesis.

- All members of committee and Department Chair sign same form using DocuSign
- Committee chair will send completed form to GRC@calstatela.edu
Non-Print Materials

CDs, DVDs, and other media will be stored in the Library Special Collections. Must store in traditional jewel or DVD cases (not the skinny ones) and include labels on cover and disc with following information:

- Name
- Title of Project
- Department
- Semester and year of project completion

This is due the same day as the signed GS-13.
Any content edits required by Committee must be completed and submitted by noon on the last Friday of the term.

We work with students, beyond the final deadline, to correct outstanding formatting errors. Remind students to check their emails for feedback even after finals week.
CANDIDATE RECEIVES NOTIFICATION OF ACCEPTANCE

As late as one week after third deadline
From: Administrator.of.California.State.University@proquest.com
To: You
Sent: Friday, May 24, 2019
Subject: “Your Awesome Thesis” has been accepted

Congratulations! Your submission, 12345, has been approved. It will soon be delivered to ProQuest/UMI for publishing and will be available via the Cal State LA Library Digital Repository.

You have met the Office of Graduate Studies requirements for filing the thesis or dissertation. Any remaining requirements for your degree, including grade changes and the issuance of the diploma, will be monitored by the Graduation Office.

Regards,
Cal State LA Thesis/Dissertation Coordinator
Thesis completion memo sent to Graduation Office and your college one week after term ends.

Memo triggers grade changes for 5970, 5990, 5995, 9000.

If student needs to expedite degree posting, please have them contact Graduation Office.
Remind students to save multiple drafts in multiple places.

Students must be enrolled during submission term (fall, spring, and summer*)

- UNIV 9000

7-Year Rule

Renew IRB before expiration

Enroll in GRC Canvas course for reminders and updates
RESOURCES AND SUPPORT FOR THESIS COMPLETION
RESOURCES TO SUPPORT YOUR STUDENTS THROUGH THE WRITING PROCESS

- GRC Writing Consultants provide writing support and feedback to graduate students on a variety of writing assignments and projects.
- GRC Thesis Reviewers provide style manual formatting support (e.g., APA style, MLA style, etc.) to graduating graduate students.
- The University Library provides research and writing support to graduate students by offering the following:
  - Access to databases with scholarly sources
  - Research Librarians for each department
  - Resources to develop citation skills and manage references
This fund is a reimbursement program designed to support Cal State LA Graduate Student research and/or scholarship conducted towards completing a thesis, creative activity or dissertation. Students funded through this award will receive reimbursement for approved supplies, equipment, and services.

- Amount: Up to $750
- Deadline: Ongoing
- Submit application: gradstudies@calstatela.edu

Submit ASAP!

www.calstatela.edu/graduatestudies
QUESTIONS?
CONTACT US

BY EMAIL

Office of Graduate Studies: gradstudies@calstatela.edu
Graduate Resource Center: GRC@calstatela.edu

ZOOM OFFICE HOURS

Monday through Friday:
9:00 a.m. – 11:00 a.m.
2:00 p.m. – 5:00 p.m.

Find Zoom link for office hours online.