

TIMELINE AND FORMS

The timeline is designed to keep students on track and provide DGS oversight of the mentoring process. It will require the following forms to be forwarded to the DGS. The logic of the timeline is that students will complete a Plan A thesis and be able to conduct research in the summer following their second semester in the program. The same deadlines apply if a student pursues a Plan B thesis. Deviation from the timeline may be interpreted as failing to make adequate progress towards your degree and have a negative impact upon the award of graduate assistantship stipends and tuition waivers.

In addition to the forms that must be submitted to the School of Graduate Studies, the following forms must be signed by your thesis advisor and the Director of Graduate Studies.

Fall Semester Year 1:

- By the end of week 12 complete the *initial thesis question form*.

Spring Semester Year 1:

- Within the first five weeks complete the *notification of make-up of committee form*.
- Prepare a research proposal.
- **Complete Supervisory Committee Approval Form and Program of Study Form for the School of Graduate Studies.**
- By the end of week 12 of the semester complete the *outcome of committee planning meeting form*.

Fall Semester Year 2:

- By the end of week 3 of the semester complete the *report of summer research activities form*.
- Complete a thesis outline.
- Beginning writing portions of thesis.
- By the end of week 12 of the semester complete the *report of submission of thesis outline and progress meeting form*.

Spring Semester Year 2:

- By the end of February complete the *notification to DGS of scheduled defense date form*.
- Full focus on writing thesis.
- By week 15 of the semester complete the *thesis defense outcome form*.

INITIAL THESIS QUESTION FORM

I have submitted a one paragraph description of my initial research question to my thesis advisor and they have agreed that I am making good progress.

Date: _____

Student Signature

Thesis Advisor Signature

Director of Graduate Studies Signature

NOTIFICATION OF MAKE-UP OF COMMITTEE FORM

In consultation with my thesis advisor I have formed my thesis committee. All members of the committee have agreed to serve.

Date: _____

The committee is:

Advisor: _____

Political Science Faculty Member: _____

Faculty Member from Outside Political Science Department: _____

Other Committee Member(s) (optional): _____

Student Signature

Thesis Advisor Signature

Director of Graduate Studies Signature

OUTCOME OF COMMITTEE PLANNING MEETING FORM

I have circulated a written research proposal to my thesis committee. The committee and I met on _____ and discussed the research proposal, enabling me to begin my research this summer.

Date: _____

Student Signature

Thesis Advisor Signature

Director of Graduate Studies Signature

REPORT OF SUMMER RESEARCH ACTIVITIES FORM

On _____ I met with my thesis committee and gave an oral report of my summer research activities and the progress I made on my thesis.

Date: _____

Student Signature

Thesis Advisor Signature

Director of Graduate Studies Signature

REPORT OF SUBMISSION OF THESIS OUTLINE AND PROGRESS MEETING FORM

On _____ I met with my thesis committee and discussed with them an outline of my thesis. My advisor and committee are satisfied with my progress.

Date: _____

Student Signature

Thesis Advisor Signature

Director of Graduate Studies Signature

NOTIFICATION OF SCHEDULED DEFENSE DATE FORM

In consultation with my thesis committee members I have scheduled my thesis defense
for _____.

Date: _____

Student Signature

Thesis Advisor Signature

Director of Graduate Studies Signature

DEFENSE OUTCOME FORM

I defended my thesis on _____ and the committee's decision
was _____.

Date: _____

Student Signature

Thesis Advisor Signature

Director of Graduate Studies Signature