

M.A. Thesis Proposal Defense CHECKLIST

BEFORE:

- Student has appointed an M.A. thesis committee (consisting of three members; chair must be a regular faculty member of the USF Sociology Department) and filed a Graduate Student Supervisory Committee Appointment Form. Academic faculty who are classified as emeriti, professors of instruction or are outside USF must be approved as affiliate graduate faculty prior to appointing the committee. Please contact the Graduate Program Coordinator for assistance with getting approval.

Note: See Guide to Sociology Graduate Programs for detailed rules on committee membership or ask. Any changes to the committee after the appointment form has been filed must be made by filing the form Changes to the Graduate Student Supervisory Committee.

DEADLINE:

- Full-time students must defend their proposals at end of spring semester of first year in program.

Note: Funded M.A. students **must** officially appoint their committees by April 15 and defend their thesis proposal by May 31 to qualify for second year Graduate Assistantship funding.

PROCESS:

- Committee chair and members informally agree that the student's thesis proposal is ready to be defended.
- Committee chair, members and student agree on a day, time (at least 1 hour) and location for the defense. A room must be reserved if defense is in-person.
- Committee chair and/or student locates all required forms for the defense process on the department shared drive (Box). Ask the Academic Program Specialist (APS) for assistance as needed.
- Committee chair (or student) creates a flyer announcing the defense using the official announcement template (located on shared drive) and the Chair sends it to everyone by email at least one full week (5 business days) in advance of the defense.
- All committee members must attend the defense.
- Exact procedures at the defense are determined by the committee chair.
- At the end of the meeting, student must be told if thesis proposal defense was successful or not.
- If defense is successful, all committee members sign the M.A. Thesis Proposal Defense Form. The Chair will deliver this form to the APS within two business days.

- After a successful defense, all committee members will be given a copy of the anonymous M.A. Thesis Proposal Assessment Form by the committee chair. Chair and members must fill out this form and deliver it to the APS within two business days after the proposal has been defended.

AND IN CASE:

- If the thesis proposal defense is not successful, the committee chair notes this on the M.A. Thesis Proposal Defense Form which is delivered to the APS. The defense will be rescheduled. M.A. thesis proposal defenses can only be rescheduled once. If the student's thesis proposal defense is still not considered acceptable at the second meeting, the student will be dismissed from the program.

WHAT ELSE?

M.A. students who have completed all their coursework and defended their thesis proposal **must** enroll in a minimum of two (2) "thesis" credit hours every semester, including summers, until (and including) the semester during which they graduate. This is a university rule.