#### **Master's Thesis Requirements and Timeline**

#### **MASTER'S THESIS REQUIREMENTS**

- Students should identify a Chair of the Thesis Committee as soon as possible before starting their thesis research and maintain Satisfactory Academic Progress.
   The chair serves as the student's advisor and mentor throughout the thesis process.
   Thesis Chairs must meet the following requirements:
  - Be graduate faculty, as defined by the University.
  - Be engaged in current and sustained scholarly, creative, or research activities and have met departmental (or equivalent) requirements.
  - o Have been approved by the student's program Thesis Track Director.
- Master's students completing a thesis are required to <u>form a Thesis Committee</u>. The thesis committee reviews the project and proposal (after development) and sits to hear the defense. The master's thesis committee is comprised of a minimum of three (3) members: the Chair of the Committee and two other committee members, or two Co-Chairs and one other member. The members must be credentialed as <u>Associate or Full-faculty</u> members of the University. One member of the committee should be from the department of Child and Family Studies. If any change happens to the committee, a change form will need to be completed.
- Complete a total of 6 credit hours of Graduate Thesis courses (i.e. RCS 6971) by the end of program. Students can complete this requirement by either:
  - Taking 3 credits of RCS 6971 during the semester of proposal hearing, and 3 credits of RCS 6971 when defending.
  - Taking 2 credits of RCS 6971 when working on the thesis formation, 2 credits of RCS 6971 during the semester of proposal, and 2 credits of RCS 6971 when defending.
- Access to the <u>USF Electronic Thesis and Dissertation (ETD) Service Center</u>
  (<a href="https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/index.aspx">https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/index.aspx</a>) for pre-defense workshops and portal to submit and edit the thesis project.

### **MASTER'S THESIS TIMELINE & STEPS**

Ultimately, the process comes down to the following stages which are labelled below. They are thesis formation, thesis proposal hearing, and thesis defense (color coded for convenience)

Semester/Stage	Task
Thesis Formation	Identify project topic for thesis
(Fall Year 1-Spring Year 1)	Start to meet with faculty who can be Chair of the committee
	for the thesis project
Thesis Formation	Complete RCS 6740 (Research and Program Evaluation)
(Spring Year 1)	course
	Meet with Thesis Chair to go over thesis proposal preparation
Thesis Formation	Begin registering for RCS 6971 (Graduate Thesis) for 2 credits
(Summer Year 1-Fall Year 2)	(if needed to work on thesis project)
Semester of Proposal Hearing	Propose thesis (think of the proposal hearing like a contract of
(By Fall Year 2)	expectations for the thesis) and complete <u>CBCS Graduate</u>
	Student Supervisory Committee Appointment Form. If
	changes happen to the Supervisory Committee, you will need
	to complete <u>a Thesis Committee Change Form.</u>
	Register for RCS 6971 (Graduate Thesis) for 2 or 3 credits
	(depending on option) during semester of proposal hearing.
Before Semester of Defense	Complete an <u>ETD workshop</u>
(Fall Year 2-Summer Year 2)	Register with Electronic Thesis & Dissertation (ETD) prior to
	submitting your thesis
Semester of Defense	Register for RCS 6971 (Graduate Thesis) for 2 or 3 credits
(Fall Year 3)	(depending on option)
	Remember to apply for Graduation on OASIS by semester
	deadline
Semester of Defense	Successfully defend your thesis with your supervisory
(Early Fall Year 3)	committee and have the thesis supervisory committee
	complete the successful defense form.
	Submit the <u>Certificate of Approval Packet</u> to ETD.
Semester of Defense	Revisions may need to be made on request by ETD before final
(Mid Fall Year 3)	approval
Semester of Defense	Receive ETD approval email by deadline at end of semester
(End of Fall Year 3)	

# **CRMHC Thesis Roadmap**

Important: It is the student's responsibility to meet regularly with their advisor and follow the USF ETD Process. Failure to do so may result in a delay in graduation or a failure to complete the thesis.



- Determine research path: thesis or independent study
- If research, review CFS Faculty Website for faculty research topics with which you can align your general research topic of interest
- ACTION: Work with identified faculty chair to determine plan of study
- Identify chair and or cochairs of your committee

# 1st Spring

- ► Take RCS 6740 Research & Program Evaluation: the section focused on proposal developement
- Meet regularly with chair to determine proposal & date
- the summer, Register for RCS 6971 Graduate Thesis (2 credits or 3 credits - 1)
- ACTION: Propose thesis by end of semester. Committee members and research plan must be determined by the
  - Committee Includes:
  - At least 3 people
  - One person from outside CFS
- · Chair can be Tenure-or Research Track; preferable: chair from CFS, but can be from the College, if obtain prior approval
- · If there is a co-chair, they do not need to be Tenure Research -

## 2nd Fall

- Register for RCS 6971 Graduate Thesis (2 credits or 3 credits - 2)
- Register for ETD workshop prior to the semester of defense

- Register for RCS 6971 Graduate Thesis (2 credits or 3 credits - 3)
- Schedule defense
- Follow all guidelines as dictated by ETD Office of Graduate Studies Checklist

### 3rd Fall

- Submit revisions by the very beginning of the 3rd fall semester
- Apply for graduation
- Confirm you have received ETD approval email



Child & Family Studies