

# **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.
  - Have been approved by the student's program Thesis Track Director.
- Master's students completing a thesis are required to **form a Thesis Committee**. 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 Associate or Full** faculty 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 **USF Electronic Thesis and Dissertation (ETD) Service Center** (<https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/index.aspx>) 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)

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

# 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.

