MS Thesis Checklist

1. Pre-Graduating Quarter

☐ Identify a research advisor

☐ Enroll in ECE 299 with your research advisor
  ● Make sure you have 12 units of ECE 299 completed or in progress before your defense

☐ Secure a committee of 3 tenured/tenure-track faculty members
  ● This includes your Chair (as one of the members)
  ● At least 2 of the committee members must be ECE faculty, one of which must be your Chair
  ● If your Chair is NOT in ECE, then you MUST have an ECE co-chair, and find one additional member from ECE to complete your committee

2. Graduating Quarter

☐ Inform primary ECE Grad Advisor about thesis members, date of defense and title of defense so that they could input it onto the Thesis Committee form. They will help you book your room. This needs to happen by Friday of week 2, the latest. → Once you have your date and committee set, you are responsible for emailing this to your primary MS Advisor. You are also responsible for setting up the Zoom meeting; please make sure you know how to use Zoom 1 week before your defense so you can troubleshoot as needed. Test with a friend or colleague.

☐ Attend preliminary thesis appointment with Graduate Division (2 weeks before defense) → GD is taking appointments via Zoom. Make sure you have emailed your primary MS Advisor about your defense date and committee. Your primary MS Advisor must file this and be approved before GD will see you for a preliminary appointment.
  ● Upload your rough draft thesis (a draft that is 95% or more complete) to the Graduate Division website (they will explain where to upload it).

☐ Pick up your Final Report Form before your thesis defense date (a few days before defense) → You will not be submitting the FRF and therefore do not need to fill any form or gather any signatures; your primary Advisor will take of this.

☐ Defend Thesis (Week 9-10) → You will not be submitting the FRF and therefore do not need to fill any form or gather any signatures; your primary Advisor will take of this. Once you pass, your Chair will be asked for the result of your defense prompting the MS Advisor to take care of the remaining paperwork.
- Get your Final Report Form Signed by the committee members
- Bring the Final Report Form to the ECE Student Affairs Office so that we could get the Chair’s signature
- Pick up the signed form once the Chair signs

☐ Bring the Final Report Form to the Cashier’s Office and pay the $25 thesis fee (the Cashier’s Office accepts cash or check) → You will be charged for this later on your Triton Link. Your primary MS Advisor will take care of the form.

☐ Attend final-thesis appointment with Graduate Division and turn in your signed Final Report Form. (Within 1-2 weeks after defense but needs to be before last day of quarter, before June 12th) → GD is taking appointments via Zoom but you will not be submitting the FRF and therefore do not need to fill any form or gather any signatures; your primary Advisor will take of this.

- Upload your final draft thesis to the Graduate Division website (they will explain where to upload it).

FAQ’s from the Workshop

1. How is the thesis defense organized?
   a. The student defending the thesis is responsible for organizing the date and time that all committee members are available to defend. The student is also responsible for setting up the zoom video call and sharing the link with the committee.

2. How long should the thesis defense be?
   a. Your thesis should be 2 hours total - 1 hour of you presenting and 1 hour of questions and feedback from your committee. Be sure to check in with your Chair about this; sometimes they may alter this structure, but for the most part it should be relatively the same.

3. If I am planning on submitting my thesis which has been published as a paper, what do I need to do?
   a. Students should be referring to our manual. There is a “Using Published Material” section – they should carefully review pages 42-47. I (Graduate Division) will also discuss it with them during the preliminary appointment; students should still schedule appointments with us using the online calendar and we will send Zoom links for the meetings.

4. If I am planning on publishing a paper after submitting my thesis, what do I need to do?
   a. Students should be referring to our manual. There is a “Using Published Material” section – they should carefully review pages 42-47. I (Graduate Division) will also discuss it with them during the preliminary appointment; students should still schedule appointments with us using the online calendar and we will send Zoom links for the meetings.