ECE MS Thesis Checklist

Defending the MS Thesis during COVID-19

- This MS Thesis Checklist is for students defending their thesis online during COVID-19. Defending online via Zoom may be new to you. Please see **MS or PhD Defense - Zoom Tips** to take steps for ensuring a successful defense.
- If you plan to defend your thesis this quarter, please sign up here.
- M.S. students are encouraged to thoroughly review the **Thesis Guidelines for M.S. Students** (detailed version of all the steps required). Some steps have changed due to reduced in-person presence on campus; please read below for updates.

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

- **By Friday of Week2, the latest.** Email your 1) thesis committee members, 2) date of defense, and 3) title of defense to your **primary MS Advisor** so that they can input it onto the Thesis Committee form. You are 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.
- Schedule your **preliminary thesis appointment** with the Graduate Division via Zoom (appointment should be 2 weeks before defense). Make sure you have emailed your primary MS Advisor about your defense date and committee. Your primary MS Advisor will file this and get it 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).
FAQs

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 the manual. There is a “Using Published Material” section – you should carefully review pages 42-47. Graduate Division (GD) will also discuss it with you during the preliminary appointment; students should still schedule appointments using the online calendar and GD 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 the manual. There is a “Using Published Material” section – you should carefully review pages 42-47. Graduate Division (GD) will also discuss it with you during the preliminary appointment; students should still schedule appointments with GD using the online calendar and GD will send Zoom links for the meetings.