

## HUMAN DEVELOPMENT AND FAMILY STUDIES PROCEDURES FOR COMPLETING A THESIS

<b>MODEL TIMELINE – TWO-YEAR THESIS PROGRAM</b>	
<b>Timeframe</b>	<b>Required Activities</b>
1 <sup>st</sup> Semester (Fall)	<ol style="list-style-type: none"> <li>1. Student is assigned a temporary advisor</li> <li>2. Student declares as a thesis student</li> </ol>
By the End of the 1 <sup>st</sup> Semester	<ol style="list-style-type: none"> <li>3. Student chooses a thesis advisor. The thesis advisor will serve as the student's principal advisor during the thesis process, and will keep the graduate coordinator informed of the student's progress.</li> </ol>
2 <sup>nd</sup> Semester (Spring)	<ol style="list-style-type: none"> <li>4. Student and thesis advisor select two additional members for the student's thesis committee, both of whom must be members of the graduate faculty. One member of the committee may be selected from outside the department, when appropriate. The thesis committee provides guidance to the student throughout the production of the thesis.</li> <li>5. Student and thesis advisor submit a completed Master's Supervisory Committee Form to the Graduate Coordinator, who seeks formal approval by the Graduate Dean (see Appendix A-4, or go to: <a href="http://www.gradschool.unh.edu/forms/mastercommittee.pdf">http://www.gradschool.unh.edu/forms/mastercommittee.pdf</a>).</li> <li>6. Student and thesis advisor conduct a preliminary meeting with the thesis committee regarding the student's research topic and possible research question (see attached checklist).</li> </ol>
Early in 3 <sup>rd</sup> Semester (Fall)	<ol style="list-style-type: none"> <li>7. Student and thesis advisor conduct a thesis committee meeting, where the student submits and defends the thesis proposal.</li> <li>8. Student submits appropriate paperwork to IRB if thesis research includes human or animal subjects.</li> </ol>
Early in 4 <sup>th</sup> Semester (Spring)	<ol style="list-style-type: none"> <li>9. Student checks the general Graduate School defense deadlines that must be met in order to graduate at the end of the semester.</li> <li>10. Student submits Intent to Graduate form (the exact deadline, usually about a month and a half prior to graduation, is listed on the Graduate School's calendar at <a href="http://www.gradschool.unh.edu/home/calendar.html">http://www.gradschool.unh.edu/home/calendar.html</a>)</li> </ol>
4 <sup>th</sup> Semester (Spring)	<ol style="list-style-type: none"> <li>11. Student collects and analyzes research data and writes thesis.</li> <li>12. Student schedules defense to meet Graduate School deadlines (see attached checklist) and notifies Family Studies Graduate Program Coordinator and department administrative assistant.</li> <li>13. Student defends thesis. The student's defense will be evaluated as pass, conditional pass (student passes only when certain additional requirements are met), or fail, and the student must attain an evaluation of pass to receive the M.S. degree.</li> </ol>
At Least Two Weeks Prior to Commencement	<ol style="list-style-type: none"> <li>14. Student submits binding-ready copies of the thesis to the Graduate School, ensuring there is a copy for the department, one for any committee member who wants a hard copy, and as many as the student wishes for personal use.</li> </ol>

### **Checklist for Preliminary Thesis Committee Meeting**

<input type="checkbox"/>	Coordinate time and date so that all parties can attend.
<input type="checkbox"/>	Reserve meeting room.
<input type="checkbox"/>	Work with thesis advisor to plan the structure of the meeting.
<input type="checkbox"/>	Circulate drafts two weeks ahead of time so that all committee members can review prior to the meeting.
<input type="checkbox"/>	Consult with thesis advisor regarding procedures and your responsibilities in facilitating the meeting.
<input type="checkbox"/>	During the meeting, take notes on the discussion.
<input type="checkbox"/>	After the meeting, send a summary statement containing agreed-upon goals, changes, expectations, and timeline to all committee members.