



MTS THESIS CHECKLIST

NAME: _____ First Semester and Year at FST: _____

FIRST YEAR – Consult the <i>MTS Thesis Guidelines</i> document for further information.				
Step		Fall Start	Spring Start	Date Completed
1	Begin noticing topics and academic disciplines that are of interest.	Apr. 1	Nov. 1	
2	Choose thesis topic.			
3	Interview possible committee members.			
4	Choose thesis director.			
5	Obtain thesis director’s signature on the <i>Request for Approval of MTS Thesis Committee</i> form.			
6	Watch Study Skills Workshops on Blackboard. *See section below.			
7	Clarify thesis topic and scope.	Between Apr. 1 & May 1	Between Nov. 1 & Dec. 1	
8	Select second reader and obtain signature.			
9	Submit <i>Request for Approval of MTS Thesis Committee</i> to Vice President for Academic Affairs for approval of thesis topic and committee.			
10	Prepare thesis proposal and have it approved by thesis committee.	May 15	Dec. 15	
SECOND YEAR				
11	Establish roles and timelines with thesis director and second reader	Sept. 15	Apr. 15	
12	Submit completed draft to thesis director and second faculty reader.	Apr. 1	Nov. 1	
13	Obtain final approval from thesis director and second faculty reader.	Apr. 20	Nov. 20	
14	Filing Date: Submit one electronic copy in PDF format to the Vice President for Academic Affairs. Please see important information in Thesis Guidelines.	May 1	Dec. 1	
* REQUIRED STUDY SKILLS WORKSHOPS - Required for all MTS students				Date Completed
<input type="checkbox"/>	Reading at the Graduate Level - print certificate at end of workshop and submit it to the Office of Student Services.			
<input type="checkbox"/>	Writing at the Graduate Level - print certificate at end of workshop and submit it to the Office of Student Services.			
<input type="checkbox"/>	Preparing to Write MTS / MA Thesis - print certificate at end of workshop and submit it to the Office of Student Services.			
<input type="checkbox"/>	How to Write and Survive a Thesis - print certificate at end of workshop and submit it to the Office of Student Services.			