

FRANCISCAN SCHOOL OF THEOLOGY

MTS Thesis Checklist

NAME: _____

SEMESTER / YEAR BEGUN: _____

FIRST YEAR			
Step	Fall Start	Spring Start	Date Completed
<input type="checkbox"/> 1. Choose thesis topic.	Apr. 1	Nov. 1	
<input type="checkbox"/> 2. Choose thesis director.			
<input type="checkbox"/> 3. Obtain thesis director's signature.			
<input type="checkbox"/> 4. Attend Study Skills Workshops.*			
<input type="checkbox"/> 5. Clarify thesis topic and scope.	Between April 1 & May 1	Between Nov. 1 & Dec. 1	
<input type="checkbox"/> 6. Select second reader and obtain signature.			
<input type="checkbox"/> 7. Obtain Dean's approval of thesis topic and committee.			
<input type="checkbox"/> 8. Prepare thesis proposal.	May 15	Dec. 15	
<input type="checkbox"/> 9. Establish responsibilities and schedule.			
SECOND YEAR			
<input type="checkbox"/> 10. Establish roles and timelines with thesis director and second reader.	Sep. 15	Apr. 15	
<input type="checkbox"/> 11. Submit completed draft to thesis director and second faculty reader.	Mar. 1	Oct. 1	
<input type="checkbox"/> 12. Obtain approval from thesis director and second faculty reader.	Apr. 1	Nov. 1	
<input type="checkbox"/> 13. Submit two copies to Dean's assistant.	May 1	Dec. 1	

* STUDY SKILLS WORKSHOPS	Date Taken
<input type="checkbox"/> How to Read at the Graduate Level	
<input type="checkbox"/> Writing Analytically	
<input type="checkbox"/> Reading and Writing at the Graduate Level	
<input type="checkbox"/> How to Write and Survive a Thesis I	
<input type="checkbox"/> How to Write and Survive a Thesis II	