



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 one unbound copy and one electronic copy on a thumb drive to the registrar. Please see important information in Thesis Guidelines.	May 1	Dec. 1	

REQUIRED 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 Part I	
<input type="checkbox"/>	How to Write and Survive a Thesis Part II	

* Required for new MTS students, and MTS students who did not take the Fall Reading and Writing workshops.