

**Department of Sociology  
Graduate Studies Program**

**Time Table Guidelines - Thesis Spring Cohort**

The following is meant as a two-year program time table for students completing a thesis. The dates are generally meant to give the student a sense of a timeline at which each stage/step of the thesis should be completed in order to finish the MA in the two year period. Depending on the specifics of each thesis project, the deadlines may need to be moved up.

**First Year – First Term**

- May: Finalize decision on which track (thesis or internship). If thesis, have an idea of research topic and possible research questions

**First Year – Second Term**

- During Fall term: discuss research topic and questions with several faculty members (core course instructors, grad advisor, grad director ...)
- During Fall term: try to fine-tune research questions for possible thesis, or, explore possible organizations/agencies/businesses for internship
- By end of term: discuss project with at least 2 more faculty members

**Second Year – Third term**

- Beginning of March: Finalize a Committee Chair; have the chair sign the “Committee Appointment Form” and return to Grad Advisor
- End of March: have second department committee member
- End of April: finalize the third outside of department committee member

**Second Year – Fourth term - During summer if wanting to finish in fall (2 years)**

- May: Defend Proposal
- May: Apply for IRB if required
- Enroll in 6399 for Summer (with Chair approval)
- June to August: Thesis research

**Second Year – During summer if NOT finishing in fall**

- May – August: write thesis proposal, defend proposal, apply to IRB if required
- August: at the latest, defend proposal by the first week of term

**Second Year – Fifth term – wanting to finish in fall (2 years)**

- Having defended proposal, Enroll in 7396 or 7399 – Enrolled by Grad Advisor

- No later than Sept 1: Complete all research
- No later than mid-September: start writing thesis
- Nov 1: finish draft of thesis and submit to Chair
- Nov 15: finish edits draft of thesis proposal
- Mid-September: at the latest, submit IRB application
- Mid-September-Mid-October: work on PhD applications
- End of October-End of-January: Collect data, transcribe (if applicable), data coding/analysis
- By Feb 1 – begin writing thesis, multiple drafts with multiple feedback opportunities
- April 1: final draft to Chair
- April 7: final draft to other 2 committee members
- Third week in April: announce thesis defense one week prior to defense
- Last week of April: Last day to defend thesis
- May 1: Turn in completed thesis to College

### **Second Year – Fourth Term – Finishing MA in 2-1/2 years)**

- Having defended proposal, Enroll in 7396 or 7399
- Mid-September: at the latest, submit IRB application
- Mid-September-Mid-October: work on PhD applications
- End of October-End of-January: Collect data, transcribe (if applicable), data coding/analysis
- By Feb 1 – begin writing thesis, multiple drafts with multiple feedback opportunities
- April 1: final draft to Chair
- April 7: final draft to other 2 committee members
- Third week in April: announce thesis defense one week prior to defense
- Last week of April: Last day to defend thesis
- May 1: Turn in completed thesis to College