

## ***Seven easy steps to finishing your thesis***

This provides you with a step by step guide on how to finish your thesis as smoothly as possible. Skipping or bypassing step could result in significant delays in your progress. Pushing the deadlines will most certainly delay your progress.

### **Step 1: Are your data complete and are you ready to write?**

- The way to tell you're done collecting and analyzing data is to provide all the figures, graphs, tables, and analyses you think will be included in your thesis to your committee. You should provide them with some interpretation of your data. If they agree your done, then you are cleared to write!
- Make a detailed outline of your thesis – this will help you organize your thoughts and make the writing easier
- Seek stats help early (Drs. Archie, Carter, Allen; Math Dept, lots of resources)
- File "request to graduate" at Brotman Hall (have your checkbook/CC ready!)

### **Step 2: Give a completed 1<sup>st</sup> draft to your thesis advisor**

- This requires that you work closely with your thesis advisor on all sections. It's best to give them the whole thing at once. Editing section by section can be difficult and often results in more revisions than may be necessary
- Remember – writing always takes longer than you think! Usually a minimum of 2 full months to generate a complete 1<sup>st</sup> draft. Be prepared for 3-7 rounds of revisions, depending on how well you write
- Remember – your advisor will have other students and classes to deal with so they may not be able to drop everything to edit your thesis. Be patient and persistent. This is why it can take 2 months!

### **Step 3: Give your *thesis advisor-approved* thesis to the rest of your committee and set defense date**

- After your thesis advisor has thoroughly edited your thesis, you can give it to the rest of your committee and the Graduate Advisor
- This should be done *at least* 3 weeks prior to your defense
- Send an email to all of your committee and the Graduate Advisor to set a date/time for your defense (*this can be difficult, especially if you wait until the end of the semester*)
- After which, Kay will help you find a room. Email Kay with the date/time and current thesis title
- Your committee should give you feedback within 1 week after your submission. Use this feedback to fix your thesis and update your thesis defense presentation. You may need to hound your committee for this feedback.

### **Step 4: Prepare for your public defense**

- Your public defense should be 30-40 min long and designed to appeal to a broad audience – However, don't water down your science. Make sure to bring your A-game! **Be prepared to defend your work.** Faculty, students, and members of the public can ask you questions and you must be able to defend your work or you may not pass your defense.
- Immediately following your public presentation, you will meet alone with your committee and they will continue to ask you questions about your research. It is very important that you are fully knowledgeable about your work and can adequately defend it.
- Your committee may assign you additional thesis revisions following your defense.

### **Step 5: Final thesis approval**

- After your defense you will need to submit your revisions to your committee to make sure you have met their concerns
- Once your committee agrees to all revisions, they will sign the signature page of your thesis.

### **Step 6: Submit final approved thesis to Graduate Advisor**

- After your committee has signed off you will give the Graduate Advisor your thesis for one final read through.
- After approval from the Grad. Advisor you will take your thesis to Dr. Livingston to sign the signature page

### **Step 7: Submit Dept. approved thesis to the University Library thesis office**

- You are responsible for knowing and following all Library guidelines for formatting. (<http://www.csulb.edu/library/guide/serv/>)
- Tip: Use someone else's thesis (recent graduate) as a template and just type over it.

## ***Important deadlines***

Definition: **deadline** (*Noun*) - a time or date by which a job or task **must be** completed

### **FALL 2009 THESIS DEADLINES:**

FRI, 9/18/09: Last possible day of submission to your Thesis Committee  
MON, 10/12/09: Last possible public defense date  
FRI, 10/16/09: To Dept. Graduate Advisor (Dr. Chris Lowe)  
9/11/09 - 10/23/09: To Thesis Office, CSULB Library

### **WINTER 2010 THESIS DEADLINES:**

FRI, 11/13/09: Last possible day to submission to your Thesis Committee  
FRI, 12/4/09: Last possible public defense date  
FRI, 12/11/09: To Dept. Graduate Advisor (Dr. Chris Lowe)  
11/30/09 – 1/15/10: To Thesis Office, CSULB Library

### **SPRING 2010 THESIS DEADLINES:**

FRI, 2/19/10: Last possible day of submission to your Thesis Committee  
FRI, 3/12/10: Last possible public defense date  
FRI., 3/19/10: To Dept. Graduate Advisor (Dr. Chris Lowe)  
2/12/10 - 4/2/10: To Thesis Office, CSULB Library

### **SUMMER 2010 THESIS DEADLINES:**

FRI, 4/23/10: Last possible day of submission to your Thesis Committee  
FRI, 5/14/10: Last possible public defense date  
FRI., 5/21/10: To Dept. Graduate Advisor (Dr. Chris Lowe)  
6/3/10 - 7/9/10: To Thesis Office, CSULB Library

For more information, the **Thesis Office website** is  
<http://www.csulb.edu/library/guide/serv/thesis.html>