

Required Thesis Procedure (typical process and timeline will require at least three semesters)

Getting ready

- As early as possible after entering the MAT program, a prospective thesis student must secure an agreement with a professor to serve as the chair of your committee. It is common for a student to accomplish this step while taking SMED 5303 or 5304. The professor with whom you have an agreement to chair your thesis committee will forward a note to the Science and Mathematics Education graduate advisor acknowledging this association.

Stage One (Preparation)

- Meet with your advisor, and begin work on a detailed thesis proposal. Include preliminary sources. Constructing the proposal is accomplished with regular advice from your advisor.
- By this time, the student must have identified two additional committee members. Upon approval by your advisor deliver to each committee member your preliminary proposal and list of sources.
- Time must be allowed for the committee to read and discuss your preliminary proposal. The committee will schedule a meeting with the student to accept, modify, or reject the preliminary proposal.
- Following this first meeting of the committee, and in close coordination with your advisor, decide the scope of work that must be completed. Your advisor will inform you of expectations including timelines, draft expectations, turn-around times, and so forth. It is the responsibility of the student to be aware of the expectations of your advisor, and to follow through with all agreements.
- The student will work with her/his advisor during this phase to conduct significant research and to prepare a formal proposal. Other committee members may be brought in to advise with consent of your advisor.
- The student must meet regularly with her/his advisor.

Stage Two (Candidacy)

- Deliver your formal proposal to your committee members upon approval of your advisor. Time must be allowed for the committee members to read, comment on, and suggest revisions to your proposal.
- Upon approval of a thesis proposal by you, your advisor, and your committee, your advisor will schedule a formal presentation of your proposal to the faculty and students.
- Allow no more than 30 minutes for presentation and questions and answers.
- Following presentation, the thesis committee will meet to determine if the student may: 1) begin work on the thesis; 2) begin work with revisions to the proposal; or 3) not begin. If the formal proposal is not accepted, advice will be given concerning alternatives.
- A copy of the approved proposal will be delivered to the Science and Mathematics Education graduate advisor. The student is expected to begin work in earnest upon approval of the proposal.

Stage Three (Writing, Editing, and Defending)

- The student will be deeply involved with research and writing. Please review the UTD guidelines for (links below) Each thesis student is required to meet regularly with your advisor.
- In essentially all circumstances, a thesis will require several advisor-required revisions. Only when your advisor approves will your draft thesis be sent to committee. Your advisor will contact the committee members notifying them to expect your thesis, and will query them about when to expect their suggestions and revision requirements.

- The student will schedule a meeting with the committee once your advisor approves. Your advisor will have been in regular contact with your committee. A thesis student should expect detailed questioning and several modifications to be required over the course of several meetings.
- Upon recommendation by your advisor and committee and in consultation with the student, your advisor will schedule a thesis defense. The candidate will present the thesis in a public forum that typically includes students and other faculty. This presentation should require no more than 30 minutes. A question and answer session will follow.
- Upon completion of the public part of the defense, the audience will be excused, and the candidate will undergo examination by the committee. The candidate will then be asked to leave the room, and the committee will meet in closed session. A determination will be made to: 1) approve the thesis; 2) approve pending specific revisions; or 3) reject.
- Although not guaranteed, the usual outcome for a conscientious candidate is to be approved pending specific revisions. The revisions can usually be accomplished in short order.

Links

- UTD thesis/dissertation guidelines: http://www.utdallas.edu/ogs/current_students/dissertation_and_thesis/
- Deadlines for each semester: http://www.utdallas.edu/ogs/current_students/deadlines/