MS Thesis Guidelines and Timeline
Department of Technology

Timeline of Important Dates

1. **Start planning for your Thesis:**
   a. When you have two or more semesters yet to complete your program.

2. **Deadline for your Thesis Topic Discussion with your advisor:**
   a. As soon as possible, but no later than the first week of your second semester in the program.

3. **Deadlines for your first draft of Thesis:**
   a. February 1st (If you expect to have the paper completed by the end of any spring semester.)
   b. September 15th (If you expect to have the paper completed by the end of any fall semester.)

4. **Deadline for the thesis defense:**
   a. Five weeks prior to your intended graduation date.

5. **Deadline for the formal approval of your Thesis:**
   a. Four weeks prior to your intended graduation date.

**Guidelines:**
Thesis is a requirement of the master’s program with a total credit of 6 hours. The thesis will be evaluated by a committee should be constituted and approved by the Graduate College during the **third semester**. The committee composition is as following:

1. Graduate student advisor (Tech department)
2. Graduate faculty from outside the department
3. Graduate faculty from the department or outside

Any additional members can be coopted by the advisor.

The student along with their advisor should start discussing the thesis topic during the student’s first academic semester. The following guidelines are assuming that the student is starting the graduate program in the Fall semester as a fulltime student.

**1st Semester** - Discuss requirements including Thesis Requirement (student & advisor).

**2nd Semester** - Select a topic (student) and discuss the approach with your academic advisor. Submit the research proposal as part of the TECH 6292 course.
Carry out the literature search.
Start writing the draft thesis (Chapter 1 and 2).

3rd Semester - (times are listed at the latest -- these can all happen any time after beginning of the graduate program)
Complete the research data collection and analysis.
Get in touch with the Graduate College Thesis and Dissertation Reviewer (https://guides.lib.uni.edu/thesis-and-dissertation-formatting)
Continue writing the draft thesis.

4th Semester (Graduating) -
6th week: Submit the draft thesis to the Writing Center in the Graduate College
9th week: Submit the final draft Thesis.
Arrange for the defense of the thesis with the committee before the 10th week.
11th week: Submit the final Thesis after making any corrections suggested by the committee during the defense.
Obtain signatures on the cover page.
Submit a final electronic version to the Department office to technology@uni.edu

The Department office will then submit a verification form to the Graduate College office, verifying your completion of the Thesis.

__________________________________________________
Proposed by Graduate Committee: February 16, 2021
Approved by Graduate Faculty: Pending
Appendix A:

(TITLE OF PAPER)

A Graduate Thesis
Presented to the Graduate Faculty
of the
Department of Technology
University of Northern Iowa

In Partial Fulfillment of the Requirements
for the
Master of Science in Technology Degree

By
(Student’s Name)
(Date)

Approved by:

_______________________________________________         __________
Signature of Advisor                                                                     Date

_______________________________________________         __________
Signature of Thesis Committee member                                       Date

_______________________________________________         __________
Signature of Thesis Committee member                                       Date

_______________________________________________         __________
Signature of Thesis Committee member                                       Date