MIM Thesis Research Checklist

The following list provides a step-by-step overview of tasks a MIM student must complete to meet Master’s Thesis Research requirements. The listed dates and deadlines provide a general guideline for task completion; however, a student is responsible for working with his/her thesis supervisor to develop a Master’s Thesis Research timeline. Students should refer to the Graduate School’s submission deadlines page for information on hard deadlines for their thesis [http://www.gradschool.umd.edu/current_students/deadlines_for_graduate_students.html]

Theses are to be submitted to the Graduate School in electronic format after final approval of the document by the Thesis Examining Committee. Theses submitted to the University through the ETD process will also be deposited in the UM Library's online electronic archive, DRUM (Digital Repository at the University of Maryland, available at [http://drum.lib.umd.edu](http://drum.lib.umd.edu)). This is a free public archive of academic work by University faculty and graduate students.

Recommended Timelines

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<th>FIRST ACADEMIC YEAR</th>
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<td><strong>TIMELINE 1</strong></td>
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<th>SECOND ACADEMIC YEAR</th>
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<td><strong>TIMELINE 4</strong></td>
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As a part of your INFM 799 coursework, develop a proposal that describes the work to be accomplished. The proposal should describe specific research questions, literature review, research plan, research methods to be used, research goals and objectives, timelines for the work, potential limitations, and any other elements deemed appropriate by the committee. Committee members to provide early input into the thesis.

5B. Submit your Thesis proposal to the Committee and get it approved.

NOTE: Students should first have their Chair review the proposal and incorporate the Chair’s feedback into their proposal before sending the proposal to the full committee. Thesis proposals should be emailed to all committee members no less than 10 days prior to the defense. Students should also send out scheduling requests as far in advance as possible to ensure that there is a time all committee members can meet.

**TIMELINE 6**

Register for complete the second section of the **INST 799** course (one academic semester)

6A. As part of your **INST 799** 2nd section, draft a thesis document for your Chair to review.

NOTE: Writing a thesis is an iterative process, and students should build in time for multiple stages of document review by the Chair. The student and his/her Chair may wish to develop a timeline for milestones and submit work for review at regular interviews (e.g., introduction, literature review, methods & analysis, discussion). The student should receive the Chair’s approval before sending the document to the full committee.

**TIMELINE 7**

**THESIS DEFENSE**

Schedule an oral defense of your thesis. This should be done once the student and Chair are comfortable in setting a date, giving the committee **two weeks** to review the document. Because of scheduling conflicts, this should be done as early in the thesis writing as feasible. Students should consult their Chair regarding when to take this step.

At least 6 weeks prior to defense

Submit the **Thesis Committee nomination form** signed by the MIM Program Director to the Graduate school by the following **Submission Deadlines**

1. *The thesis examination cannot be held until the Graduate School approves the composition of the Thesis Examining Committee.*
2. *If the Graduate Faculty status of any member of an approved Thesis Examining Committee changes, the approval of the Thesis Examining Committee may be voided, and a new Committee nomination form will be required for approval by the Graduate School.*

**Final Semester in the program**

- Oral defense. See below for details.

**Final semester in the program**

- Prior to the defense, the Chair of the Committee secures the Report of the Thesis Examining Committee created by the Graduate School. This document is used to record the outcome of the defense after its completion.

**Final semester in the program**

- Thesis Defense (see details below)

**Final semester in the program**

- Complete and submit the Thesis and Dissertation Electronic Publication Form [https://umdphysics.umd.edu/images/studentservices/Graduate/Publishing_Your_ETD.pdf](https://umdphysics.umd.edu/images/studentservices/Graduate/Publishing_Your_ETD.pdf)

**Final semester in the program**

- Make necessary final changes to your thesis document if needed and submit your final paper to the Graduate school.

**Thesis Defense:**
**Eligibility.** A student is eligible to be examined on a thesis if the student:

- has met all program requirements for a thesis examination,
- is registered for at least one credit,
- has a valid Graduate School-approved Thesis Examining Committee,
- has at least a 3.0 grade point average, and
- if this is the second examination, the examination has been approved by the Graduate School.

During the oral exam, the student will give a 15-20 minute presentation on the research project, including the research questions, methods, and findings. He or she is also expected to respond to questions from attendees and Committee members. After the oral examination is complete, the Thesis Committee meets together without the student and decides on the outcome. Once decided upon, they share the outcome with the student, and, when appropriate, those still in attendance:

- To accept the thesis without any recommended changes and sign the Report of Examining Committee.
- To accept the thesis with recommendations for changes and, except for the chair, sign the Report of Examining Committee. The chair will check the thesis and, upon his or her approval, sign the Report of Examining Committee.
- To recommend revisions to the thesis and not sign the Report of Examining Committee until the student has made the changes and submitted the revised thesis for the Thesis Examining Committee's approval. The Thesis Examining Committee members sign the Report of Examining Committee when they approve the revised thesis.
- To recommend revisions and convene a second meeting of the Thesis Examining Committee to review the thesis and complete the student's examination.
- To rule the thesis (including its examination) unsatisfactory. In that circumstance, the student fails.
  - To pass, a student must receive passing votes from all Committee members. One vote of failure means that the student does not pass. The Committee may call a second examination as a result of a failed defense. If the student fails the second defense, or if no second defense is called, the student loses standing as a graduate student at the University of Maryland (see Graduate School Policies for details).

**The University of Maryland Electronic Thesis and Dissertation (ETD)**

**Acceptable Research Methods Courses:**
Quantitative methods courses include, but are not limited to, the following:

- ANTH 630 Quantification and Statistics in Applied Anthropology
- COMM 600 Empirical Research in Communication
- CMSC 723/LING 723/INST 735 Computational Linguistics I
- CMSC 724/LING 724/INST 736 Computational Linguistics II
- EDMS 626 Measurement Techniques for Research
- EDMS 645 Quantitative Research Methods I
- EDMS 646 Quantitative Research Methods II
- EDMS 651 Applied Multiple Regression Analysis
- GVPT 622 Quantitative Methods For Political Science
- PSYC 601 Quantitative Methods I
- PSYC 602 Quantitative Methods II
- PSYC 701 Multivariate Analysis I
- PSYC 702 Multivariate Analysis II
- PUAF 610 Quantitative Aspects of Public Policy
- PUAF 611 Quantitative Analysis of Policy Issues
- SOCY 601 Statistics For Sociological Research I
- SOCY 602 Statistics For Sociological Research II
- SOCY 604 Survey Research Methods
- SURV 615 Statistical Methods I
- SURV 616 Statistical Methods II
Qualitative methods courses include, but are not limited to, the following:

- ANTH 606 Qualitative Methods in Applied Anthropology
- ANTH 614 Ethnohistory and Documentary Analysis
- ANTH 616 Ethnographic Evaluation of Community-Based Initiatives
- ANTH 617 Applied Urban Ethnography: Community Assessment Research
- COMM 601 Historical-Critical Research in Communication
- EDCI 684 Introduction to Field Methods in School and Community
- EDCI 692 Conducting Interpretative Inquiry in Classroom Contexts
- EDCI 791 Qualitative Research I: Design and Fieldwork
- EDCI 792 Qualitative Research II: Analysis and Interpretation of Data
- EDHI 700 Qualitative Research Methods in Education
- EDHI 788G Critical Approaches to Qualitative Inquiry
- ENGL 601 Literary Research and Critical Contexts
- HIST 600 Historiography
- HLSA 780 Qualitative Methods for Health Services Research
- SOCY 699J Introduction to Qualitative Research Methods
- WMST 708 Feminist Research Design using Multi-Methods