

PROCEDURES FOR THE THESIS PROCESS

1. Work with the program director and faculty to determine a committee of no less than three people. Two faculty on the committee, including the thesis director must be members of the rehabilitation sciences department.
2. Prepare and present your thesis idea via a prospectus or summary. Consult with your thesis director for more information.
3. Take note that the style you will use is APA, so please format your work accordingly.
4. Acquire HSIRB approval (if needed) for research involving humans. You may NOT collect any data until you receive approval.
5. Defend your prospectus and submit your prospectus and form to the Program Director and Department Chair.
6. Begin and/or continue the hard work of conducting/gathering your research.
7. Typeset the manuscript, with input on organization and format from your committee. Pay attention to the formatting for manuscript submission (usually APA).
8. Have your program director announce your defense to the department. **Your defense must take place at least one month before the last day of on campus classes.**
9. Publicly defend your work (**again, one month prior to the last day of classes**), taking your signature pages with you.
10. Make any changes that the committee requires, and make sure all signature pages are signed (each committee member must sign).

THESIS TIMELINE

SPRING I

- Literature Review Draft I
- Methods Draft I
- Literature Review Draft II
- Methods Draft II

SUMMER I

ADDITIONAL INFORMATION

SELECTING A THESIS DIRECTOR

THESIS PROSPECTUS

A prospectus is essentially a "game plan" for a thesis project. While the idea may be developed in a number of ways, the formal prospectus is generally developed in collaboration with the Thesis Director and one or more members of the Thesis Committee Members. The content of a prospectus will vary somewhat, depending on the type of thesis that a student is writing. A research prospectus is a formal, written document which includes the following components:

- Statements about the importance of the topic you wish to explore
- A review of the theoretical and technical literature on the topic
- A summary of the gaps left by the current literature
- A statement of the research objectives
- A description of the research design
- A hypothesis regarding the expected outcomes

All documents must conform to acceptable rules of APA format and style.

ORAL DEFENSE OF PROSPECTUS

Once the prospectus has been written and approved by the Thesis Director, a formal meeting of the Thesis/Examining Committee must be held to determine if the formal prospectus is acceptable. Members of the Thesis/Examining Committee should receive the written document of a formal prospectus at least two weeks prior to the Prospectus Meeting. At the time of the meeting (which can occur virtually depending on placement), the student should be prepared to give a 15-minute presentation and defend the prospectus in an oral examination format. Implementation of the plan described in the prospectus may not proceed until the prospectus has been defended and the associated approval form has been submitted.

LIBRARY RESOURCES

It is highly recommended that students use the library as a resource during the thesis process. This links to a guide will direct students to such resources and tools:
<https://moravian.libguides.com/MSLP-Thesis->