**MS Thesis Work Plan & Deliverables**

Note: 1) MS thesis requires two semesters of the continual enrollment. 2) the schedule for thesis is tentative. The thesis advisor may adjust the timeline and tasks when necessary.

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| **Date** | **Activities** | **Deliverables** |
| Before first term of thesis starts | 1. Identify the thesis advisor 2. Get thesis topic approved | 1. Master’s Thesis Topic Approval form (required paperwork) 2. Thesis Topic Description (D2L drop box) |
| **First semester of the Thesis** |  |  |
| 1. Four weeks into the semester | 1. Work on thesis proposal (5-10 pages) 2. Proposal approved by the thesis advisor | 1. Thesis Committee Approval Form (required paperwork) 2. Program of Study Form (required paperwork) 3. Thesis proposal (D2L drop box) |
| 1. Six weeks into the semester | 1. Proposal approved by the thesis committee 2. Gain IRB approval if research requires human subject participation | 1. IRB form sent to KSU Institutional Review Board (<http://research.kennesaw.edu/irb/> ) |
| 1. Ten weeks into the thesis | 1. work on thesis working outline (10-15 pages)  2. Make progress on the research | 1. Thesis working outline (D2L drop box) |
| 1. End of the semester | 1. Work on first chapter of the thesis | 1. Thesis draft 1 (D2L drop box) |
| **Second Semester of the thesis** |  |  |
| 1. First week into the semester | 1. Work with thesis advisor on a plan to complete the thesis work |  |
| 1. Ten weeks into the semester | 1. Make progress on the thesis research  2. Write the remaining chapters of the thesis | 1. Thesis draft 2 (D2L drop box) |
| 1. Thirteen weeks into the semester | 1. Work with thesis committee revising the draft 2. Set up a defense date upon approval of the thesis draft 3. Thesis advisor send the defense information to the Dean’s office for public announcement. | 1. Thesis draft 3 (D2L drop box) |
| 1. Fourteen weeks into the semester | 1. Defend the thesis |  |
| 1. Final week of the semester | 1. Revise the draft based on thesis committee comments 2. Submit the final version to KSU library | 1. Thesis Defense Form (required paperwork) 2. Final draft of the thesis submitted to Digital Commons (D2L drop box) |