

Department of Chemistry & Biochemistry
Master's Thesis Culminating Experience Procedures -- CHEM 898/895

Note: These guidelines apply to satisfying the Culminating Experience (CE) for both CHEM 898 and 895. Graduate Students must complete the following two items to satisfy the CE requirements in either CHEM 898 or CHEM 895:

1. **Written Thesis (CHEM 898) or Manuscript (CHEM 895)**
2. **Oral Defense of the thesis**

Completion of both the CE requirements (thesis/manuscript and oral defense) typically takes place at roughly the same time (usually within ~1 week of each other) and involves notifying multiple parties (e.g., students, faculty, staff). Thus, proper planning, timing, and communication with department office staff and faculty are critical. When MS students have determined, in consultation with their thesis advisor, that they are ready for graduation they should submit an Application for Graduation. For more information the student and/or thesis advisor should consult the SFSU Graduate Studies web site and other **Helpful Links** below.

Helpful Links from the SFSU Graduate Studies web site:

Deadline for Completing a Graduate Degree

<http://www.sfsu.edu/~gradstdy/degree-completion-deadline.htm>

Steps For Completing A Graduate Degree:

<http://www.sfsu.edu/~gradstdy/degree-guideline.htm>

Thesis Format Guidelines (for CHEM 898, traditional thesis format)

<http://www.sfsu.edu/~gradstdy/thesis.htm>

<http://www.chemistry.sfsu.edu/forms/forms.html>

Graduate Studies forms page:

<http://www.sfsu.edu/~gradstdy/current-form.htm>

THESIS or MANUSCRIPT

The student should work closely with their thesis/research advisor to determine their readiness for finalizing their thesis (CHEM 898) or manuscript (CHEM 895). It is required that MS students make a draft of their thesis or manuscript available for department review at least one week prior to the date of their oral defense.

The following table summarizes important forms, signatures, and the distribution required for completing the CE. In addition to these documents the thesis (CHEM 898 only) requires submission to SFSU Graduate Studies and finally to Campus Copy Center for binding.

Form/Document	Signatures required	Where it goes
<u>Certification of Approval</u> page	All thesis committee members	<i>Page iii</i> of Thesis (898) Front end of manuscript (895)
<u>Abstract</u> page	Chair of thesis committee	<i>Page iv</i> of Thesis (898) Front end of manuscript (895)
<u>Report of Completion</u> form	All thesis committee members, Grad Coordinator or Dept. Chair	SFSU Graduate Studies (copy to Dept. Office)
<u>Graduate Exit Survey</u>	None	Dept. Office
<u>Petition Grade Change</u> form (for CHEM 897, 898/895 grade changes)	897/898/895 Instructor of record and Dept. Chair	SFSU Registrar's Office

ORAL DEFENSE OF THE MS RESEARCH PROJECT

When MS students have determined in consultation with their thesis advisor that they are ready to plan their oral defense of the thesis they should use the following procedure.

1. **Student** works with thesis advisor to determine date and time of presentation.
2. **Student** or **thesis advisor** notifies Chemistry & Biochemistry department office to reserve room (TH 808) once date and time is determined. If TH 808 is to be used, the date and time is written on the TH808 sign-up sheet, including advisor's name and campus extension.
3. **Student** contacts Dept. office about notifying students and faculty via email.
4. **Student** is responsible for creating flyer for talk and posting in Thornton Hall.
5. At least one week prior to thesis presentation date, **student** brings copy of thesis (CHEM 898) or manuscript (CHEM 895) to the department office where it is left by printer in mail room.
6. **Student** and/or **thesis advisor** are responsible for all foods, beverages, plates, cups, utensils for the thesis presentation and should arrange their own transportation of these items to TH 808.
7. **Student** performs thesis defense. The thesis defense is a 50-minute presentation followed by a question/discussion period. The thesis advisor may choose to discuss the student's performance with the other thesis committee members after the defense.
8. It is the responsibility of the **Student** and/or **thesis advisor** to make sure that all documents are completed at the time of, or shortly after, the oral presentation.
9. Upon satisfactory completion of the oral defense, the *Report of Completion* form should be signed by all committee members and the Graduate Coordinator or Department Chair.