

## Required Thesis Proposal Checklist (to be brought with document and subsequent revisions)

Thesis Student Name \_\_\_\_\_ Thesis Advisor Name \_\_\_\_\_

- [1] You understand that you will get only 2 reviews by the department chair, and if your thesis proposal is not approved after a 2<sup>nd</sup> iteration, that you will need to stay an extra semester, and that the thesis advisor will not get release/re-assigned time for any 5306 course, and may receive other penalties.
- [2] The latest TAMUK Thesis manual has been downloaded, read, and is completely followed.
- [3] All tables and figures in the thesis proposal are specifically referenced/cited in thesis, per page 4 of thesis manual. Note that the thesis manual now states that all figures and tables are to be numbered consecutively.
- [4] A *specific technical journal* was selected for formatting and reference style per the thesis manual. That journal is listed on page 1 of the proposal, official journal formatting instructions are attached, and followed.
- [5] Chapter 1 should include an Introduction, a reasonable Literature Review that shows what has been done, but also indicates what is missing, and well-defined Research Objectives. An extended Literature Review could be included in other chapters if desired.
- [6] A list of deliverables, related to and after the research objectives, must be included in the thesis proposal, in Chapter 1 (specified by the Dean). *This list of deliverables might be the same as a list of tasks that were accomplished to satisfy the research objectives.*
- [7] A schedule of when the various chapters of the thesis, and the deliverables are to be completed, must be included in the thesis proposal (Specified by the Dean). It is understood that unforeseen difficulties may arise, but a reasonable schedule attempt must be included and followed.
- [8] All work (theory, data, simulation, etc) that is not yours is clearly referenced and identified by discussion, headings, etc. Any work that is yours should be clearly identified, but at the minimum, with a separate heading, that clearly identifies it as new work. Any student not following this will automatically be delayed a semester. Any advisor not following this will automatically be formally written up, will lose any research and 5306 release/re-assigned time privileges, and perhaps more.
- [9] I, \_\_\_\_\_, thesis student, affirm that I have followed all the above requirements.
- [10] I, \_\_\_\_\_, thesis advisor, affirm that I have ensured that the graduate student has followed all the above requirements, and that I have reviewed his/her complete final thesis proposal, including observations, conclusions, objectives, references, and formatting. I affirm that I haven't signed his/her thesis proposal until all of my concerns are addressed.
- [11] Committee Members, Graduate Coordinator, and Department Chair also affirm that they are following this checklist.

Helpful websites:

[http://www.academia.edu/407697/Writing\\_the\\_Conclusion\\_Chapter\\_for\\_your\\_Thesis](http://www.academia.edu/407697/Writing_the_Conclusion_Chapter_for_your_Thesis)[http://www.academia.edu/27800866/Writing\\_for\\_Science\\_and\\_Engineering](http://www.academia.edu/27800866/Writing_for_Science_and_Engineering)<https://www.uow.edu.au/content/groups/public/@web/@stsv/@ld/documents/doc/uow195624.pdf>

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Thesis Student Name \_\_\_\_\_ Thesis Advisor Name \_\_\_\_\_

- [1] You understand that you will get only 2 reviews by the department chair, and if your thesis is not approved after the 2<sup>nd</sup> iteration, that you will need to stay an extra semester, and that the thesis advisor will not get release/re-assigned time for any 5306 course, and may receive other penalties.
- [2] The latest TAMUK Thesis manual has been downloaded, read, and is followed for all formatting.
- [3] All tables and figures in the thesis proposal are specifically referenced/cited in thesis, per page 4 of thesis manual. Note that the thesis manual now states that all figures and tables are to be numbered consecutively.
- [4] A *specific technical journal* was selected for formatting and reference style per the thesis manual. That journal is listed on page 1 of the proposal, official journal formatting instructions are attached, and followed.
- [5] No chapters of only 1 or 2 pages, except for the “Conclusions and Future Work” chapter, and then only if it is very well written, with clear, concise, and useful conclusions. Most will do better with more pages because it forces them to think more about their work and its implications, conclusions, limitations, & observations.
- [6] Chapter 1 should include an Introduction, a reasonable Literature Review that shows what has been done, but also indicates what is missing, and well-defined Research Objectives *with discussion of whether the objectives were accomplished, caveats, unforeseen problems, etc.*
- [7] All work (theory, data, simulation, etc) that is not yours is clearly referenced and identified by discussion, headings, etc. Any work that is yours should also be clearly identified, preferably in a separate chapter, but at the minimum, with a separate heading, that clearly identifies it as new work. Any student not following this will automatically be delayed a semester. Any advisor not following this will automatically be formally written up, will lose any research and 5306 release/re-assigned time privileges, and perhaps more.
- [8] The body of the thesis includes additional chapters that might be about “Theoretical Development,” “Analytical Results and Observations,” “Fabrication Procedures and Results”, “Test Procedures and Results” “Comparison of Test and Analytical Results” or other relevant titles. These chapters will contain the documentation, discussion, and observations of the major work of the thesis, based on the research objectives.
- [9] A final chapter called “Conclusions and Future Work” or something similar must be included. This chapter should show real thought and understanding about the main body of work and should include: A) A summary of any new knowledge, B) The significance of your work, C) Any limitations of the current work, D) Exciting discoveries, E) Speculation/implications of your work, F) Discussion of areas for further development, other approaches, expansion of current work, etc. (from [http://www.academia.edu/407697/Writing\\_the\\_Conclusion\\_Chapter\\_for\\_your\\_Thesis](http://www.academia.edu/407697/Writing_the_Conclusion_Chapter_for_your_Thesis))
- [10] I, \_\_\_\_\_, thesis student, affirm that I have followed all the above requirements.
- [11] I, \_\_\_\_\_, thesis advisor, affirm that I have ensured that the graduate student has followed all the above requirements, and that I have reviewed his complete final thesis, including observations, conclusions, objectives, references, and formatting. I affirm that I haven’t signed his/her thesis until all corrections are made and all of my concerns are addressed.
- [12] Committee Members, Graduate Coordinator, and Department Chair also affirm that they are following this checklist.
- [13] **The completed thesis has been reviewed by the College of Graduate Studies (per the thesis manual)**  
 \_\_\_\_\_ **may need to submit after signing** \_\_\_\_\_ **Date, name and signature of CoGS Reviewer.**

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