



Fall 2009 Thesis Colloquium Timeline

CCTP 996 - Six credits

Professor

Day/Time/Location

Course Description

The Thesis Colloquium is led by your thesis advisor and is comprised of all the students who are writing a thesis with that advisor. You'll meet weekly to discuss research methodologies and writing styles specific to your thesis. Final grade reflects whether you met the course requirements outlined by your thesis advisor. Grades are given on a Satisfactory or Unsatisfactory basis only.

Policies

attendance, grading, schedule, etc. *will be provided by thesis advisor*

Objectives & Expectations

will be provided by thesis advisor

Criteria for High Pass & Distinction

will be provided by thesis advisor

TIMELINE NOTES AND RESOURCES

- All [Graduate School forms](#) (including the application to graduate, thesis reviewer's report and thesis coversheet) are available online.
- Refer to the [CCT Manual](#) for an overview of thesis project and CCT-specific expectations.
- Refer to the [Graduate School's page](#) and the [Graduate School Guidelines for Dissertation and Thesis Writers](#)
- [Electronic Thesis Information](#)
- You must [apply to graduate](#) by the first working day of the month in which you plan to graduate and complete and submit all work for your degree program, including the thesis, by the last working day of the month. For example, November graduates must apply to graduate by Nov. 1 and complete and submit all degree requirements by Nov. 30.
- You must be registered for CCTP 996 Thesis Colloquium to write a thesis. Submit a [Thesis Proposal Form](#) signed by your thesis advisor by the April 1 deadline (and also complete the course requirements) for CCT to register you for CCTP 996 for the fall semester. If you already took CCTP 996 and are still working on the thesis in a subsequent semester, you must be registered for [Thesis Research](#).
- Effective 2008, students can only submit the thesis electronically. Please visit the [Electronic Thesis Database](#) for more information. Read this early in the process because submitting a thesis electronically may affect how you conceive of the project.

The following items represent Graduate School deadlines and CCT *recommended* deadlines. Thesis advisors will provide additional deadlines, so make sure to abide by those, as well.

TIMELINE:

September 2, 2009

- Fall semester classes begin. Review thesis rules and guidelines set forth by Graduate School and CCT. Meet with your thesis advisor to set a schedule for the fall.

September 1, October 1, November 2 or December 1 2009

- [Apply to graduate!](#) The application is due the first working day of the month in which you want to graduate. December 1 is the last day to submit form for December graduation.

September 2009 (CCT recommended deadlines)

- Find a thesis reader if you don't have one yet; consult with your thesis advisor. Let [Academic Program Manager](#) know who your reader is.
- [Thesis Proposal Form](#) due to Graduate School before you can present your thesis. Thesis advisor, reader, and CCT Director must sign. If doing IRB, hold off on submitting the form until you have the IRB #.
- Submit [Institutional Review Board \(IRB\) Form](#) if conducting any kind of interviews, surveys, etc. The expedited form is applicable for most CCT theses. The IRB reviews research involving human subjects to ensure that the privacy and welfare of the research participants are adequately protected. All faculty and students engaged in such research must submit requests for IRB approval prior to beginning their work.

November 2009

- After consulting thesis advisor and reader about scheduling, call 687-6618 or email cctprogram@georgetown.edu to make an appointment for a thesis presentation using the CCT conference room in Car Barn 311. An audio/visual cart will be set-up for you to use. Confirm the day and time with your committee in advance. If you need a different room, request that.

Due a week before thesis presentation

- [Thesis Reviewers Report](#) due to Academic Program Manager in CCT one week before thesis presentation. (The form says to take it to the Graduate School, but bring it to CCT first; we'll take it to the Graduate School). Note that your thesis advisor and reader must sign this form, approving your thesis for presentation. To do this, they will likely need your thesis at least a week in advance (aka two weeks before your presentation). Consult with your advisor and reader on this date, so you can get CCT the signed form a week in advance. You may only proceed to a presentation once this form is signed and approved. You'll need to re-schedule the presentation if this is not done.
- You and your thesis committees will receive confirmation of thesis presentation day and time after the thesis reviewer's report form is submitted to CCT. Work with thesis advisor and reader on expectations for presentation.

December 29, 2009

Deadline for FINAL THESIS PRESENTATION

****Given faculty and staff winter holiday schedules, students most likely will need to present theses earlier than December 23. CCT Office is often closed December 23-31, so please plan accordingly. Students can have presentations when office is closed, but CCT faculty member must be present.*

At thesis presentation

- CCT will provide thesis advisor and reader with a **Thesis Defense Ballot**, which must be completed and signed by thesis committee members and returned to CCT staff. The thesis title on this form will be the official title on your transcript, so make sure it's correct. Thesis Distinction is noted on this form if awarded by the committee. High pass awards must be emailed to [Academic Program Manager](#).
- Defer to your thesis committee for presentation guidelines and expectations, but unless told otherwise, there is a good overview of academic conference presentation guidelines you can use for your thesis presentation. [Video and slides](#) by Profs. Turner and Macovski

After the thesis presentation

- [Thesis Coversheet](#) must be provided by you (the student) at the thesis presentation or once you've shown a final copy of thesis to your thesis advisor and reader. Note the [bond paper requirements](#) for the cover sheet. The thesis advisor and reader won't sign the coversheet until they have seen the final copy of your thesis with all edits. **After the thesis advisor and reader sign the coversheet, you must obtain the CCT Director's signature on the coversheet.** You'll likely want to make this appointment with the Director in advance of your presentation to make sure that s/he will be available when you need a signature.
- Bring the following with you when meeting with the Director to obtain a Thesis Coversheet signature:
 - Thesis Cover Sheet, signed by thesis advisor and reader(s) on bond paper
 - The signed [ETD Release Form](#)

December 30, 2009 - Last day to submit thesis online to Graduate School for December graduation:

- Submit CCT-approved thesis electronically and take any paper forms required to the Graduate School. If you don't find an answer to a question online, you can contact Sarah Magnuski with specific questions at 687-5928. Make every effort submit the thesis earlier than December 30 to avoid making last-minute rushed changes.
- Your graduation date will be December 31, 2009 if you complete all degree requirements.

May 21, 2010 Commencement Ceremony

- One ceremony is held each May for that year's graduates. Students who graduate July 2009-May 2010 are eligible to participate in the May 2010 commencement ceremony. Refer to the Graduate School's site for [graduation details](#).