

Moravian University

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