**MATESL Thesis Checklist/Timeline**

This checklist is to be kept current **by the Student** and Thesis Director.

|  |  |  |
| --- | --- | --- |
| Name: |  |  |
|  | GPA: | Semesters in residence: |
| Semester Thesis initiated: | Units completed (credits): |  |

NOTE: There is no ‘ideal’ timeline for working on a thesis. It is something you should always talk about with the Chair of your Committee. The timeline below is one that Dr. Sadler has used before, so it may serve as ‘one’ possible model!. One thing that is NOT on this calendar, but that we **HIGHLY** recommend, is that you schedule regular meetings with your Thesis Chair to keep you on track!

Tentative Thesis Title:

Thesis Chair:

Other Committee Members (you must have at least one other than the Chair):

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Timeline** | **Date(s)** |
| Approach possible Thesis Chair | Spring 1 (if you want to graduate in 2 years) or Fall 2 (with Committee Permission if you plan on taking 3 years) |  |
| Approach additional Committee member(s) | As soon as possible |  |
| Informal Proposal | During Spring 1 or Spr 2 (with Committee Permission if you take 3 years) |  |
| Do IRB | [Institutional Review Board](http://oprs.research.illinois.edu/) approval required before ANY research involving humans. Usually worked on simultaneously with Formal Proposal. |  |
| Formal Proposal | During summer, either between years 1-2 or (with permission) years 2-3. |  |
| Register for EIL 599 | You MUST take 599 credit at least once while working on your thesis. Can be taken for up to 8 credits. |  |
| Complete your Research | Summer 1/Fall 2 *or* Summer2/Fall 3 (with Committee Permission) |  |
| Write chapters | Fall 2 and Spring 2 *or* Fall 3 and Spring 3 |  |
| Apply for Graduation | See [Grad College Calendar for Deadlines](https://grad.illinois.edu/general/calendar/fall) (check EARLY) |  |
| Send Title page to Grad Thesis office | AT LEAST a couple months before defending (see [Thesis office website](http://www.grad.illinois.edu/thesis-dissertation)) |  |
| Give chapters to Committee for feedback | As you progress. DO NOT wait on this. We strongly suggest scheduling dates when you will send each chapter of your thesis to your committee. This will help to keep you on schedule. |  |
| [Schedule Thesis defense](http://www.slcl.illinois.edu/internal/graduate/documents/ReqScheduleMA.pdf) | At LEAST 1-2 months before thesis defense date (see below).  Arrange date with Committee (after approval from Chair) then contact [Robb Larson](mailto:rolarso@illinois.edu) |  |
| Give “final” draft of thesis to committee | AT LEAST 2 weeks before your defense (see below). You MUST negotiate this with your committee. Some members may need more time. |  |
| Title, Abstract to Chair | AT LEAST one week before Defense. Chair sends to listserv for publicity. |  |
| Thesis Defense | AT LEAST 3 weeks before the Thesis Deposit Deadline (see below) |  |
| Remind Thesis Advisor to approve format check | Immediately after any final revisions (see below re format check) |  |
| Format Check with SLCL Grad Students Services | 3070 FLB, [Robb Larson](mailto:rolarso@illinois.edu) must have FINAL version of thesis at least 2 weeks before deposit deadline (see below). She will let Grad College know you are ready for their final check (see below) |  |
| [Deposit Thesis](http://www.grad.illinois.edu/submit-etd) with Grad Service | [Check Grad College Calendar](http://www.grad.illinois.edu/general/calendar/current) for “Last Day to Deposit Master’s Thesis” for semester you wish to graduate. You MUST deposit this at least a week before deadline so they can do final format check. |  |

**Key URLS:**

Detailed information about the [MATESL Thesis](https://linguistics.illinois.edu/system/files/inline-files/MATESLThesisDetails.pdf):

[Grad College Calendar](https://grad.illinois.edu/general/calendar/fall)

Grad College Thesis Office Website: <http://www.grad.illinois.edu/thesis-dissertation>

**Other Requirements:**

You must do ONE of the following:

|  |  |  |
| --- | --- | --- |
| Milestone | When/Where | Date |
| Present your work at a conference\*: |  |  |
| Submit your work to be presented at a conference: |  |  |
| Submit your work for publication: |  |  |

\* Keep in mind that some conferences like TESOL had a deadline for submitting abstracts that is up to 10 months before the actual conference!