

Completing an MA Thesis in Sociology

Select a research topic and write a 10-20 page research proposal in 502A: Research Methods.



Select 3 faculty to be on your thesis committee—1 chair and 2 committee members. Give each committee member a copy of your final thesis proposal and timeline.

After thesis committee is selected: (1) Inform grad advisor of committee membership and amend Study Plan if needed to reflect membership and (2) enroll in Soci 598 (thesis hours) in your *final* semester; you will attach your approved thesis proposal to Soci 598 course enrollment form.



In preparation for data collection, fill-out and submit your IRB application. Go to: http://www.fullerton.edu/doresearch/compliance/irb_cayuse.php for details. You will need your chair's signature.

Once you have received IRB approval, start data collection. Make sure you are in close communication with your chair during data collection for guidance.



After your data has been collected, you should fully code and analyze it in preparation for writing. Be in close communication with your faculty chair as you write up your thesis chapters.

For your final semester, get the form for Soci 598 in the main soc office. You need all committee members' signatures and the grad advisor's to register. Attach a copy of your approved research proposal.

Make sure to discuss your writing plan and timeline* with your chair before writing the first draft of your MA thesis. See **MA Thesis Structure** document for assistance. Some students and chairs share each chapter, as the student writes the first draft of the thesis. Follow the Grad Studies Thesis Manual (http://www.fullerton.edu/graduate/_resources/pdfs/thesis-files/TDM%202021S.pdf) for formatting guidelines.



Once your chair feels your thesis is ready to be defended, schedule a date for your Oral Defense. Make sure to inform all your committee members you are ready to schedule a defense and obtain their availability.

*Your timeline should comply with current semester submission deadlines.

The Oral Defense Meeting

Once a date for your oral defense meeting has been established, give your 2 committee members the penultimate draft of your thesis **2 weeks before** the defense.



Prepare for your oral defense. See the **MA Thesis Oral Defense Protocol** for additional guidelines.



After you successfully pass your oral defense, complete the required edits on your thesis and once they are approved by your thesis chair and other committee members, complete the CSUF Thesis/Dissertation Submission form found here: <http://www.fullerton.edu/graduate/academics/thesis.php> (click under "Submission" to find the link to the form. This form can only be completed once and must be submitted by the appropriate deadline. Once you submit the CSUF Thesis/Dissertation Submission form, a Thesis Verification Form will be emailed to your committee for signatures.



The Committee will electronically sign the Thesis/Dissertation Verification form and the candidate will work with the Thesis Reader in Graduate Studies to prepare the thesis for formatting. After the Reader has approved all revisions so they meet the university standards, the Reader will submit the finalized version for publication.



Once the finalized thesis has been uploaded for publication, the student brings a bound copy of the thesis (but on regular paper) to the sociology main office. The Sociology Graduate Advisor can then send over the Completion Memo to Graduate Studies to designate that the candidate has completed all components of the program.