## Completing an MA Thesis in Sociology

1. **Select a research topic and write a 10-20 page research proposal in 502A.**

2. **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.**

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

4. **In preparation for data collection, fill-out and submit your IRB application. Go to: [http://www.oac.fullerton.edu/irb/irb.htm](http://www.oac.fullerton.edu/irb/irb.htm) for details. She will need your chair’s signature.**

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

6. **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 the chapters of your thesis.**

7. **For you 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.**

8. **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/currentstudents/thesis.php](http://www.fullerton.edu/graduate/currentstudents/thesis.php)) for formatting guidelines.**

9. **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.

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Prepare for your oral defense. See [MA Thesis Oral Defense Protocol](http://www.fullerton.edu/graduate/currentstudents/thesis.php) document for instructions and expectations. Bring a printed copy of the Thesis/Dissertation Verification form at [http://www.fullerton.edu/graduate/currentstudents/thesis.php](http://www.fullerton.edu/graduate/currentstudents/thesis.php); your committee will sign this and your chair will give you this copy when you complete the required edits.

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After your oral defense meeting, remember to notify the Grad Advisor that your defense is complete. Complete the required edits on your thesis.

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After final revisions have been made to your thesis, remember to do the following: (1) Send a final electronic draft to the Thesis Reader in Grad Studies (by the deadline) and through ProQuest Student Account ([http://www.fullerton.edu/graduate/currentstudents/thesis.php](http://www.fullerton.edu/graduate/currentstudents/thesis.php)) and (2) Submit a bound hard copy to the Sociology Department in the front office.