Master's Thesis Enrollment Process

A student in good academic standing is eligible to engage with a full-time faculty member for their Master's Thesis following successful completion of required coursework and with approval of their academic adviser. Eligibility to engage in relevant research varies by program, but all students must meet the program-specific criteria as outlined below:

- ❖ **Strategic Communication** – 18 earned credits, including successful completion of the COTC 7110 Communication Research course
- ❖ **Public Relations** – 12 earned credits
- ❖ **Museum Professions** – 18 earned credits

The process for enrolling in a Master's Thesis/Project course is as follows:

(1) The student's request should initially be discussed with their academic adviser to determine credit eligibility and its place in their degree program.

(2) The student should complete the attached Application for Master's Thesis/Project and prepare a one-page single-spaced document detailing the project, including all bulleted items. **Overview documents missing any required items will not be reviewed.**

(3) The student should present the Application for Master's Thesis/Project and overview document to their academic adviser.

(4) Once approved by the academic adviser, the student's Application for Master's Thesis/Project and one-page abstract and overview document will be shared with the appropriate full-time faculty members.

(5) Once approved by the faculty, the student will be assigned a faculty Master's Thesis/Project adviser and/or an appropriate course section. The student will be notified by their academic adviser via University email regarding next steps, including appropriate course registration instructions. Once registered for a Master's Thesis/Project course, the student will receive a syllabus from the appropriate faculty member that includes learning outcomes, deliverables, and finalized deadlines.

Please note, students seeking entry to Master's Thesis/Project are bound by the University's registration schedule (including add/drop dates). **An announcement with program-specific deadlines (e.g. proposal deadlines, etc.) will be sent to students' University email account.**

Section A – to be completed by student

Student Name _____ CWID _____

Email Address _____ Term Requested _____

Project Title _____

Student Signature _____

Section B – to be completed by academic adviser

Credits Earned _____ Credits In-Progress _____ Cumulative GPA _____

Notes

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Section C – to be attached by student

Attach a one-page single-spaced document detailing the Master's Thesis/Project, including:
- ❖ Thesis/Project description
- ❖ Work to be completed and submitted, including data collection schedule
- ❖ Timeline for work to be completed and deliverables
- ❖ Basis for evaluation/assessment
- ❖ Proposed meeting schedule (face-to-face, virtual, both)

Approvals

Academic Adviser _____ Date _____

Faculty Member Assignment _____

Course Number/Section _____ Permit Coded _____