1. Brainstorm a topic

Students are encouraged to think about a thesis topic throughout their program. It is recommended to jot down ideas as they come up. Please keep in mind the following while thinking about a topic:

- ❖ It should be a museological topic, i.e. related to the history of, current issue in, or practical aspects of museums.
- ❖ It must involve original research such as archival research, interviews, surveys, quantitative interpretation of data, etc.
- ❖ The thesis cannot be an expansion of an earlier paper, though it may be an outgrowth of an earlier project.
- ❖ It must have enough "meat" to result in at least 40-60 pages.

To review previously completed theses, please visit the University's Dissertations and Theses Library here http://scholarship.shu.edu/dissertations/.

2. Thesis proposal

Discuss your proposed topic with one or more of the thesis advisers (Chu, Heinrichs, Nichols, or Stevens) or with a member of the adjunct faculty. Based on their comments and feedback, complete the Master's Thesis Enrollment Form and write a formal **one-page single–spaced proposal** including:

- ❖ Thesis title and description (including section outline and bibliography)
- ❖ 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)

3. Thesis proposal timeline

A student in good academic standing is eligible to engage with a full-time faculty member for their Master's Thesis following 18 earned credits, successful completion of required coursework, and with approval of their academic adviser.

Students seeking entry to Master's Thesis 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.

4. Registration

Once approved by the faculty, the student will be assigned a faculty Master's Thesis adviser. 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 course, the student will receive a syllabus from the appropriate faculty member that includes learning outcomes, deliverables, and finalized deadlines.

5. Meetings with thesis adviser

Students should engage in regular communication with their thesis adviser. **It is the student's responsibility to set up appointments.** At the first meeting, students are expected to review their timeline for work to be completed and deliverables. In accordance with syllabus and University deadlines, students should hand in sections to their adviser to be returned with comments. Students will make revisions on the basis of these comments. Please note that no adviser will accept a final draft if he/she has not previously had a chance to comment on each section.

6. Final product

Students have two semesters (and, if necessary one summer term) from the time of registration to complete the thesis. Students enrolled in a degree program are required to register each Fall and Spring semester until all requirements for the degree are satisfied. Master's degree students who have completed all degree requirements except the thesis will register for THCN 7999 Thesis Continuation (Master's) as their first thesis continuation registration. Thereafter, students will register for THCN 8000 Thesis Continuation (Master's).

Per the Graduate Catalogue, degree candidates must submit an approved thesis prepared under the direction of a mentor at least three weeks before the end of the semester in which all requirements will be completed. Completed theses should be submitted to the University's eRepository. For instructions, please visit http://library.shu.edu/dissertations-services/thesis.