

# Capstone Deadlines for MUSE Class of 2019

All students turn in a one-page proposal at the end of their second semester which should include the capstone option, possible advisors, subject of your research, and thoughts about methodology.

## Project Option

### February 16, 2018

By the **fifth week of their second semester**, students should approach a project advisor to discuss their Master's Project idea

### March 23, 2018

By the **tenth week of their second semester**, students should officially choose a primary advisor who is a UIC faculty member and submit to them a Project Proposal (See Project Proposal Outline in the MUSE Handbook) draft for discussion

### Summer 2018

Over the summer students should revise their Project Proposal and give a copy to the primary advisor by the 3<sup>rd</sup> week of the third semester

### October 5, 2018

No later than the **6<sup>th</sup> week of their third semester**, students should choose a 2-member Committee, consisting of the advisor and one additional member, either University faculty or a professional in the field. Students must complete a Capstone Project Approval Form (available online) and turn it into Anthony. The Capstone Committee Approval Form, including the Human Subjects Review section and advisor/reader signatures for their topic must be completed before the December 2<sup>nd</sup> deadline.

### December 7, 2018

A final reviewed and revised Project Proposal should be submitted to the MUSE office **before the close of the third semester**. By the first Friday of the final semester, students should submit the final Project Proposal to the committee. The Committee may make small revisions or suggestions but all logistical planning should be finished at this point.

### April 12, 2019

Projects should be completed by the end of 12<sup>th</sup> week of the final semester.

### April 15-May 3, 2019

The oral defense—including a brief presentation of visuals and a discussion of the project's results—will be scheduled between the 12<sup>th</sup> week and the close of the semester, and after the advisors have reviewed the written summary (at least one week before the defense).

### May 3, 2019

A digital version of the presentation should be provided to the MUSE Program Coordinator before the end of the semester, along with a final digital copy draft of the summary.

## Thesis Option

### March 23, 2018

By the **10<sup>th</sup> week of the second semester**, students should choose a primary thesis advisor and submit a Thesis Proposal Form using the MUSE Thesis Proposal Outline as a guide (in handbook), and a completed Approval Form (available from the MUSE office), to the advisor and Program Director. The thesis advisor must be a UIC faculty member and approved by the MUSE Program Director.

### October 5, 2018

No later than the **6<sup>th</sup> week of their third semester** students:

- Formally choose a Thesis Committee. The Thesis Committee consists of the thesis advisor and two additional members. One member may be drawn from outside the University.
- Notify in writing the Program Director of the intent to write a thesis and provide the names of the Thesis Committee members and a short description of the thesis topic for Program records; use the Thesis Option form available in the Program Office for this purpose. The Program Director and Graduate College must approve the membership of the committee.
- Submit names and CVs of Thesis Committee to the Graduate College for approval and official appointment (form on Graduate College website under downloadable forms:

[http://grad.uic.edu/sites/default/files/pdfs/form-CommitteeRecommendationFormRev\\_08-2016.pdf](http://grad.uic.edu/sites/default/files/pdfs/form-CommitteeRecommendationFormRev_08-2016.pdf)

### January 18, 2019

A thesis draft must be complete and distributed to the full committee no later than the **first Friday of the student's final semester**. The thesis advisor should approve the draft before distribution to the full committee.

### February 22, 2019

A final revision is expected by the **sixth week of the final semester**. Students should allow two to three weeks turnaround time by committee members for each thesis draft and should also be aware that committee members routinely require extensive revision and rewriting of the thesis drafts before approval.

### Late February-Early March, 2109

The oral defense of the thesis will take place after the committee has approved the final draft of the thesis. Students are responsible for reserving a room (see Anthony Stepter for this, at [astepter@uic.edu](mailto:astepter@uic.edu)), and coordinating the date and location with their committee members. The defense should take place no later than 3 weeks after the final version of the thesis has been approved.

### March 22, 2019

The deadline to submit the final, approved thesis for graduation is normally the tenth week of the semester (sixth week of the summer semester). The exact date is listed on the Academic Calendar for each semester.