

Capstone Deadlines for MUSE Class of 2021

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

May 1, 2020

By the **end of the second semester**, students should identify a primary advisor who is a UIC faculty member and share this name with MUSE in an initial project proposal.

Summer 2020

Over the summer students should revise their initial project proposal and begin research, planning, and regular meetings with their primary capstone advisor.

October 6, 2020

No later than the **7th week of the third semester**, students should choose a 2-member Committee, consisting of the primary advisor and one additional member, either University faculty or a professional in the field. Students must complete a Capstone Proposal Approval Form (available online) and turn it into Anthony.

December 1, 2020

A final reviewed and revised Project Proposal should be submitted to the MUSE office **before the close of the third semester**. The Capstone Committee Approval Form, including the Human Subjects Review section and advisor/reader signatures for their topic must be completed before the December 1st deadline.

January 15, 2021

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 9, 2021

Projects should be completed by the end of 12th week of the final semester.

April 12-April 30, 2021

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

April 30, 2021

A digital version of the presentation should be provided to the assistant director of MUSE before the end of the final semester, along with a digital copy of the capstone project report.

Thesis Option

May 1, 2020

By the **end of the second semester**, students should identify a primary advisor who is a UIC faculty member and share this name with MUSE in an initial project proposal. A thesis requires three members. One committee member must be tenured at UIC and one must be a full member of the Graduate Faculty. One committee member may meet both requirements. The third committee member may be from outside UIC.

Summer 2020

Over the summer students should revise their initial project proposal and begin research, planning, and regular meetings with their primary capstone advisor.

October 6, 2020

By the **7th week of the third semester**, students should choose a primary thesis advisor and submit a Capstone Proposal Approval Form. The thesis advisor must be a UIC faculty member and approved by the MUSE Program Director.

December 1, 2020

By the **end of the 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. 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 using the Committee Recommendation Form: <https://uofi.app.box.com/s/lqoh181bm8ihv0thg8cbb9flozdspn1f>
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January 15, 2021

A thesis draft must be complete and distributed to the 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 19, 2021

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, 2021

The oral defense of the thesis will take place after the committee has approved the final draft of the thesis. Students are responsible for requesting a room for the defense (contact Anthony), 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 19, 2021

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.