

# Capstone Deadlines for MUSE Class of 2022

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 6, 2022

By the **end of the 2nd semester**, send a capstone proposal should be shared with the instructor of the Capstone 1 course. Include the names of people you think you will ask to be project advisors.

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### Summer 2022

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

Students are strongly encouraged to complete CITI training during the summer. The training modules are available on the Vice Chancellor for Research's website. Students are required to complete the following units:

- Human Subjects Research (HSR): Social – Behavioral – Educational Research Investigators and Key Personnel
  - Information Privacy and Security (IPS) Stage 1 – Basic Course
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### September 21, 2022

No later than the **5th week of their 3rd 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 also complete a Capstone Proposal Approval Form (available at <https://artandarthistory.uic.edu/ah-phd-checklist-ba>), including the Human Subjects Review section.

### November 30, 2022

Complete draft (in progress) of the capstone project report and/or thesis sections are due in the Capstone 2 class.

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### January 13, 2023

By the 1st Friday of the final semester, students should submit a Capstone Committee Approval Form (available at <https://artandarthistory.uic.edu/ah-phd-checklist-ba>) and their IRB determination letter, exemption, or approval.

Logistical planning for the project should be mostly or completely finished at this point.

### April 7, 2023

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

### April 10-April 28, 2023

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 report (at least one week before the defense).

### April 28, 2023

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 6, 2022

By the **end of the 2nd semester**, send a capstone proposal should be shared with the instructor of the Capstone 1 course. Include the names of people you think you will ask to be project advisors.

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.

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## Summer 2022

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

Students are strongly encouraged to complete CITI training during the summer. The training modules are available on the Vice Chancellor for Research's website. Students are required to complete the following units:

- Human Subjects Research (HSR): Social – Behavioral – Educational Research Investigators and Key Personnel
  - Information Privacy and Security (IPS) Stage 1 – Basic Course
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## September 21, 2022

No later than the **5th week of their 3rd semester**, students should choose a 3-member committee, consisting of the committee chair and two additional members, either University faculty or a professional in the field.

Students must also complete a Capstone Proposal Approval Form (available at <https://artandarthistory.uic.edu/ah-phd-checklist-ba>), including the Human Subjects Review section.

The thesis advisor must be a UIC faculty member and approved by the MUSE Program Director.

## November 30, 2022

Complete draft (in progress) of the capstone project report and/or thesis sections are due in the Capstone 2 class.

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## January 13, 2023

By the first Friday of the student's final semester, they must:

- 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/lqoh181bm8ihv0thg8cbb9f1ozdspn1f>

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 17, 2023

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, 2023

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 17, 2023

The deadline to submit the final, approved thesis for graduation. The Grad College must receive the approved thesis by this date, so students should submit their thesis well before this date.