Completing Your Baylor English M.A.

Deadlines and Things to Do

 Everything you need to know is somewhere on the Graduate School website (baylor.edu/graduate). For a list of dates, go to Quick Links → Calendars. There you will find the Spring 2013 PDF of due dates for graduating in May.

 **January 25th** Last day to file for May 2012 Graduation

 **At Least Two Weeks Before Your Defense:** Preliminary Technical Review must be completed. Check out guidelines on formatting at baylor.edu/graduate/edt. For more information on the technical review (what to do, how to schedule it), check out the Graduate School Website.

 **At Least Ten Working Days Before Your Defense:** You must submit to the Graduate School the Announcement of Oral Defense form, which needs to be signed by your advisor and the GPD. To find this form (and other miscellaneous forms), go to Quick Links → Forms.

 **March 8th** Last day for oral defense

 **March 18th** Last day to submit Record of Oral Examination form to Graduate School

 **March 27th** Last day to submit the departmentally defended and approved copy of thesis to the Graduate School

 **March 28th** Last day to satisfy foreign language requirement and report results to the Graduate School

Tips for the Thesis Process

* Choose an advisor whose personality best meshes with yours. Talk to other students who have worked with your potential advisor, or gauge your compatibility by taking a class with him or her.
* Talk to your advisor about recommendations for other committee members. You will need one reader from within the department, and one reader from another department.
* Ask your advisor if he or she would like you to write a prospectus, and ask about his or her expectations for the format and content. The prospectus is not an official part of the thesis process, but some advisors require it.
* Ask your advisor about his or her expectations for the length of the thesis and the number of chapters. Each advisor will have different requirements.
* Ask your advisor about his or her preferences for reviewing drafts and chapters. Things to be aware of:
	+ Some advisors prefer hard copies, while some prefer electronic copies.
	+ Some advisors prefer to see work in progress, while some prefer completed and revised chapters.
	+ Some advisors prefer to get one chapter at a time, while some prefer to see the entire thesis.
* Schedule tentative dates for completing chapters and discuss your timeline with your advisor. Find out how long he or she needs to review a draft or chapter. As you plan your schedule, allow for enough time to revise your thesis as your advisor deems necessary.
* Remember that it is your responsibility to maintain contact with your advisor. Ask your advisor about his or her availability for meetings to discuss your thesis. Try to schedule semi-regular meetings with your advisor. Be proactive when it comes to maintaining communication with your advisor. If you are having trouble communicating with your advisor, it is your job to repair the relationship. Divorce is not a good option, so be persistent!