SAMPLE SEMESTER THESIS & SYMPOSIUM TIMELINE

This sample timeline is intended for students’ planning purposes only; actual dates will vary according to the University’s academic calendar. Students will be given the appropriate timeline upon Program approval of their research and thesis proposal. Note: Deadlines are firm. Students who do not submit their fully-formatted and mentor-approved thesis draft for external review on time will not be allowed to present at the Symposium (i.e. their graduation will be deferred to the next term).

**Thesis**

- **Week 7 (mid-February for Spring; early October for Fall)**
  - Use the GES thesis template (in Word) for correct formatting
  - Draft including Title page, Advisor(s) signature page, Abstract, Acknowledgements, Table of Contents, List of Tables, List of Figures, Introduction, Methods, Results

- **Week 11 (late March for Spring; late October for Fall)**
  - Complete and fully formatted draft, including Bibliography; submit in MS Word
  - Make sure all formatting is according to GES Thesis Style and Policy Guide
  - Draft must be approved by your thesis mentor; mentor must sign Thesis Approval form
  - Mentor-approved draft and timely submission are required for participation in practice presentation

- **Weeks 11 through 13**
  - Faculty reviewer reads draft (recommended by your thesis mentor; GES will solicit and confirm reviewer for you)
  - **Week 14**
    - Meet with faculty reviewer to discuss comments

- **Finals Week**
  - Final mentor-approved thesis due; mentor must sign thesis
  - Thesis will not be accepted until any and all issues are resolved. (Thesis corrections submitted late may delay graduation.)

**Presentation**

- **Before Week 13**
  - Sign up for practice presentation (signup sheet will be accessible after you have submitted your complete thesis draft)

- **Week 14**
  - Speaker bio and photo for Symposium program due (submit separately; do not paste/insert photo on document)

- **Week 15**
  - Practice oral presentation (GES will solicit reviewer(s) for you; different from thesis reviewer)
  - Submit presentation slides used for practice

- **Study Day (Friday)**
  - GES Symposium (in person in MSB 114) (schedule TBD)
  - Event schedule will be confirmed approximately Week 13. (If you are presenting at UROP Showcase, inform GES ASAP.)
  - Submit presentation slides after Symposium

As of September 8, 2023