**Suggested Project or Thesis Completion Timeline**

Prior to Semester Starting

1. Have Chapters 1-3 approved by Committee Chair
2. Turn in to Student Services your signed Advancement to Candidacy Form and Program of Study Planning/Summary Sheet
3. Once Advancement to Candidacy has been approved you will be given the enrollment code for EDUC 698: Master’s Culminating Experience
4. Register for EDUC 698
5. Access Resources via our EDUC 698 Culminating Experience Seminar Community Cougar Course at:

<http://community.csusm.edu/course/view.php?id=33>

Week 1

1. Meet with your Committee Chair to review timeline & university deadlines
   1. Application for Graduation – Prior to Week 8
   2. Library Format & Submission Review – Week 10
   3. Associate Dean Sign Off – Suggested Week 13
   4. Library Submission – Suggested Week 13
   5. Poster Presentation – Week 13 or 14, TBA
2. Discuss expectations for Chapters 4 & 5 with your Committee Chair
3. Send Committee Chair approved drafts of Ch 1-3 to 2nd Reader for Feedback
4. Schedule a time to meet with 2nd Reader in Week 2
5. Learn how to make your electronic document ADA accessible as a pdfa.

<https://lib2.csusm.edu/subject-guide/193-ETD-Submission-Guide?tab=2255>

1. Apply for Graduation via your MyCSUSM account

Deadlines: <http://www.csusm.edu/enroll/graduation/>

Directions provided at:

<http://www.csusm.edu/gsr/graduatestudies/documents/forms/How_to_Guide.pdf>

Week 2

1. Provide Outline for Chapter 4 & 5 to Committee Chair
2. Follow up with 2nd Reader in regards to your Chapters 1-3
3. Identify when your 2nd Reader wants your Chapter 4 & 5
4. Identify when your 2nd Reader will be able to give you feedback on Chapters 4 & 5, so that you will know when you will need to do your final revisions. Make sure you have ample time to have final revisions reviewed by your committee chair and prior to the Poster Presentation, Associate Dean Review and Library Electronic Submission (Suggested Week 11).
5. Begin Writing Chapter 4 & 5
   1. For Thesis, focus on analysis of data and begin a list of educational recommendations based on your findings
   2. For Project, focus on curriculum/program and begin a list of educational recommendations or lessons you learned by creating the project

Week 3

1. Revise Chapters 1-3 w/ Feedback from Chair & 2nd Reader
2. Write draft of Chapter 4

Week 4

1. Send a Draft of Chapter 4 to Committee Chair
2. Send Outline of Chapter 5 to Committee Chair
3. Schedule an appointment with Committee Chair to discuss Chapter 4 revisions needed and your Chapter 5 Outline

Week 5

1. Revise Chapter 4 & Send to Committee Chair (& if requested to 2nd Reader)
2. Write Chapter 5

Week 6

1. Send Draft of Chapter 5 to Committee Chair
2. Schedule an appointment with Committee Chair to discuss Chapter 5 revisions

Week 7

1. Meet with Committee Chair to discuss Chapter 5 Revisions.
2. Identify what else needs to be revised

Week 8

1. Send Revision of Chapter 5 to Committee Chair
2. Schedule an appointment with Committee Chair to discuss Poster Presentation and Abstract
3. Confirm graduation application
4. Meet with Committee Chair to confirm completion of Chapters 1-5 and to approve plans for abstract and poster presentation
5. Once Chapters 1-5 are approved by Committee Chair, submit complete project or thesis to 2nd Reader
6. Schedule an appointment with 2nd Reader to review project/thesis

Week 9

1. Write Abstract
2. Prepare Poster Presentation
3. Schedule an appointment with Committee Chair to review Abstract & Poster Presentation.
4. Meet with 2nd Reader to identify any needed revisions

Week 10

1. Meet with 2nd Reader to review any needed revisions
2. Revise Chapters 1-5, Abstract and Poster Presentation
3. Review Library Format and Submission Process

<https://lib2.csusm.edu/subject-guide/193-CSUSM-ETD-Submission-Guide>

1. Register at the [ScholarWorks website](https://csusm-dspace.calstate.edu/): <https://csusm-dspace.calstate.edu/>

Week 11

1. Send Revisions to Committee Chair and 2nd Reader
2. Confirm date and location for Poster Presentation
3. Set appointment for Associate Dean Sign Off
4. Confirm process and deadline for Electronic Library Submission
5. Attend the Electronic Submission Workshop at Kellogg Library

Week 12

1. Complete any undone tasks from previous weeks
2. Invite Family and Friends to Poster Presentation and Commencement
3. Practice Poster Presentation
4. Print off Project/Thesis Signature Page
5. Print off Electronic Thesis/Project Certification Form See

<https://lib2.csusm.edu/subject-guide/193-CSUSM-ETD-Submission-Guide>

Week 13-15

1. Present at Poster Presentation
2. Have Committee Chair and 2nd Reader Sign Off on Project/Thesis Signature Page
3. Have Committee Chair Sign off on Electronic Thesis/Project Certification Form
4. Meet w/ Associate Dean to have Electronic Thesis/Project Certification Form Signed. Take the following items to your appointment:
   1. Copy of Thesis or Project
   2. Signed Project/Thesis Signature Page
   3. Signed Electronic Thesis/Project Certification Form
5. Submit Project/Thesis Electronically to Library. Directions are available at:

<https://lib2.csusm.edu/subject-guide/193-CSUSM-ETD-Submission-Guide>

1. Make a list of all the things you want to do after the program. Suggestions: Reconnect with family and friends, Take a well deserved break, Read a novel…
2. Commencement: Celebrate and Relax!!!!