

**MAIS Research or Thesis Progress Form
Record of Meetings with Master's Committee**

Student Name: _____ **Planned Last Quarter/year:** _____

M.A.I.S. students are required to schedule at least three meetings with their full committee prior to the oral exam. Such meetings will take place in the three quarters prior to the student's final oral exam. During the Fall quarter of student's final year student will meet with all the members of Master's Committee to discuss the substance of, and the timeline for, the student's research. The members of the committee will evaluate student's plans and send their evaluations to the GPC (Deborah Porter) and the GPA (Paula Milligan). Student will meet with all the members of the Master's committee at least once per quarter after that to discuss progress. Committee members are asked to confirm these meetings on a worksheet which student will submit when scheduling the final examination.

Three copies of the final versions of the paper(s) are due in the JSIS Student Services Office by the end of the eighth week of the quarter in which the student graduates.

First meeting: Student presents proposed research plan and outline of each research paper or the thesis, in compliance with the first meeting requirement.

This form should be retained in the student's file and renewed (new signatures by committee) in each of the two quarters prior to the student's completion of the MAIS degree.

Supervisory Committee:

I approve the student's plan and the outline presented. Revisions, if any, are noted below. Date: _____

Chair (name): _____	Signature: _____
Member 2 (name): _____	Signature: _____
Member 3 (Optional): _____	Signature: _____
GPC Approval of committee: <u>Sabine Lang</u>	Signature: _____

Committee Comments:

***I Agree to the completion
terms discussed with
committee:***

Student signature: _____

Second meeting: Student presents working draft of final paper or thesis. Date: _____

Committee Comments:

Chair (name): _____ Signature: _____

Member 2
(name): _____ Signature: _____

Member 3
(Optional): _____ Signature: _____

Third meeting: Student presents working drafts of final paper or thesis. Date: _____

Committee Comments:

Chair (name): _____ Signature: _____

Member 2
(name): _____ Signature: _____

Member 3
(Optional): _____ Signature: _____

GPC comments:

GPC Approval
of Oral Exam

Scheduling: Sabine Lang Signature: _____

Student final comments (optional):
