

**Procedural Steps for Thesis/project (Plan A) Students**  
(Refer to “Master’s Theses and Projects: A Manual of Instructions,” on sale at Aztec Shops campus bookstore for more in-depth instructions)

*“A Thesis/project is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the Thesis/project is required.” (CSU Board of Trustees)*

**Procedural Steps for Project (Plan B) Students**  
(Refer to “Master’s Theses and Projects: A Manual of Instructions,” on sale at Aztec Shops campus bookstore for more in-depth instructions)

*“A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project’s significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required.” (CSU Board of Trustees)*

- 1. For Master’s students to be eligible to formally establish a Master’s Thesis/project faculty committee you must have:**
  - a. Attained classified graduate standing.
  - b. Submitted and received approval of your official program of study (3 to 6 weeks).
  - c. Attained advancement to candidacy (1-2 weeks).
  - d. Met any Specific Child and Family Development requirements or prerequisites.
- 2. Once eligible to form the Master’s Thesis/project faculty committee, the student may obtain the ‘Thesis/project Committee’ form from the Graduate Division office located in AD-220 (594-5213). This includes:**
  - a. Any research clearances.
  - b. Any additional forms/recommendations for adjunct, emeritus, faculty in the early retirement program (FERP), or lecturers serving on your committee.
  - c. The signatures of your committee members and graduate advisor (Dr. Shulamit Ritblatt).
  - d. The written agreement regarding rights to dates prepared and signed by you and your Thesis/project chair.
- 3. After the Graduate Division has approved your committee, you will be eligible to enroll in Thesis/project 799A (Plan A=Thesis; Plan B = Project).**

**4. Before beginning formal research/project, obtain the approval of all members of your faculty committee.**

- a. If you intend to conduct research involving human or animal subjects, you are required by federal law and university policy to obtain institutional clearance before beginning such research.

**5A. THESIS-- Collect data (or develop your project idea) and write Thesis/project**

- b. Consult the SDSU 'Master's Theses and Projects: A Manual of Instructions' for what to include. Here are some brief main points to include, however, this list is not exhaustive:
  - i. The **Abstract**, written in narrative style, is a brief, comprehensive summary of the contents of the Thesis/project (normally 500 words or less).
  - ii. The **Introduction** begins the text section of the Thesis/project. The primary function of the Introduction is to give an overview of the study and normally contains one or more hypotheses that establish the purpose(s) of the study and upon which theoretical and organizational plans for the study are based. In regard to the project, the introduction set up the issue/problem that the project is providing solutions for.
  - iii. A **review of the literature** used.
  - iv. **Methodology**, which describes how the research was conducted, including any statistical analysis.
  - v. **Results and Discussion**, which reports on and discusses the findings of the students.
  - vi. **Summary, Conclusions, and Recommendations**, which summarizes the entire research effort.

**5B. PROJECT-- Develop your project idea and write Thesis/project**

- c. Consult the SDSU 'Master's Theses and Projects: A Manual of Instructions' for what to include. Here are some brief main points to include, however, this list is not exhaustive:
  - i. The **Abstract**, written in narrative style, is a brief, comprehensive summary of the contents of the Thesis/project (normally 500 words or less).
  - ii. The **Introduction** begins the text section of the Thesis/project. The primary function of the Introduction is to give an overview of the project and the rational for it and normally contains one or more issues that establish the purpose(s) of the project and upon which theoretical and organizational plans for the project are based.
  - iii. A **review of the literature** used.
  - iv. **Description of the Project (step by step)**, which describes how the project is developed and implemented.
  - v. **Implementation's outcomes and Discussion**, which reports on and discusses the implementation process and learnings.

- vi. **Summary, Conclusions, and Recommendations**, which summarizes the entire project
- vii. **Product**

**5. Submit Thesis/project to the Graduate Division**

- a. Submit to the Graduate Division your manuscript and the photocopies of the title and signature pages.
  - i. The manuscript should be unbound in an appropriately sized envelope or box.

**6. Publication of Manuscript by Montezuma Publishing**

- a. After the Dissertation and Thesis/project Reviewer has approved your manuscript, you must arrange for preparation of the hardbound library copy and microfiche.
  - i. Make an appointment with the Thesis/project Processor at Montezuma Publishing.

**7. Pass Required Final Examination**

- a. A final oral examination on the Thesis/project is required prior to submission of the Thesis/project to the Graduate Division office and the Thesis/project Review Service.
  - i. Consult Graduate Adviser to schedule dates/time/location.

**8. File an Application for Graduation**