

Thesis Planning for MAIR Program

Fall Grad	Spring Grad	Tasks	Notes
Dec.-April	April-July	Decide on Topic	Confer w/ Advisor
		Secure Participant Pool	Identify the people who you can gather data/observations from, if applicable. Nurture relationships if not already established.
		Invite Committee	3 people, at least 2 w/ Doctorates, one of which needs to be your committee chair If they are new to MAIR/Pacific <ul style="list-style-type: none"> • Confer with advisor first • Get Resumes of CV for Advisor • Direct them to take the CITI Exam. Make sure you have completed the CITI Exam by this time as well.
		Draft Proposal	Gain approval from you thesis advisor and then Submit to full committee for approval. Allow 3-4 weeks for review, recommendations, and approval
		File IRB	Complete the IRB Online form – Attach the Methods section of your Proposal, as well as any tools, surveys, or questionnaires being used. You can be drafting this while your committee approves your proposal <u>Step 1</u> – Goes to the School for International Studies (SIS) for department review & will take 10-14 days before being forwarded to the Grad Office <u>Step 2</u> – Goes from SIS Dept. to the Grad Office for IRB Committee Review & will take them 4-8 weeks to approve – depending on clarifications needed – see below NOTE: Your full committee must take & pass the CITI Exam BEFORE your IRB will be approved
Feb.-April	Aug.-Oct.	Comply w/ IRB Requirements	Pacific’s Grad Office IRB Committees tend to send IRB’s back for clarification at least once – sometimes more. Be prepared and leave time to get back to them. NOTE: No evidence can be gathered BEFORE you have IRB approval. However, you can draft and gain approval of the first three chapters while waiting for IRB approval.
March-June	Sept.-Nov.	Gather Data/Observations	Survey, interview, conduct focus groups, evaluate, observe, etc. ... This step always takes more time than originally planned. It rarely starts on time and even more rarely ends on time!
		Complete Chapters 1-3	After your IRB is approved & your data/observations are being gathered, complete these chapters and have them read/approved by your advisor if not done earlier. Your committee members can read them as well if they have agreed in advance to do this.
May-Aug.	October-January	Analyze Data	This is another step that always takes more time than planned. NOTE: It helps to have decided upon and be prepared to employ a data analysis system BEFORE your evidence arrives, or the process may be complex and laborious.

Thesis Planning for MAIR Program

Fall Grad	Spring Grad	Tasks	Notes
Aug.-Sept.	Jan.-Feb.	Write-up Chapters 4-5	Submit these to your Advisor and possibly your committee member(s) if they agreed to read them.
Oct.	March	Committee Reads Paper	<ul style="list-style-type: none"> • Pull all 5 chapters, the reference sections and appendices together into one document • Clean it up so the grammatical errors have been corrected. • Give your committee at least one month to do this read ... maybe longer – ASK them what their preference is! • Make the <u>edits/improvements</u> your committee suggests.
		Submit to SIS Departmental Reviewer	<ul style="list-style-type: none"> • This version includes all the committee edits and meets all of the Pacific Grad Office Formatting requirements. • There is a slight chance that SIS Reviewer will request changes. • Expect this reader to take one month to respond. Make the requested changes.
		Polishing for Formatting	Take this month to go through the full thesis with a fine-tooth comb and polish it to perfection using the Pacific Thesis & Dissertation Format Guide. Use the templates in the back of this Guide. <i>Note: If this is NOT your skill – hire it out (In other words, please do not rely on your committee and advisor to be your editors or your formatting coaches.)</i>
Last week Oct.	Last week March	Thesis Grade Submission & Thesis Submission	<ul style="list-style-type: none"> • By the deadline for submission, your advisor will submit the thesis grade of Pass for MAIR 299 to the Grad Office. • The Grad Office then emails you with instructions for submitting this solid draft electronically for format review. • This version includes all the committee edits and meets all of the Pacific Grad Office Formatting requirements • The Grad Office will return this copy for you with any changes required. If many errors are found, another submission will be required.
Nov.	April	Formatting Requirements	If they ask for formatting changes – make them.
		Submit to ProQuest /UMI Database	Once you are fully approved by the Grad Office, you will be sent a link to this international database for the final submission. Turn your thesis into a PDF document and download it here
		Submit to ICI Library	Send your final version to ICI in BOTH WORD and PDF format for archiving.