

M.S. in Family and Consumer Sciences  
Thesis Guide

**Enrolling in FCS 5950-Thesis:**

- LAST CLASS DAY BEFORE SPRING BREAK– the last day to submit enrollment paperwork for thesis hours for summer and fall semesters
- LAST CLASS DAY BEFORE THANKSGIVING BREAK – the last day to submit enrollment paperwork for thesis hours for spring semester
- Link for Application for Permission to Enroll in FCS 5950—THESIS:  
<http://www.eiu.edu/%7Efamsci/forms/5950regapproval.rtf>

**Early in the thesis process, students should engage in continued study of:**

- EIU Graduate School's *Manual for Master's and Specialist's Thesis*  
<http://www.eiu.edu/~graduate/thesismanual.pdf>
- EIU Office of Research and Sponsored Programs *IRB Instructions*  
[http://www.eiu.edu/~grants/COMP\\_IRB.php](http://www.eiu.edu/~grants/COMP_IRB.php)
- EIU's *Online Training Tutorial for Certification*  
<http://www.eiu.edu/~grants/ConsentTraining/index.html>
- *APA Manual (5<sup>th</sup> Edition) and APA Website*  
<http://www.apa.org/students/>

**Thesis Proposal Graduate Committee Meeting**

In consultation with the thesis advisor, the student schedules thesis proposal meeting with the graduate committee and allows for approximately a 2-hour time period. Two weeks prior (or according to instructions of committee) to the meeting, provide committee with full text copy of thesis proposal. The thesis advisor must first read and approve thesis proposal before the student provides the proposal to the other committee members.

- Thesis proposal should include but is not limited to the following components:
  - Introduction
    - statement of problem
    - purpose of proposed study
    - research objectives and/or questions
  - Review of literature
  - Method
    - design of study
    - sample
    - instrumentation (attach actual instrument as an appendix)
    - procedure for data collection
    - data analysis

**Note.** The thesis proposal is not equivalent to the research proposal which may have been required in FCS 5900-Research Methods. If a research proposal has been completed as a course

requirement, then that research proposal may serve as a starting point for further development into a thesis proposal. The rationale for this is two-fold: (1) the thesis proposal should reflect greater depth and (2) the thesis proposal should reflect a higher degree of mastery and comprehension of the research process.

- At the thesis proposal meeting, the student is expected to:
  - Provide committee with proposed timeline for thesis
  - Orally present and justify thesis proposal to the graduate committee
  - Engage in critical dialogue and respond to questions of committee members

### **FCS Thesis Proposal Form, EIU-IRB Requirements, and Approval to Collect Data**

- *FCS Thesis Proposal Form*

<http://www.eiu.edu/%7Efamsci/forms/5950thesisproposal.rtf>

After the graduate committee has approved the proposed thesis research project, signatures of each member are required on the *Thesis Proposal Form*. Signatures indicate the consent of the committee for the student to proceed with data collection. The student is responsible for providing the FCS Graduate Coordinator with the signed *Thesis Proposal Form*. The student should retain a copy of the *Thesis Proposal Form* for herself/himself and provide a copy to each committee member.

- **EIU-IRB Requirements**

Any research activities that involve human subjects must be reviewed by the IRB. While the thesis advisor will serve as a faculty mentor throughout the IRB process, it is the ultimate responsibility of the student to fulfill all University IRB requirements. Full instructions for submitting materials for review by the IRB are located at:

[http://www.eiu.edu/~grants/COMP\\_IRB.php](http://www.eiu.edu/~grants/COMP_IRB.php)

Prior to thesis data collection, IRB approval must be granted. In accordance with University policy, students must also complete the Online Training Tutorial for Certification <http://www.eiu.edu/~grants/ConsentTraining/index.html> prior to data collection. The amount of time required for IRB review ranges from 1 week to 1 month and is dependent upon the type of required review (exempt, expedited, or full).

- **Data Collection**

After approval from the FCS graduate committee and the University IRB are granted, the student may collect data and execute the research project.

### **Communication with Thesis Advisor/Committee**

Throughout the thesis process, regular meeting times should be established with the thesis advisor to review progress and address concerns. Changes, concerns, or interruptions in progress must be communicated to committee members to ensure their continued support and commitment to the project.

## **Thesis Defense**

In consultation with the thesis advisor, the student schedules a 2-hour time period for the thesis defense with the graduate committee. Two weeks prior (or according to instructions of committee) to the defense, provide committee with complete full text copy of thesis. The thesis advisor must first read and approve the thesis before the student provides the thesis to the other committee members. When the student provides the committee members with her/his thesis, this draft of the thesis should be as close to a final version as possible.

- At the thesis defense, the student is expected to:
  - Provide a brief background and overview of how she or he chose the research topic
  - Deliver a formal presentation of the thesis using appropriate technology
  - Engage in critical dialogue and respond to questions of committee members after the presentation
  - Provide feedback to the committee regarding the FCS graduate program experience

## **After the Thesis Defense**

Upon completion of thesis revisions as specified by the graduate committee, the following should be completed:

- Obtain signatures of graduate committee on thesis title pages
- Submit thesis to FCS Chair for review and signature on title page
- Complete all *Graduate School Requirements* as listed in the *Manual for Master's and Specialist's Thesis*
- Deposit *Certificate of Comprehensive Knowledge* with the FCS Graduate Coordinator and the Graduate School