

# Thesis Presentation Policy

## Thesis Committee Structure

The role of the Thesis Committee is to provide an assurance of the quality of the thesis research and to provide feedback to the student on the thesis. The committee is approved through the Advancement to Candidacy process. At the time of the presentation, the Thesis Committee's role is not to change the nature of the thesis, but to provide feedback to the student, the Chair of the Thesis Committee, and to fulfill the program degree requirements. All readers must provide written feedback on the thesis to the student no less than 4 weeks prior to the presentation. The thesis must be in final form by the date of the presentation.

### **In preparation for the thesis presentation:**

- **Thesis must be in final form before presentation or approval from faculty member must be granted on the abstract form.**
- If the student has not yet done so, they will schedule an appointment with the Office of Graduate Studies after the thesis presentation, to submit their manuscript and signed title page.

## **Option 1 – Presenting at Quarterly Presentation Event**

Students are strongly encouraged to present at the quarterly forum as time and space allows.

### **GUIDLINES**

In the thesis presentation, the student makes an oral presentation of his/her thesis to the thesis committee and the public. The presentation should be no longer than 15 minutes in length with the remaining time for questions and faculty consultation. A typical thesis presentation will take no more than 25 minutes. The student is expected to dress in professional attire.

1. The Program Director will introduce the student and their thesis title.
2. The student presents the work of their thesis research.
3. Attendees may pose questions to the student.
4. Finally, the Program Director will conclude the presentation.
5. A copy of the signed title page and an electronic copy of the thesis will be given to the Staff Program Advisor for the student's file.
6. The student will submit their Thesis to the Office of Graduate Studies at the appointment date they had previously arranged.

## **Option 2 – Alternate Thesis Presentation**

This option is for the student who has time constraints due to employment opportunities, relocation, or international student status.

### **GUIDLINES**

In the thesis presentation, the student makes an oral presentation of his/her thesis to the Thesis Committee and the public. The presentation should be no longer than 20 minutes in length with the remaining time for questions and faculty consultation. A typical thesis presentation will take no more than one hour.

The student, assisted by the Chair as necessary, schedules a date, a time, and a room for the presentation. The Student submits the thesis presentation details, including the date, time and location of the exam, names of their committee members, title of the thesis, as well as a thesis abstract to the Forensic Science program director. The forensic science program office will send email

announcements/flyers to relevant faculty, staff, students, and public members inviting them to attend the presentation.

Prior to the presentation, the Thesis Chair will decide on the elements of the presentation. The Chair should inform the student of these elements at least one month prior to the presentation. Elements of the presentation include: length of student presentation; schedule of questioning by the committee; schedule of questioning by the public; order of questioning, that is, whether the public questions first or members of the committee question first.

#### **Attendance Requirements:**

- The student must be physically present at the presentation, otherwise the event will be canceled.
- The Chair and at least one reader must be physically present. No more than one member can participate remotely, via appropriate interactive audio/visual technology (e.g., teleconference or Skype). The student must provide the technology or make certain the room is equipped with the necessary equipment.
- If the Chair is not physically present, then the presentation must be rescheduled.
- A majority of the thesis committee must be physically present at the presentation. Depending on the committee size this can require at least 2 or 3 persons.
- The student must be dressed in courtroom attire for the presentation.

#### **Once the Presentation Starts:**

1. The Chair will introduce the student and their thesis title.
2. The student presents the work of their thesis research.
3. Attendees may pose questions to the student.
4. Finally, the thesis chair will conclude the presentation.
5. A copy of the signed title page and an electronic copy of the thesis will be given to the Staff Program Advisor for the student's file.
6. The student will submit their thesis to the Office of Graduate Studies at the appointment date they had previously arranged.