Checklist for Presenting a Thesis Proposal- ISR

Thesis proposals should be scheduled only during academic periods, before Black Friday -- not during holidays, weekends, etc., and should be scheduled in normal business hours. The Department Head must approve exceptions.

Thesis proposals should be announced to the community at least one week before the presentation. Earlier is even better.

To schedule your thesis proposal:

1. Check with your thesis committee members to determine two or three possible dates.
   * Thesis Committee: The student's advisor chairs the thesis committee. All other committee members, including the external member, should be agreed upon before the thesis proposal presentation. Members of the student's committee must accept the responsibility of meeting with the student regularly to ensure that the research is progressing in the right direction. The thesis committee should be composed of at least four members, (1) ISR Faculty member, (1) External member, and (2) any others

2. Check with Connie (cherold@cs) to make sure the day/time isn't already taken by another thesis proposal or oral (no conflicts allowed). Please refer to your faculty members' assistant to help secure a room for that date and time (schedule a room that holds around 25 for 2 hrs). Please let Connie know once this has been established

3. If it is necessary to arrange for a speakerphone or other AV Equipment you must do two things well in advance (at least 5-7 days):
   1. Reserve the conference phone. This must be done using Corporate Time -- you can ask your advisor's assistant, or the Help Desk to do this for you. (The resource name is "SCS Conference phone"). The phone can then be picked up at and returned to the SCS Help Center on the reserved date.
   2. Contact Paul Stockhausen (stocky@cs.cmu.edu) to arrange for a special call-out code number to be set up. You will need a charge number, please contact Connie (cherold@cs.cmu.edu) for this number.

4. Once the date/room is scheduled, and AT LEAST one week ahead, please post your posters, & send the following items to Connie:
   * Title
   * Date/time/place (for confirmation)
   * Abstract (on-line)
   * Names and affiliation of thesis committee members with e-mail addresses
   * Pointer to an on-line version of the thesis proposal document, either .pdf or a website.