Thesis Orientation

The Graduate School
Jake Hutchison
Graduate Assistant for Student Success and Thesis Process Coordinator at The Graduate School (TGS)
• Master’s Student in Higher Ed program,
  ○ Undergrad at MSU (graduated May 2021 w BA in Communication Studies)
• Supervisor: Debbie Reynoso
• Services to Thesis Writers
  ○ Thesis Process Connect: From Registration to Final Submission
  ○ Answer questions about any part of the thesis process
  ○ Face to face appointments regarding thesis process
• Conduct thesis reviews and provide necessary revisions
  ○ These are formatting reviews only. I am not a scholar in your field, I am totally unqualified to give you content revisions.
Jake Hutchison: Contact Information

- Email: thesisingquiry@montclair.edu
  - It is important to contact me through this channel. Your message may otherwise be lost.

- You Can Book Me: https://thesisinquiry.youcanbook.me
  - One on One appointments

- Open Virtual Office Hours
  - Password: theshelp

- Office Phone: 973-655-4235
What Does TGS Have to do With Thesis Writers?
TGS: Your Academic Home

- Register writers for the thesis course
- Keep record of registration forms and proposals
- Review thesis manuscripts to ensure that they are properly formatted for publication to Digital Commons through the Sprague Library
- Offer support (through me) for thesis process questions and formatting review
The Thesis Process
Registering for the Thesis (698) Course

- Choose your sponsor and committee
  - Approval of an External Committee Member

- Submit the Approval for Writing a Master’s Thesis Form and a copy of your proposal to The Graduate School (theisinguiry@montclair.edu)
  - DO NOT USE THE INDEPENDENT STUDY FORM

- Accept your Invitation to the Master Your Thesis Canvas course
Final Submission Requirements

- Includes your thesis manuscript and a completed ETD Form

- Final submission is done through the Canvas course only

- The Graduate School reviews your formatting, not your content.
  - Correctly-formatted theses in the major styles

- Submission deadline is 3 weeks prior to the expected graduation date
Final Thesis Submission & ETD Form
Available until Dec 23 at 11:59pm, Due Dec 23 at 11:59pm
What Not to do During Final Submission

● Do not submit your thesis without a completed ETD Form

● Do not submit your thesis and ETD Form (or any thesis-related forms) to Deborah Reynoso

● Do not bring a hard copy of your thesis to The Graduate School
Thesis Extension

- **Thesis Extension Registration (699)**
- Writers who do not complete their thesis during the semester in which they registered for the original thesis course
- Must register each semester in which you continue work on your thesis
  - [Graduate Academic Policies Page - Leave of Absence and Continuous Matriculation info found here](#)
- Thesis Extension is a 1-Credit course
- To register, fill out the above form and email it to thesisinquiry@montclair.edu
Links

- My email: thesisinquiry@montclair.edu
- My booking page: https://thesisinquiry.youcanbook.me
- Open Virtual Office Hours
  - Password: thesishelp
- MSU Digital Commons
- MSU Center for Writing Excellence
- Approval for Writing a Master’s Thesis Form
- Approval of an External Committee Member
- ETD Form
- Thesis Extension Registration Form
- Graduate Academic Policies