

## Checklist for the Department of Human Performance Graduate Students Thesis Capstone

1. Develop a plan of study with your advisor during your first year.
2. Complete Statistical Methods (HP 610) and Techniques of Research (HP 630) before your proposal meeting (Note: Statistical Methods, HP 610, is a prerequisite for Techniques of Research, HP 630)
3. Assemble a Graduate Committee (This would include at least 2 faculty members from the HP department and 1 faculty member outside the HP department)
4. Write Chapters 1-3 with advisor's guidance. Receive your advisor's approval before proceeding to next step.
5. Schedule a Capstone Proposal Meeting. At this meeting, you will present your project to your committee and the committee will provide you with feedback, suggestions, and/or approval. It is recommended that you provide a copy of project to all of your committee members at least 2 weeks before your scheduled Capstone Proposal Meeting. To schedule the Capstone Proposal Meeting, you should consult your committee members on an ideal time to meet. Once a time has been agreed upon, you should reserve a meeting room on campus.
6. With your advisor and committee members, develop an IRB proposal that is ready to submit upon proposal approval.
7. Collect your data.
8. Complete Chapters 4 and 5 with advisor's consultation and revise Chapters 1-3 if necessary.
9. Schedule a Capstone Defense Meeting. At this meeting, you will present your results to your committee and the committee will provide you with feedback, suggestions, and/or approval. It is recommended that you provide a copy of your completed project to all of your committee members at least 2 weeks before your scheduled Capstone Defense Meeting. To schedule the Capstone Defense Meeting, you should consult your committee members on an ideal time to meet. Once a time has been agreed upon, you should reserve a meeting room on campus.
10. For Fall graduation, thesis capstones are due to the Graduate College around mid November. Thesis capstones are due in early April for Spring graduation, and early July for Summer graduation.
  - You would want to schedule your Capstone Defense Meeting at least 2 weeks before the deadline to ensure you would have enough time to make the necessary changes suggested by your committee. Therefore, you would need to have your thesis completed at least 1 month before the Graduate School deadline to ensure you have provided your committee with your paper 2 weeks before your Capstone Defense Meeting.
  - The specific dates to submit the Thesis capstone are:
    - For Fall 2008 graduation, the thesis is required by November 14, 2008
    - For Spring 2009 graduation, the thesis is required by April 10, 2009
    - For Summer 2009 graduation, the thesis is required by July 10, 2009.
    - See <http://grad.mnsu.edu/importantdates.html> for specific dates in other semesters.

*Note: Checklist was approved by the HP Graduate Faculty on September 23, 2008*