

**TEXAS TECH UNIVERSITY
HUMAN DEVELOPMENT AND FAMILY STUDIES
HDFS MASTER'S SPECIALIZATION**

MASTER'S COMMITTEE

The Master's committee is formed by the student after passing the Candidacy Examination. This committee consists of a thesis advisor (who may or may not be the student's original academic advisor) and two other members of the graduate faculty, one of whom must come from within the department and one of whom may be appointed from outside the department.

THESIS PROPOSAL

The thesis proposal is prepared in consultation with the thesis advisor. When the advisor has approved the proposal, it is submitted to the other members of the committee, and a thesis proposal meeting is scheduled. If the committee approves the proposal, the student may proceed with the project; if the proposal is not approved during this meeting, the student will be asked to work with the committee in revising the document. Committee signatures on a thesis proposal are an important safeguard for the student and should be obtained prior to proceeding with the research. **Thesis committee members must have a copy of the thesis at least two weeks prior to the scheduled proposal meeting.**

THESIS DEFENSE AND FINAL EXAMINATION

The student works with his/her thesis advisor in preparing the final thesis document. Guidelines for the preparation of theses should be obtained by the student from the Texas Tech Bookstore. The pamphlet is entitled "Instructions for Preparing and Submitting Thesis and Dissertations."

When the thesis advisor has approved the document, copies are submitted to each member of the thesis committee. The committee members should have at least two weeks to review the document and make suggestions. The student then works with committee members in making suggested revisions. When all committee members have approved the thesis, the defense may be scheduled. **The student is responsible for meeting the deadlines of the Graduate School for scheduling the thesis defense and graduation.** It is helpful to begin working with the Graduate School early in order to avoid major last minute changes.

Announcements of the thesis defense should be posted and should also be sent to all departments within the college.

All committee members and the department should receive a bound copy of the final document.