

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

THESIS PROCEDURES

1. Discuss the proposal topic with your graduate advisor. Be able to answer these questions: (a) what is the problem? (b) what is the hypothesis? Writing these out on a couple of sheets of paper ahead of time may prove helpful.
2. When the draft of the proposal is ready, send it to your advisor only. Meet with your advisor and revise it until your advisor is satisfied and indicates that it can go to the committee. Try to give your advisor enough time to read your document. Give prompt turn around on suggested revisions.
3. Distribute copies to the committee and schedule a meeting with each committee member **before** the defense of the proposal.
4. Defend the proposal. The advisor prepares an Approval of Thesis Proposal form (page 9), and the student turns it in along with a copy of the proposal to the HDFS graduate office (please supply your advisor with an extra copy).

DATA COLLECTION STAGE

1. Be sure human subjects review is completed and approved before beginning data collection.
2. Stay in touch with your chair:
 - (a) Discuss problems that arise with your chair.
 - (b) Discuss data analyses at length with your chair.