

Project/Thesis Examination Instructions *(written report and oral defense)*

- 1) **Meet with the MIS Program Director** to discuss required paperwork and deadlines.
- 2) **Your Examination Committee:**
 - a) In preparation for graduation, you must constitute your Examination Committee, comprising three faculty members: a Chair of the Examination (typically your Project/Thesis advisor) and two other members. All Committee members must have Graduate Faculty Status at the University of Colorado Denver. If you are in doubt, see the MIS Program Director or the Program Assistant.
 - b) The Chair must be a full-time faculty member at the University of Colorado Denver.
 - c) The two other members may be full- or part-time but must have *graduate faculty status*.
 - i) One member can be from outside the University of Colorado system, with prior approval of the Program Director and Dean of the Graduate School.
- 3) **Notify all Committee members of their role in your exam and provide each member of the Committee with a copy of this document.**
- 4) **As you begin your thesis or project, it is required that you and your Committee members all meet together to establish clear expectations for the process.** This includes clarifying the role of each Committee member (finding out how often various members want to see your work, how regularly). Make clear how often you intend to submit work to the members, what sort of turn around time members will need to return comments to you during the writing phase, discuss with your Committee members your timetable for completion. Discuss what you will do if you cannot meet your desired time frame. This situation could arise, for example, if one Committee member will be on leave when you want to defend or if your work isn't up to the Committee's expectations and you must revise it before defending. It is a good idea to take clear notes during this meeting and have all members sign off in agreement.
- 5) **Complete your final draft of the thesis or project and provide a copy to your Committee Chair and the MIS Program Director at least five weeks in advance of the date of your oral examination (or by an agreed upon time).** After the Committee Chair and Program Director have approved the final draft, you may distribute copies to your other Committee members. This must occur no later than one month before the exam. If either the Committee Chair or the Program Director does not approve your final draft, you may be required to reschedule your final examination, possibly delaying your graduation. *It is your responsibility to plan ahead.*
- 6) **Arrange a time and place for your oral examination.**
 - a) At least one month in advance of your exam, select a time and place convenient for all Committee members.
 - b) You can contact the Program Assistant for assistance in booking a room for the oral examination.
 - c) Re-confirm these arrangements with each member of your Committee once your time and room have been booked.
- 7) **Prepare a 30-45 minute presentation based on your project or thesis work.** The presentation should be professionally prepared and delivered, typically a talk utilizing 25-35 slides (excluding title and outline). After the presentation, be prepared to engage in a discussion (defense) of your work, including answering any questions posed by your Committee regarding your work and its presentation. The presentation may be open to the public or closed, according to your preference.
- 8) **It is a good idea to keep all your email correspondence regarding your work for reference.**