College of Art and Design | **Graduate Thesis Checklist**

What is it?

The written documentation needs to clearly describe the breath and scope of the thesis.

What does it include?

The thesis documentation needs to include the following:

- **Title page:**
  - ☐ Candidate's Name
  - ☐ Thesis Title
  - ☐ A Thesis submitted in partial fulfillment of the requirements for the degree of:
    - ☐ Master of Fine Arts in *Program Name*
    - ☐ Master of Science in *Program Name*
  - ☐ School of _____ **|** College of Art and Design
  - ☐ Rochester Institute of Technology
  - ☐ Approval Date

- **MFA Thesis Committee Advisors page:**
  - ☐ Chief Advisor
  - ☐ Associate Advisors
  - ☐ School Administrative Chair *(if applicable)*

- **MS Signature page:**
  - ☐ Primary Advisor
  - ☐ Secondary Advisors
  - ☐ Graduate Director
  - ☐ School Administrative Chair

- **Abstract** – Maximum 300 words that succinctly describe the thesis

    NOTE: The following may not apply to all
    College of Art and Design graduate students.

    Please review your program's thesis handbook.

- **Introduction**
    - Thesis statement – what was your inquiry?
- **Review of literature**
    - Capsulation of the importance of what was researched
      after the acceptance of the thesis proposal
    - Literature can include but not limited to: books, periodicals, interviews, films, and websites
    - Reflect on how research influenced the candidate's design and implementation of their thesis project
- **Process**
    - Clearly describe the thesis parameters
    - Design considerations and methodologies
    - Design iterations,
    - Technical issues, and troubleshooting results
- **Summary**
    - Usability testing/evaluation process, example(s) of user feedback surveys (no signatures)
    - Refinements made as a result of the user feedback
- **Conclusion**
    - Significance of the project
    - New research inquires generated as a result of the thesis project
- **Appendix**
    - Copy of the thesis proposal, sketches, data collection, surveys
- **Bibliography**
    - All materials referenced including books, software manuals, websites, etc.
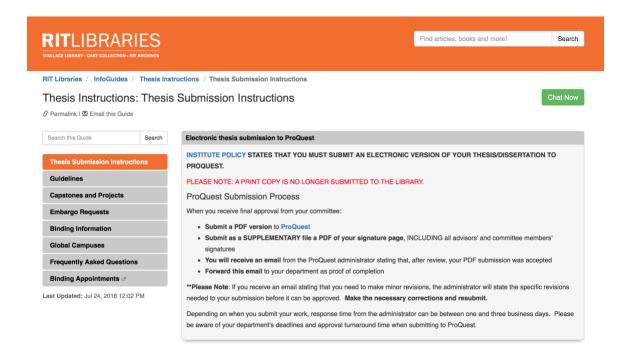
The thesis candidate must follow the writing style determined by their School's MFA or MS program.

What is submitted?

The thesis candidate submits the following thesis documentation:

- Submit a **PDF digital copy of the documentation** to ProQuest (no student fee)
    - ☐ http://infoguides.rit.edu/thesis-services - *ProQuest Submission Guide*

- Submit a **Supplementary PDF** of your **Thesis signature page**,
    - ☐ INCLUDING all advisors' and committee members' electronic signatures
    - ☐ Use the College of Art and Design Thesis Sign-off PDF form provided by your Graduate Director
        - ▪ Use Adobe Acrobat to fill out the form. Do NOT use Preview on a Macintosh computer

- Additional Printed Copies *(Optional)*
    - ☐ Pay for additional copy at Student Financial Services
    - ☐ Bring receipt when dropping off copies for binding
    - ☐ Clearly separate and identify each copy

- Optional Supplemental DVD/Blu-ray *(Based on thesis project)*
    - ☐ Label with candidate's name, thesis title, and approved date
    - ☐ Placed in a protective sleeve or case
    - ☐ Include only the packaged, executable files of the thesis project

- **IF** the title **exceeds 80 characters** (including spaces and punctuation):
    - ☐ Supply a shortened or alternative title of the thesis for the spine of the bound copies.
    - ☐ Special characters cannot be supported by the bindery

What is submitted to Student Services?

The thesis candidate needs to print out and staple together a copy of the:

- ☐ PDF College of Art and Design Thesis Sign-off (with electronic signatures)
- ☐ Printout of ProQuest Email – Confirmation of Successful Acceptance

What is submitted to Committee Advisors *(if applicable)***?**

Each thesis committee advisor should receive digital copies of:

- ☐ Final thesis documentation (Printed Copy or Digital PDF)
- ☐ Source and packaged files of applicable thesis projects

RIT Thesis Information and Process: http://infoguides.rit.edu/thesis-services

Writing Commons – Getting Started in Writing Thesis Documentation
https://www.rit.edu/academicaffairs/writing/