

Sample Thesis Work Plan
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The following is a sample work plan for fulfilling the thesis requirements in public history. This plan is intended to help students manage their projects after they have passed both comprehensive exams and language exam. Information on departmental and graduate school guidelines should be reviewed on the History Department web site and the Graduate School web site.

The thesis takes at least two semesters to complete.

First Semester

Three weeks into the first semester

Submit 7-10 page proposal with bibliography to thesis director. This proposal should describe the central research question and the methodology to be used to answer the question. It should also explain how the project contributes to existing research on the topic and identify primary and secondary sources. Distribute the proposal to the entire committee for comment after the thesis director approves it. Approval may involve rewrites.

Five weeks into the first semester

If you are conducting research involving human subjects, submit protocol forms and any tested survey tools to the Institutional Review Board for approval. When IRB approval is obtained, research involving human subjects may begin.

Ten weeks into first semester

Conclude primary source research and present working outline to thesis director. This document (usually around 15-20 pages) should include a working thesis statement and evidence for main arguments. Conduct any additional research recommended by director. Use the approved working outline to create the first draft.

End of first semester

Submit a first draft to a writing group composed of other graduate students. Make sure at least two other students from history and one student from another field in the humanities have responded to your draft. Revise draft.

Second Semester

Three weeks into second semester

Submit draft to director. Revise and conduct additional research suggested by director.

Six weeks into second semester

Complete all revisions. When director approves revised draft, submit draft to all committee members. Make revisions suggested by your committee.

Ten weeks into second semester

When committee approves of draft, set up defense date with committee members and graduate director.

Twelve weeks into second semester

Defend thesis and submit a copy to the graduate school with format approval sheet.

Final week of class

Bring final signed copies to graduate school. Rejoice and be merry.