

## THESIS TRACK PLANNING GUIDE

For requirements for the Thesis Track of the EAS MA Program, consult page 8-9 of the EAS MA Student Handbook. In addition to the basic requirements of the program, this track requires students to:

- 1) Produce a substantial research paper (generally 40-50 pages in length) employing their non-native East Asian language as a research tool.
- 2) Defend the thesis orally before the MA advisory committee.

### STEP 1: Select your MA advisory committee members.

Deadline: End of the first academic year of study for students in the regular track; end of the first semester of study for students in the Mid-Career Professional Track.

Advisory Committee:  
3 members required

- 1) Lead advisor \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

### STEP 2: Produce a written thesis prospectus.

Deadline: By the end of the first term of the student's final year of study

- ☐ Thesis prospectus submitted to MA advisory committee members
- ☐ Thesis prospectus submitted to EASC office

Approval from advisor that thesis prospectus meets requirements:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STEP 3: Register for thesis-writing credit and complete thesis draft.

Thesis track students may register for up to two terms (total of 6 credit hours) of thesis-writing credit without special permission. However, the student must secure written permission from all members of their advisory committee to register for more thesis-writing course credit for it to count toward the minimum degree requirements. This request must be approved by the EAS Graduate Studies Committee.

### STEP 4: Set up and complete your thesis defense.

It is the responsibility of the student to proactively manage this process, reaching out to committee members and following up when necessary. If assistance is needed, students may contact the graduate program coordinator in the East Asian Studies Center.

- ☐ Formally apply to graduate via <https://gradforms.osu.edu/>  
Deadline: Typically 3<sup>rd</sup> Friday of the semester; see <https://gradsch.osu.edu/calendar/graduation>

- ☐ Schedule thesis draft deadline date with MA advisory committee

Draft Deadline Date: \_\_\_\_\_

- ☐ Schedule thesis defense date, time, and place with MA advisory committee

Thesis Defense Date/Time: \_\_\_\_\_  
Thesis Defense Location: \_\_\_\_\_

- ☐ **Undergo thesis format check with Graduate School**  
See <https://gradsch.osu.edu/completing-your-degree/dissertations-theses/format-review-and-submission> for further information.  
Recommended deadline: 2 weeks before thesis defense

Date/Time: \_\_\_\_\_

- ☐ **Submit completed draft of the thesis to the MA Advisory Committee**  
Recommended deadline: 2 weeks before thesis defense

- ☐ **Ensure that thesis includes use of non-native East Asian language research**  
Non-native East Asian language studied during EAS MA program: \_\_\_\_\_  
Level of language study completed at time of thesis completion: \_\_\_\_\_

Description of thesis research conducted with non-native East Asian language sources (250 words):

Approval from advisor that thesis meets non-native East Asian language research requirement:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ **Complete thesis defense**  
Recommended deadline: 3 weeks before final document submission deadline
- ☐ **Confirm submission of results of the examination to the Graduate School**  
Refer to the "Report on Final Examination" on <https://gradforms.osu.edu/>
- ☐ **Schedule revised draft submission date with MA advisory committee**  
Recommended deadline: 1 week before final document submission deadline

Revised Draft Deadline Date: \_\_\_\_\_

- ☐ **Once revised draft is approved by MA advisory committee, confirm submission of final document approval to the Graduate School**  
Refer to the "Report on Final Document" on <https://gradforms.osu.edu/>
- ☐ **Submit final thesis document through OhioLINK**  
Refer to <https://gradsch.osu.edu/final-semester-procedures-and-timelines>