

Step by Step Process for the M.A. in Sociology

Task	Suggested Timeline*	Supplemental Material	Additional Comments/Suggestions
Third Year Paper			
Begin working on third-year paper (3YP)	Spring of second year or fall of third year*	-	Due to the need for IRB approval and data collection, students working on a qualitative TYP may want to consider starting in the spring of their second year. For secondary data analysis, the process of starting your TYP may start as late as fall of your third year.
Form a master's committee	Between October & December of third year*	See Appendix A, Sample Email 1	A committee should consist of the primary advisor/chair of 3YP and two other members. You can have one outside member (from a different department or university). Discuss your plans for your committee with your advisor(s) prior to reaching out to faculty.
Complete and submit 3YP to Carrie	Dec 31 or Feb 15 of third year	-	Workshop a draft of your paper (in departmental workshops, for example) no later than a month before your chosen deadline to receive feedback and strengthen your paper. Reach out to grad student organizers to get on the schedule.
Complete Paperwork for the Graduate School			
Apply online (Buff Portal) to graduate	February 1	-	Check the website for the possibly updated deadline. The Graduate Program Assistant will likely send a reminder about this paperwork in early January, along with a request for you to send them your faculty committee names as the committee needs to be approved by the Graduate School.
Submit a Candidacy Application for an Advanced Degree to Carrie	February 1 (or first weekday after)	-	Check the website for the specific deadline. Here is the link to the Candidacy Application: https://www.colorado.edu/graduateschool/sites/default/files/attached-files/candidacyappadv-form2018-re.pdf Check off Plan II (Non thesis with final exam)
The Defense (Deadline: Mid-April)			
Schedule a 90 minute defense	Early in the spring of third year*	See Appendix A, Sample Emails 2 & 3	Check the website for the specific deadline for when the Graduate School expects your defense to be completed.

			<p>Discuss availability with your advisor first, then send a doodle poll with time frames within that availability to the rest of your committee.</p> <p>Book a room where you will be comfortable.</p>
Send draft to your committee	No less than two weeks before your scheduled defense.	See Appendix A, Sample Email 4	-
The process for the defense	The date of your defense		<p>The defense typically proceeds as follows:</p> <ul style="list-style-type: none"> -The Chair welcomes everyone to the defense -The student provides a 15-20 minute oral presentation of the paper -The Committee asks questions and the student responds, demonstrating an ability to think through complex issues -The Committee and the student use remaining time to discuss future possibilities, publication options, etc. for the paper -The student is then asked to leave the room as the defense nears an end -The Committee then convenes and decides if it is pass or fail and if there are a) no revisions; b) recommended revisions; or c) required revisions before the paperwork can be submitted -The student is then called back in the room and receives final words from the Committee -The Chair typically stays after with the student to clarify next steps and to ensure that all administrative details are taken care in terms of Graduate School paperwork
Prepare a ~15 minute oral presentation of the 3YP	The date of your defense.	See Appendix B, Sample Slides 1	Be prepared to respond to comments and questions during the defense from your committee.
Fill out the master's examination or project report	At least 2 weeks before the date of your defense.	Link to form	<p>Graduate Program Assistant will email about and have this form ready for you in February or early March.</p> <p>Ensure PROJECT DEFENSE box is marked on the form, as this is a non-thesis option and should not be represented as such.</p> <p>You will need signatures from your committee after the defense. The exam form can be signed in-person at the defense, or electronically through DocuSign (Graduate Program Assistant will send).</p> <p>Deadline to submit form: Mid-April</p>

			- Check the website for the specific deadline.
Celebrate!!			
Buy/rent graduation regalia if you are planning to walk in the ceremony	Early April	-	<p>Info on regalia, click here.</p> <p>To place an order, click here.*</p> <p>Graduate Program Assistant will likely email you in late February with a reminder about this and information on the specific deadline to place an order.</p> <p>*The Graduate Committee is in the process of establishing a process to help pay for student's regalia.</p>

*Indicates *suggested* deadline. These are flexible based on your own needs.

As noted throughout, the front office staff are VITAL in making this process run smoothly. Please reach out to them with any questions or concerns. They have your back, and they will also be in communication with you as deadlines approach.

Appendix A (For Dec 31 Submission)

Asking faculty to be a part of your committee (Sent October 2019)

Sample Email 1**

Dear XXX,

I hope this email finds you well.

I am reaching out to you because I am putting together my Master's Committee, and I wanted to ask if you would be willing and able to be a part of it? My committee currently consists of my advisor and chair, XXX.

My paper concerns the long-term housing recovery of Mexican-origin immigrants in Houston post-Harvey. In particular, I am focusing on how disaster recovery and immigration policy are barring the recovery for this community, and what service providers in non-governmental & community-based organizations are doing to help members move forward. I am pulling from organizational and state reports and semi-structured interviews with service providers working in the community. Given your work with this population and in environmental studies, you would be an ideal committee member, and I would sincerely value your input and advice.

As my committee member, you would receive the final draft of my third-year paper no later than February 2020, and would be asked to attend my oral defense presentation in early March 2020.

Thank you so much for your consideration!

Warmly,
XXX

**Please note that this conversation can also happen in-person. You can discuss these options with your advisor for additional guidance.

Scheduling a 90-minute defense (Sent January 2020)

Sample Email 2

Dear XXX and XXX, [cc, advisor]

I hope you two are doing well, and that you both had a lovely winter break.

First, thank you for serving as members of my committee! I am happy to report that I submitted my Third-Year Paper to the department and am ready to schedule a defense.

I am reaching out today to get a date on everyone's calendar. I created a doodle poll with a few dates and several time frames for the month of March. Please fill in all times you are available at your earliest convenience, and I will follow up as soon as I receive everyone's responses with a date and the final draft of my paper for your review.

[link]

Thank you both so much!

All my best,
XXX

Sample Email 3

Dear XXX and XXX, [cc, advisor]

Thank you for filling out the doodle poll!

The following date and time works for everyone: **March 20, 2020 at 3-4:30pm**. I will work on booking a room and follow up with everyone once that has been set.

I am so thankful for all of your support, and I look forward to receiving your valued feedback. Please let me know if you have any questions or need anything at all prior to my defense.

Thank you so much,
XXX

Sending updated draft to committee (Sent early March 2020)

Sample Email 4

Dear XXX, XXX, and XXX,

Happy Monday!

I am emailing a reminder about my upcoming Master's defense (non-thesis option) on **March 20, at 3-4:30pm in the Institute of Behavioral Science (IBS) room 401.**

This is an updated version of my third-year paper. I revised it after my advisor, XXX, and I reviewed the comments from my anonymous reviewers. I am looking forward to discussing this paper with the three of you!

Thank you all so very much,
XXX

Appendix B

Sample Slides 1

<https://drive.google.com/drive/u/0/folders/18c04NjnlX1R5pXkiqLyt2pypxYw-VNdX>

This document was created by Melissa Villarreal in consultation with the Sociology Graduate Committee.

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