

THESIS/DISSERTATION CHAIR CHECKLIST – PART 1

To be completed by student with Chair and submitted to Graduate Program Director and Sociology Administrative Staff via email with Thesis/Dissertation Chair cc'd

Name of Student	
Thesis or Dissertation	
Name of Chair	
Date of Meeting	

Check items discussed during first meeting	
	Reviewed Expectations for Graduate Education with faculty member
	Faculty member agreed to chair thesis/dissertation
	Discussed timeline for thesis/dissertation
	Scheduled regular meetings

Signatures

Student		Date	
Chair		Date	

THESIS/DISSERTATION CHAIR CHECKLIST – PART 2

To be completed by student with Chair and submitted to Graduate Program Director and Sociology Administrative Staff via email with Thesis/Dissertation Chair cc'd

Name of Student	
Thesis or Dissertation	
Name of Chair	

Check items discussed during initial meetings	
	Discussed additional thesis/dissertation members
	Discussed thesis/dissertation aims
	Discussed data set and methods
	Discussed outline for thesis/dissertation proposal
	Discussed relevant theories and literature to incorporate into proposal

Signatures

Complete signatures after all items above have been discussed

Student		Date	
Chair		Date	