

## Art Education Graduate Thesis/Capstone Committee Proposal Meeting Form

*Before commencing on their thesis/capstone project, art education graduate students must pass a thesis/capstone proposal meeting with their committee. This form will be signed by all committee members, then sent to graduate coordinator.*

### Timeline:

1. Spring semester – 1<sup>st</sup> year graduate student will request committee members to serve as thesis/capstone chair and reader. Graduate faculty will consider student requests and assign committee members, for equitable distribution. Student is responsible for meeting with Chair to discuss thesis/capstone ideas/direction.
2. Spring or Fall semester – student will complete written proposal and send to Chair. Chair will provide feedback (ask for revisions as needed) and when Chair approves written proposal, student will send revised proposal to reader. (Please give reader 2 weeks to complete reading before meeting.) Student will request proposal meeting with committee members, and schedule meeting location (AAH Course Scheduler can assist with room reservation).

### 90-120 minute Proposal Meeting:

1. Spring or Fall semester – Student will present a short professional presentation to committee that summarizes their thesis/capstone plan.
2. Discussion: Committee will ask for clarification on proposal as needed and offer suggestions. Student will have opportunity to ask questions.
3. At end of meeting, there are 3 possible outcomes:
  - PASS – Written proposal and oral presentation provides clear and viable research/project plan which is accepted by committee.
  - PASS with (minor) REVISIONS – During meeting, it has become clear that some points are missing or not clearly represented in written proposal. However, committee agrees that revised research/project as discussed is viable. Student may move forward, but minor revisions to proposal are expected to be sent to committee.
  - NOT PASS – During meeting it is clear that major revisions are necessary. Student is expected to integrate committee's suggestions in revised proposal. Another proposal meeting with committee is required.

This acknowledges that (name of graduate student) \_\_\_\_\_  
met with their graduate thesis/capstone committee on (date) \_\_\_\_\_  
and the result of their thesis/capstone proposal meeting was:

\_\_\_\_\_ PASS  
\_\_\_\_\_ PASS with minor revisions  
\_\_\_\_\_ FAIL

Committee Chair (signature) \_\_\_\_\_

Reader (signature) \_\_\_\_\_