

TECH 6100

Seminar in Technology

Making College Work for You
from an Administrative Perspective

Fall 2007

Today's Presentation

General Administration Topics

- Advising
- General petition
- Important policies
- Thesis
- Project
- Questions



Who Is Your Advisor ?

Looking at the role of advisors in your education:

■ Faculty Advisor

- Identified on your letter of acceptance
- Advises in major/area of emphasis

■ Thesis or Project Advisor

- You choose your project or thesis advisor
- Advises in major/area of emphasis
- Provides guidance on selection of elective coursework
- Provides guidance about thesis, non-thesis and projects
- Contact project/thesis advisor regularly

■ Graduate Advisor

- Provides general advising to all graduate students
- Manages degree plans

General Petition

This form is used to petition for a variety of requests, use it wisely:

- Submit the form a *minimum* of four weeks in advance.
- Be clear in your request.
- Your petition will be reviewed by your Faculty Advisor, Department Chair and the Associate Dean for Research and Graduate Studies.

GENERAL PETITION Think for options for each column of the following. If both are applicable, you are advised to request to be allowed due to admission to University of Houston. Please refer to the University of Houston website for more information. If you are a student at the University of Houston, you are advised to contact the Registrar's Office at (713) 743-1010 for more information. If you are a student at the University of Houston, you are advised to contact the Registrar's Office at (713) 743-1010. **University of Houston**
Registrar's Office Academic Records
(713) 743-1010

A Name _____ Student ID Number _____ Current Major _____ Current Classification _____
Mailing Address _____ Phone Number _____ Petition Effective _____ Semester/Year _____
City _____ State _____ ZIP _____

B Mark number for purpose of petition (For numbers with an "X" complete EXPLANATION OF REQUEST.)

<input type="checkbox"/> 1. Admission status change from _____ to _____	<input type="checkbox"/> 5. Degree requirement exception
<input type="checkbox"/> 2. Classification change from _____ to _____ if postbaccalaureate, indicate study objective: <input type="checkbox"/> Second bachelor's degree <input type="checkbox"/> requirements for graduate study	<input type="checkbox"/> 6. Graduate studies leave of absence
<input type="checkbox"/> Teacher certification <input type="checkbox"/> personal enrichment Note: if graduate level change, college should indicate status code: _____	<input type="checkbox"/> 7. Graduate studies reinstatement
<input type="checkbox"/> 3. Course overload (indicate G.P.A., number of hours and courses)	<input type="checkbox"/> 8. Change of major from _____ to _____ is new major to be year <input type="checkbox"/> primary or <input type="checkbox"/> secondary major? indicate any other majors and/or minors you are currently pursuing under EXPLANATION OF REQUEST: (list numbers if you are changing degree objective.)
<input type="checkbox"/> 4. Degree objective change (B.A., B.S., B.B.A., etc.) from _____ to _____ if you are pursuing or intend to pursue more than one degree and major at the same time, indicate second degree information under EXPLANATION OF REQUEST: (list number if you are changing major as well.)	<input type="checkbox"/> 9. Special problems course request (indicate courses), course description and instructor.
	<input type="checkbox"/> 10. Course equivalency evaluation of transfer credit
	<input type="checkbox"/> 11. Other

EXPLANATION OF REQUEST:

Signature of Student _____ Date _____

C Academic Office Use Only

<input type="checkbox"/> Approved	Advisor/Instructor	_____	_____	_____
<input type="checkbox"/> Disapproved	Chairperson	_____	_____	_____
<input type="checkbox"/> Approved	College Dean	_____	_____	_____
<input type="checkbox"/> Disapproved	Sr. Vice President/Provost (general degree requirement exception only)	_____	_____	_____

Comments

REG-9-04

Important Policies

- Add/Drop Dates
- Timely Payment
- Prerequisites
- Degree Plan



Important Policies

You are responsible for your education.

You are responsible for following rules and regulations listed in the catalog and Graduate & Professional Studies web pages.

Thesis or Project Option

- Choice of thesis or non-thesis option depends on your interests and goals.
- It is not necessary to choose thesis/non-thesis option during the first semester of enrollment, but continue thinking about it.
- Non-thesis degree requirements vary by department.

Proposed Thesis Timeline

Fall Start Timeline	Spring Start Timeline	Recommended Task Completion	Overview
Prior to the start of the term	Prior to the start of the term	<ol style="list-style-type: none"> 1. Select a topic. 2. Select a thesis advisor. 3. Register for a thesis section. 	Planning
August	January	<ol style="list-style-type: none"> 1. Select a committee. 	
September	February	<ol style="list-style-type: none"> 1. Schedule the thesis proposal defense. 2. Submit a one page proposal to the thesis committee at least one week prior to the thesis defense. 	
October	March	<ol style="list-style-type: none"> 1. Submit introduction to the thesis advisor. 	Research & Writing
November	April	<ol style="list-style-type: none"> 1. Submit chapters to the thesis advisor; student should be making significant progress toward writing his/her thesis. 	
February	September	<ol style="list-style-type: none"> 1. Submit conclusion and bibliography to the thesis advisor; student should have completed his/her thesis writing. 	
March	October	<ol style="list-style-type: none"> 1. Schedule thesis defense. 2. Revise and resubmit the thesis two weeks prior to defense. 	Submission & Examination
April	November	<ol style="list-style-type: none"> 1. Once the committee has approved the thesis, submit an unbound copy of the thesis to the Director of Graduate students. 2. Submit approved thesis for binding at least two weeks prior to the end of the term. 	
Prior to the end of term	Prior to the end of term	<ol style="list-style-type: none"> 1. Submit copies of bound thesis prior to the last day of the semester. 	

Thesis Quality

A poor quality thesis:

- Shows a cursory examination of the topic.
- Makes little use of existing data sources.
- Fails to examine primary sources.
- Shows little comprehension of crucial texts or research in the subject matter.
- Lacks adequate organization.

A quality thesis:

- Treats the topic in a competent, straightforward way.
- Shows a good grasp of the material.
- Makes use of existing data sources in a competent fashion or shows a good acquaintance with primary sources and current research.
- Shows a solid comprehension of research in the subject matter
- Sustains a line of argumentation throughout the thesis

A high quality thesis

- Shows all of the above qualities of a quality thesis as well as some measure of originality in research.
- Originality is defined as developing new data; treating existing data in an original or particularly compelling way; developing new or particularly compelling theoretical arguments; interpreting existing research in an original or particularly compelling way; or bringing primary or secondary materials and research together to sustain a new, comprehensive or compelling interpretation. In general, a high quality thesis either shows some measure of originality in its argument or empirical base; or is in some other way striking or new.
- (<http://www.bsos.umd.edu/gvpt/honors/thesis.htm>)

Ready to Graduate?

- Apply for graduation by the date listed in the on-line academic calendar
- Meet all degree requirements
- Document every exception to the degree plan via a General Petition
- Maintain a minimum 3.0 GPA
- Be enrolled in the final semester
- If completing a thesis, submit the bound copy of the thesis prior to the last day of the semester
- All of the above

Questions?

