**Thesis & Internship Process**

**Recommendations**

**Proposal:**

1. Note that students may not sign up for SOC699 Thesis or SOC696 Internship credits until they have successfully defended their proposal.
2. Consider doing an independent study (SOC697) with the chair of your committee to complete and defend your proposal.
3. If student is conducting research that requires IRB approval, work on their IRB application along-side of their proposal. Ideally, students will receive IRB approval close to their proposal defense so that they may launch into their research post defense.
4. Please work closely with the Proposal checklist:

For internship proposals: <https://nau.edu/sociology/internship-option/>

Or access by going to: nau.edu/sociology

🡪 Graduate Degrees

🡪 Current Students (on right hand side of page)

🡪 Internship

Scroll down to Internship Proposal checklist and example proposal

For thesis proposals: <https://nau.edu/sociology/thesis-option/>

Or access by going to: nau.edu/sociology

🡪 Graduate Degrees

🡪 Current Students (on right hand side of page)

🡪 Thesis

Scroll down to Thesis Proposal checklist and example proposal

1. Work with the chair of your committtee to prepare a refined proposal. Student submits to committee members at least 10 days prior to scheduled defense (some committee members may require 2 weeks to review proposal).
2. **Proposal Defense**. Students often present an overview of their research project (5-10 minutes). Committee discusses proposal with student, raises any questions/concerns. The proposal defense is designed to ensure that everyone has a clear idea of the student’s project, timeline, and opportunity to refine any research or internship approaches that student is prepared launch into their project.

Chair or student brings “Permission to Register for Internship or Thesis Credits” form to the defense for all committee members to sign.

Located at nau.edu/sociology

🡪 Resources

🡪 Forms and Policies

🡪 Scroll to M.A. Applied Sociology forms

**Thesis/Internship Project**

1. Develop a semi-flexible timeline with the chair of your committee, working backwards from defense date.
2. Periodic meetings with chair to receive updates and discuss any issues that arise in the research, internship and/or writing process.
3. As student submits chapters for manuscript, chair will send detailed feedback for revisions.
4. Work with chair to prepare a refined manuscript. Student submits to committee members at least 10 days prior to scheduled defense (some faculty require 2 weeks to review manuscript).
5. Once the defense is scheduled, please send the following information to [Janine.Schipper@nau.edu](mailto:Janine.Schipper@nau.edu):

* Student’s name
* Thesis/Internship Project Title
* Date/Time/Place of Defense

1. Talk with chair to prepare for defense. Please see “Thesis/Internship Defense Model.”

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