MEDIA

Master of Fine Arts in Media Arts and Technology

Procedure for Writing a Thesis

Students interested in a Thesis option in MEDIA should follow the following procedures. Please note that the university deadlines are available online on Duquesne Academic Calendar.

1. Students should meet with a faculty member to discuss their Thesis project in mind. They should then complete and obtain signatures on the Intention to write Thesis for Completing Masters’ Degree form at the beginning of the project. The faculty signature indicates that the student and faculty member discussed the project and the faculty member believes the project can be developed into a Thesis. The faculty member’s signature does not indicate that he/she is the Thesis director.

2. Students must identify a thesis director and two additional faculty members to serve on the thesis committee. The committee will work with the student in developing a thesis proposal.

3. Work with the committee, the student should take the 1st semester to complete the thesis proposal with the introduction, literature review, and methods sections completed.

4. Students should submit the completed proposal to the committee members two weeks prior to their Proposal presentation date
   a. A 90 minute time will be reserved for presentations. Students should present for 15 minutes and answer questions for the remaining 45 minutes. The Proposal presentations are public.

5. By the end of the 1st semester, students should have presented the proposal and obtain the signed approval for thesis proposal form.

6. Students should submit IRB documents as soon as the proposal is approved (if applicable).

7. During the 2nd semester, students should collect data, and complete writing the thesis with the results and conclusion sections.

8. Students should submit their completed thesis to their committee members two weeks prior to their Defense date
   a. A 90 minute time will be reserved for the defense. Students should present for 15 minutes and answer questions for the remaining 45 minutes. The Defense presentations are public.

9. In the end of the Defense, students should integrate possible suggestions and finalize the thesis and submit to the committee director at least two weeks before the thesis deposition deadline specified on Duquesne Academic Calendar

10. Upon completion of the thesis (before deposition) students should obtain necessary signatures on the Thesis Approval form, and the second portion of the Intention to write Thesis for Completing Masters’ Degree should be completed by the committee director and graduate director.
11. Student should make at least 2 professionally binder copies: One for the department, and one for the university.