



Neuroscience Thesis Timeline

Timelines for Biology, Psychology, and Philosophy are also attached.

What do I do during my Fall semester?

TASK/DATE	INSTRUCTIONS
Meet with your advisor to go over timeline (first week of classes, if not sooner)	
Attend Info Meeting for Research Students and/or Thesis Students (Usually occurs within the first half of the Fall semester)	Seek info from your advisor regarding which meeting you should attend and the dates and times of the meetings.
Attend talks by invited speakers	Check NSCI website, plus BIOL, PSYC, and PHIL websites for details.
Attend talks or additional meetings (throughout thesis year)	This will not apply to all students. Consult with your advisor to find out if your process includes these requirements.
Form a Thesis Committee (Within the first 1/2 of the fall semester)	Committee should be comprised of at least two Neuroscience faculty members, plus others as needed. Seek advice from your advisor regarding how many faculty to include. Contact faculty members and ask them to serve. Official formation of the committee will occur once the " Thesis Declaration Form " is submitted (below).
Submit SRPS (if applicable) (Oct 1 deadline)	Senior Research Project Supplement proposals due if budget is >\$350 (up to a maximum of \$1200), otherwise, rolling deadline throughout the year. Seek advice from your advisor on whether and how to proceed.
Meet with your committee to discuss thesis project plan (Last week of the Fall semester or during J-Term)	May not be required of all thesis students. Consult with your faculty advisor.
Submit Thesis Declaration Form (By the last day of classes)	Submit the " Thesis Declaration Form " in your final semester of NSCI 0500 or 0700, prior to taking NSCI 0701
Data Collection	Typically occurs during J-Term semester. See your advisor for more information.

What do I do during my Spring semester?

<p>Schedule thesis practice talk and thesis Presentation (February)</p>	<p>Joanna Shipley will coordinate with the NSCI Program Director to discuss available dates with students and advisers. Presentations usually occur during the last or next to last week of classes. Practice talks occur the week before thesis presentations.</p>
<p>Attend talks by invited speakers</p>	<p>Check NSCI website, plus BIOL, PSYC, and PHIL websites for details.</p>
<p>Schedule thesis defense with your committee and reserve a room (Friday before spring break)</p>	<p>Date of the defense may vary by advisor. Check with your advisor and follow the appropriate timeline. Defenses usually occur during the final week of class or during final exam week. Please use the guidelines for room reservations at the NSCI website thesis info page, at the NSCI website, or follow this link: Reserving a Room</p>
<p>Submit presentation title and photo or graphic, to Joanna Shipley (Monday after Spring Break)</p>	<p>Can be a photo of yourself or your research. Preferably high resolution (1 MB or more) in jpg, png, or gif format.</p>
<p>Thesis Due to Committee*</p>	<p>* Consult your adviser. Date varies by adviser's department affiliation. BIOL: 3 working days before presentation PSYC: at least 1 week prior to your defense</p>
<p>NSCI thesis Practice Talks (usually the 10th or 11th week of class)</p>	<p>Given as a group. Coordinate with other thesis students and ask your advisor for additional information.</p>
<p>Public presentation of thesis (usually in the 11th or 12th week of class)</p>	
<p>Submit completed thesis to your committee (at least one week prior to your defense)</p>	<p>See advisor for deadline; varies by adviser's department affiliation.</p>
<p>Thesis Defense (usually last week of class or final exam week)</p>	<p>See you advisor for additional information.</p>
<p>Revised final version of thesis to each committee member for approval (By Friday of the 1st week of final exams)</p>	
<p>Submit signed copies of final thesis for binding</p>	<p>Submit (at least) 3 signed copies to Joanna Shipley (one for the dept, one for your adviser, and one for you). See details in "Submitting the Final Thesis"</p>

Psychology Thesis Timeline – Dates for Spring 2019

For additional guidelines, please refer to: "[Psychology Thesis Seminar and Timeline](#)" at the following link:

http://www.middlebury.edu/academics/psych/research/directed_independent_thesis_research

TASK	DATE
For Juniors considering a thesis: Dinner and Thesis Info Session for 2019-2020	See above link for date and time (this event typically follows the Psychology student-faculty dinner at Atwater at 6 PM, which you should attend!)
Talks by invited speakers	Consult NSCI & PSYC
Practice session for presentations. Each person will present and get feedback from the group.	Dates for NSCI practice talks are determined by NSCI program and are separate from PSYC practice talks.
Psi Chi Membership Recognition & Research Methods Poster Session	Consult above links for ceremony date and time.
Submit completed thesis. Give a copy to advisor and each committee member.	Will vary by semester. Consult with your advisor or the above websites for dates and times.
Thesis Presentations. Invite your family and friends! Celebration with faculty to follow final presentations on Thursday.	Dates for NSCI thesis talks are determined by NSCI program and are separate from PSYC thesis talks.
Submit final revised thesis for binding to Diane Burnham. Diane will send out instructions 2-4 weeks in advance.	Will vary by semester. Consult with your advisor or the above websites for dates and times.

Biology Thesis Timeline – Generic

For additional guidelines and specific dates, please refer to:

- <http://www.middlebury.edu/academics/bio/research/indres/thesisproject>
- <http://www.middlebury.edu/academics/bio/research/indres/deadlines>

TASK	DATE
Meet with advisor to discuss whether you should continue to the thesis	2 weeks before end of Fall Classes
Establish your thesis committee and a working title.	One week before the last day of classes
Submit Thesis Declaration form (with Dept Chair signature) to Joanna, MBH 375.	Last day of classes, Fall term
Course director will coordinate thesis presentation dates with MBB & NSCI Program Directors, then discuss available dates with students and advisers.*	February
Schedule defense with committee and submit room request to Events Scheduling (see instructions under "Reserving a Room" Biology website).	Friday before Spring break
<i>ALL defenses must be completed by: (see advisor)</i>	
Submit thesis presentation title and picture to Joanna	Monday of 7th week of Spring term
Finished Thesis due to committee:	(3 working days before FIRST biology department presentation)
Public presentation of thesis*	(Usually the last 2 weeks of classes)
Defend your thesis.	April, May
Revised final version of thesis to each committee member for approval.	By Friday of the 1st week of final exams.
Submit (at least) 3 signed copies to Joanna Shipley (one for the dept, one for your adviser, and one for you). See details in "Submitting the Final Thesis" Biology website	Last day of exams

Philosophy Thesis Timeline – Generic for Winter/Spring Senior Project

For additional, detailed guidelines, please refer to:

<http://www.middlebury.edu/media/view/36911/original/thesis.pdf>

TASK	DATE
Meet with advisor and write a proposal	Semester before the thesis begins. Proposal should be submitted one week prior to winter term registration
Turn in completed senior project	By 5 p.m. of the Monday of the final full week of Spring classes
Give a short informal presentation to Phil majors and faculty	At least, one week before the oral defense
Oral Defense	To occur within 10 days of final thesis submission.
Submit a bound copy of thesis to department	Before the grade deadline