

**Child Development Department  
Role of the Sponsor in the Thesis/Project**

**Developed by CHDV Graduate Committee  
Approved Spring 2005**

This document is designed to provide guidelines that will assist faculty and students in successful completion of the thesis/project.

The student who is completing her thesis or project has several tasks to complete. These include: conceptualizing, writing a petition, submitting human subjects forms (with some theses), gathering data, analyzing data (with theses), writing and rewriting the document, and editing her work. Ideally, the sponsor should play a supportive role in all of these endeavors. However, the main responsibility lies with the student to complete all of these tasks and create a quality culminating experience in a timely fashion, including following up on timelines, required paperwork and submission.

### **Becoming a Sponsor**

Students usually approach faculty for sponsorship while they are in the beginning stages of CHDV 290, Seminar for Culminating Experience. Some students approach faculty for sponsorship before they enter this class. It is suggested that the student and potential sponsor have a conversation about work style & habits, a projected timeline, and expectations. The sponsor will be required to sign the student's petition after it is completed satisfactorily.

### **Conceptualization**

The sponsor may want to support the student during the conceptualizing of the thesis or project. This includes, but goes beyond, assistance with the petition. Therefore, it is recommended that the sponsor meet with the student regularly while she is in CHDV 290. The sponsor may also want to suggest a second reader, if the student is completing a thesis. Both the sponsor and 2<sup>nd</sup> reader sign the theses petitions. Only the sponsor signs the petitions for projects. Petitions are due November 15<sup>th</sup> and April 15<sup>th</sup>. Supporting the student at this stage of the process only helps in making significant progress on the thesis during the CHDV 504 semester.

### **Human Subjects**

The sponsor may want to be involved with the student's efforts to complete human subjects forms. These should be submitted to the graduate committee at the same time as the petition (this deadline may change). Depending on the level of risk involved, they may need to be submitted to the University Committee for the Protection of Human Subjects. Sponsors sign the completed Human Subjects Forms before they are submitted to the committee.

### **CHDV 504**

The bulk of the sponsor's work occurs during the CHDV 504 semester. It is not uncommon for the sponsor and student to meet regularly. During this time the sponsor works with the student in an advisory capacity to successfully complete the student's data gathering, data analysis, writing, and editing. Students are expected to take the initiative for scheduling

meetings with the sponsor. The extent of the sponsor's involvement is flexible and is agreed upon by the sponsor and student. An optional contract between the sponsor and student is being created. Sponsors may find this document useful; however, it will only be optional.

### **Continuing Education Semesters (3)**

Hopefully, during these three semesters the thesis or project is finished. The sponsor continues to support the student with her tasks as needed. Meetings during this time are flexible. If the thesis or project is not finished during these three semesters, the student must enroll in CHDV 504 again.

### **Work During Breaks**

Whether or not a sponsor supports a student during breaks; such as Winter, Spring Break, Summer, or paid leave; is entirely up to the sponsor. However, this information should be communicated to the student fairly soon in the process. The sponsor may also want the student to register formally for units during this time of work.

### **2<sup>nd</sup> Reader**

This information is included because the sponsor's role is influenced by the sponsor's interaction with the 2<sup>nd</sup> reader. The role of the second reader is flexible. She may participate at any step along the way, from conceptualizing to editing. The exact nature of the 2<sup>nd</sup> reader's role is to be determined by the student, sponsor, and 2<sup>nd</sup> reader together. The 2<sup>nd</sup> reader may have maximum involvement or minimum involvement. She may be heavily involved in all aspects or she may serve as another pair of eyes.

### **Completing the Thesis/Project**

It is primarily the student's responsibility to complete her culminating experience in a timely manner and to meet all deadlines. However, the sponsor can support the student in their efforts. The student must enroll in 504 to complete the culminating experience. Next the student has three semesters of continuing education units in which to finish the thesis/project. If the thesis/project still is not complete, then the student has to enroll in 504 once more and the process starts again. For Fall graduation, the thesis/project is due to the Child Development office on Nov. 15<sup>th</sup> (including format check) and due to Graduate Studies around Dec. 15<sup>th</sup>. For Spring graduation, the thesis/project is due to the Child Development office on April 15<sup>th</sup> (including format check) and due to Graduate Studies around May 15<sup>th</sup>. For summer graduation, July 15<sup>th</sup> is the Child Development deadline (including format check) and August 20<sup>th</sup> is the approximate Graduate Studies deadline. It is important to note that Graduate Studies deadlines may change slightly each year. The student also has to pay some fees to Graduate Studies. The student has 7 years from when she starts a graduate program to finish it entirely.

### **Resources**

Besides support from the sponsor, students may get writing help and attend thesis/project seminars through the Writing Across the Curriculum office. Students may also want to get an editor to assist with writing. Students may also attend support workshops sponsored by the Child Development Graduate Committee. Minimal financial support may be obtained through the Graduate Studies office, the College of Education Dean, and the Office of Academic Affairs.