

## Thesis Committee Form

The Thesis Committee form must be submitted to the Department of English within the first three weeks of the semester during which the student is enrolled in ENG 597B. The student should request two additional faculty members to serve on his/her thesis committee. All three committee members must sign the form agreeing to serve on the Thesis Committee.

The committee will consist of the Thesis Director, the Second Reader, and the Third Reader. The Third Reader is not required to participate in the Thesis Defense. The Chair of English will be available to serve as Third Reader for all MA theses (unless the Chair is serving as Thesis Director or Second Reader).

The Thesis Director must come from the full-time literature and rhetoric faculty. The Second and Third Reader may be any member of the full-time English faculty or, with permission of the Thesis Director and the Chair of English, a full-time faculty member of another department or an adjunct instructor in English. No faculty member can serve as a member on more than six committees in a single semester and, especially if directing one or more thesis projects, should limit participation to four.

Student's Name: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_

Student's Chapman ID: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Thesis Director (print name): \_\_\_\_\_

Thesis Director (signature): \_\_\_\_\_

Second Reader: \_\_\_\_\_

Second Reader (signature): \_\_\_\_\_

Third Reader: \_\_\_\_\_

Third Reader (signature): \_\_\_\_\_

Make four copies of the completed form and distribute as follows:

- Submit the original to Kristen Laasko in the English Department.
- Give one copy to the Thesis Director and each Committee Member; these can be hard copies or scanned and sent as an attachment to an email.
- Keep one copy for your own records.

Once the completed form is distributed, contact all members of your Thesis Committee to agree on a date and time for the Thesis Defense, then contact Kristen Laasko in the English Department with the information and request that she reserve a room for your two-hour Thesis Defense.