

## **MIS Thesis Advisor Quick Hits**

### **Hints and suggestions from previous thesis committee members and chairs:**

- Instructors of LBST-D602 should meet regularly with the MIS student. Weekly meetings are suggested.
- Because LBST-D510 is graded each semester, meet with the student at the beginning of the semester to establish goals and grade the student based on progress and/or completion of those goals.
- In addition to semester goals, developing a rough timeline for completion of the various steps/stages of the entire project (including multiple revisions) may help students have more realistic expectations and budget their time better.
- Rely on the other thesis committee members for support and input. If they are not already on the Oncourse site for the section of LBST-D602, you can add them.
- Encourage the student to solicit feedback from the other committee members on a regular basis and to share that feedback with you.
- Be compassionate when returning drafts to students: remember to highlight the positive and what is working as well as provide feedback for improvement.
- Include explicitly 3 most important points when returning drafts.
- Share with student that responding to editorial comments is the way that academia functions. For example, show copy of drafts of own research: draft submitted, first letter of acceptance with revision, second draft, acceptance letter.
- The thesis committee is required to meet as a group in person two times: (1) to review the thesis proposal and (2) to conduct the final oral defense of the thesis project. The committee is encouraged to meet more often to facilitate completion of the thesis project.
- If you lose contact with the student (i.e., meetings are missed and e-mails are not returned), please contact the MIS office. We can help you regain contact or find out what has happened.

*Feel free to contact the MIS office with any hints or advice that you would like to add.*