Suggestions from the University Graduate Committee for Advisers Who Supervise a Master’s Thesis or Graduate Research Paper

1. Advisors are expected to be available to meet and talk with students at mutually agreed upon times.
2. Advisors are expected to assist each student in the development of the research paper or topic.
3. Advisors are expected to discuss with each student the location of necessary reference materials and other resources.
4. Advisors are expected to know and communicate to each advisee the proper steps and sequence in the completion of the graduate degree. This includes steps to follow in completing the research paper/thesis and forms to be completed. More information about graduate studies, policies and regulations can be found at the following website: www.bemidjistate.edu/academics/graduate_studies/.
5. Advisors are expected to carefully read each draft submitted to them and to provide appropriate feedback to the student for the purpose of refining and improving upon the paper.
6. Advisors are expected to make recommendations to students regarding the readiness of each paper for presentation to the full committee. It should be noted that such a recommendation does not guarantee approval of the paper.
7. Advisors should review students’ curriculum vitae for the purpose of reminding them that it is to be included as a part of the final defense. Vitae should be complete, accurate and properly formatted.
8. Advisors should remind students that all members of the committee receive a copy of the student vita and a complete and full copy of the master’s thesis or graduate research paper a minimum of three weeks (21 calendar days) before the scheduled date of the final oral examination.
9. Human Subjects Form: Prior approval is needed if human subjects are used in a research project. For the appropriate forms go to School of Graduate Studies website at http://www.bemidjistate.edu/, under Admissions and Graduate. The BSU Human Subjects Committee has mandated that any BSU student who will conduct human research will need to complete and include in the Human Subjects proposal packet a ‘Certificate of Completion’ of the National Institutes of Health (NIH) Office of Extramural Research Web-based training course “Protecting Human Research Participants.” The student will only need to take the training once while attending BSU. This FREE training is available at http://phrp.nihtraining.com/users/login.php.

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