

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Departmental Thesis Reviewers Workshop

Mark E. Zulauf
Thesis Coordinator

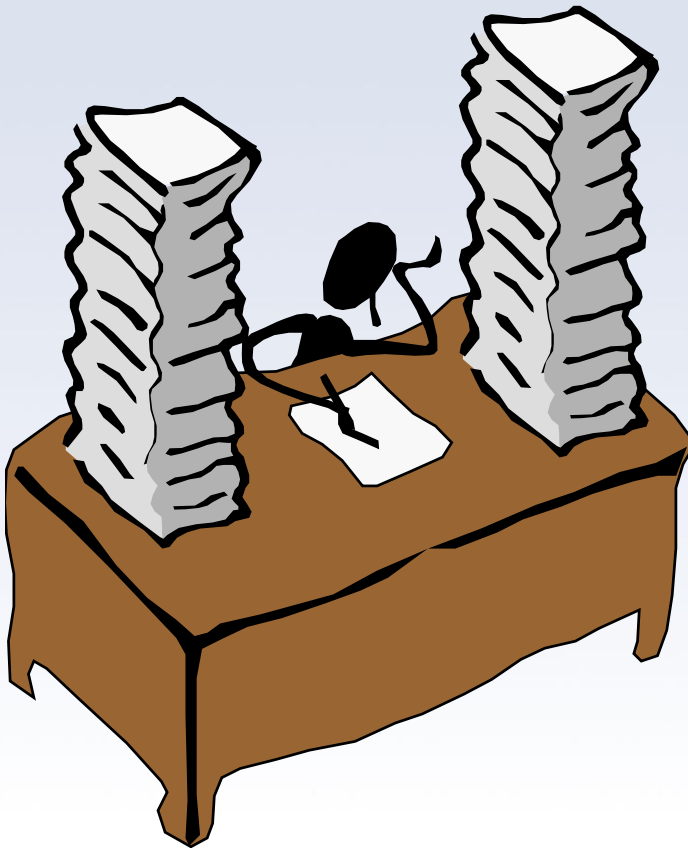
October 13, 2010



illinois.edu



Graduate College Thesis Office



- 1,300 deposits annually
 - 750 doctoral dissertations
 - 550 master's theses
- 1,600 doctoral committee requests
- 1 Full-time employee



ETD: The First Year

Students depositing an Electronic Thesis or Dissertation

- Dec. 2009 – 85%
- May 2010 – 95%
- Aug. 2010 – 98%



1st year ETD total: **1,041**



ETD: Moving Forward

- ETD Mandatory as of July 26, 2010
- Deposit fees reduced
 - \$85 for doctoral diss.
 - \$15 for master's thesis
- Online Survey of Earned Doctorates replaces PDF version for added convenience



Deposit Deadlines

December 2010

- **Nov. 12** – Doctoral final exam (defense)
- **Dec. 3** – Doctoral dissertation
- **Dec. 10** – Master's thesis

May 2011

- **April 8** – Doctoral final exam (defense)
- **April 22** – Doctoral dissertation
- **April 29** – Master's thesis



The Deposit Process

Student files title page

Adviser / committee reviews thesis content

Dept. reviewer checks thesis format

Student submits ETD for review by Graduate College

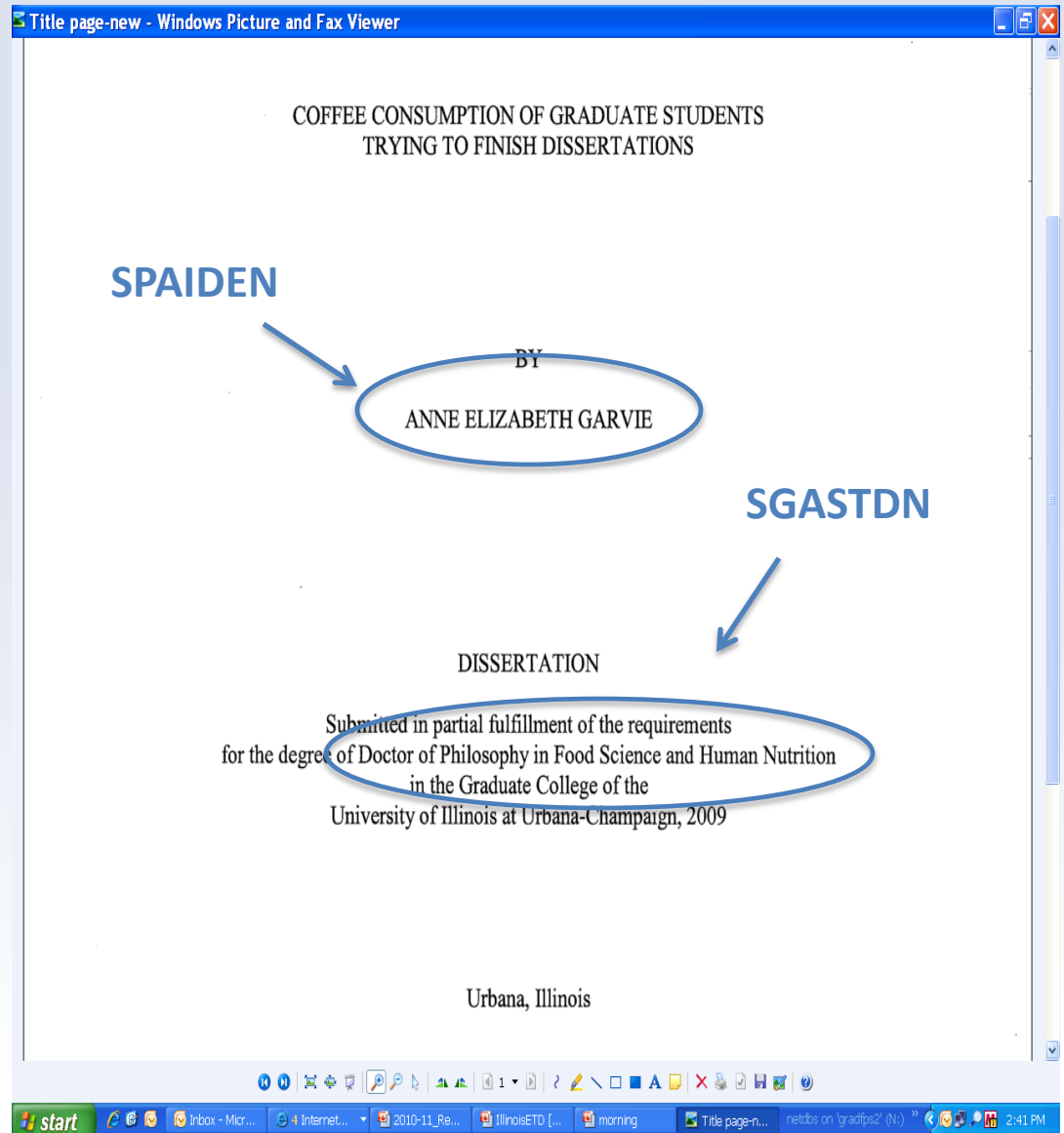


Thesis Title Page

Student should email title page as MS Word or PDF attachment to thesis@illinois.edu before submitting thesis to adviser / committee for review

Name must match **SPAIDEN**

Degree & major must match **SGASTDN**



Departmental Format Approval

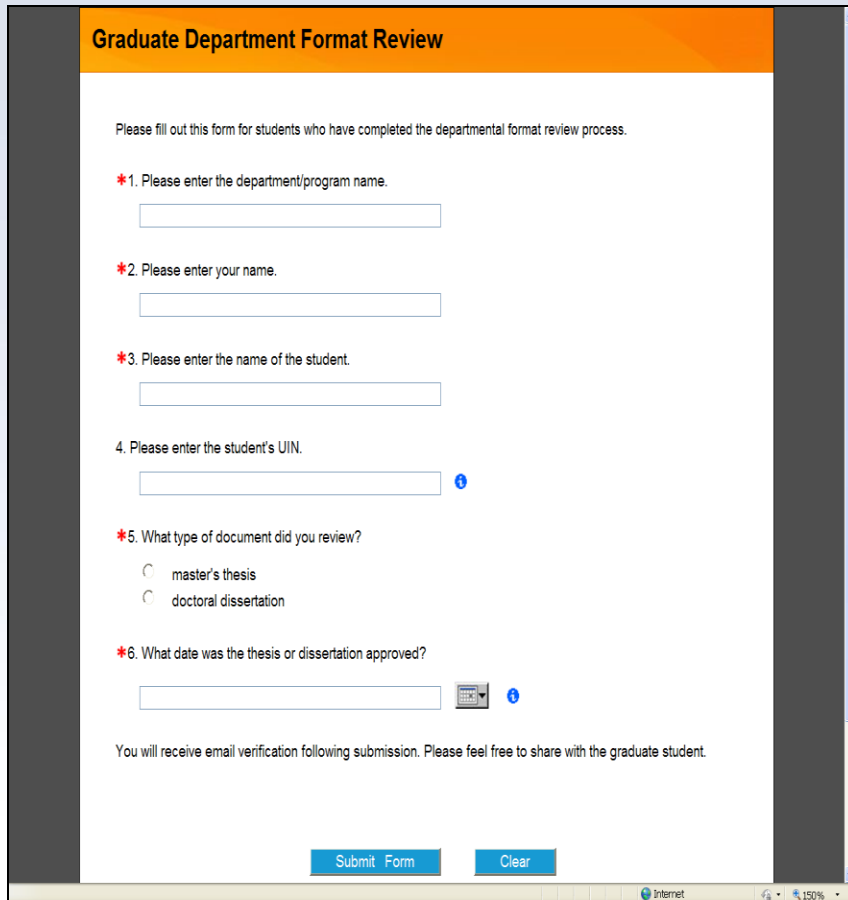
- Departmental review required (per Chapter IV, Section B, of Graduate College Handbook)
- Thesis Office will not review without notice of dept. approval

Location of departmental format approval form on www.grad.illinois.edu

The screenshot shows the Illinois Graduate College website. The navigation bar includes links for Employment, Student Life, Diversity, International, Faculty & Staff, and Alumni & Friends. The main content area features a 'latest news' section with a headline about Dr. David W. Lightfoot and an 'items of interest' section with a link to the Procter & Gamble Science Diversity Summit. A yellow callout box points to the 'Department Thesis Format Approval Form' link in the 'QUICK LINKS' sidebar, which is circled in yellow. The sidebar also includes a 'GIVE TO grad college' button, a 'site search' field, a 'form finder' dropdown, and a search box. The footer contains links for Deadlines, Events & Calendars, and Announcements, along with a navigation bar for Online, Doctoral, Professional, and Prospective students.



Timing of approval notice



Graduate Department Format Review

Please fill out this form for students who have completed the departmental format review process.

*1. Please enter the department/program name.

*2. Please enter your name.

*3. Please enter the name of the student.

4. Please enter the student's UIN.

*5. What type of document did you review?
 master's thesis
 doctoral dissertation

*6. What date was the thesis or dissertation approved?

You will receive email verification following submission. Please feel free to share with the graduate student.

- **After** student has made all corrections (correctly!)
- **Before** student submits ETD to Graduate College



Submitting an ETD to Grad College

To submit an ETD from the Graduate College main page (www.grad.illinois.edu)

The screenshot shows the Graduate College website with several annotations. A yellow circle highlights the 'Thesis & Dissertation' link in the top navigation menu. A yellow arrow points from this link to a yellow box containing the text 'For thesis resources & requirements'. Another yellow arrow points from the 'Submit an ETD' link in the 'QUICK LINKS' sidebar to the same yellow box. The website content includes a navigation bar with 'Academic Support', 'Resources', 'Funding & Employment', and 'Student Life'. The main content area features 'latest news' with articles like 'Dr. David W. Lightfoot will speak on Nov. 5' and 'Thesis and Dissertation Fees Reduced', and 'items of interest' with 'Procter & Gamble Science Diversity Summit'. The sidebar contains a search bar, 'QUICK LINKS' with 'Submit an ETD' circled, and 'form finder' and 'program fin' buttons. The footer includes a navigation bar for 'info for...' with categories like 'Master's Students', 'Online Students', 'Doctoral Students', 'Professional Students', and 'Prospective Students', and a promotional banner for master's programs.

For thesis resources & requirements



Submission \neq Deposit

- Deadlines are for **completion of deposit**
- Submission of ETD at least **1 week prior to deadline** is recommended



ETD Submission: A 5-Step Process

1 Verify Your Information

Enter information about degree

2 License Agreement

Review & agree to IDEALS license

3 Document Information

Enter ETD info & select release option

4 Upload Your Files

Upload PDF file

5 Confirm & Submit

Review info entered & submit to Grad College

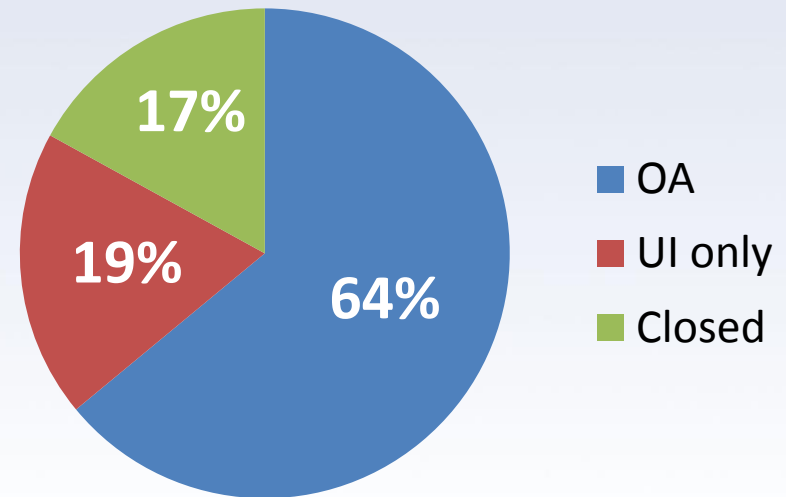


ETD Release Options

Applied after degree conferral

- Open Access (OA)
- U of I only (OA after 2 years)
- Closed Access (OA after 2 years)

Release Options (Dec '09 - Aug '10)



Graduate College Thesis Review

Communication
re: required corrections & items
performed via email



Required Supporting Items for the Deposit

Master's Thesis

- 1 Certificate of Committee Approval (CCA)
- Letter(s) of permission to use previously copyrighted material (if any)

Doctoral Dissertation

- 1 Certificate of Committee Approval (CCA)
- 1 ProQuest/UMI Agreement (pages 4 & 5)
- Proof of completed Survey of Earned Doctorates
- Letter(s) of permission to use previously copyrighted material (if any)



Certificate of Committee Approval (CCA)

- Must contain UIN
- Name must match **SPAIDEN**
- Degree must match **SGASTDN**
- Title must match thesis title page
- Required number of signatures =

Director of Research (Adviser)

+ Head of Department

+ **ALL** voting members of the doctoral exam committee

Note: If Adviser or Dept. Head was also a voting member, he or she must sign twice.

UIN: 65XXXXXX

CERTIFICATE OF COMMITTEE APPROVAL

University of Illinois at Urbana-Champaign
Graduate College

March 1, 2004

We hereby recommend that the thesis by:

ANNE ELIZABETH GARVIE

Entitled:

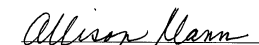
COFFEE CONSUMPTION OF GRADUATE STUDENTS TRYING TO
FINISH DISSERTATIONS

Be accepted in partial fulfillment of the requirements for the degree of:


Doctor of Philosophy


Signatures:

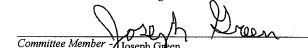

Director of Research - Lawrence Strongarm


Head of Department - Allison Mann

Committee on Final Examination*


Chairperson - Lawrence Strongarm


Committee Member - Gerald Foreman


Committee Member - Joseph Green


Committee Member - Celia Barera

Committee Member -

Committee Member -

* Required for doctoral degree but not for master's degree



After the deposit . . .

ETDs are released to IDEALS after degree conferral

ETDs are organized into departmental collections

New feature! ETDs may be searched by adviser, committee chair or committee member.

Some ETDs may be viewed (Open Access and U of I only), while others may not (Closed Access)

The screenshot displays the IDEALS website interface. At the top, the IDEALS logo is on the left, followed by the text "Illinois Digital Environment for Access to Learning and Scholarship" and a small logo of the University of Illinois. To the right are two images: a statue and a campus scene. A "Login | Non-Illinois Login" link is in the top right. Below the header is a search bar with a "Search" button and radio buttons for "Search IDEALS" (selected), "This Community", and "Advanced Search". The main content area is titled "Dissertations and Theses at UIUC" and includes a "Search Theses and Dissertations" form. The form has fields for Title, Author, Adviser or Committee, Member, Degree Level, Year, Department, and Full Text. The Member field has checkboxes for "Adviser (Masters) / Director of Research (Doctoral)", "Committee Chair (Doctoral)", and "Committee Member (Doctoral)". The Search field has checkboxes for "Full Text", "Abstract", and "Keywords". A "Search" button is at the bottom right of the form. On the left side, there are navigation menus for "Browse" (IDEALS, Titles, Authors, Subjects, Date, Communities), "This Community" (Titles, Authors, Subjects, Date), "My Account" (Login to My IDEALS, Non-Illinois Login), and "Information" (Help, About, Contact Us). On the right side, there is a "Browse by" menu with options for Titles, Authors, Subjects, and Date. At the bottom, a footer states "This community contains the collections for dissertations and theses produced at the University of Illinois".



Sample thesis review

