

## Master of Science in Computer Science

# Thesis/Project Presentation and Report Submission Guideline

### Computer Science Department California State University Dominguez Hills

1. Each graduate student must complete a thesis or project. Students should have a full-time faculty member from the computer science department as the advisor of the thesis/project.
2. Before starting the thesis/project, students should demonstrate the required writing proficiency in English. The level of proficiency should be no less than the level required for GWAR certification at the baccalaureate level. The requirement must be fulfilled within the first 9 units of coursework. Students who have not met this requirement may not begin their thesis/project.
3. A thesis/project committee must be created to include three members, at least two of whom come from the department of computer science. If the third committee member is from outside of the computer science department, he/she must hold a PhD degree from computer science or related field. If the outside member doesn't hold PhD degree, he/she should hold a Master of Science degree from the computer science or related field and be approved by the Graduate Coordinator of the computer science department.
4. Students should consult with the advisor and other committee members to select the thesis/project topic as early as possible. It is recommended to draft the proposal and get approval from the advisor before the semester starts.
5. Students should meet the advisor on a regular base (e.g. weekly or biweekly) to avoid any deviation from the main topic which might delay the completion of the thesis/project. For thesis option, it is recommended to take two semesters to complete the work.
6. Once the thesis/project is completed, students should follow the "Thesis and Project Guide" (provided by the Graduate Studies Office) to write the thesis/project report, including the formats, fonts, references, etc. It is recommended that students contact professional proof reader/editor to review the report to correct any errors and mistakes.

7. Graduates must present the completed thesis/project. Students should contact all the committee members to get approval for the presentation. Please allow ONE week for the committee members to review the thesis/project report and approve it for presentation.
8. Once all committee members approve the thesis/project report, students should contact the graduate coordinator to schedule a presentation. Please allow ONE week for the department to prepare the presentation flyer, announcement, and schedule of the presentation.
9. After the presentation, students should revise the thesis/project report according to the comments, questions, and suggestions from committee members and other audiences during the presentation.
10. Once the thesis/project report is revised accordingly, students should contact all committee members to sign the approval sheet and submit the final report to the University graduate studies office and the University library. The submission of the report is usually about 30-45 days before the end of the semester.