Syllabus*
California State University Sacramento
Graduate Program in Public Policy and Administration
* Announcements and changes to the syllabus will be posted on SacCt
June 1, 2011

PPA 500
Thesis Seminar Fall 2011
Monday 6-8:50 pm (only the Thursday’s listed in the schedule below)
Amador 240 (likely to change)

Mary K. Kirlin
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480-0525 (h)
email: kirlinm@csus.edu

Office hours: Tuesday 3:00-5:00 and by appointment

Introduction and Course Objectives

The sole goal of this course is to have student’s complete their thesis by the deadline December 2, 2011 at 3:00 pm. To that end the course provides faculty and peer guidance in preparation of material to satisfy the Master’s thesis requirement. This includes clarification of general program expectations, familiarization with research resources, presentation of models of effective theses, and provision of basic support in a structured environment of feedback.

Format of Course and Expectations of Students

This course is designed for the students who are anticipating finishing this term. That is, the schedule and deadlines are designed so that finishing is feasible. However, there are often other students who are “sitting in” for the term and don’t anticipate finishing until the next semester. If you are in the latter category you should expect to be called on to participate even though your timeframe will be different.

The expectation is that you will develop your thesis question and line up your advisors in the break preceding the class. In addition, in order to finish in one semester you must have your first two chapters done by the time the term starts. If you have questions about this please contact your first reader.

Each class session will include interactive sessions involving students reporting on progress and problem solving with peer feedback and consultation. Students are required to complete all assignments and consult with their thesis committee throughout the semester.

There are optional university-wide thesis writing and support groups that you can join. They are described at http://www.csus.edu/wac/thesis_groups.stm.

Prerequisite:

To enroll in this course you must have completed all but one of the courses in the Public Policy and Administration Program [PPA 200, 205, 207, 210, 220A, 220B, 230, 240 (or 240A and 240B if
appropriate), plus two electives] with at least a B- in each course and an average grade of B or better in all. Accordingly, students cannot enroll in PPA 500 until their last semester of course work and are no longer allowed to take more than one course (other than an internship course) in addition to PPA 500. It is also necessary to have advanced to candidacy before enrolling in PPA 500. Chair Rob Wassmer is authorized to modify these restrictions (except the advancement to candidacy mandate, which is a University requirement) in exceptional circumstances.

Internet Access:

Access to the Internet is also required for this class. If you do not have it at work or home, access is provided to students at the university library. Some of the links given here require the use of a Sac Link account to access.

Primary and Secondary Advisors:

All students are required by the first (preferred) or second (mandatory) meeting to have developed a thesis question and named primary and secondary advisors who have agreed to supervise and assist in the completion of the assignments required for this class. A form for this purpose, which must be turned into me, is included at the end of this syllabus. If you are anticipating finishing the course this term this should already be done.

A primary advisor can be drawn from Professors Jez, Kirlin, Shulock, and Wassmer. A secondary advisor can be chosen from among this same group, part-time PPA instructors Detwiller and Booher, and other part and full-time professors and instructors at CSUS. In some cases you may work with retired PPA faculty (Waste and Jensen) as a second reader. You may also consult Professors Ted Lascher, currently serving as Associate Dean of the College or Tim Hodson, Director of the Center for California Studies. At their discretion they may agree to be first reader for a small number of theses.

We intend to have primary advisor roles divided up equally among PPA professors and thus it is essential that you secure the permission of your desired advisors early. If a primary advisor already has their share of thesis supervision they can suggest another PPA professor that you should contact.

You should be in regular contact with your primary advisor throughout the semester. My role is to facilitate progress and assist with logistics. In order to do that I expect you to copy me on anything you turn in to your first reader. I will be monitoring your progress in general although I will not be reviewing the documents or providing any substantive comments unless I am one of your readers.

Preferences about reading differ for second advisors. Some like to see each piece, others prefer to see a complete draft. Individual arrangements should be made with your secondary advisor on the specific amount of contact to occur during the semester, but all assignments should also be shared with that person. Remember that both your primary and secondary advisors must sign off on your final product. It is essential that they be both be “kept in the loop” throughout the semester.

Research Partner:
Each student will be paired with another who is registered in this class. This person will serve as a partner in the quest to finish the thesis. Besides their primary and secondary advisors, this partner will serve as a sounding board, confidant, and a third set of eyes to read all that is written. This is meant to be a reciprocal relationship where your help will be equally rewarded by the help of another. Please secure this person’s signature on the sheet attached to syllabus.

Format of Class Meetings:

This course will meet from 6 p.m. to no later than 8:50 p.m. on four nights throughout the semester. This is absolutely not a lecture-based course. All students are required to participate in these discussions and should come prepared to class each session with a summary of progress in the previous week(s), and questions/concerns that need to be addressed. Expect to be called on to make such a report.

My regular office hours this term will be on Tuesdays. I will be happy to meet with students at mutually agreeable times and will often be available on Mondays before 6 but please get in touch with me ahead of time.

Assignments and Grading

Grades:

There are only two grades that can be obtained in this class: reasonable progress (RP) or NC (no credit). I will ask your primary advisor what they feel you should get and assign that grade. Reasonable progress means that you either finished your thesis this semester, or are capable of finishing over the break before the next semester. Please talk to your primary advisor to find out what his/her expectation is. An RP will be converted to a credit grade by the Graduate Studies office after you turn in your thesis.

If you do not receive a passing grade in 500 you may take it one more time. If you do not pass the course a second time you will be evicted from the University and have to reapply to the University in order to finish. Given the constraints on admissions, this would require you to compete directly with incoming students for a seat. We will not look favorably on these petitions. Please expect to finish the term you take 500.

Assessment Paper:

In addition to making satisfactory progress on your thesis, you must complete a 4-6 page assessment paper. You only do it once (if you are taking 500 for second and final time you do not need to do another assessment). It is due the first day of class and will become part of your permanent file. It may be emailed to me at kirlinn@csus.edu. The entering PPA 200 cohort is given an identical assignment. You may not work with others on this assignment. I realize you are likely distracted by your thesis but this is an important portion of our program assessment. You may use your thesis topic as the topic for the paper.

Assignment Description: Identify a current public (governmental) problem/issue that you have some interest in and provide a decision maker (like a legislator or city council member) with a 6-8 page memo about the issue and possible options to deal with it. As appropriate, consider the economic, political, organizational and policy dimensions of the issue. Help the reader understand the complexities of the issue as well as how the issue may be understood differently by different
groups of interested people. Be careful to distinguish between fact and opinion in your analysis. Due the first day of class – electronically please.

Required Reading Material:


(2) A Pocket Style Manual, 2000, Diana Hacker, Third Edition, Bedford Books; available for purchase at bookstore or online. Most PPA students have already purchased this manual for an earlier class;

(3) Writing Literature Reviews, 2006, Third Edition, Jose Galvin, Pyrczak Publishing; available for purchase at bookstore or online. (Note, there is a more recent edition but it is much more expensive, no need to get this newer one. There should be used editions in the bookstore. You should have used this already in either 240A or 220A. Please do not spend more than $20 on this book, share if you need to. It is also on reserve in the library for up to 3 day loan periods.)


Schedule:

Note that while specific assignments are listed throughout the semester, beyond the first two assignments, the order and number should be discussed with the consent of your primary thesis advisor. This should be done in the schedule that is to be turned in at the second meeting (an example of such a schedule is given in the appendix). I recognize that particular students may have needs that are best met by modifying the general pattern set forth for completion of the master’s project. Please discuss any special circumstances with me ASAP.

Session 1 – August 29

Background and Goals

Memo on PPA Culminating Project/Thesis Guidelines

Any general questions? Please consult the Grad Studies web page before you ask me…

www.csus.edu/gradstudies 😊

Process

CSUS Guide for Thesis Format

CSUS Workshop requirements

Review of PPA Department Human Subjects Guidelines
Assignment Due: (1) one-page prospectus/memo defining your problem and explaining why it is important, who is affected, and the general scope of issue (see example offered in appendix – you will also be asked to make a two minute statement on your thesis question) and (2) draft or final completion of Thesis Question, Advisors’ and Research Partner’s Signatures Sheet (included here for you to fill out).

If you are anticipating graduating this term you should be considerably farther along in the process and may submit a complete working draft of your Introduction and Literature Review in lieu of (1) above.

Your assessment memo is also due.

**Session 2 – September 12**

Thesis and Report Examples. The PPA website now has a [thesis bank](#) of completed theses. If you have not already done so, please ask your primary advisor for relevant examples from PPA students they supervised in the past. These should give you an idea what the completed document will look like. Review those that have a similar methodology regardless of the topic.

Assignment Due: (1) Five minute presentation before class on thesis question, outline of sections contained in your thesis, and proposed dates of completion (bring enough paper copies of outline and schedule for all – an example is given in the appendix to this syllabus) and (2) Final Completion of Thesis Question, Advisor’s and Research Partner’s Signatures Sheet to be turned into me.

**Session 3 – October 3**

Assignment Due: You should have completed your methods portion by now. Be prepared to discuss your approach.

As a class we will review the University thesis formatting requirements. The University now requires that students take a formatting course or complete the online class. If you do this in class you get a signoff sheet at the end.

**Session 4 – November 7**

If you are on schedule, this session will largely discuss final logistics including the steps you go through to complete the thesis turn in process.

Assignment Due: A brief summary of your thesis work to date – your question, approach and findings so far.

In general, my suggestion is that you also have a complete working draft within a week or so of this date as the final turn in is a short 4 weeks away (including Thanksgiving week which is generally slow).
## Proposed Thesis Schedule for individuals graduating in the Fall

<table>
<thead>
<tr>
<th>Event</th>
<th>Strongly encouraged</th>
<th>Department requirement</th>
<th>University requirement</th>
<th>Check off when completed</th>
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<tr>
<td>Advancement to candidacy</td>
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<td>X</td>
<td>Before registration for PPA 500</td>
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<tr>
<td>Thesis question with signature of primary and secondary advisor and research partner</td>
<td>August 29 preferred, accepted Sept 12</td>
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<td>X</td>
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<td>6-8 page assessment memo August 29</td>
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<tr>
<td>Graduation application turned in by Sept 9*</td>
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<td>Proposed schedule for completion with advisor signature September 12</td>
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<tr>
<td>Literature/Background chapter</td>
<td>August 29</td>
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<td>Methodology/approach chapter</td>
<td>Mid September</td>
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<td>University Formatting Workshop (in class October 3)</td>
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<tr>
<td>Data/Findings chapter</td>
<td>Mid-Octoeber</td>
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<tr>
<td>Complete working draft with conclusion **</td>
<td>Early November</td>
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<tr>
<td>Complete draft signed off by advisors</td>
<td>December 2</td>
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<td>Evaluator signoff Nov 7-18 by appt and walk in Nov 28-Dec 2</td>
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<td>Final copy to Grad Studies office**</td>
<td>December 2 3pm</td>
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* Please note this is later than usual due to computer system upgrades. I expect a backlog… please get your paperwork in EARLY!

** In 8 years I have seen one exception to this deadline. If you miss it, you will graduate in May 2012.
Appendix I: Prospectus Example

Prospectus for Thesis on Teenage Birthrates
Deborah Franklin
Working Title: Teen Birthrates in California: What Really Matters?
Major Advisor: Rob Wassmer
Secondary Advisor: Nancy Shulock

Why study teenage birthrates?

Over the last decade, the issue of teenage birthrates has received attention in the media, legislatures, and political speeches. An article on world population problems in a recent issue of National Geographic (2001) included the United States as an example of a nation with a worsening population problem, its teenage birthrate.

How large is the problem of teenage childbearing in the U.S.? The teenage birthrate in the U.S. is five percent, which is five percent of teen girls aged 15 to 19 give birth each year. The U.S. has the highest teenage birthrate in the industrialized world. Since 1960, the teenage birthrate has tripled among unmarried females aged 15-19.

Teenage childbearing is expensive. Welfare, food stamps, and Medicaid expenditures for families begun by a teenage mother totaled $37 billion in 1995. In 1996, The Robin Hood Foundation estimated that teenage parenthood in America cost taxpayers $6.9 billion a year in increased costs for welfare and food stamps benefits, medical care, incarceration, and foster care. The 1996-97 California State budget included $73 million in teen pregnancy prevention programs. Funding for prevention programs continues in this year's budget. Despite prevention efforts, in 1997 in California 59,851 births were to teenage mothers, a birthrate of 56.7 births per 1000 women aged 15-19.

One of the costs related to teenage childbearing is dropping out of high school. Hoffman, Foster, and Furstenberg examined the costs of teenage motherhood and found that teen mothers completed fewer years of education. Only 54% graduated from high school, but an estimated 71% would have graduated if they had delayed childbearing until they were 20 years old. Conversely, dropping out of high school has an effect on teenage childbearing. Leibowitz, Eisen, and Chow (1998) studied pregnant teens in Ventura County and reported that teens who reported higher grades in high school were more likely to choose abortion, and teens that had already dropped out of high school were more likely to give birth. Plotnick (2002) considered the attitudes of teens and its effect on decisions to abort, give birth before marriage, or give birth after marriage. Interestingly, the variables for educational expectation were significantly and positively related to both abortion and marriage before birth. The relationship between teen birthrates and high school dropout rates is both complicated and important to our understanding of teenage childbearing.

The success of efforts to lower the teenage birthrate depends on an understanding of the factors that influence the birthrate. While the teenage birthrate has been steadily dropping in California, it is still high enough to generate concern among policymakers and residents. In my research, I will look for some of the underlying factors that contribute to our state’s teenage birthrate and then consider their implications for public policy.
The Question

*Teenage Pregnancy and Birth in California: Trends and Characteristics* provides an excellent overview of teen birthrates in California. It concluded that, in general, birthrates vary by race/ethnicity and poverty level. For my thesis, I am interested in other factors that may be related to teenage birthrates. My research for PPA 207 indicates that the high school dropout rates are an important factor. However, teenage birthrates and high school dropout rates have an endogenous relationship. For my thesis I plan to focus my efforts on finding the distinct factors related to each of those rates. The central question that I will be addressing is what cultural, economic, educational, and home and community environmental factors are related to the teenage birthrate. Another question that I will be addressing is what cultural, economic, educational, and home and community environmental factors are related to high school dropout rates. I also want to examine how teenage birthrates and dropout rates impact each other and the magnitude of one's impact on the other.

Methodology

Building on my PPA 207 paper, I will be using regression analysis of aggregate data at the county level as my primary research method. I plan to increase the variables in my original county birthrate variance regression analysis by including a variable for the rate of population change in each county. I will also include a variable for accessibility to reproductive health services. I also plan to use aggregate county level data and regression models to analyze factors related to high school dropout rates. From these multivariate regression models and the theory underlying the models, I hope to be able to draw inferences about the relationship between teenage birthrates and high school dropout rates.
Appendix II: Suggested Five Chapter Outline for Traditional PPA Thesis

Below is one way to think about the organization of Master's project in a traditional six-section format. You should work out the specific format of your thesis with your principal advisor. Ten to 12 pages would be the suggested lengths for each section.

Chapter 1: Introduction
What is the question you are investigating? In theory and application, why is this question important? Relate the topic to the public policy and/or administrative material you have learned in this program, cite general interest publications that raise the importance of this topic. Describe how the rest of your thesis/project will flow.

Chapter 2: Literature Review
What is already known about this issue? Review a select sample of academic literature, existing reports, and/or policy/administrative history of this issue. Reference the material you have been exposed to in the program. Conclude with a summary of what gaps in our understanding/knowledge of the topic your research will fill. Identify the specific variables involved in your study.

Chapter 3: Methodology
What is the method you will use to gather the facts to answer your research question? Include data collection and data analysis methods. Be specific and detailed.

Chapter 4: Results
Present your findings with an analysis. Save the major findings and conclusions for Chapter 5.

Chapter 5: Conclusions and Implications
Summarize what you have done in each of the previous chapters and then draw conclusions. What does your analysis say? What are the answers you have derived to your research questions? What surprised you? What could you not find? Any suggestions you could offer on how to do differently?
Appendix III: Suggested Outline for PPA “Project” thesis

A project thesis may look different than a traditional thesis. The information below is designed to give you an idea what probably needs to be included. Your particular project may have additional sections or chapters, it will depend on what your audience needs to know. You should work out the specific format of your thesis with your principal advisor. Ten to 12 pages would be the suggested lengths for each section.

Chapter 1: Introduction

What is this project trying to address? What is the genesis of the project? Who is the audience? What issue(s) are you investigating? Most project oriented theses have a clear practical application, what is it? And how will you be using more traditional theory and research to help inform the issue? Relate the topic to the public policy and/or administrative material you have learned in this program, cite general interest publications that raise the importance of this topic. Describe how the rest of your thesis/project will flow.

Chapter 2: What do we know and what am I adding -- a somewhat modified literature review and methodology section

What is driving the need for this project, what background information is important? What is already known about this issue? Review existing reports, and/or policy/administrative/political history of this issue. As you talk about how you’re going to tackle the issue (your approach or methodology) you will likely be including some “theory” or framework. Make sure you talk about this literature as well. Reference the material you have been exposed to in the program as appropriate.

What is the method you will use to gather the facts to answer your research question? Include any data collection and data analysis methods. Be specific and detailed.

Chapter 3: Results/analysis/Your Work

Describe your work? What did you discover? Present your findings with an analysis. This should be readable! Remember to show your information/findings in multiple formats, “pictures, words and numbers”. Tufte-ize your findings, may them a delight to read.

Chapter : Conclusions

Summarize what you have done in each of the previous chapters and then draw conclusions. What does your analysis say? What are the recommendations and/or implications of what you found? What surprised you? What could you not find? What else needs to be done by practitioners and researchers to help address this issue? Make sure you return to the big questions you raised at the beginning about why the issue needed to be addressed.
Appendix IV: Suggested Six Section Outline for Thesis Based On Cam Analysis

Below is another way to think about the organization of Master's project in a six-section format. You should work out the specific format of your thesis with your principal advisor. Ten pages would be the suggested lengths for each section.

Section 1: Define the Problem

I. Specific problem
II. Larger context and background
III. Others' experiences
IV. Literature review

Section 2: Environment

I. Political environment and constraints
II. Legal mandates and issues
III. Economic factors
IV. Social issues

Section 3: Alternatives

I. Analyze causes of problem
II. Define the variables inherent in alternatives
III. Reduce and simplify number of alternatives

Section 4: Criteria

I. Select and justify criteria for evaluating alternatives (e.g. cost/benefit, equity, political feasibility, accountability)
II. Relative weighting of criteria
III. Methodology

Section 5: Analysis of Alternatives

I. Project outcomes of all alternatives
II. Analyze outcomes in terms of criteria
III. Summarize and contrast alternatives
IV. Confront the trade-offs

Section 6: Recommendation and Conclusions

I. Tailor recommendation to proper audience/clients
II. Long-term versus short-term issues
III. Pay attention to implementation
PPA 500

Thesis Question, and Advisors’ and Research Partner’s Signatures

Student’s Name: ____________________________________________________________

Thesis Question:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Primary Advisor’s Signature: ______________________________________________

Secondary Advisor’s Signature: ____________________________________________

Research Partner’s Signature: _____________________________________________
Reviewing Thesis/Project Checklist
For University Requirements

Paper

_____ 50 - 100% Cotton Paper (prefer 24 lb.)

Print Quality – Laser printer quality or 600dpi inkjet printers (no dot matrix)

_____ Must use black ink

Form and Style

_____ Blank page (Front and back of manuscript)
_____ Overall Consistency (does not switch from one font style to another)
_____ Font Type (Times New Roman or similar preferred)
_____ Font Size (10 or 12)
_____ Illustrative Materials (see detailed info in format guidelines)

Anything submitted that can’t be bound within the document itself (CD’s, DVD’s, CD-ROM’s, large maps, slides, etc.) should be submitted in duplicate with the title, name of student, and semester clearly marked.

Page numbers (before Chapter 1)

_____ Title page (serves as first page – do not place number at bottom of this page) – See more details below on content for this page.

_____ Lower case Roman numerals, centered one inch from bottom of page beginning on the approval page (or copyright is applicable) that is numbered “ii” and continue through until the last page before Chapter 1

Page numbers (Chapter 1 to the end of the document)

_____ First page of text uses the Arabic number “1” and pages thereafter carry consecutive Arabic numbers, including ALL pages in the Appendices and the Bibliography/References

Margins

_____ Left = 1.5 inches  _____ Right = 1 inch  _____ Bottom = 1 inch

_____ Top = 1.5 inches (page # should be 1 inch down, text begins ½ inch lower)

*Left margins must be 1.5 inches for binding purposes
Title page
   _____ Correct semester for graduation term
   _____ Correct degree name as listed on CMS & SIS+
   _____ Concentration is typed in lower case and placed inside parenthesis (concentration)
   _____ Name on title page should match name on thesis/project receipt form identically
   _____ No page number (implied number “i”)
   _____ Title is single spaced

Copyright Page (optional – see examples online)

Approval Page
   _____ Check for all signatures and page number (usually “ii”)

Format Approval Page
   _____ Check for all signatures and page number (usually page “iii”)

Abstract
   _____ Check for signatures and page number (usually page “iv” and/or “v”)
   _____ Double-spaced text

Preface (optional)

Dedication (optional)

Acknowledgement (optional) Doubled spaced text, if included

Table of Contents
   _____ Do not include title page, approval page, format approval, abstract or table of contents on the table of contents itself
   _____ Include (if applicable) preface, dedication, acknowledgements, list of tables, list of figures, and list of illustrations AND all Chapters or Section Headings

Appendices and Bibliography/References
   _____ Appendix heading - 1.5 inches from the top
   _____ Chapter headings (do not use bold type)
Thoughts from a recent alum…

Helpful:
1. Having the problem statement defined and signed off by both advisors on the first night of class
2. Having completed review of literature (though not necessarily having it written up)
3. Having thought through the entire research process (sampling, methodology, analysis)
4. Having developed a schedule of completion
5. Updating advisors frequently (about every other week) even if it is to tell them bad news
6. Once beginning writing process, just sitting down and writing whatever came into my head and not worrying about how it sounded, citation, etc.
7. Writing for social scientists (red book) - this for me because I was really nervous about sitting down and writing
8. Having good working relationship with advisors
9. If you are doing a survey, get the university paperwork going right away. Also I recommend a trial run to make sure you are going to get meaningful responses to the questions.
10. Getting the formatting right from the beginning. Changing formatting midway can really mess with your text and table alignment.
11. Have person other than (and before and after) your advisors proofread your thesis for clarity and grammar.

About the thesis completion process:
1. Pay the microfilm and binding fee at the STudent Financial Services Center (Lassen Hall) as soon as the student feels confident he/she will finish the thesis. That is just one less thing to do on the day of submitting the thesis.
2. Plan to go to the graduate studies thesis sign-off people at least twice (once with a final draft on regular paper, and once with the final draft on the pretty paper). Plan to spend a couple hours there each time.
3. Before going in for graduate studies thesis check, do use a ruler to check your margins
on every page. Check the margins for the page numbers, text, and tables.

4. Kinko's in east Sacramento has the pretty paper in stock and it is not that expensive to have them print. I would recommend this over trying to print at home because of the many problems one can have with a home printer, plus the cost of ink. Kinko's can print from a flash drive easily. Buy a few extra sheets of blank pretty paper and be sure to get sufficient extra copies of the signature pages (you may even want an extra set for your own bound copy).

5. Coordinate availability with your advisors and the department chair (Rob) so that you can get all of your signatures on time and without running around to fifty different places.