

**Department of STS/Public Policy
Public Policy Program**

Thesis Defense Guidelines

20-25 minutes Presentation

20 minutes Q&A

10-15 minutes Committee Discussion

10-15 minutes Committee Discussion with student

1-1/2 hours to 2 hours time slot total for Committee Members

Schedule Room 15 minutes prior to talk for lap top and projection setup

Student Responsibilities

1. Contact Committee members to find an agreeable time to hold the defense. Be sure to include the Public Policy Graduate Coordinator in the scheduling.
2. Make sure all committee members have a copy of thesis and reviewed as well as a copy of presentation materials. Be sure to send a copy of your draft thesis to the Graduate Coordinator as well.
3. Provide Department Secretary with title and abstract of presentation
4. Provide Department Secretary with AV requirements

Department Responsibilities

1. Schedule a classroom or conference room
2. Arrange for AV requirements
3. Distribute Flier to PP students, faculty and committee members