

## Thesis Defense Forms

There are four forms needed for the thesis defense. Multiple copies are required of one of the forms. The forms are all included in this pdf file. Here is a list of the forms as well as instructions.

### 1. REPORT OF THESIS DEFENSE and ACCEPTANCE OF THESIS

Notice the top half of this form has instructions for you, your major professor, and the Graduate Coordinator. All you need to do is enter your name and Bronco Number in the "Report of Thesis Defense" section, and give the form to your major professor. This form is the department's record of your defense and completion of thesis.

### 2. REPORT OF CULMINATING EXPERIENCE

This form is required by the university. At the top of the form enter the date, your name, Bronco Number, phone number, email addresses, and mailing address. Nothing else on this form is completed by you or your committee. This form must be given to the Graduate Coordinator along with the "Report of Thesis Defense and Acceptance of Thesis" form (above).

The next two forms are needed for the required Program Assessment of the graduate program:

### 3. Graduate Assessment - Biological Sciences Department      STUDENT form

This is a two-page form that YOU complete AFTER your thesis defense. Give this form directly to the Graduate Coordinator. Do not give it to your major professor or thesis committee.

### 4. Graduate Assessment - Biological Sciences Department      FACULTY form

This is two-page form that EACH MEMBER of your thesis committee (including your major professor) completes after your thesis defense. Since the usual thesis committee has three members, three copies of this form are provided. If you have more than three people on your committee, you must make additional copies as needed. Your committee will give these forms directly to the Graduate Coordinator; they will not be returned to you.

If you have questions, or there is confusion about these forms, please contact the Graduate Coordinator.

Cal Poly Pomona  
 Biological Sciences Department  
 Report of Thesis Defense AND Acceptance of Thesis

**INSTRUCTIONS**

**STUDENT**

- On this page, enter your name and Bronco Number (in the Report of Thesis Defense section below).
- On the Report of Culminating Experience form, enter all information at the top (above the department name). This includes the Date, your Bronco Number, Name, Home Phone Number, Cal Poly Pomona Email, Secondary Email, and Address.
- When you have entered all the information, give both forms to your adviser (major professor).

**MAJOR PROFESSOR = CHAIR of the THESIS COMMITTEE = ADVISER**

- Indicate below the results (pass/fail) of the thesis defense. Members of the thesis committee sign where indicated.
- When the thesis has been accepted (that is, all members of the thesis committee have signed the cover page), so indicate by signing and dating in the appropriate location below.
- When all signatures are present, give both pages to the Graduate Coordinator.

**GRADUATE COORDINATOR**

- Place this page in the student's departmental file.
- Sign the second page, and forward for the Department Chair's signature.

**Report of Thesis Defense**

Name \_\_\_\_\_ Bronco Number \_\_\_\_\_

Date of Defense \_\_\_\_\_

PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
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Signatures of the Thesis Committee:

Major Professor (Chair, Thesis Committee) \_\_\_\_\_  
 Committee Member \_\_\_\_\_  
 Committee Member \_\_\_\_\_  
 Committee Member \_\_\_\_\_  
 Committee Member \_\_\_\_\_  
 Committee Member \_\_\_\_\_

**IMPORTANT      →      Report of Acceptance of Thesis      ←      IMPORTANT**

To be signed by the Major Professor (Chair of the Thesis Committee) when all members of the thesis committee have accepted the thesis and have signed the cover page of the thesis.

Major Professor (Chair, Thesis Committee) \_\_\_\_\_ Date \_\_\_\_\_

**Cal Poly Pomona**  
**Graduate Studies Office**  
**Report of Culminating Experience**

This report certifies that the student has successfully completed all components of the Culminating Experience for the designated degree as specified in the Catalog and will be kept by the Evaluations office as part of the student's permanent file. All other graduation requirements, (e.g., courses listed on Master's contract, satisfaction of GWT requirement) must also be completed and reported to Evaluations by the appropriate means.

Date: \_\_\_\_\_ Bronco Number: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Cal Poly Pomona Email: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Number & Street City State Zip

Department: Biological Sciences Department

Degree (e.g. MA, MS, MBA): MS in Biological Sciences Option: (Not Applicable)

**For Departmental Use Only**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**This student has successfully completed the following components of the Culminating Experience – (check all that apply):**

Oral Defense .....

Project .....  (not applicable in the Biological Sciences)

Thesis .....

Comprehensive Exam .....  (not applicable in the Biological Sciences)

Graduate Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**The original of this Report must be forwarded to the Graduate Studies Office after all signatures have been obtained**

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**FOR GRADUATE OFFICE USE ONLY**

**Project/Thesis submitted for binding:** \_\_\_\_\_

*Note: Engineering, Landscape Architecture & Architecture do not submit projects for binding.*

Graduate Studies Analyst: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN DIRECTLY TO GRADUATE COORDINATOR  
DO NOT GIVE TO MAJOR PROFESSOR OR COMMITTEE MEMBERS**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Major Professor: \_\_\_\_\_

Members of Thesis Committee: \_\_\_\_\_

**Primary Trait Analysis** – Please evaluate how well you feel you met each learning outcome using the following rubric:

- 0 = Outcome not met
- 1 = Minimal competency in outcome demonstrated
- 2 = Competency demonstrated
- 3 = Above average competency demonstrated
- 4 = Outstanding competency demonstrated
- N/A = Not applicable; not assessed

Please circle the appropriate value

Student Learning Outcome	Evaluation					
Demonstrate knowledge in areas of biology relevant to selected research interests.	0	1	2	3	4	N/A
Identify research questions on a contemporary issue in biology, and critically analyze the relevant literature.	0	1	2	3	4	N/A
Develop specific hypotheses pertaining to a research problem.	0	1	2	3	4	N/A
Devise and conduct experiments to test hypotheses.	0	1	2	3	4	N/A
Demonstrate mastery of the methodology and techniques specific to the field of study.	0	1	2	3	4	N/A
Statistically analyze and interpret research data.	0	1	2	3	4	N/A
Discuss, both orally and in writing, the relevance of their research data to the original hypotheses and to the general field of interest.	0	1	2	3	4	N/A

What are your plans after graduation?

\_\_\_\_ Employment. Where? \_\_\_\_\_

\_\_\_\_ Ph.D. Where? \_\_\_\_\_

\_\_\_\_ Teaching. Where? \_\_\_\_\_

\_\_\_\_ Professional School. What degree? \_\_\_\_\_ Where? \_\_\_\_\_

\_\_\_\_ Other Explain \_\_\_\_\_

Please complete the second page of this form (Process Effectiveness)

**Process Effectiveness** – please respond to the following questions to provide an evaluation of the graduate education process, including development and defense of the thesis.

Please indicate (by circling the appropriate number) your extent of agreement to each of the following from **1 = completely agree to 5 = completely disagree**. N/A = Not applicable.

The proceedings were handled in a fair, professional, and impartial manner.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
Each of the committee members was given a reasonable chance to ask questions, including follow-up questions.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
The questions by the committee were appropriate.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
You were allowed/required to answer questions without undue interference/help from the Major Professor or other committee members.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
The exam was rigorous.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
You showed solid knowledge of the area of specialization.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
You demonstrated a thorough working knowledge of your specific field of biology.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
You showed a solid understanding of the scientific method.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
You demonstrated good communication skills; you were able to communicate as a scientist and potential colleague.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
You are making adequate progress towards attaining the working knowledge required to contribute to your chosen field upon graduation.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
You showed the ability to vertically integrate "from the molecule to the ecosystem."	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A

Please provide any comments or suggestions that you feel would contribute toward improving the graduate education process:

<p>Return form directly to Graduate Coordinator Do not give to the major professor or thesis committee</p>
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**RETURN DIRECTLY TO GRADUATE COORDINATOR**

**DO NOT GIVE TO STUDENT**

Form to be completed by each Faculty member of the Thesis Committee

This form to be used for Program Assessment only; not to be used to determine pass or fail of the exam

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Your role:  Major Professor  Committee Member

**Primary Trait Analysis** – to be completed by each Thesis Committee Member following the oral defense of thesis.

Please evaluate how well the student met each learning outcome using the following rubric:

- 0 = Outcome not met; unsatisfactory performance.
- 1 = Minimal competency in outcome demonstrated; performance low.
- 2 = Competency demonstrated; performance at expected level.
- 3 = Above average competency demonstrated; performance above expectations.
- 4 = Outstanding competency demonstrated; performance greatly exceeds expectations.
- N/A = Not applicable; not assessed

Please circle the appropriate value

Student Learning Outcome	Evaluation					
Demonstrate knowledge in areas of biology relevant to selected research interests.	0	1	2	3	4	N/A
Identify research questions on a contemporary issue in biology, and critically analyze the relevant literature.	0	1	2	3	4	N/A
Develop specific hypotheses pertaining to a research problem.	0	1	2	3	4	N/A
Devise and conduct experiments to test hypotheses.	0	1	2	3	4	N/A
Demonstrate mastery of the methodology and techniques specific to the field of study.	0	1	2	3	4	N/A
Statistically analyze and interpret research data.	0	1	2	3	4	N/A
Discuss, both orally and in writing, the relevance of their research data to the original hypotheses and to the general field of interest.	0	1	2	3	4	N/A

Did the student pass or fail the exam, as determined by the committee?  pass  fail

Do you agree or disagree with the committee's decision?  agree  disagree

Please complete the second page of this form (Process Effectiveness)

**Process Effectiveness** – please respond to the following questions to provide an evaluation of the graduate education process, including development and defense of the thesis.

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The questions by the committee were appropriate.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
The student was allowed/required to answer questions without undue interference/help from the Major Professor or other committee members.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
The exam was rigorous.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
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The student demonstrated good communication skills; he/she was able to communicate as a scientist and potential colleague.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
The Major Professor was NOT overbearing in the discussion of the student's exam, after the student left the room.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
The student is making adequate progress towards attaining the working knowledge required to contribute to his/her chosen field upon graduation.	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A
The student showed the ability to vertically integrate "from the molecule to the ecosystem."	<b>Agree</b> 1	2	↔ 3	4	<b>Disagree</b> 5	N/A

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Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Your role: \_\_\_Major Professor \_\_\_Committee Member

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Did the student pass or fail the exam, as determined by the committee? \_\_\_pass \_\_\_fail

Do you agree or disagree with the committee’s decision? \_\_\_agree \_\_\_disagree

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Your role: \_\_\_ Major Professor \_\_\_ Committee Member

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