Mid-Year Thesis:

The following is a reduced version of the final expected product (derived from the original checklist which will still hold), with performance criteria (I've checked the items you should, typically, be able to accomplish – total points = 131):

1) ABSTRACT TITLE PAGE
   ___ +3 for correctly formatted abstract title page
   ___ +2 for all signatures

2) ABSTRACT
   ___ +2 for centered, correctly formatted chapter header
   ___ +3 for “a draft” version of the abstract
   ___ +10 for a correctly organized, 1-paragraph per major section (with a summary of anticipated results/discussion/conclusion), limited to 1 page

3) THESIS TITLE PAGE
   ___ +3 for correctly formatted thesis title page
   ___ +2 for all signatures

4) ACKNOWLEDGEMENT
   ___ +2 for centered, correctly formatted chapter header
   ___ +3 for text version (not simply a list) of those you wish to thank, including any funding or other resource support

5) TABLE OF CONTENTS
   ___ +2 for centered, correctly formatted chapter header
   ___ +5 for correctly formatted, spaced, organized, headered/sub-headered, limited to 1 page, “dotted” but no page numbered TOC

6) LIST OF TABLES & LIST OF FIGURES
   ___ +2 for centered, correctly formatted chapter header(s)
   ___ +5 for correctly formatted, real/anticipated table-title & captioned, “dotted” but no page numbered LOT&F

7) INTRODUCTION
   ___ +2 for centered, correctly formatted chapter header
   ___ +3 for purpose statement
   ___ +15 for 1-2 page, conversational tone, organized actual (not anticipated) introduction with a flow that logically leads to a clear purpose statement
8) BACKGROUND
   ___ +2 for centered, correctly formatted chapter header
   ___ +3 for summary/outline or more of actual background (not anticipated)
   ___ +10 for organized, readable, technically oriented, properly referenced, but
      incomplete (reader not fully prepared) background
   ___ +20 for “complete” (allowing for minor revision) background

9) MATERIALS & METHODS
   ___ +2 for centered, correctly formatted chapter header
   ___ +3 for summary/outline or more of actual M&M (not anticipated)
   ___ +10 for detailed, “verifiable,” concise, but incomplete M&M
   ___ +20 for “complete” (allowing for minor revision) M&M

10) RESULTS
    ___ +2 for centered, correctly formatted chapter header
    ___ +3 for summary/outline or more of anticipated results (not filler)
    ___ +10 for “real” results, presented clearly with correctly formatted: standalone
        graphs, tables, figures

11) DISCUSSION
    ___ +2 for centered, correctly formatted chapter header
    ___ +3 for summary/outline or more of anticipated discussion (not filler)

12) CONCLUSION
    ___ +2 for centered, correctly formatted chapter header
    ___ +3 for summary/outline or more of anticipated conclusions/future work (not
        filler)

13) REFERENCES
    ___ +2 for centered, correctly formatted chapter header
    ___ +3 for 1 to 5 correctly formatted references
    ___ +4 for 6 to 10 correctly formatted references
    ___ +5 for 11 or more correctly formatted references

14) APPENDICES
    ___ +2 for centered, correctly formatted chapter header
    ___ +3 for “real” additional pertinent information

15) BIOGRAPHY
    ___ +2 for centered, correctly formatted chapter header
    ___ +3 for complete biography