

University of Utah Thesis Office

2016-2017

Accomplishments 2016-2017

- Graduated 476 students
- Increased Thesis Office resources

Graduated 476 Students 2016-2017

- Fall 2016: Processed 150 students for graduation (*2015: 139*)
- Spring 2017: Processed 157 students for graduation (*2016: 150*)
- Summer 2017: Processed 169 students for graduation (*2016: 176*)
- *As a reference: 2015-2016 total = 465*

Increased Resources

- Updated Word 2016 template
 - Automated Contents and Lists
 - Exhaustive annotations on use and functions
- Added online version of Handbook
 - Began editing Handbook for clarity
- Increased presentations
 - Almost 250 attendees at Spring presentation
 - Added new departmental and college presentations
- Placed all graduate lists on UBox

Goals for 2017-2018

- Increase submission quality
- Increase resources

Increase Submission Quality

- Add deadline for Preliminary Reviews
Review grammar and style guides
- Incorporate mandatory consultations with Thesis Office
Discuss errors and explain requirements
- Prioritize submissions already reviewed
Reward students who follow procedures so they're not delayed by those who don't

Increase Resources

- Formatting workshops for Word
 - In-depth discussion of formatting requirements
 - Manuscript options and accomplishing them in Word
- Finish editing Handbook
- Create trial video to answer FAQs in May
- Explore possibility of using Microsoft Surface Pro to edit and process manuscripts quicker