**THESIS 1 / CAPSTONE 1 CHECKLIST**

|  |  |
| --- | --- |
| **Title** | ${Title} |
| **Proponents** | ${Students} |
| **Adviser** | ${Adviser} |
| **Instructor** | ${Instructor} |
| **Panelists** | ${Panelists} |
| **Course** | Bachelor of Science in ${Course} |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **STEP** | **TASK** | **PERSON(S)** |
| 🞎 |  | Class orientation and discussion | Instructor |
| 🞎 |  | Titles preparation | Researchers |
| 🞎 |  | Evaluation of titles / Title defense | Instructor  Would-be panelists |
| 🞎 |  | Prepare Form 10, Form 11, Form 12 | Researchers  Instructor  Dean  Adviser |
| 🞎 |  | Writing of Chapter 1 | Researchers |
| 🞎 |  | Checking of Chapter 1 | Adviser  Instructor |
| 🞎 |  | Writing of Chapter 2 | Researchers |
| 🞎 |  | Checking of Chapter 2 | Adviser  Instructor |
| 🞎 |  | Prepare Form 15 | Adviser  Instructor  (Coordinator) |
| 🞎 |  | Prepare Form 13 | Coordinator |
| 🞎 |  | Print evaluation copies (3 copies) | Researchers |
| 🞎 |  | Distribution of Form 13 and evaluation copies | Coordinator  Panelists |
| 🞎 |  | Retrieval of Form 13 | Coordinator |
| 🞎 |  | Payment of defense fees | Researchers |
| 🞎 |  | Prepare Form 16 | Adviser  Instructor  Panelists  Coordinator |
| 🞎 |  | Print Form 17 | Researchers |
| 🞎 |  | Proposal defense  Presentation  Noting of recommendations  Filling of Form 17  Retrieval of Form 17 | Instructor  Researchers  Adviser  Panelists  Instructor |
| 🞎 |  | Accomplish Minutes of defense | Researchers  Panelists  Adviser  Instructor  Coordinator |
| 🞎 |  | Consolidation of Proposal documents | Researchers  Coordinator |
| 🞎 |  | Protocol Application for UREB | Researchers  Adviser  Coordinator |
| 🞎 |  | Endorsement to UREB | Coordinator |
| 🞎 |  | Submission to UREB  Payment of Review fees | Researchers |
| 🞎 |  | Issuance of Certificate of Approval or Certificate of Exemption | UREB |
| 🞎 |  | END OF THESIS 1 / CAPSTONE 1 |  |

*Submit this FORM to the Research Coordinator when done.*