



SIMON FRASER UNIVERSITY

Earth Sciences

Suggested Procedures for online EASC 810: MSc Thesis Proposal

(Roles for **Technician** in blue type)

Prior to Colloquium:

- **Grad Sec:** Gather contact emails and phone numbers for the candidate and committee. Provide this information to Senior Supervisor and EASC Techs in case there are any problems during presentation.
- **Grad Sec:** circulate public announcement of MSc Thesis Proposal, including instructions to the audience members to contact Grad Sec in order to receive meeting link. Also consult candidate for a list of audience members chosen by the candidate. Advise audience to use a recognizable username when joining the session (random character strings may hinder their admission into the session), and that they will be allowed to join 5 minutes prior to the scheduled start time.
- **Candidate:** supply Examining Committee members with slide deck (cc Grad Sec) at least the day before the presentation.
- **Technicians:** Candidate and examining committee are made aware of the procedure should there be issues with the meeting platform (e.g. if a key participant has network/connection issues, they may phone in to join, if platform as a whole is problematic, migration to an alternate platform may be necessary (possibly without audience members)).
- **All:** Arrange for a short practice session to test platform.

MSc Thesis Proposal day:

- **Grad Sec:** 30 minutes before start time, send meeting link to general audience members
- **Technician:** Attending tech will open the meeting at least 15 minutes prior to start time. Once candidate and examining committee have joined, meeting will be locked until 5 minutes prior to scheduled start time and the candidate and committee will be reminded of procedures outlined above should issues arise during the session. Audience to join 5 minutes prior to scheduled start time. Video and audio will be muted on their entry by Moderator/Host.
- **Senior Supervisor:** Introduce candidate and thesis/talk title.
- **Senior Supervisor:** Introduce examining committee.
- **Senior Supervisor:** Explain proceedings briefly (see below) and remind the audience to mute their microphone and turn off their cameras. **Technician:** Let audience know that in the event of technical issues, audience members may be dropped from event without notice
- **Senior Supervisor:** Invite candidate to give a 20 minute oral presentation of the thesis proposal.



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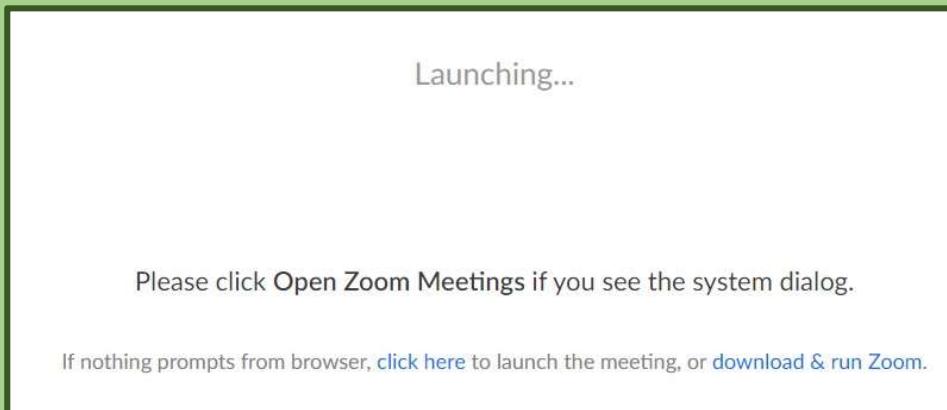
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- **Senior Supervisor:** After presentation, ask if there are any questions from general audience and accept no more than three or four. **Technician:** ask audience to use chat to let host/moderator know they would like to ask a question. Technician will unmute mic (and video?) for questioner. Once complete, mic/video will again be muted. (Raise hand tool can be used in Zoom).
- **Senior Supervisor:** Audience will be asked to leave the session **after audience questions.** **Technician will remove any remaining audience members**
- The candidate and Supervisory Committee will have a closed meeting to discuss the proposal, including the scientific objectives, the proposed research methodology and the ability of the student to carry out the proposed research. The Thesis Proposal will usually serve as the first supervisory committee meeting for MSc students.
- **Senior Supervisor:** Ask the candidate to disconnect, for committee consider outcome **Technician: EASC Tech (moderator) will ensure candidate dropped from meeting and will then lock access to meeting. Waiting Room can be used in Zoom.**
- **Senior Supervisor:** Invite candidate to join the meeting again and inform the candidate of the result. **Technician: EASC Tech will send an e-mail or call the candidate asking them to rejoin the session, or let candidate back in from waiting room in Zoom.**
- **Supervisor:** The outcome of EASC 810 is assessed as satisfactory/unsatisfactory, as agreed upon by the Supervisory Committee. The committee must approve the written thesis proposal, either as presented at the colloquium, or upon revision afterward.

Once the Supervisory Committee has approved the thesis proposal, either at or after the colloquium, sign the Acceptance of Thesis Proposal Form and attach the **finalized** copy of the thesis proposal. The finalized copy should reflect any revisions that were suggested as a result of the colloquium and represent an agreement between the student and Supervisory Committee on the intended objectives, scope, methodology, expected outcomes and timeline of the proposed research. The proposal may be updated, if necessary, by mutual agreement through committee meetings and progress reports.

Zoom

Click on the link that was sent to you or copy and paste in your browser:

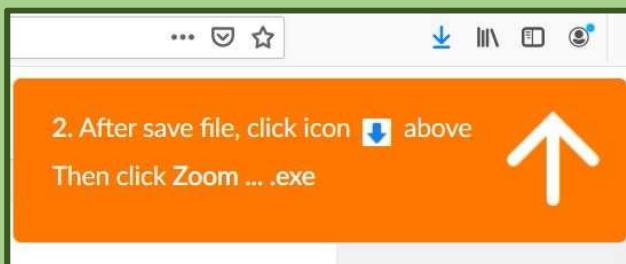


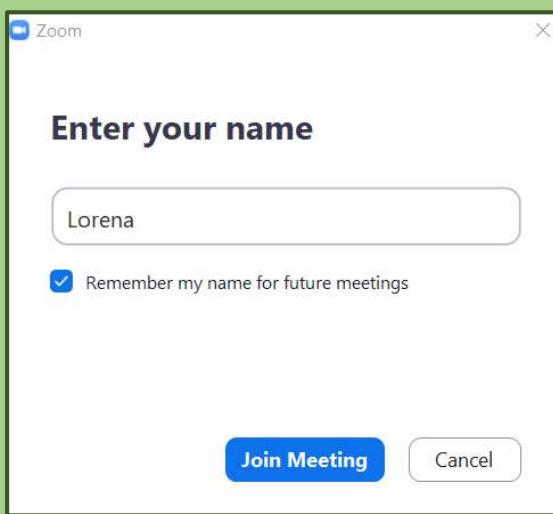
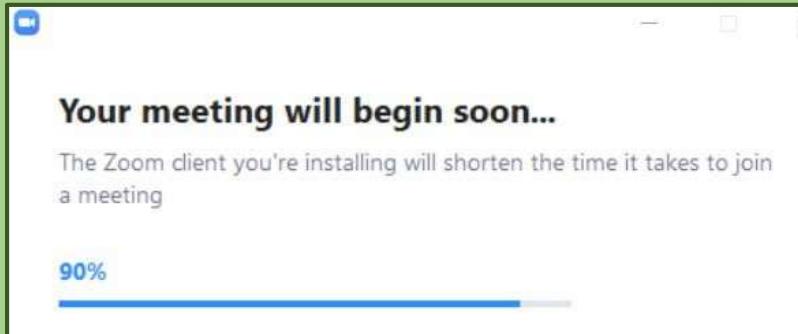
Click on prompts from browser or download & run Zoom. Depending if you have or not used zoom before, you will get different instructions:

1. When prompted, select Save File.

A screenshot of a Windows file download dialog box. The title bar says "Opening Zoom_o42a8sofizku_91b43e1303011488.exe". The main text area says: "You have chosen to open: Zoom_o42a8sofizku_91b43e1303011488.exe which is: Binary File (76.3 kB) from: https://us02launcher.zoom.us". Below this, a question "Would you like to save this file?" is followed by two buttons: "Save File" and "Cancel".

A download should start automatically in a few seconds. If not, [download here](#).





Click on Join Meeting and:



The host will let you join the meeting for committee members and Candidate at least 15 minutes prior the schedule time and for audience, 5 minutes before the schedule time.