

Graduate Program in Environmental Sciences

MS (Practicum) Student and Advisor Checklist

This form is for your information. A copy will kept on file in the EVS Program office.
You should also keep one copy for yourself and give one to your advisor.

NAME: _____ **Student ID#:** _____

Requirements for Candidacy	Date Complete
1. SELECT RESEARCH ADVISOR (Form #1 required, Complete during 1 st semester in program) Name: _____	_____
2. INTELLECTUAL PROPERTY AGREEMENT (Form #2 required, Complete during 1 st semester in program)	_____
3. SELECTION OF ADVISORY COMMITTEE (Form #3 required, Complete during 2 nd semester)	_____
3. PROPOSED PROGRAM OF STUDY (Form #4 required, Complete during 2 nd semester)	_____
4. QUALIFYING EXAMINATIONS	
4.1 Qualifying Exam Intent Form (Form #5)	_____
4.2 Results of Qualifying Exam Form (Form #6, Complete prior to the end of 3 rd semester)	_____
5. INTERNSHIP/PRACTICUM EXPERIENCE (Must be complete no later than the 4 th semester)	
5.1 Practicum Intent Form (Form #7, Completed the semester prior to internship)	_____
5.2 Practicum Supervisor's Report Form (Form #8, Completed by the end of 4 th semester)	_____
5.3 Practicum Report Results Form (Form #9)	_____
6. COMPLETION OF ALL CORE REQUIREMENTS	_____
7. PRACTICUM DEFENSE SEMINAR (Completed by the end of the 4 th semester)	
7.1 Practicum Seminar Announcement (Submitted to Program office two weeks prior to presentation)	_____
7.2 Practicum Seminar and Defense Intent Form (Form #10)	_____
7.3 Seminar Result Form (Presentation of the seminar only) (Form #11)	_____
7.4 Seminar Defense Result Form (Oral Defense only) (Form #12)	_____
8. An INTENT TO GRADUATE CARD should be filed with the Graduate School at the beginning of the semester in which you intend to graduate.	

LAST SEMESTER CHECKLIST

- a. Pay Registrar for Graduation Fee
- b. File Intent to Graduate Card
- c. Complete final oral defense of thesis
- d. Pay Thesis Binding Fee and submit copies of thesis to the graduate school

CONTINUING REQUIREMENTS**Continuous Enrollment**

- Subsequent to passing Proposal Examination
- One semester hour of thesis/regular semester
- One hour/at least one summer term each year

Satisfactory Progress

- A "B" or better in core courses

Time to Degree

- Minimum 30 hours of graduate study beyond baccalaureate degree
- Degree requirements completed within six calendar years after admission

Residence Requirement

- One year of full-time residency normally required

COMPLETION CHECK

1. To assess your status against the program guidance
 - a. Review the Graduate bulletin (See Checklist Before Graduation)
 - b. Compare student file in EVS against requirements
 - c. Update any files, forms, signatures or CV as needed
 - d. Outline calendar of events against deadlines
2. To confirm progress with your Master's Advisory Committee Chair
 - a. Establish calendar for final reviews of thesis drafts
 - b. Inform advisory committee members of status and anticipated reviews
 - c. Inform committee, offices, and public of intent for thesis defense
3. For the practicum defense, provide and/or collect:
 - a. Scheduled date and place to EVS and graduate offices
 - b. Communication to all masters advisory committee members
 - c. Forms to be signed: #10, #11 and #12
4. Upon completion, students will provide
 - a. Bound copies of the practicum
 - b. Updated student file in the Graduate and EVS office
 - c. Forwarding information
 - d. An exit interview with the Program Director
 - e. An exit comment and evaluation form