

MASTERS CHECKLIST

NAME _____ Date Entered _____

- ___ 1. Complete Program Planning form for Temporary Advisory Committee.
- ___ 2. Take the SPEAK test given by the Center for Academic Excellence at the start of the fall semester if English is not your native language. If this exam is not passed, take one of the remedial courses offered by the Graduate school. The SPEAK test must be passed before a Masters degree can be conferred.
- ___ 3. Meet with Temporary Advisory Committee during registration of the first semester to review previous training and proposed program of study. Bring Program Planning form. Meet with temporary or permanent graduate committee near the end of each semester to determine courses to take in the following semester and assess progress in degree program.

NOTE: Any modification to academic program hereafter **MUST** be approved by the committee and an updated Program Planning form, signed by the committee and dated, must be submitted to the Academic Services Associate for your file.

- ___ 4. Enroll in and complete ESCI 7000, The Art of Earth Science.
- ___ 5. Select Major Advisor and permanent graduate committee as soon as possible. The Temporary Advisory Committee will be dissolved at the start of Spring Break. You must select your Major Advisor and graduate committee by April 1st. If you fail to do this, a Major Advisor and permanent graduate committee will be assigned to you by the Graduate Coordinator. Submit Thesis/Dissertation Committee Appointment form to the Academic Services Associate (thesis option only).
- ___ 6. In consultation with the Major Advisor, write a thesis proposal (thesis option only). Give a copy of the proposal to your graduate committee members. Allow several days for the committee members to read the proposal. Meet with the graduate committee to discuss the thesis proposal and/or any modification of course program. Submit approved copy of proposal, signed by the committee and dated, to the Academic Services Associate. This should be done as soon as possible, preferably before the end of the 2nd semester.
- ___ 7. Upon approval of the thesis proposal, submit to the Academic Services Associate a 100 –150 word summary of the proposal that will be posted at DES (thesis option only). Include the title page and names and signatures of the graduate committee.
- ___ 8. Take the Comprehensive Exam two weeks after the end of the second semester and before the end of the third semester, as determine by the student’s graduate committee.
- ___ 9. Complete courses to remove undergraduate deficiencies by the end of the first year in residence.
- ___ 10. Give a “brown bag” discussing your Master’s research project after the 1st spring semester but before the end of the 2nd fall semester. The purpose of the “brown bag” will be to inform others about the scope and nature of your research project and to receive constructive criticism.
- ___ 11. Present research at a professional meeting or the Student Research Forum in the second spring term.
- ___ 12. Complete graduate course work (32 hours for M.S. or 36 hours for M.A.).

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- ___ 13. Apply for graduation. Do this at the start of the semester in which you intend to graduate (check exact deadlines at <http://academics.memphis.edu/gradschool/>). Fill out the Candidacy form and the Intent to Graduate card exactly as specified in the Graduate Catalog and submit directly to the College Director of Graduate Studies. The forms are available at www.people.memphis.edu/~gradsch/forms.html.
- ___ 14. Review and sign the Defense Authorization form 30 days prior to the scheduled thesis defense date. Return this form to the Academic Services Associate.
- ___ 15. Defend thesis.
- ___ 16. Submit three copies of your thesis plus one extra abstract to the Graduate School. Give a copy of the title page and abstract, plus number of pages, references, plates and the number, type, and scale of fold-out maps, to the Academic Services Associate for inclusion in the GeoRef Information System