

SUNY Buffalo State

Great Lakes Ecosystem Science

Graduate Student Handbook

Guidelines for the Degree of

M.A. and M.S. in Great Lakes Ecosystem Science

January, 2015

(Updated March, 2016)

This Handbook is designed to help students fulfill their responsibilities and to make steady progress toward completion of a Master's degree in Great Lakes Ecosystem Science (GLES) at Buffalo State. These requirements and procedures have been established by the Graduate Faculty of the Great Lakes Center and cooperating departments of Biology and Geography & Planning acting within guidelines set by the Graduate School. Students should consult the Graduate Catalog in effect when they entered the graduate program for other policies that may be applicable.

Graduate degree programs are characterized by the high level of student initiative and independence that is expected of graduate students in meeting program requirements, setting up meetings with their committees, or completing their research. Your faculty mentor or committee members should not be expected to remind you of approaching deadlines or requirements.

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Overview of the M.A and M.S. Degrees

Graduate degrees in Great Lakes Ecosystem Science are designed for those who desire advanced knowledge of the physical, chemical, biological, and social factors that comprise watershed and lake management, with a particular focus on problems and issues related to the management of natural resources within the Great Lakes and surrounding watersheds. It prepares students for research, professional employment, and/or study at the Ph.D. level. There are two options for the Great Lakes Ecosystem Science graduate degree:

- a) a M.A. thesis degree requiring completion of an original scholarly research activity and coursework,
- b) a M.S. Professional Science Master's (PSM) degree requiring PLUS (e.g., project management and business/technical communication) courses, an internship, and coursework.

M.A. in Great Lakes Ecosystem Science Program Outline

	<i>Credits</i>
Great Lakes Ecosystem Science (GLC 535)	3
Geographic Information Systems (GIS) (GEG 525 or GEG 528 or GEG 529)	3
Advanced Data Analysis (BIO 670 or equivalent)	3
Great Lakes Seminar (GLC 600, 1 cr, take 3 times)	3
General Graduate Electives ¹	12
Thesis (GLC 695)	6
<hr/>	
<i>Total Required Credits</i>	30

¹selected by advisement

M.S. (PSM) in Great Lakes Ecosystem Science Program Outline

	<i>Credits</i>
Great Lakes Ecosystem Science (GLC 535)	3
Geographic Information Systems (GIS) (GEG 525 or GEG 528 or GEG 529)	3
Advanced Data Analysis (BIO 670 or equivalent)	3
Great Lakes Seminar (GLC 600, 1 cr, take 2 times)	2
Business Communications PSM 602 or COM 519 or COM 610	3
Project management PSM 601 or ECO 660 or MET 620	3
General Graduate Electives ¹	12
Internship (GLC 688)	3
<hr/>	
<i>Total Required Credits</i>	32

¹selected by advisement

Graduate Assistantships

Graduate Assistants assist faculty in their teaching or research responsibilities and are recommended for appointment by the GLES Program Coordinator after consultation with the Graduate Admissions Committee. An assistantship is a form of financial aid (it provides a stipend for the academic year and a tuition scholarship of up to nine credits per semester). It is awarded on the basis of academic ability. The Program Coordinator will recommend appointment initially for one year; reappointment is contingent on a student's effectiveness as a Graduate Assistant, their performance in course work and progress on their degree. A student can be a Graduate Assistant for a maximum of two years (i.e., initial appointment and one reappointment) if the student is making satisfactory academic progress. Graduate Assistants must be full-time students and carry an approved academic load. The work performed by a Graduate Assistant requires an average of 20 hours per week. Although Graduate Assistants are usually assigned to a particular professor, they are ultimately responsible to the Program Coordinator. M.A. students are given priority for graduate assistantships over M.S. students. In addition to their planned teaching or research responsibilities, Graduate Assistants may be called upon to attend recruitment events, such as The Graduate School Open House, to promote the GLES programs.

Graduate Research Assistants are appointed by professors who hold outside grants and contracts. The details of the arrangement are worked out between the research assistant and the professor. However, Research Assistants, like Graduate Assistants, must carry an approved academic load each semester and are expected to put in an average of 20 hours per week on the projects assigned to them.

Student Advisement

Arranging a course of study and/or designing a research project are complex tasks that the student carries out with the aid of a faculty adviser or committee. The advisement guidelines and expectations vary depending on the course of study and are described below.

Description of Graduate Programs in Great Lakes Ecosystem Science

I. The Thesis-Based M.A.

Advisement

Early in the application process M.A. students should identify a faculty mentor to supervise their research and serve as their Principal Advisor. The Principal Advisor must be identified by the end of a student's first semester and a **Principal Advisor Consent Form** must be completed and submitted to the Program Coordinator. A copy of this form is found at the end of this document.

The Principal Advisor should be consulted each semester before registering for courses. In addition, students should select a thesis committee prior to the completion of their first semester of coursework (for full time students) or first year of coursework (for part time students). This committee will consist of three faculty members or two faculty and one adjunct faculty. One of these three individuals must be the student's Principal Advisor. Additional committee members may be selected at the discretion of the student and the Principal Advisor and may include faculty, adjunct faculty, or qualified individuals from other institutions or agencies. As a general rule, keeping the committee at three simplifies arrangement of committee meetings and thesis discussions. Students must schedule a meeting with their committee at least once each semester to keep members abreast of progress and to avoid obstacles. The Principal Advisor should take minutes of the proceedings and distribute copies of the minutes to the Program Coordinator and the student. Finally, in order to demonstrate satisfactory progress on their degree, at

the end of each spring semester, students must complete and submit a **GLES M.A. Progress and Evaluation Form** to the Program Coordinator. A copy of this form is found at the end of this document.

Coursework

The M.A. degree requires the completion of 30 credits of graduate coursework. Of these 30 credits, six credits will be in GLC 695 (Master's Thesis), 12 will be in required courses (including taking GLC 600 three times), and the remaining 12 credits should be electives selected with assistance from the Principal Adviser.

The following specific regulations relate to coursework in the M.A. program:

- Students must take a minimum of 15 credits of 600/700-level coursework.
- In all graduate coursework, the student must maintain a minimum grade point average of 3.0 (B) on a 4-point scale, but cannot take more than 36 credits to achieve this average.
- Students earn no credit for any graduate course in which they receive less than a C. However, the grade will still count in the cumulative grade point average.

Full-time students making satisfactory progress toward completion of the M.A. degree shall meet the following minimum expectations:

1. Maintain a cumulative GPA of ≥ 3.0 (B) on a 4-point scale, earning no grade $< C$ for any graduate course,
2. Select a Principal Advisor during the first semester, and complete and submit the **Principal Advisor Consent Form**,
3. Select a thesis committee prior to the end of the first semester,
4. Have thesis proposal approved and presented prior to the end of the second semester, and
5. Complete and submit a **GLES M.A. Progress and Evaluation Form** each spring semester.

Failure to maintain satisfactory progress toward completion of the M.A. degree may prevent a student from being awarded a GLES graduate assistantship.

Thesis Proposal

One of the features of the thesis-based M.A. is the central role of research. The thesis proposal outlines the research goals of the student and places the research in context of current knowledge. The proposal should be approved before research begins in earnest. Since graduate research often contributes to papers published in scientific journals, it is useful to keep in mind the goal of a publishable piece of work when proposing thesis research.

Your proposal should include a title page listing the members of the committee, an overview section (similar to an abstract), an introduction section which reviews the literature and places your investigation in some context (this section will also generally contain the goals or hypotheses directing your research), a description of the investigative procedures to be followed (i.e., a materials and methods section), including an outline of the statistical analyses to be used, a timeline, and a literature cited section.

The proposal should include sufficient detail for the committee to judge whether the investigation proposed is likely to yield answers to the questions posed and if it can be conducted within a reasonable amount of time using available resources. It is essential to include a timetable in the proposal, indicating

when you expect to accomplish the various components of the investigation; this is especially important in projects involving fieldwork. You should carefully consider your experimental design. Replications may be required and the results should be analyzed statistically. The thesis committee may ask the student to specify the statistical analyses they plan to use. It also may be necessary to ascertain that all equipment needed is available and functional.

The proposal should be written with input from members of the committee. The student should circulate a rough draft among the committee members and get comments before submitting the final draft for the committee's approval. It is important that the proposal be written carefully, but with the realization that during the actual research the procedure followed may have to be altered. Remember that although the scientific problem to be addressed may be obvious to the student writing the proposal and their adviser, it needs to be made comprehensible to other members of the committee, to fellow graduate students, and to the faculty of the Great Lakes Center. The student will meet with their committee to discuss the proposal in detail prior to approval.

After the proposal has been approved by the committee, the substance of the proposal must be presented orally before the "public" (meaning faculty and other graduate students) as soon as possible. This oral presentation (the Thesis Proposal Seminar) should occur before you begin research in earnest. The seminar should be announced in advance by distributing and posting appropriate announcements. Although this may seem like an intimidating prospect, experience has shown that the most successful investigations are those that have benefited from substantial constructive criticism during the planning stages. Careful preparation of the proposal and a public presentation of the proposal are good investments toward a successful thesis.

M.A. students should plan to complete the proposal and proposal presentation prior to completion of 12 graduate credits (generally in your second semester of study). You can register for three credits of GLC 695 (Master's Thesis) while you are working on your proposal (an IP, In Progress, grade will be given until the thesis is complete). In order for the Program Coordinator to approve registration for the remaining three credits or the full six credits of GLC 695 (Master's Thesis), the written thesis proposal must be approved by your committee and you must also have presented your Thesis Proposal Seminar.

Completing and Defending Your Thesis

Your Principal Advisor will work with you to revise your thesis to a point. When your Principal Advisor is satisfied with the revised draft, the student will provide an electronic copy of the draft thesis to the committee for their comments. It is customary to allow the committee two weeks to review and comment on this draft before meeting together with the student to discuss the thesis ***prior to scheduling the thesis defense seminar*** at a mutually agreed upon day and time.

The thesis defense seminar serves two functions: 1) to allow the student to present their research work to a larger audience for evaluation and 2) to allow the committee an opportunity to evaluate the depth of understanding the student has concerning their completed research topic. The thesis defense seminar must be announced by notices posted in the hallways of participating departments at least one week before the defense and an electronic copy of the notice will be sent to the Program Coordinator for distribution to faculty members. During the thesis defense seminar, the student is expected to report the results of their research and to demonstrate command of appropriate related material. Immediately following the thesis defense seminar, the committee will meet briefly with the student for a final evaluation of the thesis. The student is then asked to leave the room while the committee deliberates and

then announces the committee’s decision (either pass or fail) to the student. At this point, the committee may ask for additional, minor revisions to the thesis, or, if the completed thesis does not meet with the committee’s approval, then a mutually agreed upon plan of additional research or more extensive revisions must be decided upon, or approval. If further research is needed, a new thesis defense will need to be scheduled.

Writing of the thesis must follow the format established by the Graduate School. Copies of the current format guidelines are available in the Great Lakes Center or the Graduate School website (to: <http://graduateschool.buffalostate.edu/thesis-and-project-guidelines>). Completion of the thesis work is not finished until the thesis is approved by the Graduate School. There are strict guidelines on how the thesis must be formatted and when and who must sign and approve the thesis. The timetable for getting theses in to the Graduate School must be followed closely. There is a very long lead time for when theses need to be sent to the Graduate School and when you plan to graduate. All formatting and procedural guidelines for submitting theses to the Graduate School can be found on the Graduate School website. Go to: <http://graduateschool.buffalostate.edu/thesis-and-project-guidelines>. Theses are now submitted digitally through the Digital Commons Portal linked to the Graduate School. Guidelines for this process can be found at: <http://graduateschool.buffalostate.edu/sites/graduateschool.buffalostate.edu/files/uploads/dccommunicationplan.pdf>

A brief timetable is included here, but BE SURE TO CHECK WITH THE GRADUATE SCHOOL for any updates on formatting or procedural changes.

Activity	Due Date
Register for thesis credit; register for scheduled course or if no course is scheduled, submit Individual Study Application along with thesis proposal to the Graduate School by due date	See Academic Calendar for registration dates or Individual Study Application submission deadline for the semester you wish to register
Drafts to thesis committee	As per committee suggestions
Oral defense and thesis to committee	7 weeks before thesis due date of semester you wish to graduate or complete thesis
Make and submit edits of thesis to committee	
Thesis approved by the committee	2 weeks before thesis due date of semester you wish to graduate or complete thesis
Submit approved thesis to the Graduate School following their formatting and submission guidelines	Thesis Deadline – see academic calendar of semester you wish to graduate or complete thesis

Checklist of M.A. Requirements

- Completion of 30 credits of graduate work, but no more than 36 credits, with a cumulative GPA of ≥ 3.0 .
- Completion and submission of the **Principal Advisor Consent Form**.
- Completion and submission of the **GLES M.A. Progress and Evaluation Form** each spring semester.
- Presentation of thesis proposal seminar and proposal approval by the thesis committee.
- Completion of thesis.

- Thesis accepted by thesis committee and the presentation of a thesis defense seminar.
- Thesis submitted to the Graduate School according to their submission and formatting guidelines.

Example Timetable

All students are different. They enter the M.A. program with different levels of preparation and they tackle theses of different levels of complexity. Consequently, students will progress toward degree completion at somewhat different rates. However, students should be able to finish their coursework and thesis in two years of full time study with proper planning. With this in mind, the following timetable could be used as a guideline:

- | | | |
|----------------------|---|--|
| Semester
(Fall) | 1 | <ul style="list-style-type: none"> a. Coursework: GLC 600, GLC 535, GEG 525/528/529 (take one), and 3 credits of 500/600-level electives, as well as any courses needed to complete deficiencies. b. Select a general area of research and begin to identify potential thesis topics. Select and meet with thesis committee. |
| Semester
(Spring) | 2 | <ul style="list-style-type: none"> a. Coursework: GLC 600, BIO 670, and 6 credits of 500/600-level electives. b. Prepare and submit thesis proposal to committee. Make oral presentation of proposal. Conduct any preliminary research needed. |
| Summer | | <ul style="list-style-type: none"> a. Perform research. |
| Semester
(Fall) | 3 | <ul style="list-style-type: none"> a. Coursework: GLC 600 and 3 credits of 500/600-level electives. b. Continue research. |
| Semester
(Spring) | 4 | <ul style="list-style-type: none"> a. Coursework: 6 credits of GLC 695 (Master's Thesis). b. Complete thesis and present thesis defense seminar. c. File Application for Graduation (Note deadline on The Graduate School website) and submit thesis to The Graduate School. |

II. *The Internship-based Professional Science Master's M.S.*

Advisement

M.S. students must identify a Principal Advisor by the end of their first semester. A **Principal Advisor Consent Form** must be completed and submitted to the Program Coordinator. A copy of this form is found at the end of this document. The Principal Advisor must be consulted each semester before registering for courses and they will aid in the coordination of the student's internship.

The student must take at least one PLUS course (e.g., PSM 601 or 602) by the end of the second semester in order to be eligible to take GLC 688 (Internship) in a timely fashion. In order to demonstrate satisfactory progress on their degree, at the end of each spring semester, students must complete and submit a **GLES M.S. Progress and Evaluation Form** to the Program Coordinator. A copy of this form is found at the end

of this document.

Coursework

The M.S. PSM requires the completion of 32 credits of graduate coursework. Of these, six will be PLUS courses (project management and business/technical communication), three will be in GLC 688 (Internship), 11 will be in required courses (including taking GLC 600 two times), and the remaining 12 credits should be electives selected with assistance from the Principal Adviser.

The following specific regulations relate to coursework in the M.S. program:

- Students must take a minimum of 15 credits of 600/700-level coursework.
- In all graduate coursework, the student must maintain a minimum grade point average of 3.0 (B) on a 4-point scale, but cannot take more than 36 credits to achieve this average.
- Students earn no credit for any graduate course in which they receive less than a C. However, the grade will still count in the cumulative grade point average.

Full-time students making satisfactory progress toward completion of the M.S. degree shall meet the following minimum expectations:

1. Maintain a cumulative GPA of ≥ 3.0 (B) on a 4-point scale, earning no grade $< C$ for any graduate course,
2. Select a Principal Advisor during the first semester, and complete and submit the **Principal Advisor Consent Form**,
3. Take at least one PLUS courses (e.g., PSM 601 or 602) by the end of the second semester,
4. Completion of an Internship Learning Agreement (ILA) prior to registering for GLC 688 (Internship), and
5. Complete and submit a **GLES M.S. Progress and Evaluation Form** each spring semester.

Internship and PLUS courses

The M.S. PSM combines coursework in environmental science with PLUS courses (e.g., project management and business/technical communication strategies) and an internship experience. The purpose of the internship is threefold: 1) it allows the student to apply knowledge gained in their program to real-world problems in a professional setting; 2) it acquaints the student with the specialized resources of various external organizations; and 3) it assists the student in understanding the nature of employment activities in offices/agencies that employ environmental scientists.

Arranging the Internship

Students are expected to take GLC 688 (Internship) in the second year of their program upon completion of at least one of their PLUS courses (e.g., PSM 601, PSM 602). The Principal Adviser will assist in the coordination of the student's internship, but it is ultimately the student's responsibility to obtain an internship position. In addition to the Principal Adviser, the Program Coordinator, working with the PSM Advisory Board, can help a student identify internship opportunities. The PSM Advisory Board currently includes members from the following agencies: Buffalo Niagara Riverkeeper, Ecology and Environment, Inc., Erie County Department of Environment and Planning, NYS Department of Environmental Conservation, US Army Corps of Engineers, US Department of Agriculture, US Fish and Wildlife Service, and WNY PRISM. Members of the Advisory Board will meet on campus each semester and students will be invited to these meetings. ***These meetings are excellent networking opportunities and students are***

strongly encouraged to attend each meeting. Students should also look for internships using the Buffalo State Career Development Center (CDC) Online Resource for Career Advancement (ORCA) service. An Internship Learning Agreement (ILA) must be completed prior to starting an internship. The ILA outlines the duties that must be completed during the internship and it is completed by the student, the internship Site Supervisor, and the Program Coordinator. ***Before the Program Coordinator will approve registration for GLC 688 (Internship) the ILA must be completed by the Program Coordinator, the internship site supervisor, and the student.***

Completing the Internship

A student must complete 135 hours of work at the internship agency to earn the required three credits for GLC 688 (Internship). The student's grade will be based upon the successful completion of the internship duties listed in ILA; a daily journal/log kept by the student; the research project paper on a Great Lakes environmental science topic addressed during the internship experience (10-20 pages); a paper that demonstrates the application of professional science PLUS course fundamentals on their internship project (2-3 pages); and the Site Supervisor's evaluation.

Your research paper should include a title page listing the title of your project, the internship site agency, and the names of your internship site supervisor and Principal Advisor. An introduction section will include the research goal(s)/objective(s) and place your research in context of current knowledge. The citation of academic, peer-reviewed literature is expected, although the use of various agency guidelines and literature also is acceptable. A methods section must explain how you approached your research goal(s)/objective(s). A results and conclusions section must demonstrate that you synthesized the data collected in an effective and creative manner as to address the research question. Lastly, you must include a literature cited section.

Your paper that demonstrates the application of professional science PLUS course fundamentals on the internship project must articulate the internship company/agency mission and goals of internship. The paper must also address how the GLES PLUS professional science coursework contributed to your internship experience. In particular, the following must be addressed, if applicable¹:

- Students must demonstrate the application of project management methods (e.g., management of project integration, scope, time, cost, human resources, communication, and risk), team management, and team dynamics, and
- The application of strategies for effective communication techniques in business and technical communications. This may include sending and interpreting verbal and nonverbal messages; recognizing cultural differences; communicating about data and projects via written progress reports, formal scientific written communications, operations and procedures manuals, and/or letters/memos.

¹students must take one PLUS PSM course prior to completing an internship; therefore, they are only expected to demonstrate knowledge of the PLUS course material that they have completed

Checklist of M.S. Requirements

- Completion of 30 credits of graduate work, but no more than 36 credits, with a cumulative GPA of ≥ 3.0 .
- Completion and submission of the **Principal Advisor Consent form**.
- Completion and submission of the **GLES M.S. Progress & Evaluation form** each spring semester.
- Completion of PLUS courses.
- Identification of internship site location and supervisor.

- Completion of ILA followed by completion of internship duties and hours.
- Completion of research paper, completion of the paper that demonstrates the application of professional science PLUS course fundamentals on the internship project, and submission of these items to Principal Advisor/Program Coordinator.

Example Timetable

Students will progress toward degree completion at somewhat different rates. However, students should be able to finish their course work and internship in two years of full time study with proper planning. With this in mind, the following timetable could be used as a guideline:

- | | | |
|----------------------|---|---|
| Semester
(Fall) | 1 | <ul style="list-style-type: none"> a. Coursework: GLC 600, GLC 535, GEG 525/528/529 (take one), and PSM 601, as well as any courses needed to complete deficiencies. b. Select and meet with Principal Advisor. |
| Semester
(Spring) | 2 | <ul style="list-style-type: none"> a. Coursework: GLC 600, BIO 670, PSM 602, and 3 credits of 500/600-level electives. b. Select a general area of interest and begin to identify potential internship opportunities. |
| Semester
(Fall) | 3 | <ul style="list-style-type: none"> a. Coursework: 9 credits of 500/600-level electives. |
| Semester
(Spring) | 4 | <ul style="list-style-type: none"> a. Coursework: GLC 688 (Internship). b. File Application for Graduation (Note deadline on the Graduate School website). |

Final Notes

Satisfactory Degree Progress

Satisfactory progress toward completion of your degree requires you to maintain a cumulative GPA of ≥ 3.0 (B) on a 4-point scale, earning no grade $< C$ for any graduate course, as well as the items outlined above for both the M.A. and M.S. degrees. Should a student fall below a 3.0 in their coursework, they will have 1 semester (if full time) or until 9 credits are completed if part-time, to bring their cumulative GPA up to a 3.0. Students must also obtain at least a 3.0 in every semester in which they are attempting to bring their cumulative GPA up to the required 3.0. Failure to obtain at least a 3.0 in each semester or failure to reach the cumulative 3.0 in one semester (or 9 credits if part-time) will be grounds for dismissal.

Research Involving Human or Animal Subjects

If research involves the use of vertebrate animals or human subjects, campus-level approval is required. Research involving human subjects (including survey research) requires review at the departmental level and may require review through the Institutional Review Board on campus. Approval should be sought PRIOR to undertaking the investigation. Information on research involving human subjects and all forms are available through the Research Foundation website (<http://www.rf.buffalostate.edu/research-compliance/human-participants.html>). Research requiring the handling or care of vertebrate animals requires review by the Institutional Animal Care and Use Committee (IACUC). Information and forms

related to vertebrate research are found on the Research Foundation website (<http://www.rf.buffalostate.edu/research-compliance/animal-subjects.html>).

Approval for animal or human subject research is required before a thesis proposal is approved. This means you will need to have your IACUC permit on file with your advisor at the proposal stage. The Program Coordinator will not sign off on a thesis without the necessary IACUC or human subject's approval.

The Lighter Side

Graduate school is an important stepping stone in your career and a time of great academic learning and freedom. You will undertake a wide variety of specialized courses, read many research papers and possibly undertake a research project that is entirely your own. You should value the time that you think long and hard about specific questions and ponder how best to investigate them. You will be challenged in many new ways and will (hopefully) develop a surprising level of commitment and pride in your academic accomplishments. You will join a group of graduate students who are motivated by similar questions and experiences and who also 'thirst' for knowledge on their topic. Hopefully, that similarity in purpose leads to further scientific interaction as you practice seminars, discuss papers, take classes, or work together. Your time invested during this important stage in your life will help build your peer family here at Buffalo State, and help guide your future decisions. Although the GLC expects high quality learning and research from its students, you should also have fun while you are here. Upon completion you will enter the ranks of valued graduate alumni, so please keep us informed of your success by calling the GLC office (716-878-4329) or emailing your Principal Advisor. Good Luck!



The principal adviser is responsible for working closely with a Great Lakes Ecosystem Science (GLES) student throughout their program of study. For information regarding the GLES admission requirements, program requirements, policies, etc., visit <http://greatlakescenter.buffalostate.edu/education>.

Students are expected to identify a principal advisor during their first semester at Buffalo State. To be eligible to serve as a principal adviser faculty must have graduate faculty status. For a listing of faculty with graduate faculty status, visit <http://www.buffalostate.edu/graduateschool/facultyroster.xml>.

The following information must be completed by the principal adviser and submitted to the Great Lakes Center office, Science and Mathematics Complex, room 319.

Student's Name _____ Banner ID# _____
(Please Print)

Principal Adviser Consent

I will serve as principal adviser for the above student.

Faculty Name (Please Print)

Department and Office Address

Faculty Signature

Degree Program (check one): Master of Art (Thesis) Master of Science (Internship, PLUS courses)



Current Semester: _____

Student Name: _____

Semester of Admission into the Program: _____

Principal Advisor's Name: _____

Names of Committee Members: _____

Committee Meetings Dates:

First Semester Date: _____

Second Semester Date: _____

Third Semester Date: _____

Fourth Semester Date: _____

Other Semesters Dates: _____

Thesis Work Status:

Proposal (to be submitted and presented BEFORE end of second semester): _____

Submitted to Committee Date: _____

Presented to Committee Date: _____

Proposal Oral Presentation Date: _____

Approved by Committee Date: _____

Research Work:

Initiation of Thesis Research Date: _____

Written Thesis and Defense:

Submission of First Draft of Thesis to Advisor Date: _____

Submission of Draft to Committee Members Date: _____

Oral Thesis Presentation Date: _____

Approval of Final Draft by Committee Date: _____

Submission of Written Thesis to Graduate School Date: _____

OFFICE USE ONLY

Electronic Submission of Thesis to Graduate School and Department Date: _____



Current Semester: _____

Student Name: _____

Semester of Admission into the Program: _____

Principal Advisor's Name: _____

Meetings with Principal Advisor Dates:

First Semester Date: _____

Second Semester Date: _____

Third Semester Date: _____

Fourth Semester Date: _____

Other Semesters Dates: _____

Completion of PLUS Courses Dates:

PSM 601 Date: _____

PSM 602 Date: _____

Internship Work Status:

Identification of Internship Site and Supervisor Date: _____

Internship Learning Agreement Completion Date: _____

Internship Start Date: _____

Completion of Internship Hours Date: _____

Submission of Research Paper and Self Evaluation to
Principal Advisor/Program Coordinator Date: _____

Internship Location and Site Supervisor: _____

Program Coordinator Evaluation of Internship (with Site Supervisor input):

- Satisfactory
- Unsatisfactory