

Masters student worksheet (Aug 2016)

1st Semester

- Take courses (9 hours per semester if on an assistantship)
- Meet with Department Chair (first two weeks)
- Start to develop research ideas
- Form Thesis Committee (3 faculty, at least 2 in Department) - Submit form GS2 to Graduate School
- First Committee meeting to plan courses – Submit Degree Requirement Form to Department

2nd Semester

- Continue to take courses (need 24 course hours plus 6+ Bisc 697 hours)
- Write research prospectus (submit to Committee 2 weeks before seminar)
- Present prospectus as a seminar (15-20 minutes is expected)
- Defend prospectus to your Thesis Committee
- Submit final approved prospectus to Department
- Start on Thesis research

Subsequent Semesters

- Complete taking courses
- Submit Application for Graduate Degree (form GS8) early in final semester
- Continue and finish Thesis research
- Write Masters Thesis (submit to Committee at least 2 weeks before seminar, but check with Committee members in case they require longer)
- Present Masters Thesis as a Departmental Seminar (sign up for BISC 691 that semester, and submit form GS7 to Graduate School 14 days before)
- Defend Masters Thesis to your Committee (after seminar)
- Submit final electronic copy of Thesis to Graduate School
- Turn in two final copies of Thesis (bound) to Department
- Meet with Department Chair and Building Mayor for final checkout