

1. Meet with Temporary Advisor

After admission and before registering for courses, meet with your temporary advisor to discuss a proposed program of study and what you see as your timetable for the degree. For this meeting you will need a Class Schedule (from the Bookstore), a Catalog (from the Bookstore), and an MS Planning Guide (obtained from the department secretary or all online at www.usu.edu). Your temporary advisor is assigned to you upon admission to the program but does not have to be the Chairperson of your committee.

Date Completed _____

2. Select a Chairperson

When you have completed one semester and have an idea of the type of internship or project you intend to do, find a faculty member to head your Graduate Committee. Make an effort to get to know the various faculty members so you can select a chairperson who has expertise related to your interests and with whom you are comfortable working. After receiving approval from your Chairperson, fill out the green Committee Selection Form (obtained from the main office) and turn it in to the department secretary who will type the official form and send it to the Graduate School. For a Plan C, the department assigns the other 2 committee members. **Note that no committee changes can be made during the six weeks prior to degree completion.

Date Completed _____

3. Complete a Program of Study

A Program of Study is an official agreement with the Graduate School that the courses listed therein will fulfill the requirements for the MS degree. The Program of Study can be obtained from the Department Secretary or online at the School of Graduate Studies website. It should be submitted by the end of your second semester of study. On your Program of Study, project your classes semester by semester until the completion of your degree. Then meet with your Chairperson to review and have approved what you have planned. Submit the signed and approved Program of Study to the department secretary who will send it to the School of Graduate Studies for final approval. **Note that any amendments to the approved Program of Study require a memo to the Graduate School from you Committee Chairperson.

Date Completed _____

4. **Prepare a Proposal**

Prepare a proposal, following approved style, for your culminating activity. Take the proposal to your Chairperson and discuss your plan. In the case of Plan C, if he/she approves the proposal obtain a signature and turn a copy in to the secretary for additional signatures and to make a copy for the permanent file (Plan A & B students must hold a formal committee meeting with all three members present to discuss the project and if approved obtain signatures. Plan A proposals must go out for review before being finalized and approved. Check the Graduate Catalog for more specific instructions on the Plan A or Plan B). No project or internship should be started until the proposal is approved and signed. The “Creative Project or Internship Requirements” with the needed guidelines for the proposal and project/internship can be obtained in the main office.

Date Completed _____

5. **Complete your Project or Internship**

Keep in close contact with your Chairperson and follow the “Creative Project or Internship Requirements” guidelines (can be obtained in the main office) for your Internship or Project.

Date Completed _____

6. **Project/Internship Summary**

Prepare a 4 to 6 page summary following the outline provided in the “Creative Project Procedures Handbook” or “Internship Procedures Handbook” (obtained in the main office).

Date completed _____

7. **Culminating Experience**

All Plan C students must complete a portfolio to provide a “capstone” experience. This portfolio summarizes and pulls together what you have learned during your degree program. It also demonstrates your professional knowledge and skills you can offer potential employers. Portfolio guidelines can be obtained from the department secretary and is an ongoing project starting at the beginning of your degree. The portfolio can be formatted electronically, print-based, or any combination of the two. The student and his/her committee chairperson should jointly agree upon the format. At least 5 weeks prior to the Graduate School’s graduation deadline (check with the secretary for a specific date), you should present your chair with your portfolio for its first review. Your chair will let you know of any requested revisions. At least 2 weeks prior to the graduation deadline you must submit your revised portfolio for final review.

Date completed _____

8. Completion of the Plan C form

For a Plan C, this form must be submitted at the beginning of the semester that the student is completing. This form can be obtained from the department secretary and must be signed by your Chairperson.

Date completed _____

9. Incomplete Grades

All incomplete grades must be cleared by the Graduate School's graduation deadline before your degree completion will be approved. Check with the department secretary for a specific date.

Date completed _____

10. Graduation Forms

Complete all graduation forms and pay the graduation fee. The Graduate School will send these forms to you. All forms must be returned to the Graduate School by the graduation deadline. Check with the department secretary for the specific date.

Date completed _____

11. Letter of Completion

A letter of completion from your department head to the Graduate School indicating that all requirements for the degree have been met must be submitted by the Graduate School's graduation deadline. Check with the department secretary for the specific date.

Date completed _____

**Please note that "Plan A" and "Plan B" options may require additional steps. Please carefully review the requirements in the USU General Catalog.