

## **STEPS TOWARD DEGREE COMPLETION MASTER OF SCIENCE (M.S.)**

After being admitted into the Master of Science (M.S.) Degree program in Agricultural Education, students must complete the following activities. This sheet is designed to serve as a checklist for students in the M.S. degree program. Students should work closely with their temporary advisor and/or major professor to ensure that all activities listed below are completed on a timely basis.

\_\_\_ 1. **SCHEDULE CLASSES.** Meet with the Director of Graduate Education (DOGE) or your temporary advisor in the department to schedule classes for the first semester.

\_\_\_ 2. **GRADUATE ENGLISH EXAMINATION.** Students whose native language is not English and who do not have a Bachelor's degree from ISU must take the English Placement Test administered by the Department of English at the beginning of their first semester of enrollment. Those who fail this examination are assigned one or more courses in the English 101 series. This course work must be completed during the first year of study. Graduate students whose native language is not English but have an undergraduate degree from a U.S. institution, must take the Graduate English Examination for International Students, also administered by the Department of English at the beginning of their first semester of graduate work. Students who do not pass this test must complete English 101D during their first year of study.

\_\_\_ 3. **SELECT MAJOR PROFESSOR.** Visit with all members of the Graduate Faculty in the department to learn of their research interest, projects, and graduate student supervision. Select a major professor after completing those visits. (Generally, a major professor is selected after 1 or 2 semesters of graduate study.)

\_\_\_ 4. **M.S. GRADUATE COMMITTEE.** Establish a M.S. graduate committee in consultation with your major professor. Complete and submit the forms for signature by the DOGE. DOGE will forward the form to the Graduate College.

\_\_\_ 5. **PROGRAM OF STUDY (POS).**

- a. Develop a Plan of Study (POS) for your graduate program in consultation with your major professor.
- b. Meet with POS Committee and seek approval of POS. Discuss research proposal ideas/outline with committee and indicate a time line for completion of thesis or creative component.
- c. Obtain major professor and committee member signatures then submit the POS to the DOGE for signature. DOGE will submit the POS to Graduate College for approval.

\_\_\_ 6. **POS GRADUATE CLASSES/RESEARCH.** Schedule all classes on POS in consultation with major professor and continue to develop and work on research project. Changes in POS must be approved by graduate committee and DOGE and forwarded to Graduate College for approval.

\_\_\_ 7. **RESEARCH THESIS DEVELOPMENT.**

- a. When developing and writing the thesis, obtain schedule and attend a thesis writing workshop sponsored by the Graduate College.
- b. Obtain the most recent copy of the ISU Thesis Manual
- c. Work with major professor to develop a final draft of thesis and/or creative component.

\_\_\_ 8. **APPLICATION FOR GRADUATION (DIPLOMA SLIP).** Application for graduation is made by the end of the first week of the semester (fall or spring) in which student expects to graduate or by mid-May for summer graduation. Submit to the major professor and DOGE the signed "Application for Graduation" form. Form is forwarded to Graduate College by DOGE for their approval.

\_\_\_ 9. **THESIS SUBMISSION.** Students should work with their major professor to ensure that the thesis meets Graduate College requirements.

\_\_\_ 10. **REQUEST FOR FINAL EXAMINATION.** In conjunction with the major professor, submit a request for the Final Examination to the DOGE. The request is forwarded to the Graduate College for approval.

\_\_\_ 11. **FINAL EXAMINATION/GRADUATION APPROVAL SLIP.** Complete the final oral examination and submit the results to the department DOGE secretary who will forward the results to the Graduate College. Revise and submit a final copy of the thesis to the Thesis Office for approval. The Graduation Approval Slip requires signatures of the department, the Thesis Office, and the Graduate College.

\_\_\_ 12. **THESIS COPIES.** Once the final thesis has been approved, make two unbound copies for the Graduate College, one unbound copy for the department and other copies as needed. The department pays for binding of three copies; one for student, one for departmental library, and one for major professor. Other copies to be bound are at the discretion and expense of the student.

\_\_\_ 13. **GRADUATION.** Decide on participation in graduation ceremonies. Participation requires the appropriate cap and gown, which may be purchased or rented at the University Bookstore or other off-campus locations. Diplomas will be mailed by the Graduation Requirement Office following graduation.