

Sustainable Forest Management Graduate Program

MF Checklist

STARTING OUT

What to do	When to do it	Has it been done?
Attend FALL orientation (even if you were admitted in winter or spring)	Within 1 st year in the program	<input type="checkbox"/>
Seek advice from Major Professor and register for courses	Before registration opens each term	<input type="checkbox"/>
Review the University Continuous Enrollment Policy http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804	Within 1 st term, review as needed	<input type="checkbox"/>
Be sure to register for a minimum of three (3) credits per term, unless otherwise specified (e.g. graduate assistantship)		
Form your graduate committee; must meet OSU Graduate Committee requirements: http://gradschool.oregonstate.edu/progress/graduate-committee		
Major Professor Minor Professor or Co-Major Professor (<i>if applicable</i>) Committee member from Grad Faculty at large	By end of 1 st term or during 2 nd term	<input type="checkbox"/>
MF committee must consist of at least three (3) faculty; at least two (2) must be from the FERM Department		
Develop Program of Study* with committee http://gradschool.oregonstate.edu/forms#program		
<u>Required Courses</u> FOR 528 FOR 550 3 credits of graduate-level statistics (e.g. ST 511) 6-8 credits from area of concentration 3-6 credits of FE/FOR 506 (Project)	After you have formed your committee, before completion of 18 credits. <i>Must file PoS to Graduate School at least 15 weeks before your final exam</i>	<input type="checkbox"/>
*Communication Training: PoS must include participation in CoF Graduate Research Symposium or committee-approved conference substitution or Forestry seminar (507) that allows the student an opportunity to present their research		
Total number of credits for MF: 45 credits		

MID-PROGRAM

What to do	When to do it	Has it been done?
File Program of Study with Graduate School	At least 15 weeks before defense/final exam	<input type="checkbox"/>
Present project as oral presentation at CoF Graduate Research Symposium (WFGRS) or other approved conference	In first year	<input type="checkbox"/>
Meet with Major Professor to discuss performance, progress, and goals for upcoming year. Submit annual evaluation form to Curriculum & Accreditation Coordinator	By end of 3 rd term, and at least once annually thereafter	<input type="checkbox"/>

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MID-PROGRAM

Update your committee with a progress report and project update	Annually	<input type="checkbox"/>
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DEFENDING

What to do	When to do it	Has it been done?
File diploma application online: http://gradschool.oregonstate.edu/forms#diploma	At least 15 weeks before defense/final exam	<input type="checkbox"/>
Work with your Major Professor to finalize your project paper <i>They should review and provide edits before a defendable copy is distributed to your committee</i>	Beginning of final registered term	<input type="checkbox"/>
Determine date and time of defense with your entire committee	At least four weeks before your defense	<input type="checkbox"/>
Arrange room reservation with Curriculum & Accreditation Coordinator	Once your committee has finalized date and time	<input type="checkbox"/>
Schedule Final Exam with the Graduate School through online form; if committee membership has changed, note updates on this form: http://gradschool.oregonstate.edu/forms#event	At least two weeks before your defense	<input type="checkbox"/>
Distribute defendable copy of your project paper to your entire committee	At least two weeks before your defense	<input type="checkbox"/>
Submit defense information to Curriculum & Accreditation Coordinator (title, brief abstract, photo) for advertisement. <i>Defense must be a public announcement!</i>	At least two weeks before your defense	<input type="checkbox"/>
Be prepared to “meet expectations” or better on Program’s MF Final Exam Evaluation Rubric: https://ferm.forestry.oregonstate.edu/current-graduate-student-information	Review at least one week before your defense	<input type="checkbox"/>

FINISHING UP

What to do	When to do it	Has it been done?
Complete Qualtrics SFM Exit Survey	Emailed to student after exam has been scheduled	<input type="checkbox"/>
Schedule Exit Interview with Department Head; see Curriculum & Accreditation Coordinator or Administrative Manager for scheduling	Exit Interview should take place after your defense	<input type="checkbox"/>
Submit a personal email address to Graduate Program Coordinator for network account closure and email forwarding	Before you leave	<input type="checkbox"/>
Clean up desk space	Before you leave	<input type="checkbox"/>
Return keys (building/office/gate) to the OSU Key Shop https://facilities.oregonstate.edu/shops/key-shop	Before you leave	<input type="checkbox"/>