

Sustainable Forest Management Graduate Program MS 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 or fellowship)		
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>) At least one committee member from Grad Faculty at large Graduate Council Representative (GCR)*	By end of 1 st term or during 2 nd term	<input type="checkbox"/>
*Select using the online GCR list generation tool: https://gradschool.oregonstate.edu/forms#gcr . After you have identified a representative, return the list to the Graduate School		
MS committee must consist of at least four (4) 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 550 FES 521 or GRAD 520 or equivalent 6 credits of graduate level statistics or econometrics 6-8 credits from area of concentration 6-12 credits of FE/FOR 503 (Thesis)	After you have formed your committee, before completion of 18 credits <i>If applying for specific funding/awards, you need to file your PoS sooner than 15 weeks before your 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 two times (<i>first as proposal poster then as oral presentation</i>)		
Total number of credits for MS: 45 credits		
Present research proposal as poster 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

What to do	When to do it	Has it been done?
Update your committee with a progress report and research update	Annually	<input type="checkbox"/>
File Program of Study <i>If applying for specific funding/awards, you need to file your PoS sooner than 15 weeks</i>	At least 15 weeks before defense/final exam	<input type="checkbox"/>
Present research as oral presentation at CoF Graduate Research Symposium (WFGRS) or other approved conference	In final year	<input type="checkbox"/>

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 thesis <i>They should review and provide edits before a defensible 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 defensible copy of your thesis to your entire committee (GCR included)	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"/>
Submit pretext pages (everything before page 1 of your thesis) to Graduate School's Thesis Editor http://gradschool.oregonstate.edu/progress/thesis-guide	At least two weeks before your defense	<input type="checkbox"/>
Be prepared to "meet expectations" or better on Program's MS Final Exam Evaluation Rubric: https://ferm.forestry.oregonstate.edu/current-graduate-student-information	Review at least one week before your defense	<input type="checkbox"/>

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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"/>
Upload final copy of thesis to ScholarsArchive* http://gradschool.oregonstate.edu/progress/thesis-guide *Must be uploaded within 6 weeks after defense or before the 1 st day of the following term, whichever comes first, to avoid having to register for the next term (3 credit min.)	After all necessary corrections suggested by committee have been made	<input type="checkbox"/>
Fill out, obtain signatures, and submit Electronic Thesis/Dissertation (ETD) form to Grad School https://gradschool.oregonstate.edu/forms#etd	After uploading final copy of thesis to ScholarsArchive	<input type="checkbox"/>
Submit a personal email address to Curriculum & Accreditation 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 OSU Key Shop https://facilities.oregonstate.edu/shops/key-shop	Before you leave	<input type="checkbox"/>