

MASTER OF ARTS DEGREE ADVISING CHECKLIST

YEAR 1:

Pre-enrollment

Read through the Graduate School Handbook and the Educational Studies MA Handbook. Acquaint yourself with the requirements for the MA degree including Department Core Courses (Multicultural, Foundations and Research course requirements). The Graduate School Handbook is available at <http://gradsch.osu.edu/graduate-school-handbook1.html>. Links for the Department documents are available online at <http://ehe.osu.edu/educational-studies/students/degree-information/>

Attend the New Student Orientation in August for your specialization before classes begin and be sure to make use of the department's online orientation, available on Carmen <http://carmen.osu.edu>, for all new students. Watch your OSU email for more information.

Autumn

Set up a meeting with your assigned advisor to review your Degree Plan and Annual Review form. You should also review your intended registration for Spring Semester classes if you have any questions.

Spring

Annual program review meeting with your advisor to review your progress and review registering for next year (year 2). Discuss with your advisor the degree completion options including thesis or non-thesis options. Non-thesis options include a comprehensive examination, an action research project or a case study examination. Turn in your signed program sheet and annual review to the Student Services Office.

- ◆ If you plan to pursue a thesis track, you should also begin discussing your intended topic and develop a plan of action for executing your study. You should also plan on attending an IRB workshop so you will understand the research approval process

Consider your summer plans: Will you take the term off to work or to continue to take coursework? Check with your advisor about the availability of summer course offerings and the availability of summer funding.

Summer

If you are writing a thesis, the proposal for your study should be approved by this time by your thesis committee. Make sure the submission of your IRB paperwork is on track.

¹ This plan is only intended to be used as a guide. Your personal plans and goals, as well as the credit hours required for the degree in your specialization may require you to adjust this plan to fit your timeline.



YEAR 2:

Autumn

Meet with your advisor at the beginning of the academic year if you have questions concerning your program of study. During this meeting, you should discuss the following items:

- ◆ Confirm that the courses on your program sheet that you have yet to take are still being offered that year and plan any necessary substitutions
- ◆ Begin to discuss the format in which you will fulfill your final degree requirements, if you have chosen to pursue a non-thesis track. An explanation of non-thesis examination formats is available in the Requirements for the Master's Degree handout (<http://ehe.osu.edu/educational-studies/students/degree-information/>). All examination formats require a committee member. You should ask your advisor for suggestions of another faculty member to serve as your committee member for your final exam.

If you are writing a thesis, review your completion plan with your advisor and make any necessary amendments. Be sure you are using the *Preparing Theses, Dissertations, & DMA Documents* guidelines, (<http://gradsch.osu.edu/Depo/PDF/Guidelines.pdf>). Sample pages are also available for viewing at <http://gradsch.osu.edu/Depo/PDF/GuidelinesSamplePages.pdf>.

Late Autumn

Schedule a meeting with your advisor. During this meeting, you should review the necessary forms for graduation: **Application to Graduate, available online at:** (<http://gradforms.osu.edu>), Watch for an email from the Office of Student Services so you'll know the deadline date for submitting your graduation paperwork.

Spring

If you are taking the Master's Examination, you should verify the date, time, and location of the exam. This information is available from your faculty advisor. All examination formats require the **Report on Final Exam** that will be available to your advisor and second reader electronically to sign.

If you are writing a thesis, be sure your advisor logs in to fill out the **Report of Final Document** online. Be sure that you submit your final document by the deadlines listed in Graduation Deadlines <https://gradsch.osu.edu/graduation-calendar>. Electronic submission of your thesis is an option available through the Graduate School. Information about the Electronic Submission process is included available at <http://gradsch.osu.edu/Depo/PDF/GuidelinesMasterTheses.pdf>.

The calendar of graduate deadlines is available at <https://gradsch.osu.edu/graduation-calendar>. Review the **Master's Degree Checklist**, available on the Department of Educational Studies website at (<http://ehe.osu.edu/downloads/educational-studies/students/degree-information/master-degree-graduation-checklist.pdf>) and the checklist available on the Graduate School website at (<https://gradsch.osu.edu/completing-your-degree/final-semester/final-semester-procedures-and-timelines#pane5>).

O://Pollead/Degree Information/MA/Master of Arts Advising Checklist

