

# MASTER'S DEGREE CHECKLIST

STUDENT \_\_\_\_\_ ADVISOR SIGN-OFF \_\_\_\_\_ DATE \_\_\_\_\_

COURSE	SEMESTER/YR	GRADE
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## REQUIRED OF ALL STUDENTS\*

___ HU5001 <i>Proseminar</i> : 2 sem, 1 cr/sem	___/___	___
___ HU5931* <i>Oral, Writ, Vis Comm Ped</i> : 2 sem	___/___	___

\*required only if receiving aid through teaching

## STREAMED COURSEWORK (min. 21 credits)

### TWO of THREE "Key Issues/Streamhead" courses (min. 6 credits):

___ HU5002 <i>Rhet/Comp/Lit</i>	___/___	___
___ HU5003 <i>Tech Comm/Tech Studies</i>	___/___	___
___ HU5004 <i>Comm in Cultural Contexts</i>	___/___	___

### MAJOR STREAM COURSES (min. 9 credits): STREAM \_\_\_

___ HU _____	___/___	___
___ HU _____	___/___	___
___ HU _____	___/___	___

### MINOR STREAM COURSES (min. 6 credits): STREAM \_\_\_

___ HU _____	___/___	___
___ HU _____	___/___	___

## FINAL OPTION (min. 9 credits) (Circle one: Coursework, Project, or Thesis)

### • **Coursework** option: 9 credits (HU, approved cognate or transfer, 4000 or above)

___ _____ credits	___/___	___
___ _____ credits	___/___	___
___ _____ credits	___/___	___

### OR

### • **Project** option: 3-6 credits of project work, plus 3-6 more cr. of coursework to total 9 cr.

___ _____ credits	___/___	___
___ HU5991 <i>Spec Proj</i> OR _____ (3 cr)	___/___	___
___ HU5991 <i>Special Projects</i> (3 credits)	___/___	___

### OR

### • **Thesis** option: 6-9 credits of thesis work, plus 0-3 more cr. of coursework, to total 9 cr.

___ HU5990 <i>Thesis</i> OR _____ (3 cr)	___/___	___
___ HU5990 <i>Thesis</i> (3 credits)	___/___	___
___ HU5990 <i>Thesis</i> (3 credits)	___/___	___

## DEFENSE

• **Oral presentation and defense** of Master's coursework paper, project, or thesis, DATE \_\_\_\_\_  
Committee members \_\_\_\_\_ (external member)

# MASTER'S PLANNING DOCUMENT (by semester)

STUDENT \_\_\_\_\_ ADVISOR SIGN OFF \_\_\_\_\_ DATE \_\_\_\_\_

This document is to be used to assist in mapping out the student's plan of study semester by semester. Fill in the information as requested:

- Write in the year by each semester enrolled.
- Specify all courses taken or projected.
- Specify in each term the COURSE #, NAME, & STREAM for each course.
- Project the final term in which defense and graduation are planned.

Note:

- MS funding is generally limited to two years.
- Michigan Tech requires that MS degrees be completed by the end of the fifth year after matriculation.

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	Fall, Year:	Spring, Year:	(Summer, Year: )
1 <sup>st</sup> year			
2 <sup>nd</sup> year			
3 <sup>rd</sup> year			
(4 <sup>th</sup> year)			
(5 <sup>th</sup> year)			

# MASTER'S PROGRESS REPORT FORM

## Part One: To be completed by student

TYPE OR PRINT

Student	Date of Progress Report
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### STUDENT INFORMATION

Year in Master's Program	1	2	3	4	5
Date Degree Expected					
Date of Most Recent Conference with Committee or Chair					

### NAMES OF MASTER'S ADVISORY COMMITTEE

Chair
Member
Member
Outside Member

### Courses

	SEMESTER/YR	GRADE
<b>REQUIRED OF ALL STUDENTS*</b>		
<input type="checkbox"/> HU5001 <i>Proseminar</i> : 2 sem, 1 cr/sem	____/____	_____
<input type="checkbox"/> HU5931* <i>Oral, Writ, Vis Comm Ped</i> : 2 sem	____/____	_____
<small>*required only if receiving aid through teaching</small>		

### STREAMED COURSEWORK (min. 21 credits)

#### **TWO of THREE "Key Issues/Streamhead" courses (min. 6 credits):**

<input type="checkbox"/> HU5002 <i>Rhet/Comp/Lit</i>	____/____	_____
<input type="checkbox"/> HU5003 <i>Tech Comm/Tech Studies</i>	____/____	_____
<input type="checkbox"/> HU5004 <i>Comm in Cultural Contexts</i>	____/____	_____

#### **MAJOR STREAM COURSES (min. 9 credits): STREAM \_\_\_\_\_**

<input type="checkbox"/> HU _____	____/____	_____
<input type="checkbox"/> HU _____	____/____	_____
<input type="checkbox"/> HU _____	____/____	_____

#### **MINOR STREAM COURSES (min. 6 credits): STREAM \_\_\_\_\_**

<input type="checkbox"/> HU _____	____/____	_____
<input type="checkbox"/> HU _____	____/____	_____

### FINAL OPTION (Circle one: Coursework, Project, or Thesis)

### Student Progress Narrative

Briefly describe your progress toward your degree since March 1<sup>st</sup> of the last academic year. In 200 words or less please provide information on coursework, grades, incompletes, fulfillment of specific degree requirements, requirements yet to be completed, and progress toward final coursework paper, project, or thesis. Please include any special factors that are relevant to

your progress in the RTC Program, including waivers of continuous enrollment or approved extensions.

**Part Two: To be completed by Humanities faculty only**

Include your own narrative only if you wish to clarify or add to some aspect of the student's narrative.

**FACULTY OR M.S. ADVISOR SIGNATURES**

(Your signature indicates that you have read the Annual Progress Report on file in the Programs Office, including the student narrative.)

Chair	Signature	Date
Member	Signature	Date
Member	Signature	Date

**Part Three: To be completed by student**

If you wish to add any further comments at this time, please do so here or attach a separate sheet.

**STUDENT SIGNATURE**

(I certify that I have seen the Full Annual Progress Report, including committee comments.)

Date

**PH.D. DEGREE CHECKLIST**

STUDENT \_\_\_\_\_ ADVISOR SIGN-OFF \_\_\_\_\_ DATE \_\_\_\_\_

COURSE \_\_\_\_\_ SEMESTER/YR \_\_\_\_\_ GRADE \_\_\_\_\_

**REQUIRED OF ALL STUDENTS**

\_\_\_ HU5001 *Proseminar*: 2 sem \_\_\_\_\_/\_\_\_\_\_  
 \_\_\_ HU5931 *Oral, Writ, Vis Comm Ped*: 2sem \_\_\_\_\_/\_\_\_\_\_  
 \_\_\_ Competency in a modern language; proof filed with RTC office, DATE \_\_\_\_\_

**THREE "Key Issues/Streamhead" courses (min. 9 credits):**

\_\_\_ HU5002 *Rhetoric /Composition/Literacy* \_\_\_\_\_/\_\_\_\_\_  
 \_\_\_ HU5003 *Tech Comm/Technology Studies* \_\_\_\_\_/\_\_\_\_\_  
 \_\_\_ HU5004 *Communication in Cultural Contexts* \_\_\_\_\_/\_\_\_\_\_

**ADVANCED WORK**

**MAJOR STREAM COURSES (min. 9 credits): STREAM \_\_\_\_\_**

\_\_\_ HU \_\_\_\_\_/\_\_\_\_\_  
 \_\_\_ HU \_\_\_\_\_/\_\_\_\_\_  
 \_\_\_ HU \_\_\_\_\_/\_\_\_\_\_

**MINOR STREAM COURSES (min. 6 credits): STREAM \_\_\_\_\_**

\_\_\_ HU \_\_\_\_\_/\_\_\_\_\_  
 \_\_\_ HU \_\_\_\_\_/\_\_\_\_\_

**ELECTIVE COURSES (min. 6 credits): HU, approved cognate, or transfer; 4000 or above**

\_\_\_ \_\_\_\_\_ Stream \_\_\_\_\_/\_\_\_\_\_  
 \_\_\_ \_\_\_\_\_ Stream \_\_\_\_\_/\_\_\_\_\_

**ELECTIVE COURSES (min. 6 credits): HU, approved cognate, or transfer; 4000 or above**

\_\_\_ \_\_\_\_\_ Stream \_\_\_\_\_/\_\_\_\_\_  
 \_\_\_ \_\_\_\_\_ Stream \_\_\_\_\_/\_\_\_\_\_

**Appropriate preparation in research methodology and methods, as defined by your committee/advisors (may be included in your coursework above)**

\_\_\_\_\_ Approved by committee: \_\_\_\_\_ DATE: \_\_\_\_\_

**ADDITIONAL WORK**

**Optional** independent work, particularly while preparing for comprehensive examinations; (3 cr. may be petitioned to substitute for courses); add on reverse  
 HU6900 Independent Study (specify separately; note term/yr, prof., grade)  
 HU6901 Directed Reading (specify separately; note term/yr, prof., grade)  
 HU6902 Internship (specify separately; note term/yr, prof., grade)

**COMPREHENSIVES AND DISSERTATION**

Comprehensives examinations and oral defense: DATE \_\_\_\_\_  
 Dissertation prospectus (should be within 1 term of comps) DATE \_\_\_\_\_  
 HU6990 Doctoral Research (post comps) (specify separately; note term/yr, prof., grade)

**ORAL DEFENSE OF DISSERTATION (SEE TIMELINE FOR FINAL STAGES)**

## PH.D. PLANNING DOCUMENT (by semester)

STUDENT \_\_\_\_\_ ADVISOR SIGN-OFF \_\_\_\_\_ DATE \_\_\_\_\_

This document is to be used to assist in mapping out the student's plan of study semester by semester. Fill in the information as requested:

- Write in the year by each semester enrolled.
- Specify all courses taken or projected.
- Specify in each term the COURSE #, NAME, & STREAM for each course.
- Project the final term in which defense and graduation are planned.

Note:

- Ph.D. funding is generally limited to 4-5 years.
- Michigan Tech requires that Ph.D. comprehensives be completed by the end of the fifth year after matriculation, and all Ph.D. degrees requirements must be completed by the end of the eighth year after matriculation.

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	Fall, Year:	Spring, Year:	(Summer, Year: )
1 <sup>st</sup> year			
2 <sup>nd</sup> year			
3 <sup>rd</sup> year			
4 <sup>th</sup> year			
5 <sup>th</sup> year			
(6 <sup>th</sup> yr.)			
(7 <sup>th</sup> yr.)			
(8 <sup>th</sup> yr.)			

# PH.D. ANNUAL PROGRESS REPORT FORM

## Part One: To be completed by student

TYPE OR PRINT

Student	Date of Progress Report
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### STUDENT INFORMATION

	1	2	3	4	5	6	7	8
Year in PhD Program								
Date Degree Expected								
Most Recent Conference with Committee or Chair								
Date of Comprehensive Oral Exam								
Date of Dissertation Oral Defense								

### NAMES OF PH.D. ADVISORY OR DISSERTATION COMMITTEE

### EXAM AREA (IF APPLICABLE)

Chair	
Member	
Member	
Outside Member (Dissertation Only)	

### Courses

	SEMESTER/YR	GRADE
<b>REQUIRED OF ALL STUDENTS</b>		
<input type="checkbox"/> HU5001 <i>Proseminar</i> : 2 sem	____/____	_____
<input type="checkbox"/> HU5931 <i>Oral, Writ, Vis Comm Ped</i> : 2sem	____/____	_____
<input type="checkbox"/> Competency in a modern language; proof filed with RTC office, DATE		_____
<b>THREE "Key Issues/Streamhead" courses (min. 9 credits):</b>		
<input type="checkbox"/> HU5002 <i>Rhetoric /Composition/Literacy</i>	____/____	_____
<input type="checkbox"/> HU5003 <i>Tech Comm/Technology Studies</i>	____/____	_____
<input type="checkbox"/> HU5004 <i>Communication in Cultural Contexts</i>	____/____	_____
<b>MAJOR STREAM COURSES (min. 9 credits): STREAM _____</b>		
<input type="checkbox"/> HU _____	____/____	_____
<input type="checkbox"/> HU _____	____/____	_____
<input type="checkbox"/> HU _____	____/____	_____
<b>MINOR STREAM COURSES (min. 6 credits): STREAM _____</b>		
<input type="checkbox"/> HU _____	____/____	_____
<input type="checkbox"/> HU _____	____/____	_____
<b>ELECTIVE COURSES (min. 6 credits): HU, approved cognate, or transfer; 4000 or above</b>		
<input type="checkbox"/> _____ Stream _____	____/____	_____
<input type="checkbox"/> _____ Stream _____	____/____	_____
<b>ELECTIVE COURSES (min. 6 credits): HU, approved cognate, or transfer; 4000 or above</b>		
<input type="checkbox"/> _____ Stream _____	____/____	_____
<input type="checkbox"/> _____ Stream _____	____/____	_____

**Student Progress Narrative**

Briefly describe your progress toward your degree since spring term of the last academic year. In 200 words or less, please provide information on coursework, grades, incompletes, fulfillment of specific degree requirements and requirements yet to be completed, and progress toward comprehensive or dissertation oral exams. Please include any special factors that are relevant to your progress in the RTC Program, including waivers of continuous enrollment or approved extensions.

**Part Two: To be completed by Humanities faculty only**

Include your own narrative only if you wish to clarify or add to some aspect of the student's narrative

**FACULTY OR PH.D. ADVISOR SIGNATURES**

(Your signature indicates that you have read the Annual Progress Report on file in the Programs Office, including the student narrative.)

Chair	Signature	Date
Member	Signature	Date
Member	Signature	Date

**Part Three: To be completed by student**

If you wish to add any further comments at this time, please do so here or attach a separate sheet.

**STUDENT SIGNATURE**

(I certify that I have seen the Full Annual Progress Report, including committee comments.)

Date