

MASTER'S DEGREE REQUIREMENTS

CREDIT HOUR REQUIREMENTS, SUMMARIZED

The coursework that Master's students must complete varies with each student's selection of a research option. The *Coursework Paper* option, as one would expect, requires students to focus all of their time and energy on coursework. By contrast, the *Thesis* and the *Project* options require students to conduct and analyze a research project; students who choose these latter options therefore devote proportionately less time to coursework. Table 2.1 describes the breakdown of credit hours required for each of the three options.

Table 2.1: Credit Requirements by Study Option (for MS Students Matriculating Fall 2007 or after)

Option	Coursework Hrs Required	Research Hrs Required	Total Credits Required
Coursework	32 (minimum)	3 (ind. study)	32
Project	26-29 (minimum)	3-6	32
Thesis	23-26 (minimum)	6-9	32

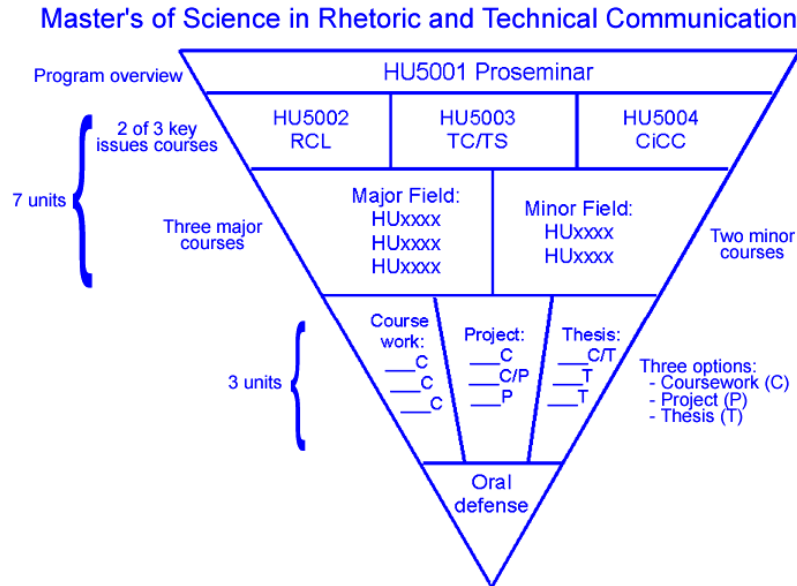
Research credit hours are expressed in ranges because the research time varies with the scope of students' projects and theses.

M.S. REQUIREMENTS, DETAILED

BASIC REQUIREMENTS

The graduate classes required in the M.S. program (HU5001; HU5002, HU5003, and/or HU5004 [2 of the 3 courses]; as well as HU5931, required only if receiving support through teaching) are offered every year. Other courses are offered on a revolving basis. It is best to meet specific program requirements as early as possible. A description of these classes follows; Table 2.3, p. 2.7 may be used as a checklist.

Table 2.2: Program Outline for MS Degree



HU5001 Proseminar in Rhetoric and Technical Communication

HU5001 provides an introduction to the RTC graduate program and graduate studies, generally. It orients students to the place of graduate studies within the institution, to the various opportunities our program provides, and to the graduate faculty and their research interests. To achieve these goals, students meet with various administrators from across campus as well as faculty and graduate students in our program. The Proseminar is required of all first-year graduate students, providing an opportunity to think through individual goals for graduate study and consider potential project or research areas.

HU5931 Oral, Written, and Visual Communication Pedagogy

New Graduate Teaching Instructors (GTIs) who teach the undergraduate second-year course, UN2001 *Revisions: Oral, Written, and Visual Communication*, are required to take two semesters of the support workshop, HU5931. It begins with an intensive ten-day orientation seminar during the two weeks before classes begin in the fall, and continues with weekly workshops through each of the first two semesters the student teaches. Students receive two credits each term for this course. This requirement is only for those graduate students who are teaching Revisions. HU5932 is a similar course for those who teach HU3120 (Scientific and Technical Communication).

Key Issues Courses (HU5002, 5003, 5004)

New Masters students are required to take *two* of the three first-year seminars which explore the fields encompassed within the three streams of study: HU5002 *Rhetoric, Composition, & Literacy*; HU5003 *Technical Communication/Technology Studies*; and HU5004 *Communication in Cultural Contexts*. These courses focus on key issues, key readings, and key figures, and are designed with two major purposes: to give an introduction to the department's perspective on these academic areas, and to provide a common starting point of critical terminology, methodological underpinnings, and central readings to all students in the program, upon which later work within each stream will build.

ADVANCED COURSES

Beyond the required courses, the plan of study for the MS degree assumes five more courses in the student's Major and Minor fields (see p. 2.4), and up to three more courses of advanced work in 5000-level topics or 6000-level special topics courses, depending on the final option chosen for completing the MS degree (see COMPLETION OPTIONS, p. 2.4). As many as three 4000-level courses or 9 credits of transfer courses may be included in the student's Degree Schedule, with the approval of the program director in consultation with students' advisory committees. (See OTHER COURSES below).

Major and Minor Streams, Electives

Students pursue advanced work focused in two of the three streams of study *Rhetoric, Composition, & Literacy* (the **R** stream), *Technical Communication/Technology Studies* (the **T** stream), or *Communication in Cultural Contexts* (the **C** stream). They plan (with the aid of their advisors) a **major** stream of study of at least three courses, and a **minor** stream of at least two courses. The goal is always to move towards breadth of coverage within the chosen streams of study, but also depth, in building the solid background for their coursework papers, projects, or theses, or for their post-graduate careers in academia or industry.

COMPLETION OPTIONS FOR MS DEGREES

The above requirements total 23 credits. There are three options for completing the final nine credits of Master's degree work. With the guidance and approval of their faculty advisory committee, students may choose to finish with one of the following:

The **Master's Thesis option**, with 6-9 credits of thesis research and writing (HU5990), completing, if desired, one more course (for a total of 9 credits).

The **Master's Project option**, with 3-6 credits of project work (HU5991), and 3-6 credits of more coursework (for a total of 9 credits), usually based on some applied project;

The **Master's Coursework option**, including nine more credits of coursework to, for example, support their major or minor streams, work within the third stream, or take courses from other cognate graduate programs on campus; see "OTHER COURSES" below.

All students complete a final, written document (either a thesis, project, or coursework paper) and then participate in an oral defense.

OTHER COURSES

Students may wish to include credits from programs other than RTC in their program of study. Because the MS coursework requirements generally assume RTC Humanities courses, such other courses would most generally be counted as course electives within the last nine credits of the finishing options. To include these credits, students must consult with their Advisory Committee and then petition the Graduate Director in advance. Other courses may include transfer credits from another graduate program, cognate graduate courses from other Michigan Tech departments, Humanities department 4000-level courses, or possibly three credits of Individualized Study.

These other courses can total **no more than nine credits** of the overall 32-coursework credits, and must be approved in advance. The minimum consideration for approval is whether the student can make a case that these other credits directly contribute to the student's immediate educational goals, particularly the successful completion of the RTC Program's thesis, project, or coursework paper.

Individualized Study: Independent Studies, Directed Readings, Internships

Students are encouraged to participate in the breadth of courses offered by the department. However, a central part of most students' experience is also the opportunity to work one-on-one with faculty to pursue independent study, or to learn methodologies and practice appropriate research methods, or participate in on-going extra-curricular, pre-professional opportunities, such as journal editing or certain programmatic assistantships. Students may thus elect to add internships (HU5902) to their basic coursework. When preparing for the final options, students may also find it necessary to pursue independent studies (HU5900) or directed readings (HU5901). See pages 4.8-4.9 for more specifics on the policies relating to this individualized study.

Transfer Credits

Credits earned in other graduate programs but not applied to previous degrees may be considered for transfer, to fulfill up to nine credits for graduate degrees in the RTC Program. The Director of Graduate Studies reviews written requests for transfer credits and recommends to the Graduate School what transferred credits will and will not be accepted by the RTC Program. The student should provide transcripts, course descriptions, and other relevant materials to document the request for transfer. (See also the Graduate School's website for the appropriate forms for submitting transfer credits: <http://www.admin.mtu.edu/rgs/graduate/policies/trackingforms.html>.)

Although transfer credits are either officially approved or disapproved when Degree Schedule forms are filed, students should verify the status of these credits in advance with the Director of Graduate Studies. (See the *Graduate Student Bulletin*).

Cognate Courses from Other Departments

Because of the interdisciplinary nature of the RTC Program, students may petition to take graduate courses outside the department, depending on one's research interests. The Director of Graduate Studies must approve, in advance, all such courses intended to count towards one's degree requirements.

HU4000-Level Courses

Students may include in their final Degree Schedules up to 9 credits of HU4000-level courses taught by graduate faculty. The Director of Graduate Studies, however, must approve all such HU4000-level courses, in advance.

Pass/Fail and Audited Courses

Courses that are audited or taken on a pass/fail basis cannot be counted on the degree schedule.

Research Methods

All Master's students should work with the Graduate Director and their MS Advisory Committees to select courses that would best prepare them for the kinds of research to be undertaken during their graduate studies, especially for those students undertaking MS projects and theses. Although students are not required to take specific research methods courses within the RTC program, they are encouraged to explore the possibilities as they prepare for the academic job market and to consult with their graduate advisors to make appropriate choices,

Table 2.3: Checklist of Master's Required Courses (effective Fall 2001)

STUDENT _____ ADVISOR SIGN-OFF _____ DATE _____

COURSE	SEMESTER/YR	PROF	GRADE
--------	-------------	------	-------

REQUIRED OF ALL STUDENTS*

- | | | | |
|--|-----------|-------|-------|
| <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
*required only if receiving aid through teaching | ____/____ | _____ | _____ |

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 OPTIONS (min. 9 credits) (choose one: Coursework, Project, or Thesis)

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

- | | | | |
|--|-----------|-------|-------|
| <input type="checkbox"/> _____ credits | ____/____ | _____ | _____ |
| <input type="checkbox"/> _____ credits | ____/____ | _____ | _____ |
| <input type="checkbox"/> _____ credits | ____/____ | _____ | _____ |

OR

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

- | | | | |
|---|-----------|-------|-------|
| <input type="checkbox"/> _____ credits | ____/____ | _____ | _____ |
| <input type="checkbox"/> HU5991 <i>Spec Proj</i> OR _____ (3 cr) | ____/____ | _____ | _____ |
| <input type="checkbox"/> 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.

- | | | | |
|---|-----------|-------|-------|
| <input type="checkbox"/> HU5990 <i>Thesis</i> OR _____ (3 cr) | ____/____ | _____ | _____ |
| <input type="checkbox"/> HU5990 <i>Thesis</i> (3 credits) | ____/____ | _____ | _____ |
| <input type="checkbox"/> 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 ADVISORY COMMITTEES

Initial Advisory Interview

When students first enter the RTC Program they meet with the Graduate Director for an advisory interview early in their first semester of residence at Michigan Tech.

The Initial Advisory Interview establishes how student interests match the scholarly orientations of the department and interests of individual faculty members, orients students, and offers suggestions regarding potential members of student Advisory Committees.

The following kinds of issues and questions may be explored in the Initial Advisory Interview:

- Student questions about the RTC Program

- Past coursework and intellectual history

- Areas of interest and expertise

- Directions and goals for graduate work, including course selection if student's Bachelor's degree is not a humanities-related degree

- Career goals

- Preliminary plans (including methods) for a Coursework Paper, Project, or Thesis

- Preferences for working with particular faculty

Forming an Advisory Committee

Prior to making requests for full Advisory Committees, it is suggested that students write a 250-300 word Preliminary Proposal describing their intended course of study (see p. 2.10). Master's Committees will normally consist of four faculty members. Three members must be members of the Department of Humanities graduate faculty, and one member must be graduate faculty from a department other than the Department of Humanities, either on campus, or in special cases, at another graduate institution. Such a person must hold graduate faculty standing at Michigan Tech. (Please consult with the director if you wish to have a non-Michigan Tech person serve on your committee.) RTC graduate student instructors are not eligible to serve as official, voting members on committees for RTC Master's students. They may serve as additional, advisory members only in exceptional circumstances and then only by petition and with the prior approval of the RTC Steering Committee.

It is in the student's best interest to form a complete Advisory Committee before completing the first year of graduate studies. In order to complete the degree within the two-year funding period, Master's students should establish a plan of study as early as possible. Students must receive Advisory Committee approval regarding their research plans before beginning research for Theses, Projects, or Coursework Papers. This procedure must also be followed when committees are re-formed.

Graduate students may wish to discuss their research plans with potential committee members; however, requests and responses must be submitted for review by the Graduate Director. Committees are not official until they have been confirmed in writing. All invitations are issued by the Graduate Director; faculty members are asked to respond to invitations within two weeks.

In general, students tend to work most closely with the Chairs of their committees. Each Chair's responsibility to work with students and the Advising Coordinator to guide and monitor student progress and advise students accordingly. Student progress is formally reviewed on an annual basis by the student's Committee Chair and the RTC Steering Committee (See Annual Progress Report, p. 2.10 and Appendix B).

Reconstituting an Advisory Committee

Student-Initiated Changes

During the course of their graduate study, students may ask to change Advisory Committee members. Students may request that their committee be changed for the following reasons:

- Research interests change.
- Committee members become unavailable.
- Irreconcilable differences develop between a student and a committee member.

Students may discuss potential changes with any member of their Advisory Committee or with the Graduate Director. Students, however, must follow the same procedure when reconstituting their Committee as when initially forming them (See "Forming an Advisory Committee"). Students who wish to reformulate their advisory committee more than once must petition to do so and have their request approved by the RTC Steering Committee.

When new committee members have accepted their invitations, the RTC Program Office will notify the student and the rest of the committee. When any changes are made to the membership of an Advisory Committee, the RTC Program Office will send the appropriate paperwork to the Graduate School.

Faculty-Initiated Changes

Faculty may also request that they be removed from Advisory Committees. Such requests are appropriate for the following reasons:

Other commitments will not allow time to devote to the student (e.g. this may apply if faculty go on leave or take sabbaticals),

The student's research develops in a direction that does not coincide with the committee member's areas of expertise or professional development,

Irreconcilable differences develop between faculty and student.

Faculty members should address any written requests for removal from Advisory Committees to the Director of Graduate Programs in RTC. Faculty members may work in consultation with either of these advisors before notifying students of such requests.

Annual Progress Reports

Annual Progress Reports verify that students are making timely progress toward degree completion, and provide students with guidance and feedback from their committees.

Annual Progress Reports are also a factor in determining students' future funding in the program (See Appendix B—"Annual Progress Report Forms"). With the exception of certain students on leave, any student failing to submit the Annual Progress Report will not be considered in good standing.

MASTER'S STUDY OPTIONS

Master's students select one of three study options: Coursework Paper, Project, or Thesis. Each represents differing balances of coursework and research. No particular option is generally more suitable in preparation for a particular career.

Preliminary Proposal for Master's Study

In consultation with the Graduate Director and/or with other faculty who share related research interests, students should prepare a 250-300 word Preliminary Proposal describing their intended course of study. This proposal identifies which option students wish to pursue and describes its tentative focus. The Preliminary Proposal should be

distributed to potential committee members in conjunction with the request that they serve on a student's Advisory Committee.

Thesis Option

Work for the Thesis Option requires in-depth analyses of some issue or question in rhetoric and technical communication based on extensive research. The scope of the research and writing should be appropriate to the time allotted for 6-9 hours of research credit. The thesis paper generally does not exceed 50 pages. The thesis must include a reference list of works cited and works consulted.

Before starting work on a Thesis, students must draft a Preliminary Proposal (see p. 2.10) and meet with their full Advisory Committees to discuss their proposed research focus. Once their projects have been approved, students may sign up for HU5990 Thesis credits.

Following a successful Thesis defense, students must submit a .pdf file on CD-ROM of the revised Thesis to the Graduate Student Office for binding. One bound copy and one unbound file copy should also be delivered to the RTC Programs Office. Bound copies should also be given to members of the students' Advisory Committees as requested. (For further instructions on preparing Theses, visit the Graduate School Web Page at http://www.gradschool.mtu.edu/policies/thesis_specs.html)

Note: Students bear responsibility for all copying, binding, and distribution of copies to their committee members and university offices.

Project Option

Work for the Project Option may take the form of preparation and analysis of a small communication product or research and analysis of a limited issue or question in rhetoric and technical communication. The scope of the project should be appropriate to the time allotted for 3-6 hours of research credit.

Before starting a Project, students must draft a Preliminary Proposal (see p. 2.10) and meet with their full Advisory Committees to plan their work. Once a Project has been approved, students can sign up for HU5991 Special Project credits.

After their project research work is completed and has been approved by their Advisory Committee, students then write Project Reports describing and analyzing their conclusions, and, where appropriate, their application of any relevant research methodologies. Prior to beginning Project Reports, students must meet with Advisory Committees to discuss the format and structure of the report.

Students should meet with their Advisory Committees to discuss their final Project Report at least three weeks before the final oral exam.

Following a successful defense of their Projects, students must submit one bound and one unbound copy of their Project Reports to the Programs Office as well as one bound copy to the Graduate School in the Administration Building. Bound copies should also be given to each member of students' Advisory Committees as requested. Copies of the Project Report need not be professionally bound.

Coursework Option

In a Coursework option students draw from their graduate coursework and demonstrate their ability to argue significant issues or questions in rhetoric and technical communication.

In the term in which students will complete their coursework, they sign up for 3 credits of independent study with the chair of their committee. To complete the independent study, students prepare a coursework paper not to exceed 20 pages of text as well as a works cited list. This paper either synthesizes material in 3 or 4 of their courses or is a revision of one of their coursework papers so that it becomes a longer, more substantial argument that is well-focused and that draws on readings done in courses.

At the end of the first two weeks of this final term, students submit a 250-300 word preliminary proposal to their committee members that describes the work they intend to accomplish during the term and the nature of the coursework paper they will produce. At this time they will also submit a list of courses they have taken as well as assigned texts in those courses to the examining committee and to the Graduate Program Office. At the end of the first ten weeks of the term students submit a draft of their paper to committee members and receive feedback on it from them.

The oral examination will take place at the end of the final term in which students will complete their coursework. Students will be examined on the coursework paper they have produced within the context of the list of courses and texts that has been distributed to the committee. Coursework papers will be kept on file in the program office but will not be bound. Coursework examinations will be open only to members of the examining committee but are publicly announced.

MASTER'S FINAL EXAMINATION

Advancing to the Final Exam

When students and their Advisory Committee Chairs feel it is appropriate to proceed with the Final Oral Examination, the student should meet with the full Advisory Committee to discuss the exams (outlined below). (Generally, this stage is reached when students near the end of their Projects or Theses, or when they are ready to begin their Coursework Papers.) Advisory Committees who believe that their students are *not* progressing satisfactorily in their research or coursework should report to the Graduate Director, who will then meet with both the student and Advisory Committee to consider an appropriate course of action.

Table 2.4 below outlines procedures for the Final Oral Examination and the responsibilities of all participants.

Table 2.4: Final Oral Examination Responsibilities

Participant	Responsibility
Student	Copies and distributes drafts and final versions of all work to the Advisory Committee. Consults with the Advisory Committee and schedules a time and place for the examination. Submits a copy of presentation abstract (1/2 to 1 p.) to the RTC Programs Office two weeks prior to the Final Oral Examination. Places a copy of the Project or Thesis in the Petersen Library at least 1 week prior to the final oral examination. (Note: Coursework Papers are generally not made available to the public prior to the exam.)
Advisory Committee	Meets for discussion of the student's proposed examination schedule.
RTC Programs Office	Sends out invitations to all Humanities faculty and students to attend. Provides forms for the committee members to sign.

Exam Format

The Final Oral Examination consists of two parts: a public presentation and a closed examination. (However, the structure of the final defense for students who have chosen the Coursework Option should be determined by the student's committee and may

consist of only a closed examination.) Students who have chosen the Thesis or Project Options develop presentations based on their research for part one of the Final Oral Examination, lasting approximately 25 minutes. For the next half hour, students answer questions from the audience, exclusive of committee members. The Chair of the Advisory Committee moderates this discussion to ensure an open dialogue.

During part two of the Final Oral Examination, committee members question students in a closed session for about 45 minutes. Committee members ask students to discuss the theoretical implications of their research conclusions and to draw on detailed knowledge of the theories, methods, and other materials most relevant to the arguments presented in their Theses, Reports, or Papers.

EVALUATION OF THE ORAL EXAMINATION

After excusing the student from the room, Committee members deliberate about the quality of the student's work and performance during the exam. They base their decision on two criteria: quality of the argument in the Thesis, Project Report, or Coursework Paper, and the quality of the thinking and knowledge demonstrated during the oral examination.

Passing

A student passes the Final Oral Examination when no more than one member of the Advisory Committee is in dissent about the quality of work demonstrated in the Coursework Paper, Project, or Thesis, and in the Final Oral Examination. If a member of the Advisory Committee dissents, the student must address that member's dissenting comments prior to receiving final approval for passing the exam. The Advisory Committee Chair will then judge whether the student has satisfactorily addressed the dissenting reader's comments.

Passing with Revisions

If members of the Advisory Committee agree that the student's work needs revision, they may ask the student to revise the Thesis, Project Report, or Coursework Paper before certification of the master's degree. The Advisory Committee Chair will determine whether the student's revisions are satisfactory.

Unsatisfactory Completion

Students fail the Final Oral Examination when more than one member of the Advisory Committee is in dissent about the quality of the work demonstrated in the Thesis, Project and Project Report, or Coursework Paper, and in the Final Oral Examination.

Students who fail a master's examination may petition the RTC Steering Committee to retake the examination once, no sooner than the next academic semester. A second failure of the Final Oral Examination provides sufficient grounds for dismissal from the RTC Program. The RTC Steering Committee determines the status of students who fail their Final Oral Examinations twice.

Post-Evaluation Examination Procedures

When the Advisory Committee has completed deliberations, it will reconvene to inform the student regarding passing or failing the Final Oral Examination. If the student has passed, the Committee will discuss any additional conditions or recommendations to their evaluation. If the student has failed, the Committee will discuss the reasons for that failure.

Upon successful completion of the Final Oral Examination, or after the second failure of this examination, the Report of Final Oral Examination, form M6, must be submitted by the Chair of the Advisory Committee to the Programs Office. Details regarding this form and other required documentation are on the Graduate School Web Page: (<http://www.admin.mtu.edu/rgs/graduate/pubs.html>).

UNIVERSITY GRADUATION REQUIREMENTS

Commencement information is mailed by the Graduate Student Office to eligible students approximately three months prior to either the December or May ceremony. To participate in the graduation ceremony, you must complete all degree requirements (including revisions and filing paperwork) **at least nine weeks** prior to the ceremony.

Students nearing completion should confirm their commencement plans with the Graduate School at the beginning of semester in which a defense is planned. Students who have defenses scheduled prior to graduation may be eligible to walk at commencement, provided they fill out a Commencement Application (Walk) Form nine weeks prior to the ceremony. This form can be viewed at <http://www.gradschool.mtu.edu/trackforms/EarlyWalk.pdf>. In addition, more information

regarding graduation and degree certification can be found at <http://www.gradschool.mtu.edu/policies/graduation.html>, which is updated frequently.

MASTER’S DEGREE DEADLINES

Master’s students can use Table 2.5 as a chronological guide for completing steps and submitting forms during their graduate studies.

Table 2.5: Timeline for RTC Master’s Study

Degree Timeframe	Timeline Event	Responsible Persons	Date Completed
End of 1st year	Submit Preliminary Proposal for master’s studies	Student, Grad. Director	
	Request Advisory Committee	Grad. Director	
Feb./March (annually)	Update and certify Tracking Form; Complete Annual Progress Report Form	Chair, Student	
1 semester prior to Final Oral Exam	Verify completion of coursework requirements	Chair, Student	
	Submit Degree Schedule	Chair, Student	
3 weeks prior to Final Oral Examination	Submit Scheduling of Final Oral Examination form and 1/2-1 page abstract	Chair, Student	
Prior to end of 2nd year of grad study, no later than 5th year	Final Oral Examination (take form to exam and evaluation)		
Immediately after Exam (no later than 4 p.m. on the first day of the following semester)	Submit Report on Oral Examination form Deliver bound copies of master’s work to appropriate university and department personnel. See the Graduate School submission guidelines for more details.	Chair, Student	

TRACKING FORM FOR MASTER'S STUDENTS

Name
BA/BS Degree (Institution/Field/Date)
MA/MS Degree (Institution/Field/Date)
Date of Entry into Program
Date Degree Expected
Date of Graduation (Certified by Graduate School)

Residence Record

	Year	Semesters Enrolled (Circle)		
Semesters in Residence		FALL	SPRING	SUMMER
		FALL	SPRING	SUMMER
		FALL	SPRING	SUMMER
Semesters not in Residence		FALL	SPRING	SUMMER
		FALL	SPRING	SUMMER

Initial Advisory Interview and Advisory Committee

Initial Advisory Interview:	DATE: ADVISOR:
Preliminary Proposal for Grad Study:	DATE:
Advisory Committee Formed:	DATE:
Committee Members:	CHAIR:
	MEMBER 1:
	MEMBER 2:
	OUTSIDE MEMBER:

MS Coursework Requirements

Transfer Credits

Number	Title	Sem/Yr	Grade	Instructor	Credits

Required Courses

Number	Title	Sem/Yr	Grade	Instructor	Credits
HU5001	Proseminar in RTC				
HU5001	Proseminar in RTC				

Foundations of Pedagogy (GTIs only)

HU5931					
HU5931					

Key Issues Courses (choose 2 of the 3)

HU5002					
HU5003					
HU5004					

Major Stream

HU					
HU					
HU					

Minor Stream

HU					
HU					

Independent Studies (HU5900) or Directed Readings (HU5901)

Number	Title	Sem/Yr	Grade	Instructor	Credits

Internships (HU5902)

Number	Title	Sem/Yr	Grade	Instructor	Credits

Project (HU5991) or Thesis Research (HU5990)

Number	Title	Sem/Yr	Grade	Instructor	Credits

Degree Schedule:

Degree Schedule Filed	DATE:
Paper, Project, or Thesis Progress and Final Oral Examination	
Draft to Full Committee (submitted prior to scheduling Final Oral Examination)	DATE:
Meeting of Full Advisory Committee	DATE:
Drafts to Full Committee and to Programs Office (submitted at least two full weeks prior to Final Oral Examination)	DATE:
Scheduling of Final Oral Examination Form Filed	DATE:
Abstract of Defense to Programs Office	DATE:
Final Oral Examination	DATE:
Examination Status (Check one)	<input type="checkbox"/> Passed <input type="checkbox"/> Passed Conditionally <input type="checkbox"/> Additional Exam Start Date <input type="checkbox"/> Additional Oral Exam Date <input type="checkbox"/> Status (Passed/Failed) <input type="checkbox"/> Failed
Report on Oral Examination	DATE:
Completed Work (Filed) Coursework Paper, Project, or Thesis Title:	DATE:
Graduation	
Graduation Certified by Graduate School	DATE: