

Masters student worksheet (Aug 2020)

1st Semester

- Take courses (9 hours per semester if on an assistantship)
- Meet with Department Chair (first two weeks)
- Start to develop research ideas
- Form Thesis Committee on *myolemiss* (3 faculty total: at least 2 must be in Department of Biology)
- First Committee meeting to plan courses. Submit signed Degree Requirement Form to Department (if not 1st semester, then early in 2nd semester)

2nd Semester

- Continue to take courses (need 24 total course hours plus at least 6 Bisc 697 hours). Take 9 total hours per semester (can include Bisc 697)
- Write research prospectus (back and forth edits with advisor, then submit final version to Committee 2 weeks before seminar)
- Present prospectus to Department as a 15-20 minute seminar followed by a Prospectus Defense with your Thesis Committee. Confirm committee availability and schedule with Kim in Biology office
- Submit Prospectus Approval Form and approved prospectus to Department
- Start on thesis research

3rd and 4th (and, if necessary, 5th and 6th) Semesters

- Complete taking courses
- Continue and finish thesis research
- Write Masters thesis (back and forth edits with advisor, then submit to Committee 2 weeks before seminar and defense)
- Check Graduate School's *The End Game* website for final semester info
- Enroll in Bisc 691 for final semester
- Submit forms GS7 (Authorization for final exam/defense) and GS8 (degree application) early in final semester
- Present thesis as a Departmental seminar followed by Thesis Defense with your Committee. Confirm committee availability and schedule with Kim in Biology office
- Submit final electronic copy of thesis and required forms to Graduate School
- Order bound copy of thesis for Department
- Meet with Cindy for final checkout