

Department of Wood Science & Engineering

MS Program 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		
Form your graduate committee, must meet OSU Graduate Committee requirements: http://gradschool.oregonstate.edu/progress/graduate-committee	By the end of 1 st term or during 2 nd term	<input type="checkbox"/>
Major Professor Minor Professor or Co-Major Professor Departmental Representative(s) Graduate Council Representative (GCR)		
Develop Program of Study with committee: http://gradschool.oregonstate.edu/forms#program		
<u>Required Courses</u> WSE 520 WSE 521 WSE 522 WSE 507-1 (Beginning Seminar) – 1 credit WSE 507-2 (Seminar) – 1 credit WSE 503 – 6-12 credits	After you have formed your committee, within first two terms of program <i>If applying for specific funding you need to file your PoS sooner than 15 weeks before your final exam</i>	<input type="checkbox"/>
Total number of credits for MS: 45 credits		
Total number of credits for dual major MS: 60 credits		
Meet with major professor to discuss performance, progress, and goals for upcoming year	By the end of 3 rd term, and at least annually thereafter	<input type="checkbox"/>
Update your committee with a progress report and research update	Annually	<input type="checkbox"/>

MID-PROGRAM

What to do	When to do it	Has it been done?
File Program of Study* <i>If applying for specific funding you need to file your PoS sooner than 15 weeks</i>	At least 15 weeks before defense	<input type="checkbox"/>
Take Qualifying Exam and pass with grade of 80 or better	Complete WSE 520, WSE 521, and WSE 522 before registering for exam	<input type="checkbox"/>
File Research Plan	By the end of your 4 th term	<input type="checkbox"/>

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Present in WSE 507-2 Seminar	Preferably one term before your defense	<input type="checkbox"/>
File diploma application online http://gradschool.oregonstate.edu/forms#diploma	At least 15 weeks before defense	<input type="checkbox"/>

DEFENDING

What to do	When to do it	Has it been done?
Determine date and time of defense with your entire committee	At least two weeks before your defense	<input type="checkbox"/>
Arrange room reservation with Graduate Program Coordinator	Once your committee has finalized date and time	<input type="checkbox"/>
Schedule exam with the Graduate School through online form; if committee membership has changed, please note updates on this form http://gradschool.oregonstate.edu/forms#event	At least two weeks before your defense	<input type="checkbox"/>
Distribute defendable copy of your thesis to your entire committee (GCR included)	At least two weeks before your defense	<input type="checkbox"/>
Submit defense information to Graduate Program Coordinator (title, brief bio, brief abstract, photo) for advertisement	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	Review at least one week before your defense	<input type="checkbox"/>

FINISHING UP

What to do	When to do it	Has it been done?
Schedule Exit Interview with Department Head; see Graduate Program 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	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 http://gradschool.oregonstate.edu/progress/thesis-guide	After uploading final copy of thesis to ScholarsArchive	<input type="checkbox"/>
Complete WSE check out (paperwork, keys, email forwarding, clean up office)	Before you leave	<input type="checkbox"/>