MASTER’S REPORT SCHEDULE

The objective of this schedule is to facilitate successful completion of the Master’s report by the end of the student’s second year. The deadlines in **BOLD** are required by RTF. The other deadlines are only suggestions. As noted below, the student, her/his advisor, and second reader must agree to a schedule for the student’s completion of the report.

The schedule below includes the latest dates by which you should accomplish certain steps towards your report. You may complete these steps sooner and are encouraged to do so if you want to graduate at the end of your fourth semester.

**Spring – First Year**

- **select advisor prior to the end of second semester and have her/him sign appropriate form**

- before summer break, talk with your advisor about your project and plans for the summer

**Fall – Second Year**

Wk 2  - discuss your report plans with your advisor

Wk 8  - give your advisor your report proposal*
     - discuss with your advisor faculty members who might serve as your second reader
     - if you will need IRB approval for human subjects research, begin that process

Wk 11 - discuss your project with your second reader, secure her/his agreement to work with you, and have her/him sign the appropriate form

- once your advisor has approved your proposal, contact your proposed second reader and give him/her your proposal for review

Wk 15 - **meet with your advisor and second reader to go over your proposal and schedule and to secure in writing their approval of your proposal schedule**

**Spring – Second Year**

**12th Class Day - students who have not had a proposal meeting by this date will not be approved for graduation this semester**

Wk 1-10 - complete initial drafts of your report (or report chapters) and give to your advisor for review

Wk 11 - **provide your advisor and second reader with a full draft of your report**

Wk 12-14 - work on revisions required by your advisor and/or second reader**

Wk 15 - visit the Graduate School for a format check
     - deposit your report with the Graduate School by last class day of this semester

* A report proposal should be at least 10 pages double-spaced. The contents of the proposal should be determined by the student along with her/his advisor and second reader.

** You may not be able to graduate this semester if your advisor and/or second reader determine at this point that significant revisions on your report are required.