

Checklist for Computer Science PSM Program

___ Application for Admission into the Graduate Program

- Reviewed by the Computer Science Department on an ongoing basis
- Admission information begins on page 162 of the SOU Catalog (2005-06)

___ Letter of Admission

___ Obtain an Advisor

- Must be done early during first quarter of studies with advice from Graduate Coordinator (Dan Harvey)
- Discuss your program and goals with advisor

___ PSM Master's Degree Program Form

- *Proposed* program of studies, determined by you and your advisor
- Program Form must be filed *prior* to the completion of 12 graduate credits
- Must be not be handwritten!
- Serves as contract between student and school
- Program Form *can* be revised!

To revise your proposed program of studies

- Meet with your advisor to update and file the revised copy of your plan

___ Select Program Committee

- Should be formed prior to completing 18 - 24 credits
- Consists of three graduate faculty members plus your internship supervisor
- Your major advisor chairs the committee
- Second member is from Computer Science
- Third member is the workplace skills development area
-

___ **Arrange your internship**

- Before completion of 18 – 24 credits
- Submit details to your committee one week in advance of mid-program evaluation meeting

___ **Schedule Mid-Program Evaluation Meeting**

- Before completing 18 - 24 credits

___ **Mid-Program Evaluation Report Form**

- Completed by your graduate advisor at mid-program evaluation meeting
- Requires attachment of the internship committee, approved by your committee, maximum three pages (non-technical)

___ **Irregular Registration Form (for internship and possibly research class)**

- Used to register for internship (509) and research (503)
- Must have an approved Mid-Program Evaluation Report on file with the dean's office
- Completed and signed by major advisor, then department chair; approved by dean then submitted to Registrar's Office

___ **Write your internship report and research paper**

- Must adhere to strict guidelines outlined in the Computer Science Department Style and Policy Manual
- The internship report and research paper must be near complete at the start of the quarter in which all degree requirements are met.

___ **Schedule the Oral Defense**

- Gather possible time with your committee
- Your principle advisor will contact the graduate council to arrange a definite date

___ **Application for Completion of Master's Degree and Orange Card**

- Principle advisor submits signed paperwork to the Dean's Office with complete project documentation
- There is a degree application fee (paid to Business Services) and transcript fees (if desired)

___ **Receipt of Letter Confirming or Denying Degree Completion**

- Follow directions within letter