

SUMMER 2018 - GRADUATION & INTERNSHIP CHECKLIST

___ COMPLETE GRD 600 PREVENTING SEXUAL HARASSMENT (CAMPUS CLARITY)

- Completed during 1st semester in MPS. Also known as *Campus Clarity*. *Campus Clarity* website: <http://doso.studentaffairs.miami.edu/units/alcohol-and-other/programs/campus-clarity/index.html>. Upon completion, email certificate of completion to mps@rsmas.miami.edu, or print certificate and submit to MPS Office.

___ COMPLETE RSM 700 RESEARCH ETHICS

- Completed during 1st semester in MPS. Submit completion reports for sections on *Responsible Conduct of Research (RCR)* and *Plagiarism*. Upon completion, email reports to mps@rsmas.miami.edu, or print reports and submit to MPS Office

___ TAKE & PASS COMPREHENSIVE EXAMS

- Must respond to 4 comp exams during your time in residence. Your overall evaluation for comp exams is cumulative. The Program Director will collect comp exams from your course instructor and submit your comp exam's final report (indicating your overall result) to you via email upon completion of your 4th comp exam. If you are missing any comp exams, you will not receive a final report indicating your overall result.

___ SUBMIT APPOINTMENT TO STUDENT'S COMMITTEE FORM

- Due no later than **1 week after** start of internship. All signatures on one page. Email signed form to mps@rsmas.miami.edu, or print and submit to MPS Office.

___ SUBMIT INTERNSHIP COMMITMENT FORM + 1 PAGE PROJECT SUMMARY**

- Due no later than **2 weeks before** internship start date. Must include fully-signed signature page and 1-page project summary on a separate sheet of paper. Email form and summary to mps@rsmas.miami.edu, or print and submit to MPS Office.

___ SUBMIT INTERNSHIP PROPOSAL**

- **Due on March 11th, 2018** or no later than **1 month after** start of internship. All proposals must include the fully-signed title page. All signatures must appear on one title page. Submit the approved proposal via email to mps@rsmas.miami.edu (Word/PDF file accepted), or print and submit to MPS Office.

___ SUBMIT INTERNSHIP REPORT, SIGNED BY ALL COMMITTEE MEMBERS

- **Draft** of report due to Committee Chair and MPS office on or before **June 29th, 2018** (signatures on title page are not required for your draft). Draft should be as complete as possible: no typos, grammatical errors, missing sections (i.e. references cited), etc. Email a copy of your draft to Chair and mps@rsmas.miami.edu. Word/PDF file accepted for MPS. Consult with your Chair for his/her preferred file format.
- **Final**, fully vetted report + fully-signed title page due on or before **Aug 10th, 2018**. Submit the approved, final report via email to mps@rsmas.miami.edu (Word file only). Fully-signed title page may be submitted via hard copy to the MPS Office or as a PDF file. All signatures must appear on one title page.
- **JD/MPS:** Students may use their required upper-class research paper, or law review, at the School of Law to fulfill this requirement. His/her paper published in their law journal must be vetted and approved by all committee members

___ SCHEDULE & HOST INTERNSHIP ORAL PRESENTATION**

- Submit a copy of your presentation via email to mps@rsmas.miami.edu upon completion of presentation or no later than **Aug 10th, 2018**. PowerPoint, PDF, Prezi files accepted. **JD/MPS Students:** Oral presentation is optional, but may be requested by your committee
- Each student must consult with his/her committee and agree on a date/time to present.
- **Students who chose to present at RSMAS** must contact the appropriate RSMAS personnel listed below to reserve a room. Students must notify the MPS Office **no later than one week before** his/her presentation at RSMAS. Email mps@rsmas.miami.edu upon confirmation of room reservation. Include the following in your notification to MPS:
 - Room location; date & time of presentation
 - Final title of presentation
 - Correct name/spelling of internship host organization
 - Correct name/spelling of committee and titles (i.e. PhD, EdD, DVM, etc.)
 - Active email addresses for committee

ROOMS

Consult with room scheduler to verify available computer and/or audio-visual equipment. GSO has a projector available for check-out; contact GSO ahead of time to reserve gso@rsmas.miami.edu (305) 421-4155. Each student is responsible for bringing his/her laptop & charger, necessary cables/adapters, laser pointers, etc. for the presentation. If you require technical assistance, contact RSMAS IT ("RCF") ahead of time <http://www.rsmas.miami.edu/resources/rsmas-computing-facility/>

- **SLAB Seminar Room** (across from GSO): Sylka Perez, Executive Admin. Assistant, Dean's Office, sperez@rsmas.miami.edu (305) 421-4207
 - **RSMAS Auditorium:** Sylka Perez, Executive Admin. Assistant, Dean's Office, sperez@rsmas.miami.edu (305) 421-4207. Also notify Cristina Barrera, Facilities Office Manager, to ensure auditorium doors are unlocked and air conditioning is activated.
 - **RSMAS Library** (Maps & Charts Room, Media Room): libcirc@rsmas.miami.edu (305) 421-4060. Library room reservations website <https://library.miami.edu/rsmaslib/rsmas-room-reservations/>
 - **RSMAS Classroom(s):** GSO Office gso@rsmas.miami.edu (305) 421-4155
- **Students who elect to present remotely** (via teleconference or at the internship organization site), must notify the MPS office via email of his/her intent to present off-campus. Notify the MPS Office **no later than one week before** your presentation. Email mps@rsmas.miami.edu and include the following in your notification:
 - Location, date & time of presentation (include time zones)
 - Correct name/spelling of your internship host organization
 - Correct name/spelling of committee and titles (i.e. PhD, EdD, DVM, etc.)
 - Active email address for committee
 - Students may use their personal teleconference accounts.
 - Students may use MPS' *GoToMeeting* or *Skype* account for off-campus presentations. To reserve your timeslot and prevent double-booking of MPS accounts, you must email mps@rsmas.miami.edu **at least 2 weeks before** you intend to present. Use of MPS' *GoToMeeting/Skype* account will not be reserved if you fail to notify the MPS Office ahead of time.
 - **GoToMeeting:** mps@rsmas.miami.edu (sign-in), **rsmps4340** (password)

- **Skype:** rsmasmps (user), L1onfish (password)

___ CERTIFICATE OF APPROVAL

- Due no later than **Aug 10th, 2018**. All signatures must appear on one form.
- Submit via email to mps@rsmas.miami.edu or in person to the MPS Office.

___ CLEARANCE FORM

- Due no later than **Aug 10th, 2018**. All signatures on must appear on one form. Students may obtain Richter Library clearance from the RSMAS Library.
- Submit via email to mps@rsmas.miami.edu or in person to the MPS Office.

___ COMPLETION OF CERTIFICATE OF ADMISSION

- Submit all items listed on your *Certificate of Admission*. The Graduate School will withhold degree & diploma of those who fail to submit all items listed on the Certificate of Admission.

___ APPLY FOR GRADUATION & MEET WITH MPS ADMINISTRATOR

- Apply to graduate online via CaneLink (**Feb 7th – Mar 2nd**)
- JD/MPS students must notify the MPS office directly; CaneLink will only allow you to apply for graduation for law school, not graduate school. Email mps@rsmas.miami.edu by the deadline listed above to apply to graduate from the MPS program.
- All students: Upon application to graduation, contact Craig or Kandra to review your student file and confirm receipt and/or completion of all items listed in this checklist. Telephone, email and in-person meeting accepted. Students who apply for graduation and fail to complete this checklist by its deadlines will not be cleared to graduate.

___ CHECK TRANSCRIPT

- Minimum 30 credits will be "Earned" by completion of final semester of graduate program. Credits are not applied to a semester until a grade has posted. All current semester credits are listed as "Attempted" until a grade has posted.
 - JD/MPS students are required to complete a minimum of 24 "graduate" credits, and must notify the MPS Office which "law" credits should be transferred to his/her graduate record. Maximum 6 credits are permitted to transfer. See *Petition for Transfer of Credit* form for rules: <https://grad.miami.edu/assets/pdf/petition-for-transfer-of-credit-revised-10-13-2017.pdf>. JD/MPS students must earn 30 credits total (24 grad. + 6 law) for an MPS degree.
- Minimum cumulative 3.0 GPA by completion of final semester of graduate program
- *GRD 600* and *RSM 700* grade of "S" (Satisfactory). All *MPS Internship* credits appear as "IP" (In Progress) or "S" (satisfactory). Incompletes (I) and No-Grades (NG) are not accepted for graduation purposes by the Graduate School.
- Review your transcript grades/credits each semester; contact Kandra Velez or Craig Purcell immediately about any discrepancies.

___ CLEAR HOLDS

- Check CaneLink for any holds and contact the appropriate office immediately to remove holds. Holds will block the release of your degree/diploma.
 - **Academic Advising:** You are not required to contact the MPS office for removal of this hold. This type of hold is applied by the MPS Office and will be removed upon successful completion of all items listed above. If you have been cleared for graduation by Craig or Kandra, the Academic Advising hold will be removed.
 - **Exit Interview:** If you are graduating, have withdrawn, have reduced your course-load below half time (6 cr. undergraduates, 5 cr. graduate), or are just leaving the University of Miami and have borrowed student loans (GradPLUS, Stafford and/or Perkins loans) federal regulations require that you complete an *Exit Interview* prior to separating from the

University (even if the separation is a temporary one). If you are unable to access the exit interview through CaneLink, or have questions about the online exit please e-mail us at exitinterview@miami.edu or call us at (305) 284-6430 option #4. Exit Interview website <https://www.osas.miami.edu/refunds-and-withdrawals/withdrawals-and-return-of-federal-aid-calculation/exit-interview-process/index.html>

- **Other Holds:** Students must contact the appropriate office to remove all other types of holds (i.e. *Student Accounts, Student Health Center, Wellness Center, International Student & Scholar Services*, etc.) and notify the MPS Office via email upon removal of those holds.

**** JD/MPS Students Only****

*You are not required to submit Items marked with ***

The oral presentation is optional, but may be requested by your committee

MPS Forms: <http://mps.rsmas.miami.edu/form/> (Available for download from website. Hard copies in MPS Office)

UM Academic Calendars: <http://www.miami.edu/index.php/registrar/calendar/>

Kandra Velez, Associate Director
kvelez@rsmas.miami.edu

Craig Purcell, Senior Program Coordinator
cpurcell@rsmas.miami.edu

MPS Office
mps@rsmas.miami.edu

MPS Office (305) 421-4340 / Fax: (305) 421-4246 / 4600 Rickenbacker Causeway, Miami, Florida 33149

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