

CHECKLIST FOR MPS STUDENTS

- ___ **APPOINTMENT TO STUDENT'S COMMITTEE FORM**
Scans/faxes accepted. Due on or before the internship start date.
- ___ **TAKE AND PASS COMPREHENSIVE EXAM**
Must respond to 4 comp questions during your time in residence. Your final grade is cumulative, and the Program Director will complete and submit the necessary form.
- ___ **SUBMIT INTERNSHIP COMMITMENT FORM + 1 PAGE PROJECT SUMMARY***
Scans/faxes accepted. Due **no later than 2 weeks** after your internships starts.
- ___ **SUBMIT INTERNSHIP PROPOSAL***
Due **no later than 1 month** after your internship starts. You may submit a hard copy to the MPS Office or send the document as a Word file via e-mail to Kandra Velez, including a pdf/scan of the fully executed cover page.
- ___ **SUBMIT INTERNSHIP REPORT, SIGNED BY ALL COMMITTEE MEMBERS**
Scans/faxes of cover page not accepted. Due on or before the "Graduate Student Deadline for Completion of Dissertation/Thesis", as stated in the academic calendar for the semester in which you plan to graduate.
- ___ **SCHEDULE AND HOST INTERNSHIP ORAL PRESENTATION***
Please coordinate time/data/location with Kandra Velez if presenting at RSMAS. Otherwise, notify Kandra if you plan to present via GoToMeeting.

* Joint JD/MPS students are not required to submit these milestones.

CHECKLIST FOR GRADUATION

- ___ **CHECK TRANSCRIPT** - ENSURE "ACTIVE" STATUS IN CANELINK, MINIMUM OF 30 CREDITS COMPLETED, CUMULATIVE 3.0 GPA, RSM 700 GRADE OF "S" (SATISFACTORY), ALL INTERNSHIP CREDITS APPEAR AS "IP" (IN PROGRESS), NO INCOMPLETES (I), & NO NO-GRADES (NG)
Please contact Kandra Velez **immediately** if you identify any discrepancies.
- ___ **APPLY FOR GRADUATION** - COMPLETED ON-LINE VIA CANELINK BY DEADLINE AS STATED IN ACADEMIC CALENDAR; JD/MPS STUDENTS MUST ALSO NOTIFY OUR OFFICE DIRECTLY
Students who apply for graduation and fail to submit their report by the deadline will not graduate.
- ___ **ORAL PRESENTATION** - PDF OF POWERPOINT/PREZI
Submitted to Kandra Velez immediately upon completion of the presentation or sooner.
- ___ **REPORT** - WORD FILE OF THE FINAL INTERNSHIP REPORT + FULLY EXECUTED, **ORIGINAL (HARD COPY)** TITLE PAGE WITH ALL ORIGINAL INK
Report submitted to Kandra Velez via e-mail and cover page delivered either in person or via mail to the MPS Office.
- ___ **CERTIFICATE OF APPROVAL** - WITH ALL COMMITTEE MEMBER SIGNATURES
Submitted to the MPS Office for Associate Dean approval AFTER internship report has been signed by all committee members. The MPS Office will acquire Dr. Soden's signature for you. Scans/faxes accepted.
- ___ **CLEARANCE FORM**
Submitted to the MPS Office. Students may obtain Richter Library clearance from the RSMAS Library.

MPS Forms: mps.rsmas.miami.edu/forms/
UM Academic Calendar: www.miami.edu/index.php/registrar/calendar/

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