

## SPRING 2019 - GRADUATION & INTERNSHIP CHECKLIST

### \_\_\_ COMPLETE GRD 600 PREVENTING SEXUAL HARASSMENT (CAMPUS CLARITY)

- Completed during 1<sup>st</sup> 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](mailto:mps@rsmas.miami.edu), or print certificate and submit to MPS Office.

### \_\_\_ COMPLETE RSM 700 RESEARCH ETHICS

- Completed during 1<sup>st</sup> semester in MPS. Submit completion reports for two sections within the *Responsible Conduct of Research* (RCR) course series; one of those sections must be *Plagiarism*. Upon completion, email reports to [mps@rsmas.miami.edu](mailto: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](mailto: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](mailto:mps@rsmas.miami.edu), or print and submit to MPS Office.

### \_\_\_ SUBMIT INTERNSHIP PROPOSAL\*\*

- **Due on Dec. 12<sup>th</sup>, 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](mailto: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 **March 29<sup>th</sup>, 2019** (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](mailto: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 **May 8<sup>th</sup>, 2019**. Submit the approved, final report via email to [mps@rsmas.miami.edu](mailto: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](mailto:mps@rsmas.miami.edu) upon completion of presentation or no later than **May 8<sup>th</sup>, 2019**. PowerPoint, PDF, Prezi files accepted. **JD/MPS Students**: Oral presentation is optional, but may be requested by your committee
- **For students presenting at RSMAS**, there will be a 2-day MPS internship presentation seminar on **May 7<sup>th</sup> & 8<sup>th</sup>, 2019**. Please reserve those dates on your calendar and notify your committee ahead of time. Details about this seminar will be sent via email to all MPS students. Each student is responsible for bringing his/her laptop & charger, necessary cables/adapters, laser pointers, etc. for the presentation. Check your inbox regularly for

updates about the seminar. Students presenting at RSMAS must notify the MPS Office no later than **April 5<sup>th</sup>, 2019** of his or her intent to present during the seminar. Students must provide the following in their email notification to the MPS office:

- Final title of presentation
- Correct name/spelling of internship host organization
- Correct name/spelling of committee and their titles (i.e. PhD, EdD, DVM, etc.)
- Active email address for each committee member

If your committee is unable to participate in the MPS internship presentation seminar during any of the dates listed above, please consult with your committee on a date/time that works best for their schedules. Contact the appropriate room scheduler below to reserve your room at RSMAS (if you're still planning to host a presentation at RSMAS).

### ROOMS

Each student is responsible for bringing his/her laptop & charger, necessary cables/adapters, laser pointers, etc. for the presentation. Consult with room scheduler to verify available computer and/or audio-visual equipment for that room. GSO has a projector available for check-out; contact GSO ahead of time to reserve [gso@rsmas.miami.edu](mailto:gso@rsmas.miami.edu) (305) 421-4155. If you require technical assistance, contact RSMAS IT ("RCF") ahead of time <https://www.rsmas.miami.edu/about-us/administration/information-technology/>. If the room scheduler permits, you may reserve a room and practice your presentation prior to your actual presentation date/time. This is an optimal opportunity to identify technical issues and refine your presentation.

- **SLAB Seminar Room** (across from GSO): Sylka Perez, Executive Admin. Assistant, Dean's Office, [sperez@rsmas.miami.edu](mailto:sperez@rsmas.miami.edu) (305) 421-4207
  - **RSMAS Auditorium**: Sylka Perez, Executive Admin. Assistant, Dean's Office, [sperez@rsmas.miami.edu](mailto: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 [cbarrera@miami.edu](mailto:cbarrera@miami.edu) (305) 421- 4066.
  - **RSMAS Library** (Maps & Charts Room, Media Room): [libcirc@rsmas.miami.edu](mailto:libcirc@rsmas.miami.edu) (305) 421-4060. Library room reservations website <https://library.miami.edu/rsmaslib/rsmas-room-reservations.html>
  - **RSMAS Classroom(s)**: GSO Office [gso@rsmas.miami.edu](mailto: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 **April 5<sup>th</sup>, 2019**. Email notice to [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu). Include the following in your email notification to the MPS office:
    - Date, time, and location 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 each committee member
  - Students may use MPS *GoToMeeting* or *Skype* accounts for off-campus presentation purposes. (With the approval of his/her committee, students may use his/her personal teleconference account). To reserve your timeslot and prevent double-booking of MPS accounts, you must email [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu) **at least 2 weeks before** you intend to present. Your desired date/time and use of MPS GoToMeeting/Skype account will not be reserved if you fail to notify the MPS Office by the date indicated above. Students may also use his or her personal teleconference accounts for presentations, if approved by committee.
    - **GoToMeeting**: [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu) (sign-in), **rsmps4340** (password)
    - **Skype**: **rsmasmeps** (user), **L1onf!sh** (password)

### \_\_\_ CERTIFICATE OF APPROVAL

- Due no later than **May 8<sup>th</sup>, 2019**. All signatures must appear on one form; electronic signatures accepted.
- Submit via email to [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu) or in person to the MPS Office.

### \_\_\_ CLEARANCE FORM

- Due no later than **May 8<sup>th</sup>, 2019**. All signatures on must appear on one form.
- Students may obtain Richter Library clearance from the RSMAS Library. If you cannot submit your RSMAS ID card, notify the Cristina Barrera ahead of time and she will deactivate your card remotely [cbarrera@miami.edu](mailto:cbarrera@miami.edu) (305) 421- 4066.
- Submit form via email to [mps@rsmas.miami.edu](mailto: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 the degree & diploma of those who fail to submit all items listed on the Certificate of Admission.
- Not sure if you're missing an item from your Certificate of Admission? Contact the MPS Office.

### \_\_\_ APPLY FOR GRADUATION & MEET WITH MPS ADMINISTRATOR

- Apply to graduate online via CaneLink (**Feb 6<sup>th</sup> – Mar 1<sup>st</sup>, 2019**); email the MPS Office if you're unable to apply to graduate via CaneLink. You must apply to graduate *again* if you previously applied to graduate for a past semester and decided to defer graduation.
- 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](mailto: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 is posted.
  - JD/MPS students are required to complete a minimum of 24 "graduate" credits and must submit a [Petition for Transfer of Credit](#) form to the Graduate School in order to transfer law credits to his or her graduate record at RSMAS. A maximum of 6 Law School credits are allowed for transfer to MPS. JD/MPS students must earn and show 30 credits total on his or her graduate school transcript (24 grad + 6 law).
- Minimum cumulative 3.0 GPA by completion of final semester of graduate program
- Successful completion of *GRD 600: Preventing Sexual Harassment*
- Successful completion of *RSM 700: Research Ethics* with a grade of "S" (Satisfactory).
- All *MPS Internship* credits appear as "S" (satisfactory); grades for the current semester will appear as "IP" (In Progress) until faculty has posted grades for CaneLink.
- The following grades will not be accepted for graduation clearance:
  - Incompletes (I)
  - No-Grades (NG)
  - C-
  - Grades below a C-
- Review your transcript grades and 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](mailto: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 corresponding office to remove all other types of holds (e.g. Past Due hold, Immunization hold, International Scholar & Student Services hold, etc.). Students must notify the MPS Office via email upon removal of these holds in order to proceed with

any enrollment activity and/or graduation clearances.

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**\*\* 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*

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

**UM Academic Calendar:** <https://registrar.miami.edu/dates-and-deadlines/academic-calendars/index.html>

**MPS Office**

[mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu)

Tel: (305) 421-4340

Fax: (305) 421-4246

**Kandra Velez, Associate Director**

[kvelez@rsmas.miami.edu](mailto:kvelez@rsmas.miami.edu)

**Craig Purcell, Senior Program Coordinator**

[cpurcell@rsmas.miami.edu](mailto:cpurcell@rsmas.miami.edu)

**Mailing Address:**

University of Miami

RSMAS Campus, MPS Office S/A 132

4600 Rickenbacker Causeway, Miami, Florida 33149

**FAILURE TO COMPLETE THE ITEMS ON THIS LIST WILL BLOCK ALL ENROLLMENT ACTIVITY AND/OR RELEASE OF DEGREE/DIPLOMA**