

SPRING 2019 – GRADUATION INTERNSHIP CHECKLIST

___ COMPLETE GRD 600 SEXUAL ASSAULT PREVENTION FOR GRADUATE STUDENTS

- Completed during 1st semester in MPS via third-party website, *EverFi* <https://doso.studentaffairs.miami.edu/sandler-center/campus-clarity/index.html>. Scroll down to *Course Access Information*. Click *Entering Graduate/Professional Students (Grad, Law & Med)*. The Graduate School registers all students and applies a hold on CaneLink to students who fail to complete this requirement. Failure to complete this course will block you from registering for the following semester(s) and graduation.

___ COMPLETE RSM 700 RESEARCH ETHICS

- Completed during 1st 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, or print reports and submit to MPS Office. The MPS Office registers all students and applies a hold on CaneLink to students who fail to complete this requirement. Failure to complete this course will block you from registering for the following semester(s) and graduation.

___ 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 instructors and submit your comp exam's final report to you via email (indicating your overall result) upon completion of your 4th comp exam. If you are missing any comp exams, you will not receive a final report indicating your overall cumulative result. Contact the MPS Director if you have completed and passed 4 comp exams but have not received your final report.

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

- Due to MPS Office 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. All signatures on one form; electronic/digitally time-stamped signatures accepted. Email form and summary to mps@rsmas.miami.edu, or print and submit to MPS Office.

___ SUBMIT APPOINTMENT TO STUDENT'S COMMITTEE FORM

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

___ SUBMIT INTERNSHIP PROPOSAL**

- **Due 1 month after** start of internship. Only submit the final, fully-vetted and signed Proposal to the MPS Office (no typos, grammatical errors, or missing sections). All signatures must appear on one title page; electronic/digitally time-stamped signatures accepted. 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 and MPS office **no later than March 29th, 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 your committee and mps@rsmas.miami.edu. Word/PDF file accepted for the MPS Office. Consult with your committee for their preferred file format.

- **Final**, fully vetted report + fully-signed title page **due no later than May 8th, 2019**. Submit the approved, final report via email to mps@rsmas.miami.edu (Word file only). Fully-signed title page may be submitted via email as a PDF, or print and submit to the MPS Office. All signatures must appear on one title page; electronic/digitally time-stamped signatures accepted. Only the title page may be submitted as a PDF. The rest of the report must be submitted as a Word document file.
- **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. Submit your upper-class research paper or law review paper to mps@rsmas.miami.edu as a Word file **no later than Aug 9th, 2019**. Create a title page following the Report Template on the MPS website (*Our Students* -> *MPS Student Forms*) and submit the fully-signed page as a PDF file, or print and submit to the MPS Office. All signatures must appear on one title page; electronic/digitally time-stamped signatures accepted.

___ SCHEDULE & HOST INTERNSHIP ORAL PRESENTATION**

- **No later than May 8th, 2019**. Consult with each committee member to agree on a date, time, and location of your oral presentation. Upon confirmation of this information, email the MPS Office mps@rsmas.miami.edu and include the following in your message:
 - Final/Approved title of presentation
 - Date, time (include time zones) & location of presentation (i.e. *SLAB 103, Skype*, etc.)
 - 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
 - Your Track (i.e. Marine Conservation)

****JD/MPS Students**: Oral presentation is optional, but may be requested by your committee. Consult with your committee ahead of time to confirm their decision.

- **Students may host an oral presentation at RSMAS or Remotely:**

Presenting at RSMAS: Contact the appropriate room scheduler to reserve your space on campus. Consult with room scheduler to verify available computer and/or audio-visual equipment for that room. Each student is responsible for bringing his/her laptop & charger, necessary cables/adapters, laser pointers, etc. for the presentation. GSO has a projector available for check-out; contact GSO ahead of time to reserve 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.

ROOMS

- **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 cbarrera@miami.edu (305) 421- 4066.

- **RSMAS Library:** libcirc@rsmas.miami.edu (305) 421-4060. View room options here <https://www.library.miami.edu/rsmaslib/rsmas-room-reservations.html>
- **RSMAS Classroom(s):** GSO Office gso@rsmas.miami.edu (305) 421-4155

Email announcements of oral presentations are only created and distributed to the RSMAS community for those who present at a UM campus (i.e RSMAS, Coral Gables, etc.).

- **Presenting Remotely:** Students may use *GoToMeeting* or *Skype* accounts, etc. for off-campus presentation purposes. The MPS Office has a GoToMeeting and Skype account which students may use for oral presentations. To reserve your timeslot and prevent double-booking, you must email your request to mps@rsmas.miami.edu **at least 2 weeks before** you intend to present. Include the following in your request:

- Final/Approved title of presentation
- Date, time (include time zones) & location of presentation (i.e. *GoToMeeting*, *Skype*.)
- 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
- Your Track (i.e. Marine Conservation)

GoToMeeting: mps@rsmas.miami.edu (sign-in), rsmmps4340 (password)

Skype: rsmasmpps (user), L1onf!sh (password)

With a committee's approval, a student may use his/her personal Skype, GoToMeeting, etc. Students who use personal accounts must email the MPS Office and include the presentation details listed above.

- **Submit a copy of your presentation to the MPS Office no later than May 8th, 2019.** Upon completion of presentation, submit a copy your final/approved presentation to mps@rsmas.miami.edu (PowerPoint, PDF, Prezi accepted). Only submit files that have been approved by your committee; files that still require edits will not be accepted. Please note, your committee may request to review your presentation slides sometime *before* your actual presentation.

___ CERTIFICATE OF APPROVAL

- Due no later than **May 8th, 2019**. All signatures on one page; electronic/digitally time-stamped signatures accepted. Email form to mps@rsmas.miami.edu, or print and submit to the MPS Office. Note: Dr. Brian Soden's signature is not required (under *Ex-Officio Committee Member*) unless he has given prior notice/approval to do so.

___ CLEARANCE FORM

- Due no later than **May 8th, 2019**. All signatures on one page. Email form to mps@rsmas.miami.edu, or print and submit to the MPS Office.
- Students may obtain Richter Library clearance from the RSMAS Library.
- If you lost your RSMAS ID card, notify the Cristina Barrera; she will deactivate your card remotely cbarrera@miami.edu (305) 421- 4066.
- Submit form via email to mps@rsmas.miami.edu or print and submit 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.

Keep copies of any paper documents you submit to your Committee and/or the MPS Office. In the event that your paper document cannot be located, you will have a copy to resubmit.

___ APPLY FOR GRADUATION & MEET WITH MPS ADMINISTRATOR

- **Apply to graduate online via CaneLink (Feb 6th – Mar 1st, 2019).** You must apply to graduate *again* even if you previously applied to graduate for a past semester and decided to defer graduation. Email the MPS Office if you're unable to apply to graduate via CaneLink.
- **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 mgs@rsmas.miami.edu by the deadline listed above to apply to graduate from the MPS program.
- **All students:** Upon application to graduation, contact the MPS Office to schedule an appointment to review your student file and confirm receipt and/or completion of all items listed in this checklist. Telephone, email and in-person meetings accepted. Students who apply for graduation and fail to complete this checklist by its deadlines will not be cleared to graduate.
 - **Deferring Graduation to a Future Term:** If you suspect that you cannot fulfill the requirements of this Checklist by its deadlines, email the MPS Office immediately. Students should be mindful of time commitments and workload (i.e. time needed to analyze data, time needed to complete a draft/final report, etc.). If you believe you cannot meet these deadlines, you should consider delaying graduation to the following semester. When applications for graduation are open in CaneLink, students should examine their workload to assess the best semester for graduation. Consult with the MPS Office immediately to review your options.

___ 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/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: Sexual Assault Prevention For Graduate Students*
- Successful completion of *RSM 700: Research Ethics* with a grade of "S" (Satisfactory).
- All courses listed as 600-level or above (i.e. *MES 660*, *MBE 800*, etc.); no credit will be given for undergraduate or online courses (i.e. *MES 560*)
- 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 for 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. To check your account for holds: *Navigate to CaneLink> Go to Student Center> Holds (section). Click details to see additional information about the hold*
 - **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>. Students may have to contact their loan service provider to complete the Exit Interview.
 - **Other Holds:** Students must contact the appropriate corresponding office to remove all other types of holds (i.e. *Past Due* hold, *Immunization* hold, *International Scholar & Student Services* hold, etc.). Students must notify the MPS Office via email upon removal of these holds; the office will proceed with the graduation clearance process.

**** 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 Internship Forms:** <http://mps.rsmas.miami.edu/form/> (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

Tel: (305) 421-4340 / Fax: (305) 421-4246

Kandra Velez, Associate Director

kvelez@rsmas.miami.edu

Craig Purcell, Senior Program Coordinator

cpurcell@rsmas.miami.edu

Jessica Melendez, Administrative Assistant

jessica.melendez@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--