

MPS PROGRAM CHECKLIST

This checklist is a resource for students to manage their MPS milestones and degree requirements during their time in the program. All MPS tracks are required to complete the items below (some exceptions granted for dual-degree students in the JD/MPS track). Requirements are listed in the order that they should be completed.

This checklist is for your personal use, and you **do not** need to turn it into the MPS Office. Refer to the sections below for more details on each requirement. MPS degree requirements are fully detailed in the [MPS Student Handbook](#); reference pages are listed for each category.

OVERVIEW

- Submission of items listed in [Acceptance Packet](#)
- [RSM 700: Research Ethics](#)
- [Sexual Assault Prevention Training](#)
- [30 total graduate-level credits](#)
 - 24 course credits
 - 2 internship credits
 - 4 remaining credits (course or internship credits)
- [Cumulative 3.0 GPA and no grades below a C-](#)
- [Comprehensive exams \(4\)](#)
- [Review "Minimum Requirements to Begin an Internship"](#)
- [MPS Committee and Internship Commitment Form and one-page summary](#)
 - IF APPLICABLE: Review the *International Travel Checklist*
- [MPS Project Proposal](#)
- [Apply for Graduation](#)
- [Graduation Pre-Clearance](#)
- [Check CaneLink for holds](#)
- [MPS Final Report](#)
- [Oral Presentation](#)
- [Graduation Exit Survey](#)
- [Clearance Form](#)
- [Final Graduation Clearance](#)

SUBMIT ITEMS LISTED IN ACCEPTANCE PACKET

- Submit all items listed in your Acceptance Packet. These can include official transcripts from previous academic institutions, letters of recommendation, etc.
- Not sure if you are missing admissions documents? Contact the MPS Office at mps@earth.miami.edu. Graduating students will have missing documents listed in their graduation pre-clearance email.

RSM 700: RESEARCH ETHICS (pgs. 1-2)

- An online, 0-credit course offered via the [CITI Program](#) website (not Blackboard) that must be completed by all graduate students during their first semester at the Rosenstiel School (required for graduation). The MPS Office enrolls all students in this course during their first semester and provides instructions and a deadline for completion.
- Students must successfully pass **two sections**:
 - **Responsible Conduct of Research** course series within the relevant disciplinary background (e.g., Physical Sciences)
 - **Plagiarism**
- The course is graded as either an S (Satisfactory) or I (Incomplete) and will appear on your UM transcript.

SEXUAL ASSAULT PREVENTION TRAINING (pg. 2)

- An online, 0-credit course offered via a third-party platform that must be completed during the student's first semester in the MPS program.
- This course is administered by the [Graduate School](#), not the MPS Office; therefore, the Graduate School registers all students, provides log-in instructions, and deadlines for completion.
- No grade is given for this course, but successful completion is a requirement for graduation. Failure to complete this course by the given deadline will result in an **Academic Dean hold** on the student's account (prevents course registration, access to transcripts, etc.).

30 TOTAL GRADUATE-LEVEL CREDITS (pg. 2)

- Students must earn a minimum of **30 graduate-level credits** in good academic standing to earn the MPS degree.
- Of the 30 total credits, **24 must be class credits**, and **2 must be internship credits**.
 - The remaining 4 credits may be either class credits or internship credits.
- Students are responsible for regularly checking their [CaneLink](#) accounts to confirm their enrollment in the appropriate courses and number of credits each semester. Students must notify the MPS Registration Team immediately at registration@earth.miami.edu if there is an error. Students are responsible for negligence.

CUMULATIVE 3.0 GPA, NO GRADES BELOW C- (pg. 2-3)

- Students must maintain a **cumulative 3.0 GPA or higher** to earn the MPS degree.
- Grades **below a C-** do not count toward the credit requirement for the degree but are factored into the student's cumulative GPA.
- Students must address all the following grades: **Incomplete (I)**, **No Grade (NG)**, **letter grades of D or F**, **pass/fail grades of Unsatisfactory (U)**

COMPREHENSIVE EXAMS (pg. 6)

- Students must successfully complete and pass **four (4) comprehensive exams** during their time in residence. Students typically complete all comprehensive exams during their first two semesters of coursework in the MPS program.

- The MPS Director will collect the exam scores from course instructors and submit **Comprehensive Exam Final Reports** via email upon completion of this requirement. Contact the MPS Director via email if you have completed and passed all four comprehensive exams but have not received your Comprehensive Exam Final Report.

MINIMUM REQUIREMENTS TO BEGIN AN INTERNSHIP (pg. 7)

- Submit all missing items listed in Acceptance Packet
- Complete RSM 700: Research Ethics
- Complete Sexual Assault Prevention Training
- Complete at least 12 graduate-level class credits in good academic standing
- Maintain a minimum cumulative GPA of 3.0.
 - Address Incompletes (I), No Grades (NG), and all grades below a C- and/or a GPA below a 3.0
 - A mandatory meeting with the course instructor and the MPS Director is required if you have any of the grades or GPA listed above
 - **Students on Academic Probation are not eligible to enroll in internship credits, as they are graded on the Satisfactory (S)/Unsatisfactory (U) scale**
- Obtain approval from Committee Chair and the MPS Program Director
 - Permission to begin an internship is indicated by obtaining signatures on the *MPS Internship Commitment Form*

MPS INTERNSHIP COMMITMENT FORM AND ONE-PAGE SUMMARY (pgs. 8-9)

- **Commitment Form**
 - The [MPS Internship Commitment Form](#) solidifies the committee and internship host organization and is **due two weeks before starting your MPS internship**.
 - All signatures are required to be on the same document.
 - Completed forms must be submitted to mps@earth.miami.edu.
- **One-Page Summary**
 - Students must meet with their Committee Chair and Internship Supervisor to draft a one-page outline summarizing the student's proposed project, highlighting the timeline, goals, expectations, and objectives of the internship project. The summary can be written in paragraph or bullet-point format.
- **Students must submit the summary with the MPS Internship Commitment Form.** If you need an extension, please contact the MPS Office in advance. **OLDER VERSIONS WILL NOT BE ACCEPTED.**
- **International Travel Checklist**
 - All students traveling internationally for their internship must review the [International Travel Checklist](#).
 - The International Travel Checklist is for the student's preparation and does not need to be submitted to the MPS Office.
- **Students who will be diving as part of their MPS internship must abide by the regulations set by the Dive Safety Office.** Any questions can be directed to the Rosenstiel Dive Safety Officers.

MPS PROJECT PROPOSAL (pg. 9)

- A detailed synopsis of the internship project is required as a formal proposal **no later than 1 month after the internship start date**.
- The project proposal template and guidelines are available on the [MPS website](#). PDF format is preferred (Word format is accepted). **All signatures must be on one title page.**
- Completed proposals must be submitted to the MPS Office by emailing mps@earth.miami.edu. If you need an extension, please contact the MPS Office in advance. **OLDER FORMATS WILL NOT BE ACCEPTED.**

APPLY FOR GRADUATION (pg. 11)

- To apply to graduate, students must be:
 - Enrolled during the semester they intend to graduate
 - On track to earn 30 credits and complete all degree requirements by the end of their final semester.
- Students must formally [apply to graduate via CaneLink](#) during the semester in which they intend to graduate by the deadlines listed on the appropriate [UM Academic Calendar](#).
 - **Fall graduates** must apply during the graduation application period from **September to October**.
 - **Spring AND summer graduates** must apply during the graduation application period from **February to March**.
 - There is no separate summer graduation application period. **Summer graduates must apply for graduation during the spring semester.**
- Students must email the MPS Office if they intend to graduate but did not apply to graduate via CaneLink during the listed application period.

GRADUATION PRE-CLEARANCE (pg. 12)

- Students who apply to graduate will have their file reviewed by the MPS Office to ensure that all degree requirements will be completed by the end of the student's graduating semester. **The MPS Office will email students directly to identify which milestones and degree requirements are incomplete.**
- This checklist contains a complete list of items to review/complete for graduation clearance. Students who apply for graduation but fail to complete the requirements by the end of their graduating term will not be cleared to graduate.
- Graduating students will receive **two pre-clearance emails from the MPS Office: a first notice and a final notice**
 - **Spring graduates:** March (first) and May (final)
 - **Summer graduates:** June (first) and August (final)
 - **Fall graduates:** October (first) and January (final)

CHECK CANELINK FOR HOLDS (pg. 11)

- Students are responsible for regularly checking their CaneLink account to [address holds](#).
- **Academic Advising holds** are administered by the MPS Office and remain on a student's account throughout their time in the program until graduation. This hold **blocks enrollment activity** (adds/drops) and is intended to prevent unauthorized changes to a student's schedule that could affect a student's tuition bill and/or full-time/part-time student status. **Academic Advisors cannot lift this hold.**
- **All other holds** (i.e., Past Due, Academic Dean, etc.) are applied by other offices and may affect other student services (e.g., access to transcripts, blocking release of diploma, registration, etc.). Follow the instructions listed on the hold description in CaneLink.

MPS FINAL REPORT (pg. 9)

- The Final Report is due during the student's **final semester in the program before the last day of their graduating term** (see [UM Academic Calendar](#))
- The Final Report is not a summary of involvement, but rather, a graduate-level comprehensive paper detailing the process and results of the internship project.
- Templates and guidelines are available on the [MPS website](#).
- The approved electronic copy of the Final Report (**PDF file only**) should be submitted via email to the MPS Office at mgs@earth.miami.edu. **All signatures must be on one page.**
- If you need an extension, please contact the MPS Office in advance. **OLDER FORMATS WILL NOT BE ACCEPTED.**

ORAL PRESENTATION (pgs. 9-10)

- A professional scientific presentation that all students deliver about their MPS project based on their Final Report.
- Oral presentation requirements:
 - Delivered during the student's final semester in the program
 - Should be maximum 20 minutes in length. This includes 5 minutes for Q&A from the committee and other attendees.
 - Should include a visual component (e.g., PowerPoint, Prezi, etc.).
 - May not be scheduled until all committee members have edited at least one draft of the Final Report.
 - The presentation must be reviewed and edited by the Committee Chair, and all committee members must be invited to the presentation, to attend either in person or virtually (e.g. Zoom, Skype, GoToMeeting, etc.).
- **MPS Symposium**
 - Hosted in the fall and spring by the MPS Office for fall and spring graduates
 - Exceptions to participating in the symposium must be approved in advance by the MPS Program Director and the student's Committee Chair. Independent presentations may be required for students whose committee members cannot collectively be present for dates offered during the symposium **or** if the student's presentation is confidential in nature.
 - Students must give 1-month advance notice (in writing) to the MPS Program Director if they cannot participate in the symposium.
 - Students who are excused from participation in the symposium are still required to host an oral presentation for all members of their committee.
 - **No MPS Symposium is offered during the summer term at this time.**
 - Summer graduates must organize and deliver individual oral presentations before the last day of their graduating term.
 - **The MPS Office will email students with sign-up instructions.**
- **Independent Presentations**
 - To schedule an independent presentation, students must communicate with their committee members to select a date and time that all members can attend. **Students are responsible for creating their own event and/or reserving their room on campus** (UM provides free access to Zoom).
 - Students must email the MPS Office the following information to disseminate their presentation announcement to the Rosenstiel community:
 1. **MPS track name** (e.g., *Marine Conservation*)
 2. **Student's name as they would like it to appear on the presentation announcement** (e.g., full name vs. nickname, including middle name and/or middle initial, etc.)
 3. **Full title of the presentation** (must be committee approved and be the same title as the Final Report)
 4. **Correct name and spelling of the internship host organization**
 5. **Correct name and spelling/capitalization of committee chair and their titles** (e.g., PhD, EdD, DVM, etc.; Director, Lecturer, etc.)
 6. **Committee-approved date and time of presentation** (must include time zone)
 7. **Active email address for each committee member**
 8. **Zoom link and password** for attendees to view the presentation (if presenting virtually) **OR Rosenstiel building and room number** (if presenting in person).
 - **Rosenstiel Room Reservation**
 - If presenting on campus, contact the appropriate individual (listed below) to reserve your space on campus.

- Be sure to verify the available computer and/or audio-visual equipment for that room with the [Rosenstiel School Computing Facility \(RCF; Rosenstiel's IT Team\)](#).
 - Each student is responsible for bringing their laptop & charger, necessary cables/adapters, laser pointers, etc., for their presentation.
 - GSO has a projector available for check-out. To reserve the GSO projector, contact the GSO Office at gso@earth.miami.edu.
 - For technical assistance, contact [RCF](#) in advance of the presentation time.
 - When scheduling the room, you may inquire about starting the reservation an hour before your presentation time to give you time to sort through technical problems and run through your presentation.
- **Rooms**
 - **SLAB Seminar Room** (across from GSO):
 - Contact: Sylka Perez, Executive Admin. Assistant, Dean's Office, sperez@earth.miami.edu
 - **Auditorium** (MSC):
 - Contact: Sylka Perez, Executive Admin. Assistant, Dean's Office, sperez@earth.miami.edu
 - Notify: Rosenstiel Facilities & Operations to ensure auditorium doors are unlocked and air conditioning is activated facilities@earth.miami.edu.
 - **Rosenstiel Library** (SLAB):
 - Contact: libcirc@earth.miami.edu.
 - Room options:
<https://www.library.miami.edu/rsmaslib/>
 - **Rosenstiel Classroom(s)**:
 - Contact: GSO Office gso@earth.miami.edu

GRADUATION EXIT SURVEY (pg. 10)

- The Graduation Exit Survey is an online Qualtrics survey **due the last week of a student's final semester**. This is an opportunity for students to provide alumni forwarding information, share honest, constructive feedback about their student experience and the MPS program, and offer suggestions for future improvement. The link to the survey is included in the *Clearance Form*.

CLEARANCE FORM (pg. 10)

- The [Clearance Form](#) confirms that the student does not owe any money, equipment, books, or other debts to offices at the Rosenstiel School. All students must complete this form regardless of ever utilizing the services in the listed offices.
- Students must contact each office listed on the form to collect the respective signatures before submitting the form to mops@earth.miami.edu. You are encouraged to email this form to collect **digital signatures**; students are not required to return to campus to collect handwritten signatures.
- **All signatures must be collected on one form. The MPS Office will sign the form last.**
 - Students must complete the Graduation Exit Survey before submitting the *Clearance Form* to the MPS Office.
 - Once Rosenstiel Facilities & Operations signs, your student access will be terminated, and you must return your student ID in person or via mail (attn: Shelia Taveras). If you will continue as an employee with the school, your supervisor must contact Rosenstiel Facilities & Operations.
- The *Clearance Form* is **due the last week of a student's final semester before the term ends**. If you need an extension, please contact the MPS Office in advance. **OLDER VERSIONS WILL NOT BE ACCEPTED.**

FINAL GRADUATION CLEARANCE

- **Graduation Clearance from the Graduate School**
 - Once a student is cleared by the MPS Office, the MPS Office will send the student's file to the Graduate School for the final graduation clearance. Once the Graduate School approves a student's file, their office will notify the Office of the Registrar to post the student's degree and release their diploma.
 - Diploma release can occur up to three months after the student's file is sent to the Graduate School. Clearance delays will prolong the release of a student's degree/diploma.
 - **Participation in graduation ceremonies is not indicative of successful completion of the MPS program, nor do they indicate the degree was awarded by the Graduate School.** These are optional celebratory events, and they do not confirm the conferral of your degree.
- **Deferring Graduation to a Future Term**
 - If a student cannot meet complete the degree requirements by the last day of their graduating semester, they must email the MPS Office to review their options as soon as possible.
 - Students should consult with their committee to determine if deferring graduation to a future term is recommended.
 - If the student chooses to delay their graduation from:
 - **Fall to Spring OR Summer to Fall:**
 - The student must contact the MPS Office about their graduation delay. The student must apply to graduate in CaneLink again in the following semester even if they applied to graduate in a past semester.
 - **Spring to Summer:**
 - The student must contact the MPS Office **immediately** so MPS leadership can contact the Registrar on the student's behalf.

**FAILURE TO COMPLETE THE REQUIREMENTS ON THIS LIST WILL
BLOCK THE RELEASE OF YOUR DEGREE AND DIPLOMA.**