MASTER OF LANDSCAPE ARCHITECTURE
Student Handbook

On the Cover:

Architecture Building Atrium. University of Florida

Photograph by

Department of Landscape Architecture Alumnus
Steven Verlander, Class of 2010

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Introduction

Welcome to the Master of Landscape Architecture program at the University of Florida. The Department of Landscape Architecture has a long history of producing graduates whose strong ethical and professional competencies have enabled them to embark on fulfilling careers in many areas of practice. Armed with lifelong learning skills and a strong sense of community and environmental responsibility, graduates are well equipped to practice and advance the profession of landscape architecture. The program's goals are to:

¤ promote long-term diversity and stability, ecologically and culturally
¤ advance landscape architecture as the creative connection between culture and nature

The College of Design, Construction and Planning and the University of Florida offer a diverse range of opportunities intellectually, socially and personally. The Department maintains a strong tradition of professional interaction with alumni and practitioners at the cutting edge of the discipline in the state of Florida, across the country and throughout the world. Regional and international opportunities, a diverse and committed faculty, an active student ASLA *(American Society of Landscape Architecture)* chapter, a strong interdisciplinary setting within the College, a rich cultural context in North-central Florida and all the engaging and stimulating activities available at one of the country's most recognized institutions of higher learning make the University of Florida an exciting place to be.

The faculty of the Department of Landscape Architecture at the University of Florida is pleased to welcome you to the program.

Handbook Description

The MLA Handbook supplements the University of Florida Graduate Catalog and the Graduate Student Handbook. The Graduate Catalog governs your study by its detailed regulations. Current editions of these documents can be found at the Graduate School's website at url: http://gradschool.rgp.ufl.edu/.

This handbook expands on information detailed in the Graduate School's Catalog and includes copies of forms used in the administration of Masters of Landscape Architecture studies. It also contains details of special procedures, time lines and other helpful information.

Note:
The information provided in this document is intended to serve as a guide only and is subject to change without notice. The document is subject to frequent updates and it is the student's responsibility to ensure that they are working with the latest information.

The Program Assistant and the Graduate Coordinator will hold and maintain the most current version of this document. You are advised to obtain a new copy at the beginning of each academic year you are enrolled in the program.

Assistance and Contact
The faculty and staff of the College of Design, Construction and Planning are here to encourage your educational objectives and personal growth through coursework, individual study and other activities at a variety of levels. The friendships and professional contacts you develop during the course of your studies here will remain an important part of your professional life.

If you have any questions or require assistance, please contact either the Program Assistant or the Graduate Coordinator:

	Dan Manley		**Deborah Rhoden**
	Graduate Coordinator		**Program Assistant**
eMail	dpmanley@ufl.edu	eMail	petals@ufl.edu
telephone	352-294-1442	telephone	352-294-1481
office	430 ARCH	office	431 ARCH

Graduate Coordinator
The Graduate Coordinator is available to assist with you matters relating to the graduate program in the Department of Landscape Architecture and may be help with other matters related to your time and experience at the University of Florida. Please feel free to stop in or email the Graduate Coordinator for an appointment

Program Assistant
The Program Assistant is available to help with routine matters such as registration, preparation of forms, understanding deadlines, tracking credit hours, etc.

However students are reminded that they alone are responsible for meeting all necessary deadlines.

Graduate Mailboxes
Graduate student mailboxes *(with green labels)* are located in the School of Landscape Architecture and Planning Office *(office number 431 Architecture* Building). Hardcopy mail continues to serve as one of the main channels through which the University, College and Departmental communicates with students.

e-Mail

The Graduate School and other offices also communicate directly with enrolled graduate students via e-mail using GatorLink addresses ONLY. Students are required to establish a University of Florida, Gatorlink account. This account is free of charge.

Students are also responsible for checking their Gatorlink account regularly. The Graduate School cannot maintain personal e-mail addresses. All official correspondence from the University will be sent directly to student's Gatorlink email accounts.

Please visit the Gatorlink website to establish an account as soon as possible at url: http://www.gatorlink.ufl.edu/

Residency Status

Students admitted as International or a non-Florida Resident and receiving a tuition waiver of out-state-tuition may be eligible to apply for Florida Residency for tuition purposes. You must apply to the Registrar's Office for Florida Resident classification. If the application is approved, the cost per credit hour for tuition and fee purposes will be reduced and/or refunded.

> **IMPORTANT:** Any student who does not apply for Florida residency after being in the State of Florida 12 months will NOT receive a graduate tuition waiver of out-of-state tuition and any waiver processed will be VOIDED. For new students, you must have completed one full semester before you can begin this process. Please be sure to read the instructions and the form carefully and provide all necessary documentation.

Final Transcript

If a student applied before they graduated and did not provide the Department with a final transcript listing the degree earned, they must arrange to have a final transcript forwarded to the Department immediately. Final transcripts are to be forwarded to:

Graduate Admissions, University of Florida,; PO Box 114000, Gainesville, FL 32611 before the end of the student's first semester or a registration hold preventing advancement in the curriculum will be activated

Students with Disabilities

The Disability Resource Center at the University of Florida provides services to students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.

The Disability Resource Center works to provide equal access to university programs and services in order to meet the individual needs of students with disabilities. Students are not required to disclose their disability. However, if accommodations are requested, students must register with the Disability Resource center and provide documentation to verify their disability.

For information the Disability Resource Center services or to set-up an appointment, please call 352-392-8565 or visit the Center's office located in Reid Hall. More information is available at the Center's website at url: http://www.dso.ufl.edu/drc/ for additional information.

Graduate School Definitions

Combined Degree Program

A combined bachelor's and master's degree program allows an undergraduate student to take graduate courses before completing the bachelor's degree and to count 12 graduate credits toward both degrees. Students admitted into a combined program normally have at least a 3.2 grade point average and a score of at least 1100 on the verbal and quantitative portions of the GRE. Academic units may establish higher admission standards. Individual academic units determine whether a combined degree program is appropriate. Combined degree programs established before Jan. 1, 2003, may have other requirements.

Concentration

A concentration is a subprogram within a major. Concentrations offered at the University of Florida are approved by the Graduate Council. The concentration, degree and program may appear on the student transcript.

Concurrent Degree Program

A Concurrent Degree Program represents simultaneous study that leads to two master's degrees in two graduate programs or two master's degrees in the same major. Such a program is initiated by the student and requires prior approval of each academic unit and the Graduate School. If the student is approved to pursue two master's degrees, no more than 9 credits of course work from one degree program may be applied toward the second master's degree. There may also be Supervisory Committee requirements that the student must satisfy.

Graduate Certificate

An academic unit may offer a graduate certificate along with a graduate degree. The certificate indicates that the student completed a required number of courses in a special area. It requires Graduate Council approval but is not listed on the student transcript.

General Regulations

Each student is personally responsible for being informed and observing all program regulations and procedures. Students must also become familiar with all Graduate Catalog general regulations and requirements, specific degree program requirements and offerings in addition to all the Department's program requirements.

Any exceptions to the policies stated in the Graduate Catalog must be approved by the Dean of the Graduate School. Following admission to the Graduate School but prior to the first registration, students should consult the College and/or the Graduate Coordinator regarding courses and degree requirements, all known deficiencies and special regulations of the academic unit. The Dean *(or Dean's representative)* of the College must oversee all registrations. Once a Supervisory Committee is appointed, registration approval is the responsibility of the Committee Chair.

Attendance Policies

Students are responsible for meeting all academic objectives as defined by the instructor. Absences count from the first class meeting. In general, acceptable reasons for absences from class include illness, serious family emergencies, special curricular requirements, military obligation, severe weather conditions, religious holidays, and participation in official university activities. Absences from class for court-imposed legal obligations *(e.g., jury duty or subpoena)* will be excused. Other absences will be decided on a case-by-case basis.

Students may not attend classes unless they are officially registered or approved to audit a class with evidence of audit fees payment. After the end of drop/add, the Office of the University Registrar provides official class rolls and roll addenda to instructors.

Students who do not attend at least one of the first two class meetings of a course or laboratory in which they are registered and who have not contacted the academic unit to indicate their intent may be dropped from the course. Students must not assume that they will be dropped if they fail to attend the first few days of class. The academic unit will notify students dropped from courses or laboratories by posting a notice in the academic unit office. Students may request reinstatement on a space-available basis if documented evidence is presented.

The University recognizes the right of the course instructors to make attendance mandatory. After due warning, instructors may prohibit further attendance and assign a failing grade for excessive absences.

Concentration in Historic Preservation

Historic Preservation addresses sites, landscapes, structures, districts and intangible heritage as a way to safeguard, celebrate and adapt valuable resources that range from decades to centuries old. The field became professionalized in the last half of the 20th century thanks to the National Historic Preservation Act in 1966. The 21st century offers significant expansion of the field to address smart growth, sustainability and economic development initiatives. Opportunities include preservation and redevelopment work in architecture, building construction, interior design, landscape architecture and urban and regional planning. Many related jobs exist, including preservation consultant, preservation contractor, preservation researcher, site manager, lawyer, archeologist, cultural resource manager, historian, real estate professional and policy administrator.

Drop/Add

Courses may be dropped or added during drop/add period without penalty. This period lasts five calendar days, or two days for summer, starting with the first day of the semester. Classes that meet for the first time after drop/add may be dropped without academic penalty or fee liability by the end of the next business day after the first meeting. This provision does not apply to laboratory sections.

Courses dropped after the drop/add period will be assigned a W evaluation which will appear on the student's official transcript. Students become financially liable for any course added or dropped after the deadline including students with fee waivers.

Fee Liability

Pursuant to Section 6C1-3.037(2) University of Florida Rules, students are liable for fees for all courses in which they are registered. Deadline for fee payment is 3:30 pm of the Friday ending the second week of classes.

Grades

Graduate students must receive a letter grade of C or higher for graded courses or an S evaluation for courses that are graded on a pass/fail basis.

Grades of C+ and C count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+, A- and A, respectively. Grade points are not given for S and U grades, therefore: S and U grades are not used to calculate grade point averages.

All courses with letter-equivalent evaluations taken at the 3000 and above levels will be used to calculate cumulative grade-point averages.

Satisfactory/Unsatisfactory

The following graduate-level courses are evaluated on a pass/fail basis: 6910 *(Supervised Research);* 6940 *(Supervised Teaching)* and 6971 *(Research for Master's Thesis)*.

Additional pass/fail courses are noted in the Graduate Catalog.

Incomplete grades

All incomplete (I) grades need to be resolved as soon as possible. Incomplete evaluations carry no quality points and revert to F's after one semester. All incomplete grades must be resolved before a graduate degree can be awarded.

Leave of Absence

Students must obtain PRIOR formal leave of absence approval from their Supervisory Committee Chair for periods of one semester in duration or longer. Students must reapply for admission upon return. For more information, please refer to the Catalog sections detailing procedures for Readmission and Catalog Year.

Minor

A minor represents a curriculum of course work completed in any academic unit outside the major and must be approved for masters or doctoral programs listed in this catalog. If a minor is chosen, the supervisory committee must include a representative from the minor field. It requires at least six to fifteen credits from the minor, depending on the program. This minor appears on the student's transcript along with the program name and the degree awarded.

Readmission

This information applies only to students admitted to a graduate program who have attended the University. Former graduate students who do not enroll at the University for two consecutive semesters, including any summer semester, must reapply for admission whether to the same or a different program. Readmission, however, is not guaranteed and is subject to the availability of space at the appropriate level, college or major. Therefore, students may need prior written approval *(from their academic units)* to take a leave of absence for two or more consecutive semesters. Students who skip a single semester will be scheduled automatically for a registration appointment for one *(the next)* semester. To apply for readmission, contact the Office of Admissions, PO Box 114000, University of Florida, Gainesville FL 32611-4000 or at url: www.reg.ufl.edu/regadmi.htm.

Registration Requirements

The University of Florida operates on a semester system consisting of two sixteen-week semesters and two six-week summer semesters.

Re-taking Courses

Graduate students may repeat courses in which they earn failing grades. Grade points from both the initial failing attempt and first attempts earning a grade of C or better are included in computing the grade point average. The student receives credit for the satisfactory attempt only.

Supervisory Committee

The student's Supervisory Committee should be appointed as soon as possible after the student is admitted to Graduate School, and no later than the second semester of Advanced Graduate Study.

Supervisory Committees for graduate degree programs are initiated by the student, nominated by the respective academic unit Chair, approved by the College Dean and appointed by the Dean of the Graduate School. The Dean of the Graduate School is an ex-officio member of all supervisory committees. Only Graduate Faculty may serve on a Supervisory Committee. If a student takes fewer that twelve credits in the first semester, the deadline is the end of the semester during which the student has accumulated twelve or more credits or the end of the second semester. If a minor is designated for any degree, a representative from that minor is required to serve on the Supervisory Committee. If two minors are designated, two representatives are needed.

The Supervisory Committee for a master's degree *(by thesis)* must consist of at least two members selected from the Graduate Faculty. The Supervisory Committee for a master's degree without a thesis may consist of one member of the Graduate Faculty who advises the student and oversees the program. If a minor is designated, the committee for both thesis and non-thesis programs must include one Graduate Faculty member from the minor academic unit.

Master of Landscape Architecture

Pre MLA
Students entering the graduate program in Landscape Architecture with undergraduate degrees in fields other than Landscape Architecture are enrolled in a pre-MLA curriculum. The pre-MLA curriculum prepares students for Advanced Graduate Study by developing competencies in design, construction, history, site analysis, landscape management and other core landscape architectural skills and knowledge sets. These competencies are required for students to engage in graduate level coursework in landscape architecture.

Advanced Graduate Studies
The Advanced Graduate Studies curriculum exposes students to the breadth of the discipline of landscape architecture. In the first year of the Advanced Graduate Studies curriculum, students determine their individual area of research and devote the following summer to that research. The final year enables students to explore their individual interests through electives and a thesis or terminal project across a variety of topics. Previous theses and terminal projects have dealt with landscape conservation, regional planning, special populations, historic preservation, social and behavioral issues, park planning, ecotourism, theory, urban design, and community planning amongst others.

Graduate Degree Requirements
The MLA is an accredited degree that leads to professional licensure. Therefore, if the student does not have an undergraduate degree in landscape architecture, leveling courses are required to both meet the requirements of accreditation and the first professional degree and to prepare the student for graduate-level coursework. However, certain leveling courses may be waived if the student has successfully completed equivalent coursework with a grade of a B or better. If the student wishes to waive a course, they must present examples of work, course syllabi and a transcript or other evidence that the course has been successfully completed. Each

situation is reviewed individually prior to initial registration. Students entering the MLA program work with the Graduate Coordinator and other faculty to determine the specific courses that may be waived.

The estimated credit hours and length of study time may vary according to each student's individual baccalaureate degree and professional experience.

If any courses at the Advanced Graduate Studies level are waived, the student must take additional graduate level electives to fulfill the required 52 credit hours of advanced graduate study.

Students without a prior degree in landscape architecture must enter in the summer. Students with a related degree *(architecture, planning, etc.)* may or may not *(at the discretion of the graduate committee)* be required to complete all of the summer leveling courses.

Program Requirements

After leveling courses are completed, students in enter graduate level coursework *(Advanced Graduate Studies)*. In addition to the required courses, 6 hours of electives are required *(undergraduate courses 3000-4999 outside the department may count)*, in addition to 6 hours of an Independent Thesis or Terminal Project and a 3 credit hour Supervised Internship.

Requirements of the Supervised Internship should be discussed with Professor Bob Grist, Internship Coordinator. Students who have documented work experience that satisfies the internship requirement may petition for an exemption from this requirement.

Each student must select a two-member Supervisory Committee to guide their *(elective)* course choices and to supervise the independent thesis or terminal project in the third year. Students have the option of inviting a third member (external member – outside of the department) to contribute as a member of the Supervisory Committee. Supervisory Committee must be formally assembled (with a completed and signed form submitted to the Program Assistant) along with an approved Final Proposal by the date specified in the timeline provided at the end of this document.

Terminal Project or Independent Thesis Options

Students have a choice of thesis or a terminal project. Both require significant scholarly research leading to an advance in the body of knowledge specific to the discipline. A final public presentation and report of research, process and products are required. A thesis must adhere to all of the formatting criteria, schedules and other requirements as formulated by the University of Florida's Graduate School. The terminal project allows for more flexibility in format and its schedule may be different from the Graduate School's timeframe. There is no difference in the intellectual rigor of the two.

Please refer to the Graduate Catalog concerning the terminal project: *"This option, in lieu of thesis, is available for a design project which because of magnitude or design complexity does not adapt to thesis format."*

A thesis has as its primary final products the findings of a research study. These are not applied in a design setting to test or to explain the findings. A terminal project takes the findings of research and applies them to a planning and/or design *situation (such as design guidelines, a specific design, post-occupancy evaluation, etc.).* The applications serve as an example of how the research can be used and how the research advances the body of knowledge.

Key Dates & Requirements

Please refer to the University of Florida's Graduate School guidelines for final thesis submission date, format and defense requirements.

Students completing a terminal project must complete their final defense three weeks before the last day of classes of their final semester. This allows time for revisions and production of the final document following the public presentation and review by the Supervisory Committee.

Final terminal projects must be submitted in accordance to the protocol established by the University of Florida's Institutional Repository guidelines. These guidelines can be reviewed by visit the Institutional Repository's website at url: http://www.uflib.ufl.edu/digital/collections/ir/. Students are responsible for paying all applicable fees required in this process.

Public presentations and defenses for thesis and terminal projects may only occur during Fall or Spring semesters. Faculty are neither on contract nor available during the summer. Candidates not completing their thesis or terminal project requirements must return the following Fall semester to complete the work.

The following are Departmental requirements and do not include Graduate School or University requirements *(graduation application, thesis deadlines, etc.).*

Year One for First Professional MLA students

Summer or Fall

- ¤ enter leveling courses as required
- ¤ meet with the Graduate Coordinator between weeks 3 and 6

Spring

- ¤ complete leveling courses with a B evaluation or better
- ¤ meet with the Graduate Coordinator between weeks 9 and 12

Year Two for First Professional MLA students

Spring

- submit committee-approved proposal to Program Assistant
- meet with the Graduate Coordinator between weeks 9 and 12

Year Three for First Professional MLA students

Fall

- verify completion of internship requirement and grade
- check credit hour and required courses requirements
- meet with the Graduate Coordinator between weeks 3 and 6

Spring

- prepare final thesis/terminal project
- prepare for public presentation & defense
- register intent to graduate prior the deadline
- complete and print 2 signature pages. obtain committee member signatures at the defense (see MLA Handbook for formatting)
- post notices announcing the public presentation (include the student and committee members names, project title, date, time and venue for the presentation)
- reserve the Dean's Conference Room after committee agrees on date & time
- submit all information to be disseminated (include the student and committee members names, project title, date, time and venue for the presentation) to the Program Assistant for email distribution at least one week in advance of the presentation
- meet with the Graduate Coordinator between weeks 9 and 12

The Day of Defense

- obtain all necessary paperwork from the Program Assistant including the yellow final exam form

After the Defense

> ¤ the faculty committee may require corrections before signing OR will sign copies and ask Program Assistant to HOLD paperwork until faculty committee chair releases them for publication

> ¤ submit final thesis/terminal project report and all required, completed forms to the Program Assistant for appropriate and required signatures

Preparation for Final Semester

Students are responsible for meeting all requirements and observing all deadlines. All deadlines are detailed in the Graduate School Catalog, the Graduate Student Handbook and online at the University of Florida's Graduate School website.

Verification of Degree Candidate Status

This service is not provided during the last 3 weeks before graduation. However, students whom have completed all degree requirements prior to the last 3 weeks of class, including the final examination report and final acceptance of the thesis or terminal project, may request verification of degree candidate status by visiting url: http://gradschool.rgp.ufl.edu/pdf-files/degree-status-verification-form.pdf. This process requires that the forms be completed by the student, then signed by the supervisory Committee Chair, the Department Chair, the College Dean and Graduate School Editorial office *(160 Grinter)*; then submitted to the Graduate Student Records office *(106 Grinter)* for verification and processing.

Although a student may have fulfilled academic requirements, the degree is not awarded until the Graduate School certifies the degree to the University Registrar. This process may be completed at the ends of Fall, Spring and Summer C semesters for all students applying to graduate. Some employers and licensure boards required the degree statement on the transcript, which is available typically 3 days after certification in December, May, and August.

Awarding of Degrees

The Graduate School authorizes a candidate to be awarded the degree appropriate to the course of study under the following conditions:

> ¤ The candidate must have completed all course requirements, including an internship or practicum if required, in the major and minor fields, observing time limits and limitations on transfer credit, on nonresident work, and on level of course work

> ¤ The candidate's grade average must be at least a B *(3.00, truncated)* in the major and in all work attempted in the graduate program, including a minor where appropriate. All grades of I, H, and X must be resolved. Grades of I, X, D, E, and U require a written petition to the Dean of the Graduate School.

¤ The candidate must have satisfactorily completed all required examinations *(qualifying, comprehensive and final)* and be recommended for the degree by the supervisory committee, major academic unit, and college.

¤ The thesis must have been approved by the supervisory Committee and accepted by the University of Florida's Graduate School. Terminal projects must be approved by the Department which then certifies completion to the Graduate School.

¤ Recommendations for awarding a degree include meeting all academic and professional qualifications as judged by the faculty of the appropriate academic unit.

¤ All requirements for the degree must be met while the candidate is a registered graduate student. Degrees are certified 3 times per year: December, May, and August.

Standard Forms

Samples of the following required forms are provided for reference:

¤ Signature Sheet

¤ Supervisory Committee Agreement Form

¤ Change to the Supervisory Committee Form

¤ LAA 6905 Independent Studies Form

¤ LAA 6979 Terminal Project Form

Sample **Signature Sheet**

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a final project for the degree of Master of Landscape Architecture.

_____
Gerrit Schroederman
Associate Professor
Landscape Architecture

_____
Evanston Pugh
Associate Professor
Landscape Architecture

This project was submitted to the Graduate Faculty of the College of Design, Construction and Planning and was accepted as partial fulfillment of the requirements for the degree of Master of Landscape Architecture.

Sample **Supervisory Committee Agreement Form**

Complete this form and return it to the Program Assistant. This form must be signed by the student and all committee members.

DATE: _____

STUDENT NAME (Please print):   _____

STUDENT UFID   _____

COMMITTEE MEMBERS:

CHAIR'S NAME (Please print):   _____

CHAIR'S SIGNATURE: _____

CO-CHAIR'S NAME (Please print):   _____

CO-CHAIR'S SIGNATURE: _____

MEMBER'S NAME (Please print):   _____

MEMBER'S SIGNATURE: _____

MEMBER'S NAME (Please print):   _____

MEMBER'S SIGNATURE: _____

EXPECTED DATE OF GRADUATION: _____

PROJECT TYPE   Thesis   _____   Terminal Project _____

                                                    _____
                                                                                        student signature

Sample **Change of Supervisory Committee Form**

To change your committee Chair, Co-Chair or Member, please complete this form with the appropriate signatures and return to the Program Assistant.

DATE: _____

STUDENT NAME (Please Print):   _____

STUDENT UFID   _____

CHANGES:

NEW CHAIR'S SIGNATURE: _____

FORMER CHAIR'S SIGNATURE: _____

NEW CO-CHAIR'S SIGNATURE: _____

FORMER CO-CHAIR'S SIGNATURE: _____

NEW MEMBER'S SIGNATURE: _____

FORMER MEMBER'S SIGNATURE: _____

_____
student signature

Sample **LAA 6905 – Independent Studies**
REGISTRATION FORM

Date: _____

Name: _____   UFID# _____

E-Mail _____

Semester: _____   Credit Hours: _____

Faculty Name _____

Title and brief description of expected coursework

_____
_____
_____

_____   _____
Student Signature   Faculty Signature

Office Use: Registered by   _____   Date _____

                        Section #   _____

Sample **LAA 6979 – Terminal Project**
REGISTRATION FORM

Name: _____   UFID: _____

E-mail: _____

Semester: _____   Credit Hours: _____

Title: _____

Brief description of coursework: _____

_____

_____

_____

Committee Members:

Chair: _____

Co-chair: _____

Member: _____

Member: _____

Semester you expect to graduate: _____

_____   _____
Student Signature   Date

_____   _____
Committee Chair Signature   Date

Office Use: Section # _____ Date Registered: _____

<u>NOTES</u>

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Terminal Project Progression Framework
AGS = Advanced Graduate Study

Column headers (left to right): Prior Spring First Year AGS | Spring of First Year AGS | weeks 1 - 2 | weeks 3 - 4 | weeks 5 - 6 | weeks 7 - 8 | weeks 9 - 10 | weeks 11 - 12 | weeks 13 - 14 | weeks 15 - 16 (committee involvement begins) | Summer of Following First Year AGS | weeks 1 - 2 | weeks 3 - 4 | weeks 5 - 6 | weeks 7 - 8 | weeks 9 - 10 | weeks 11 - 12 | weeks 13 - 14 | weeks 15 - 16 | Fall of Second Year AGS | weeks 1 - 2 | weeks 3 - 4 | weeks 5 - 6 | weeks 7 - 8 | weeks 9 - 10 | weeks 11 - 12 | weeks 13 - 14 | weeks 15 - 16 | Spring of Second Year AGS | weeks 1 - 2 | weeks 3 - 4 | weeks 5 - 6 | weeks 7 - 8 | weeks 9 - 10 | weeks 11 - 12 | weeks 13 - 14 | weeks 15 - 16 | Graduation

Meeting Dates

Task	Marked cells
Full Committee Meeting	F1 (First Year weeks 15-16); F2 (Spring Second Year weeks 1-2); D (Spring Second Year weeks 13-14)
Meeting with Committee Chair	C1 (First Year weeks 11-12); C2 (Fall weeks 3-4); C3 (Fall weeks 7-8); C4 (Fall weeks 11-12); C5 (Spring weeks 5-6); C6 (Spring weeks 15-16)
Meet individually with Committee Members	M1 (Fall weeks 13-14); M2 (Spring weeks 5-6)

Forms Dates

Task	Marked cells
Supervisory Committee Form	SC (First Year weeks 9-10)
Signature Page	SP (Graduation)
Final Exam Form	FE (Graduation)
Digital Respoitory Form	DR (Graduation)
Copyright Permissions Form	CP (Graduation)

Committee Dates

Task	Marked cells
Faculty Discovery	Prior Spring First Year AGS
Faculty Interviews	First Year weeks 1-2, 3-4
Follow-up with potential Committee Members	First Year weeks 5-6, 7-8
Officiate Supervisory Committee	First Year weeks 13-14

Project Dates

Task	Marked cells
Project Proposal Draft	First Year weeks 1-2 through 5-6
Final Proposal	First Year weeks 7-8 through 11-12
Initial Research	Summer weeks 1-2 through 13-14
Progress Draft Due *(to committee)*	Summer weeks 15-16
First Full Draft	Fall weeks 1-2 through 9-10
Second Full Draft	Fall weeks 9-10 through 15-16
Revisions, Submit to Committee for Pre-Defense Approval	Spring weeks 1-2, 3-4
Committee Accepts First Final, Approves Defense	Spring weeks 5-6
Advertise Defense	Spring weeks 7-8
Presentation Production + DEFENSE	Spring weeks 9-10, 11-12
Submitted With Final Revisions	Spring weeks 13-14
Final Revisions Accepted by Committee	Spring weeks 15-16
Graduation	Graduation

STAGE	DESCRIPTION	MLA1 Spring	MLA 2 Summer	MLA2 Fall	MLA2 Spring
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
Draft Proposal	Complete Proposal (final report: Intro:100%; Annotated Bibliography (30x) 100%; Lit Review: 50%; Methodology 80%)				
Proposal Poster **(Poster Session A)**	Research Proposal Session to LAE Faculty				
Sign Up **Supervisory Committee**	Work with Graduate Coordinator to identify supervisory committee members. Submit signed supervisory committee form to Program Assistant, Debbie Rhoden				
IRB Training	Complete IRB training				
All Faculty Input	Meet with LA faculty, introduce your project, seek input on proposal, especially on literature review and methods				
Final Proposal	Provide refined research proposal to supervisory committee members				
Complete **Literature Review**	Complete secondary source research				
	Complete transforming annotated bibliography to written Literature Review (Chapter 3)				
Finalize **Methods** and Pilot Study	Refine proposed method. *(create sample survey instrument and run pilot test)* do this by referring to other research projects to expand and improve on tested and tried methods associated with your research inquiry. Make detailed notes about what works, what doesn't. Seek advice on improvements/refinements to the research instrument.				
Methods & Findings Feedback	Submit pilot study, findings and proposed revisions/refinements to the method to your supervisory committee for review and comment. *(yellow is review period)*				
Submit **IRB**	Submit IRB protocol. *(yellow is review period)*				
Full Draft Review **Chapters 1-3** Complete	Submit first draft of terminal project report through to the beginning of Chapter 4: Findings and Discussion to committee for review and comment				
Research	Conduct primary research as proposed				
Findings and Discussion Initial Draft Review **(Chapter 4)**	Compile results. Draft findings (Chapter 4). Discuss with committee. Re-administer/test if necessary. Refine and prepare draft for submission.				
Poster Session B	Prepare and present Draft Research Poster through Findings section				
Chapters 4 & 5 Draft Review	Submit Findings (Chapter 4) Conclusions (Chapter 5) to committee for review and comment				
Showcase **(Poster Session C)**	Prepare and submit final Research Poster to DCP Research Showcase				
Revisions	Make necessary and appropriate changes per committee review and comment				
Defense Submission	Submit complete document to committee for defense review				
Defense	Prepare for defense				
	DEFENSE				
Final Revisions	Make final (minor) changes to report				
	Submit Final changes for committee review				
Juried Presentation	Prepare for final Juried Presentations				
	Final Presentation				

	prepare
	critical benchmark
	review period (min 2 full business weeks)