CHECKLIST FOR DEFENSE
(Refer to your copy of the student handbook for further information)

___ TAKE RESEARCH ETHICS

___ APPOINTMENT TO STUDENT COMMITTEE*

___ TAKE AND PASS COMPREHENSIVE EXAM
(Administered by the division)

___ THESIS PROPOSAL APPROVAL FORM* AND COPY OF YOUR PROPOSAL

___ PREDEFENSE COPY OF DISSERTATION SENT TO DISSERTATION EDITOR (10 DAYS PRIOR TO DEFENSE- SEE ETD INSTRUCTIONS AT HTTP://ETD.LIBRARY.MIAMI.EDU

___ ANNOUNCEMENT OF DEFENSE *(TURNED IN TO GSO 2 WEEKS PRIOR TO DEFENSE)

___ DEFENSE MEMO *(SIGNED BY ALL COMMITTEE MEMBERS UPON SUCCESSFUL COMPLETION AND SUBMITTED TO GSO)

___ ASSESSMENT FORM OF DEFENSE

CHECKLIST FOR GRADUATION

___ APPLICATION FOR GRADUATION – COMPLETED ON-LINE THROUGH myUM all students who have applied for graduation before and fail to submit their thesis by the deadline must reapply.

___ ELECTRONIC THESIS AND DISSERTATIONS (ETD)
After you have successfully defended, make any changes recommended by your committee in addition to those requested by the Dissertation Editor. Submit a revised, post-defense draft to the Dissertation Editor one week after your defense for another review. Several iterations of review at this stage of the process may be needed before a manuscript is deemed final, so factor into your planning the amount of time this step might take.

___ CERTIFICATE OF APPROVAL (1) *- ONE COPY WITH ORIGINAL SIGNATURE OF ALL COMMITTEE MEMBERS TURNED IN TO GSO WITH A COPY OF ABSTRACT FOR ACADEMIC DEAN APPROVAL PRIOR TO DEADLINE AS STATED IN THE ACADEMIC CALENDAR

___ CLEARANCE FORM*

*RSMAS FORMS AVAILABLE ONLINE @ WWW.RSMAS.MIAMI.EDU/ACADEMICS/GRADUATE-PROGRAMS/CURRENT-STUDENTS/FORMS/

***Reminder:
Dr. Grosell must see the abstract and sign the Certificate of Approval BEFORE it can be taken to the Graduate School on Main Campus.

* Please make sure to use ALL RSMAS forms. You will need to follow the ETD websites checklist in addition to ours.
ANNOUNCEMENT OF DEFENSE-MS DEGREE

____ Appointment to Committee
____ Passed Comprehensive Exam
____ Thesis Proposal
____ GPA of 3.0 or higher*

STUDENT NAME: ___________________________________________________________

THESIS TITLE: _____________________________________________________________

DEGREE/DIVISION: _______________________________________________________

DATE: ___________________________________________________________________

TIME: ____________________________________________________________________

PLACE: ___________________________________________________________________

*STUDENTS: I understand that if I am still enrolled in courses, graduation is contingent on completion and a cumulative overall GPA of 3.0 or higher.

Student signature

COMMITTEE MEMBERS: I have read and approve the above thesis/dissertation as substantially complete and ready for the oral defense scheduled above.

PRINT NAME       SIGNATURE
Chair: ________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
MEMORANDUM

TO: Dr. Martin Grosell
   Associate Dean for Graduate Studies

FROM:

SUBJECT: Defense of Master’s Thesis

DATE:

The Master’s candidate, ________________________________,
successfully defended his/her thesis on ________________________________.

The following committee members were present (signature required):

<table>
<thead>
<tr>
<th>Print name</th>
<th>Signature</th>
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<tbody>
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Choose one option, A or B:

A. This student is / is not planning to pursue a Ph.D. at this time.

B. The committee does / does not recommend for the Ph.D. program at RSMAS
<table>
<thead>
<tr>
<th>Knowledge of the discipline</th>
<th>Error(s) in exposition of the field and/or omission of key source(s)</th>
<th>Minor errors, omissions, and/or lack of synthesis</th>
<th>Adequate and accurate exposition of key sources</th>
<th>Good coverage and synthesis of key sources plus additional relevant material</th>
<th>Thorough review and excellent synthesis of sources including some obscure but relevant ones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate methodology</td>
<td>Errors in methodology selection and/or use</td>
<td>Minor methodological errors and/or omissions</td>
<td>Methodology applied correctly and adequately; appropriate documentation</td>
<td>Methodology applied correctly, explained clearly, and documented well</td>
<td>Mastery of finer points of methodology plus elegant application and/or supplementary approaches</td>
</tr>
<tr>
<td>Application of knowledge and methodology to original research topic</td>
<td>Discipline and methodology not referenced/applied well</td>
<td>Some links to discipline knowledge and methodology but not clearly integrated with research</td>
<td>Adequate connection between knowledge of discipline and use of methodology and research</td>
<td>Clear exposition of relationship or disciplinary knowledge and methodology to original research</td>
<td>Insightful references to sources and application of methodology to excellent research topic</td>
</tr>
<tr>
<td>Critical thinking</td>
<td>Muddled presentation with errors in reasoning and/or without much analysis and synthesis</td>
<td>Reasoning sometimes confused, simplistic, and/or not clearly explained</td>
<td>Adequate reasoning, explanation of assumptions, and supporting evidence</td>
<td>Clear reasoning with organized presentation of evidence, assumptions and conclusions</td>
<td>Clear and organized argument that represents sound, original and complex thought</td>
</tr>
<tr>
<td>Effective written communication</td>
<td>Writing generally unclear with consistent errors and/or poor organization</td>
<td>Writing sometimes unclear with weak organization and/or grammatical errors</td>
<td>Writing clear concise, and organized with minor or no grammatical errors</td>
<td>Writing generally error-free with clear organization and depth</td>
<td>Elegant writing with fully developed arguments clear organization and correct grammar</td>
</tr>
<tr>
<td>Effective oral communication</td>
<td>Presentation generally unclear with poor organization and/or marred by distracting mannerisms or language</td>
<td>Presentation sometimes unclear with weak organization, and/or some distracting mannerisms or language</td>
<td>Presentation organized to convey main points of thesis/dissertation clearly and without distractions</td>
<td>Articulate presentation with clear logical and professional language</td>
<td>Elegant, confident, and engaging presentation with clear organization and now</td>
</tr>
<tr>
<td>Overall quality (not necessarily average or earlier ratings)</td>
<td>Unacceptable</td>
<td>Poor</td>
<td>Average/acceptable</td>
<td>Very Good</td>
<td>Exceptional</td>
</tr>
</tbody>
</table>

Comments:
UNIVERSITY OF MIAMI GRADUATE SCHOOL
CERTIFICATE OF APPROVAL OF MASTERS THESIS
(1 ORIGINAL REQUIRED)

TO BE FILLED IN BY STUDENT:  (PLEASE TYPE/PRINT)

Author’s Name: ____________________________________________________________

C#: __________________________________________________________

Title of Thesis: ____________________________________________________________

TO BE FILLED IN BY COMMITTEE MEMBERS

This is to certify (1) that this thesis has been approved by the committee; (2) that the student has satisfactorily passed the oral examination in defense of the thesis on ________________; and (3) that credit should be given as follows, with a grade of "S":

(PLEASE HAVE COMMITTEE MEMBERS’ NAMES TYPED/PRINTED NEXT TO OR BELOW THEIR SIGNATURE)

SIGN: ___________________________  PRINT NAME/DATE: ___________________________

Chairperson: ___________________________
Name: ___________________________
Name: ___________________________
Name: ___________________________
Name: ___________________________
Name: ___________________________

Ex-Officio Committee Member*
* Martin Grosell, RSMAS Associate Dean for Graduate Studies

TO BE FILLED IN BY DISSERTATION COORDINATOR

This thesis has been examined and found to be complete and suitable for binding.

Signed: __________________________________________  Date _________________________

Dissertation Coordinator for the Graduate School

STUDENT MUST SEND ANY CHANGES/REVISIONS WITHIN 3 MONTHS FROM THIS DATE. This memo will be held in advisors office until all revisions are done. Any extensions will be granted on a case by case basis.

Rev. 10/1/2012
PLEASE FILL OUT BOTH SIDES OF THIS FORM AND RETURN TO GRADUATE STUDIES
RSMAS STUDENT CLEARANCE FORM

NAME: ___________________________ DATE: __________
   Last name   first name   m.i.

STUDENT #: ________________________ DIV: __________   MA   MS   PHD
   (circle one)

CHAIR: ___________________________ EXPECTED DATE OF DEPARTURE: __________

In order to be cleared for graduation you must have each department sign and date this form.

LIBRARIES: All books and documents borrowed have been returned, or satisfactory arrangements have been agreed upon.
RSMAS LIBRARY
SIGNED: ___________________________ DATE: __________

RICHTER LIBRARY
SIGNED: ___________________________ DATE: __________

DIGITAL PRINT FACILITY (PRINT SHOP): Duplicating charges have been paid, or an acceptable dept. schedule has been agreed upon.
(Doug Tyrrell – SG 1st floor)
SIGNED: ___________________________ DATE: __________

BUSINESS OFFICE: ID card has been returned/SLAB lab keys has been returned.
(S/A 110)
SIGNED: ___________________________ DATE: __________

DIVISION: All keys have been returned.
SIGNED: ___________________________ DATE: __________

TEACHING EQUIPMENT/TA Parking Passes: All teaching equipment/TA parking passes has been returned.
(Graduate Studies Office)
SIGNED: ___________________________ DATE: __________

MSGSO: No loans are outstanding.
SIGNED: ___________________________ DATE: __________

OVER →
FORWARDING INFORMATION:

NAME:

Last name                                      first name                                      m.i.

ADDRESS: _________________________________________

                                                             City                        State                        Zip Code

HOME PHONE: ___________________________   HOME FAX: ___________________________

HOME E-MAIL: ___________________________

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EMPLOYER: _________________________________________

EMPLOYER ADDRESS: _________________________________________

                                                             City                        State                        Zip Code

COUNTRY: _________________________________________

EMPLOYER PHONE: ___________________________

EMPLOYER FAX: ___________________________

EMPLOYER E-MAIL: ___________________________

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DATE OF GRADUATION: ___________________________

DEGREE: ___________________________

DIVISION: ___________________________

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(if applicable)

SPOUSE NAME: _________________________________________

Rev. 3/2012