

PSM Checklist

Name:

Getting Started

- ☐ Applied and Accepted
- ☐ Received Program of Study Planning Template and Track Curriculum (by email from program director)
- ☐ Completed ENSC 515
- ☐ Completed ENSC 520
- ☐ Reviewed PSM pages on ESGP website

Ongoing

- ☐ Completed Student Annual Review, spring terms as applicable
- ☐ Scheduled check-ins with major professor as needed
- ☐ Confirmed two additional committee members with relevant expertise
- ☐ Completed free CITI Responsible Conduct for Research Training or equivalent ethics requirement (GRAD 520 or ethics course). CITI link:
<https://about.citiprogram.org/en/series/responsible-conduct-of-research-rcr/>.

Click Register button on the top right of the screen and scroll down to find OSU under “Select Your Organization Affiliation” drop-down menu. Continue as instructed.

Program of Study

- ☐ Completed program of study planning template
- ☐ Completed graduate school program of study (POS) form:
<https://gradschool.oregonstate.edu/forms#program> (options: Word, PDF, online)
- ☐ POS reviewed and signed by major professor / program director
- ☐ POS reviewed and signed by committee members
- ☐ Submitted POS to the graduate school and received approval
<https://gradschool.oregonstate.edu/current-students/program-study>

Internship

- ☐ Secured an internship project at current place of employment or internship employer
- ☐ Secured an onsite supervisor to oversee the internship project
- ☐ Completed internship proposal including cover letter and CV
- ☐ Completed internship proposal, approved and signed by supervisor and committee members, and submitted to program director
- ☐ Completed daily internship journal and submitted to the committee at the end of the internship period
- ☐ Supervisor evaluation completed, signed and submitted to program director

- ☐ Completed final internship report and submitted to committee for review two weeks prior to final defense. Guidelines may be found here:
<https://gradschool.oregonstate.edu/environmental-sciences-professional-science-masters/internship-final-report-guidelines>
- Ask the director for final report examples as needed

Graduation

- ☐ To be eligible to schedule a final defense, check your transcripts to be sure your minimum cumulative GPA is 3.0 at the beginning of the final term and you will have completed a minimum of 45 credits at the end of your final term
- ☐ Scheduled defense date and time with committee
- ☐ Scheduled Zoom and/or defense room and media (if applicable) SMS:
<https://uit.oregonstate.edu/zoom>
<https://is.oregonstate.edu/sms/webform/multimedia-room-request-form>
- ☐ Sent Renee Freeman an abstract and announcement of the defense to share with our list serve and post on our website
- ☐ **Shared the defense announcement with your committee**
- ☐ Completed graduate school exam scheduling form:
<https://gradschool.oregonstate.edu/forms#event>
- ☐ Successfully defended final report
- ☐ Completed and submitted final revisions to committee, if needed. Include daily internship journal and presentation slides as appendices to the report.
- ☐ Completed and submitted exit survey to program director (sent by email)
- ☐ Submitted one-paragraph bio, photo, and 4-6 page minimum executive summary, with graphics and references, to committee. Check the PSM alumni page for examples:
<https://gradschool.oregonstate.edu/environmental-sciences-professional-science-masters/stories-environmental-sciences-graduate-program>
- ☐ Completed diploma application form:
<https://gradschool.oregonstate.edu/forms#diploma>
- ☐ Received NPSMA certificate

COVID-19 Impacts

Has your progress toward your PSM degree and/or internship been affected by COVID-19? ☐ Yes ☐ No

If Yes, please explain the circumstances in the space below.