

Quick Guide to MA Degree Completion
Dept. of Languages, Literatures, and Cultures (rev. 4/2016)

What do you need to do by the time you graduate? What must you do, and when?
Who helps you with advice on your graduate study, and what do you do on your own?
Where do you find the forms to tackle what **you** need to complete?

In the semester in which you will complete 18 hours

(including Accel Admissions hours—so this is early for many students).

Step 1: Complete the fillable .pdf “Program of Study Planning Form,” available (<http://www.dllc.appstate.edu> see “Graduate” tab.) Include all courses you have already taken; leave open what you have not taken.

If you have any questions re: transfer credits from elsewhere, or other concerns, make an appointment to speak with Dr. Moser in person about your completed form. Otherwise, send the completed form to Dr. Moser (moserba@appstate.edu). She will contact you when your Program of Study is approved.

Step 2: Identify 2-3 faculty members whom you’d like to request for your MA Committee.

Tips for assembling your committee:

- Look for balance in your committee (all members must agree they have time to serve and/or chair).
- Consider for the committee chair someone with whom you’re most comfortable working.
- Make sure your committee members will be available in the semester you graduate (!!!).

Note: At this point, your **new academic advisor is the chair of your MA Committee.**

Step 3: Complete the “Admission to Candidacy Form” with your advisor.

Starting Spring 2016, pre-prepared forms will be available for each degree Track on the Graduate Faculty’s Departmental AsULearn site.

Important:

- Bring Dr. Moser a completed, signed copy of Adm. to Candidacy form
- Leave a copy with your new academic advisor
- Send/bring your completed form to the Graduate School, 232 JET Building

Note: Admission to Candidacy is not guaranteed. Your advisor may discuss with you addition course work or experiences the faculty believes you need in order to complete the degree successfully.

Admission to Candidacy is a good time to ask for feedback from your academic advisor about what you can be working on to be the strongest possible MA grad!

In your Final Semester (or Summer):

Step 4: Apply to Graduate via the Grad School

You are responsible for doing this on your own.

The Graduate School charges a late fee if you miss this deadline; take special care if you're graduating in the summer.

See: <https://graduate.appstate.edu/enrolled-students/graduation/essential-dates>

Step 5: Schedule your Comprehensive Exam(or K-12 Product of Lrng Presentation)

Tips:

- Review who is on your committee (from Adv. to Candidacy Form)
- Make sure committee members know you are preparing to graduate
- Suggest **specific dates AND specific times of day** to all committee members and to Dr. Moser. Exams last ca. 1- 1 ½ hours, including time to hear results.
- If in a K-12 teaching track, you must schedule so a practicing K-12 teacher can attend. Generally, this is after 4:00 p.m.

Note on Timing: Comprehensive Exams must be finished no later than the day before final exams begin. See: <https://graduate.appstate.edu/enrolled-students/graduation/essential-dates>

Step 6: Prepare your Written Portfolio (College Track) or Product of Learning Materials (K-12 Track).

Tips:

- Consult the most recent guidelines for your MA exams before you prepare. (College Teaching guidelines are changing for Fall 2016 graduates.)
- Refer to the Program Goals and Student Learning Outcomes of the MA
- Refer to the scoring rubrics for College Teaching or K-12 Teaching tracks
- Request from Faculty any longer term papers you have not received back
- K-12 Candidates: Submit paper copy (notebook) **and** electronic copy (TK20)
- Turn in portfolio **to your advisor by the due date (10-14 days before exam)**

Step 7: Prepare for your Oral Comprehensive Exam

Tips:

- Prepare a PowerPoint or digital presentation (PowerPoint is less tricky than Prezi)
- Be ready to **speak, not to read from cards/from print** on your material
- **Time** your presentation when practicing (you have 20-25 minutes)
- Check out your technology in your exam space
- Invite 1-2 students to attend if you like (for support)
- Sleep well, and eat beforehand (!)