

# **V.I.M. VERY IMPORTANT MEMO FROM THE D.G.S.**

**TO: CSD Second Year Graduate Students**  
**FROM: Faith Loven, DGS**  
**DATE: 12 November 2009**

**RE: Important Deadlines for the Academic Year**

I'm sending this memo to provide you an overview of some very important deadlines that will be coming up over the course of the 2009-2010 academic year that will affect your ability to complete your degree in May 2010 and participate in Spring commencement.

**Plan B:** Your Plan B must be **complete and approved by your Plan B advisor on or before Monday, February 15, 2010**. The Plan B project Approval Form must be signed by your Plan B project advisor as well as the second member of your oral exam committee **on or before Monday, February 15, 2010**. If you do not have your Plan B completed and the forms signed, you will **NOT** be able to participate in your Externship as the Clinic Director will call your externship site and cancel your externship. No exceptions will be allowed. The Plan B Approval Form is located on the UMD Web site at the following: <http://www.d.umn.edu/csd/current/index.html>

**NESPA Exams:** The following dates are when the NESPA exam is scheduled at UMD: **January 9, March 13 or April 24, 2010**. You can also access this information on the Praxis web site which is [www.ets.org](http://www.ets.org). You must request the following places to receive your test scores:

UMD CSD Test Center Code: RA6873  
UMD: R0148 (This is also your attending institution)  
National ASHA Code: R5031

If you are having problems registering or have questions, you can contact Mary Gallet at (218)726-8966 or send her an email at [mgallet@d.umn.edu](mailto:mgallet@d.umn.edu).

The department purchased 2 books entitled, "An Advanced Review of Speech-Language Pathology" for preparation for the NESPA examination. If you would like to see these books, they are located in the Student Workroom in Chester Park 172. However, you can **ONLY** use them in the Student Workroom. **Do not remove** the books from the Student Workroom. The UMD Library also has this book it is located in the reference section of the Library.

**Final Oral Exams:** Final oral exams are the culmination of your graduate program. Oral exams are conducted by your three-member oral exam committee and may be held anytime after your Plan B is complete. You must make arrangements with your committee to schedule your oral exam. The meeting is generally scheduled for an hour and it will be **your responsibility** to arrange a meeting time convenient to all members on your committee. The oral exam is used, in part, as a discussion of your Plan B project. The exam is not limited to this, however.

To schedule the Chester Park Conference Room you need to go to the following website: <https://summit.d.umn.edu/r25/html/RoomEvents.html>, then click on ChPk on the left hand side and the Room number, enter date to see if the room is available during the day and time you are looking to schedule. If it is available you will then need to e-mail [rooms@d.umn.edu](mailto:rooms@d.umn.edu) to reserve the conference room. Make sure you ask them to email you when they have scheduled your room, then verify that the room is scheduled the next day by looking at the website again.

**Degree Program:** Your degree program must be completed and submitted to UMD Graduate School Office no later than **Monday, February 1, 2010**. Graduate School approval of the program must occur no later than **Friday, February 19, 2010**. Any graduate student who wishes to participate in the Spring 2010 commencement ceremony must adhere to these deadlines. You will **not** be allowed to register for Spring Semester until this form is filed with the Graduate School Office. See me if you have questions or need help.

**Application for Degree:** You must pick up an Application for Degree and form from the UMD Graduate School Office, 431 Darland. The Application for Degree for graduate students is **NOT** a downloadable form as it is for undergraduate students, and is **ONLY** available in the UMD Graduate School office. This form can be completed anytime after your Degree Program has been approved, but must be completed and submitted to Michelle Tessier for my review **no later than Wednesday, February 3, 2010**. After I review the form, I will turn it into the UMD Graduate School office no later than their deadline of Monday, March 1, 2010.

**Commencement Attendance Questionnaire:**

This form is available on line at the following web address: <http://www.d.umn.edu/grad/Forms.htm> Complete and submit this questionnaire to the UMD Graduate School Office by **March 1, 2010**, and your name will appear in the *Spring 2010 Commencement Program*, complete this form even if you are not attending the ceremony. If you return forms after March 1, 2010, your name will appear in the *Spring 2011 Commencement Program*.

**Portfolio Deadlines:** Your portfolio's are due the Friday after spring break. This year, the date is **Friday, March 26, 2010**. No exceptions!

**Celebration of Research:** The "Celebration of Research" event will be held on **Wednesday, February 10, 2009**. You will be required to give your abstract, title of research paper and your committee member names to Dr. Loven for the program. The deadline for this information is **Tuesday, January 26, 2010**. Further information regarding this event will be emailed to you. Please keep this date open and watch your email for information. Also, a class picture will be taken at the end of this event.

**Final Exit Meeting:** Mark your calendars as you are required to attend a final exit meeting on **Wednesday, May 12, 2010 from 8:00 am – 10:00 am in Chester Park 102**. A breakfast will be served. You will also be receiving other important deadlines for your departmental requirements in the near future. At the final exit meeting you will need to make sure you have completed all these requirements.

**CAP and Gowns for Commencement:** You can purchase your cap, gown, hood, and tassel at Lower Level UMD Stores. The deadline for online orders is **April 16, 2010**. Based on the information on the UMD Stores website the color for your hood is Grey. You can visit the UMD Stores website at the following: <http://umdstores.com/home.aspx>

**Commencement:** Mark your calendars as spring commencement will occur on **Thursday, May 13, 2010 at 7:00 p.m.** in the UMD Romano Gymnasium.

Keep this memo in a safe place. I will not be reminding you again about these deadlines, so mark them on your calendars **NOW**. Please feel free to drop by if you have any questions or concerns.

Please continue to read your email as I will be sending you any additional information via email. This will be the formal means of communication as many of you will be away from campus at your externships during the last part of Spring Semester.

cc: Dr. Brorson  
Lynette Carlson  
Dr. Collins  
Dr. Mizuko  
Dr. Spillers