

Very Important Graduate Student Information During Spring Semester 2012

Big 9 UG and Graduate Education – Due February 8, 2012

The form is located on the Moodle site.

1. Completely fill out the remainder of classes you have taken and submit your updated report by February 8, 2012.
2. Submit the final report on Moodle by May 4, 2012. Early submissions are encouraged.
3. Submit pdf of UG and Graduate Transcripts on Moodle.
4. L. Carlson and Dr. Mizuko review your report and sign if okay, if not okay you will be notified and they will be returned to you for corrections and **MUST** be completed and signed by May 4, 2012.

Externship - Required information needed by February 6, 2012

1. Plan B forms can be accessed at the following website:
<http://www.d.umn.edu/csd/current.html>
2. By February 6, 2012 you must have one of the following forms completed and in your department file:
 - a. Conditional Plan B Approval Form – used if Plan B is not quite ready and giving a date of when to expect completion. Must be signed by your Plan B Advisor.
 - b. Plan B Project Approval Form – this form is the final approval form in order for you to schedule your oral exam. Must be signed by your Plan B advisor.
3. L. Carlson will check to see if the forms are in your file and if not, your externship may be delayed. For more specific information, see your Plan B Advisor. Participation in CSD 8197 is contingent upon approval of your Plan B Advisor.
4. These forms can be found in the CSD Lab folder: H:/CSD/csd-lab/Grad Forms
5. Email Linda Marnich your address and phone number of where you will be staying during your Externships by February 6, 2012.

Oral Exams

You are responsible to schedule your oral exams. See Dr. Loven's Important Deadline Memo given to you on January 24, 2012. You **MUST** notify Dr. Loven at least one week in advance of when you schedule your oral exam. She needs this information to request a form to have all committee members sign after your oral exam. You need to give her 3 things:

1. Your U of M id Number
2. The date of your oral exam
3. Your committee members.

Plan B Paper – Due May 9, 2012 or earlier

1. You **MUST** give M. Tessier a **FINAL** copy of your Plan B paper. Only the final Plan B, we don't want the one that still has corrections to made after your Oral Exam. Only the **FINAL!!!!**
2. You **MUST** give a second **FINAL** copy of your Plan B paper to M. Tessier along with the completed Plan B Release Form.

NESPA Exams

1. I MUST have a copy of your Praxis exam. Please check with M. Tessier to see if we have received your test results. If you are not taking the exam until summer, please be sure to have a copy of the scores sent to UMD CSD our code is RA6873.

Department and Clinic Program Assessment – Due May, 9, 2012

1. M. Tessier will email you the form. Complete the 2012 Graduate Student Program Exit Assessment by May 9, 2012. M. Tessier will collect the survey on May 9, 2012 at the Final Exit Meeting.
2. L. Marnich will get you the form. Complete the Clinical Education Evaluation Exit Interview for Graduate Students during the first week of May 2011. L. Marnich will collect the evaluation on May 9, 2012 at the Final Exit Meeting.

Final Check List – Due May, 9, 2012

1. M. Tessier will email you the checklist form. This checklist is your final paperwork with M. Tessier for completing your MA in CSD. M. Tessier will meet with each student on May 9, 2012 to make sure you have completed all areas of this check list.

Conferment of Degree Letter –

1. The department can only send the attached letter after your grades have been submitted for Spring Semester 2012 and can be sent until you receive your degree letter in the mail. This letter can only be sent if you have successfully completed the clinical and academic coursework. We are unable to send any other type of letter.
2. If you would like a letter to be sent, you must give Dr. Mizuko an email regarding the name, address and phone number of who the letter should be addressed. This letter can only be mailed after your grades are posted for the last semester.

Department Keys – Return May, 9, 2012

3. M. Tessier will collect your front door key cards and any other keys you have for the department on Wednesday, May 9, 2012. Please bring them with you to the Final Exit Meeting.

Final Exit Meeting - *Wednesday, May 9, 2012, Chester Park 102 – 11:00 am – 1:30 pm. Lunch will be served.*