

# Department of Wood Science & Engineering

## MS Program Checklist

### STARTING OUT

What to do	When to do it	Is it done?
Attend Fall orientation (even if you were admitted in winter or spring)	Within 1 <sup>st</sup> year in the program	<input type="checkbox"/>
Seek advice from Major Professor and register for courses	Before registration opens each term	<input type="checkbox"/>
Review the University Continuous Enrollment Policy: <a href="https://catalog.oregonstate.edu/college-departments/graduate-school/#continuous-enrollment">https://catalog.oregonstate.edu/college-departments/graduate-school/#continuous-enrollment</a>	Within 1 <sup>st</sup> term, review as needed	<input type="checkbox"/>
Be sure to register for a minimum of three (3) credits per term, unless otherwise specified		
Form your graduate committee (a minimum of 4 members), must meet OSU Graduate Committee requirements: <a href="https://gradschool.oregonstate.edu/current-students/graduate-committee">https://gradschool.oregonstate.edu/current-students/graduate-committee</a>	By the end of 1 <sup>st</sup> term or during 2 <sup>nd</sup> term	<input type="checkbox"/>
Major Professor Co-Major Professor or Minor Professor ( <i>if applicable</i> ) Departmental Representative(s) from WSE, 2 <sup>nd</sup> major or minor ( <i>if not applicable, can be anyone from graduate faculty at large</i> ) Graduate Council Representative (GCR)		
Develop Program of Study with committee & submit to Graduate School: <a href="https://gradschool.oregonstate.edu/current-students/program-study">https://gradschool.oregonstate.edu/current-students/program-study</a>		
<u>Required Courses</u> <ul style="list-style-type: none"> <li>• WSE 540 – 2 credits</li> <li>• WSE 541 – 3 credits</li> <li>• WSE 542 – 2 credits</li> </ul> A minimum of 3 courses from the following, with at least one course from each group: <ul style="list-style-type: none"> <li>• Group 1: WSE 543, WSE 544 and WSE 545</li> <li>• Group 2: WSE 546, WSE 547, and WSE 548</li> <li>• WSE 607-1 (Beginning Seminar) – 1 credit *must be taken during the first year</li> <li>• WSE 607-2 (Seminar) – 1 credit</li> <li>• WSE 603 – 36 credits minimum</li> </ul>	After you have formed your committee and before completing 18 credits of coursework	<input type="checkbox"/>
<b>Total number of credits for MS: 45-53 credits</b>		
Meet with major professor to discuss performance, progress, and goals for upcoming year	By the end of 3 <sup>rd</sup> term, and at least annually thereafter	<input type="checkbox"/>
Update your committee with a progress report and research update	Annually	<input type="checkbox"/>

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### MID-PROGRAM

What to do	When to do it	Is it done?
File Research Plan	By the end of your 4 <sup>th</sup> term	<input type="checkbox"/>
Present in WSE 507-2 Seminar	Preferably one term prior to your defense	<input type="checkbox"/>

### DEFENDING

What to do	When to do it	Is it done?
File diploma application online <a href="https://gradschool.oregonstate.edu/formlink/14641">https://gradschool.oregonstate.edu/formlink/14641</a>	At the start of the term you plan to graduate	<input type="checkbox"/>
Determine date and time of defense with your entire committee	At least four weeks before your defense	<input type="checkbox"/>
Contact the Graduate Program Coordinator to reserve a room for defense	Once your committee has finalized date and time	<input type="checkbox"/>
Schedule exam with the Graduate School through online form; if committee membership has changed, please note updates on this form <a href="https://gradschool.oregonstate.edu/formlink/14646">https://gradschool.oregonstate.edu/formlink/14646</a>	At least two weeks before your defense	<input type="checkbox"/>
Distribute defendable copy of your thesis to your entire committee (GCR included)	At least two weeks before your defense	<input type="checkbox"/>
Submit defense information to Graduate Program Coordinator (title, brief bio, brief abstract, photo) for advertisement	At least two weeks before your defense	<input type="checkbox"/>
Submit pretext pages (everything before page 1 of your thesis) to the Graduate School <a href="http://gradschool.oregonstate.edu/progress/thesis-guide">http://gradschool.oregonstate.edu/progress/thesis-guide</a>	At least two weeks before your defense	<input type="checkbox"/>

### FINISHING UP

What to do	When to do it	Is it done?
Upload final copy of thesis to ScholarsArchive within 6 weeks of exam or the last day of the term, whichever comes first <a href="http://gradschool.oregonstate.edu/progress/thesis-guide">http://gradschool.oregonstate.edu/progress/thesis-guide</a>	After all necessary corrections suggested by committee have been made	<input type="checkbox"/>
Submit Electronic Thesis/Dissertation (ETD) approval form to Grad School <a href="http://gradschool.oregonstate.edu/progress/thesis-guide">http://gradschool.oregonstate.edu/progress/thesis-guide</a>	After uploading final copy of thesis to ScholarsArchive	<input type="checkbox"/>
Complete WSE check out (paperwork, keys, email forwarding, clean up office)	Before you leave	<input type="checkbox"/>
Exit Interview with Department Head; Graduate Program Coordinator will email you a survey to provide feedback & schedule the interview	Exit Interview should take place after your defense	<input type="checkbox"/>