SMS Graduate Marine Biology Program: "Milestones" Form

Original to be kept by SMS office; copies kept by Student, Advisor, and Graduate Coordinator; *Student must update form at end of each semester*.

(Revised March 5, 2012, by Marine Biology Faculty and Graduate Coordinator Susan Brawley)

Name:						
Advisor:						
Studying for: M. S \square or Ph.D. \square						
☐ Joint Program? (specify what programs)						
Program Start Date:						
Support Source and Duration:						
Yr. 1 (M.S./Ph.D.):						
Yr. 2 (M.S./Ph.D.):						
Yr. 3 (M.S./Ph.D.):						
Yr. 4 (Ph.D.):						
Yr. 5 (Ph.D.):						
Yr. 6 (Ph.D.):						
Advisory Committee for M. S. or Ph.D. degree: Date formed:						
Members of Committee (3, if M.S. Committee; 5, if Ph.D. Committee):						
Chair:						
Co-Chair or Committee Member 2:						
Committee Member 3:						
Committee Member 4:						
Committee Member 5:						
Working title for M. S. thesis or Ph.D. dissertation:						

p. 2.	Name							
Miles	tones:							
	Orientation (beginning of 1 st semester)							
	Formal Progress Assessment with Advisor(s) (during 1st semester)							
	M. S. Committee formed (by end of 1 st semester)							
	M. S. Program of Study (POS) filed							
	\square Single M.S. degree (by end of 1 st semester)							
	\Box Joint M.S. degree students (by end of 2 nd semester)							
	Ph. D. Committee formed (by end of 2 nd semester)							
	Ph. D. Program of Study (POS) filed (by end of 2 nd semester)							
	Public Thesis or Dissertation Research Proposal Seminar presented							
	\square M. S. (by end of second semester) \square Ph.D. (by end of fourth semester)							
	Written Thesis or Dissertation Proposal approved by Committee (append)							
	M. S. (beginning of third semester) \square Ph.D. (beginning of 5 th semester)							
	S. Written Qualifying Exam passed (for students matriculating before Fall 2010 <i>if</i> ected instead of a Public Thesis Proposal Seminar)							
	Ph. D. Candidacy Exams passed (by end of fourth semester). (file Comprehensive Exam form with Graduate School) List areas of written exams [see <i>Graduate Handbook, Marine Biology Program</i> , for areas allowed for the 4 written area exams] and date oral exam passed:							
i)	Date:							
	Application for Advanced Degree form filed (date) (file form on MaineStreet near beginning of final semester: available on Office of Student Records' website with the [variable] due date posted there)							
	Notice of Oral Examination form filed with Graduate School (two weeks prior to thesis/dissertation defense)							

p. 3:	Name	<u></u>
		Tentative thesis acceptance form (Committee signatures needed, filed with Graduate School 5 days before thesis/dissertation defense along with thesis) (In 2011, the last day to defend is 22 nd April).
		Oral examination and Final thesis acceptance form (filed with Graduate School after Defense; Committee votes and signatures required).
		Completion of Requirements form (file with Graduate School following thesis/dissertation defense; requires MB Graduate Coordinator's signature)
		Graduated (date)

(Program of Study forms must be filed with the Graduate School, SMS office, and copies kept by the Advisor and Student; Revisions can be made throughout graduate study with the permission of the Committee. All members of the Committee must sign the POS. Committees of students studying for the Ph.D. usually have 1-2 members who are not SMS faculty members and one of these is often external to the University of Maine, but the external member must be appointed to the Graduate Faculty at Maine.).

Comments:

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Completion of Course/Credit Requirements:							
N.B. Marine Biology M.S./Ph.D. students are expected to attend SMS weekly research seminars with regularity when in residence in Orono, the DMC and/or GMRI. These are currently held at 11:00 a.m. on Fridays.							
	SMS	500 (Marine Biology)					
	Stat	istics (either MAT 437 or PSE 509 or approve	ed equivale	ent).		
	Bas	ic competency in descriptive oceanography	y, equivale	nt to SMS 302	, and		
	how comple	eted: \square SMS 302 as UMaine undergraduate <i>or</i>	- □ S	MS 598 (SMS	302		
	plus discussion section for graduate students) $or \square$ equivalent at another institution (indicate course number, credit hours, institution, and grade						
	SMS 691 (a	1 credit seminar taken in the spring semester	r of the firs	st year of stud	y).		
Other Courses (Minimum of 12 credit hours total of 500 & 600 level courses [excluding research credits] is required as part of the 30 credit hours required for the M.S. degree; a minimum of 24 credit hours of course work and research must be completed in residence for the Ph.D. The Committee can approve transfer of prior graduate course work as part of the POS, but this can not exceed 50% of the total course work required for the degree. For M. S. students, a maximum of 6 credit hours can be transferred; for Ph.D. students, a maximum of 30 credit hours can be transferred beyond the B. A./B. S. degree. • Joint Degree M.S. students require 3 years total for completion of both degrees; 9 credit hours can be counted toward both the Marine Biology and Marine Policy degrees); Ph.D. study is normally completed in 4-5 years, depending upon type of support for graduate study.							
Course	e Number	Title	Credits	Semester Completed	Grade		

p. 5. Name								
☐ SMS 699 (Graduate Research) Completed (list credits/year)								
Yr 1		·	Yr 2:	-	Yr 4	-	Yr 5:	
SMS 699 is graded as P (pass), I (incomplete), or F (fail) and to receive a P at the end of the semester, the student and his/her major professor must agree to goals for the semester's work at the beginning of the semester in which such work is elected. Please fill in these goals after meeting with your major professor at the beginning of any semester in which you are registered for Research Credits (M.S. thesis or Ph.D. dissertation).								
Semester Date		Stated research goals that must be completed for Pass to be received by student at end of semester					Date of meeting	
Record of advisory Committee meetings:								
Semester	Com	nments/	Recommend	lations				Date
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

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	ation in SMS Graduate Student Symposium (typically held at the DMC in mid-Masentation Type (Typically rotating between poster and oral after Yr. 2)	ıy)
	Yr. 1 Poster	
	Yr. 2 Oral Presentation	
	Yr. 3	
	Yr. 4	
	Yr. 5	
	Yr. 6	
Annua	Student Review by Marine Biology Faculty:	
	Yr. 1	
	Yr. 2	
	Yr. 3	
	Yr. 4	
	Yr. 5	
	Yr. 6	

Append separate sheets for each year of study for:

1. Student Self-Assessment

- a. a one-page summary of progress made during the previous year, including a list of scientific meetings attended, abstracts presented at meetings, and/or publications,
- b. a one-page statement of work to be undertaken in the coming year, and
- c. a self-assessment of her/his progress, strengths, and weaknesses.

2. Advisory Committee Assessment

Feedback from the Committee, written by the Advisor.

3. Marine Biology Faculty Assessment

Summary of Marine Biology faculty assessment from faculty Annual Review, written by the Graduate Coordinator.