

**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.  or Ph.D.

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 \_\_\_\_\_

**Milestones:**

- Orientation (beginning of 1<sup>st</sup> semester)
- Formal Progress Assessment with Advisor(s) (during 1<sup>st</sup> semester)
- M. S. Committee formed (by end of 1<sup>st</sup> semester)
- M. S. Program of Study (POS) filed
  - Single M.S. degree (by end of 1<sup>st</sup> semester)
  - Joint M.S. degree students (by end of 2<sup>nd</sup> semester)
- Ph. D. Committee formed (by end of 2<sup>nd</sup> semester)
- Ph. D. Program of Study (POS) filed (by end of 2<sup>nd</sup> semester)
- Public Thesis or Dissertation Research Proposal Seminar presented
  - M. S. (by end of second semester)     Ph.D. (by end of fourth semester)
- Written Thesis or Dissertation Proposal approved by Committee (append)
  - M. S. (beginning of third semester)     Ph.D. (beginning of 5<sup>th</sup> semester)
- M. S. Written Qualifying Exam passed (for students matriculating before Fall 2010 *if selected 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 *Graduate Handbook, Marine Biology Program*, for areas allowed for the 4 written area exams] and date oral exam passed:

				Date:
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- 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** \_\_\_\_\_

- 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<sup>nd</sup> 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:**



p. 5. Name \_\_\_\_\_

**SMS 699 (Graduate Research)** Completed (list credits/year)  
 Yr 1:                      Yr 2:                      Yr 3:                      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	Comments/Recommendations	Date
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

p. 6: Name \_\_\_\_\_

**Participation in SMS Graduate Student Symposium** (typically held at the DMC in mid-May)  
Year Presentation Type (Typically rotating between poster and oral after Yr. 2)

- Yr. 1 Poster
- Yr. 2 Oral Presentation
- Yr. 3
- Yr. 4
- Yr. 5
- Yr. 6

**Annual 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.