

Plan of Action—Professional Option

- First Semester:
 - Select an advisor.
 - Develop your plan of study with your advisor before registration begins for the second semester.
 - Talk with your advisor about your goals for a professional plan of study.

- Second Semester:
 - At the start of the semester, submit your professional plan proposal to your academic advisor for approval. Be sure to consult the requirements for this proposal.
 - Submit letters for assistantships by mid-February.
 - Review the approved electives on your Plan of Study with your academic advisor, and secure approval for any necessary amendments. For any changes, be sure to file an *Amendment to the Plan of Study Form*
 - Complete the *Department's Application for MA Degree Candidacy Form*, by mid-semester, and submit to the graduate program director.
 - When the departmental faculty members have approved your application, the graduate program director will notify you and ask that you fill out the *Graduate School Application for MA Degree Candidacy* for submission.

- Third Semester:
 - As part of your professional plan of study, submit a specific proposal for either an internship (COM 590) or a project (COM 598) to your advisor for approval, no later than this semester.
 - If you plan to graduate in the next semester, you should be planning for your departmental colloquium based on the outcomes of your internship or your project. Submit the *Colloquium Request Form* to the Department Colloquia Coordinator to secure your presentation date.

- Fourth Semester:
 - At the beginning of your final semester, submit an *Application for Degree Form* to the Department Chair for a final audit of your plan of study.
 - This form, along with the *Graduate School Application for MA Degree Candidacy*, must be on file in the Graduate School Office in order to graduate.
 - It is your responsibility to complete the application for degree form. Failure to do so will result in your name not being placed on the graduation list.
 - At least 4 weeks prior to graduate date, you must submit a Capstone Portfolio on your professional plan of study – including discussion of all completed course work, the internship or project experience, and a review of relevant literature or theory – to your advisor. Approval of the Capstone Portfolio by your advisor, the graduate program director, and the department chair must be submitted to the Graduate School for graduation.