

APPENDIX O



Ideal MA timeline

The processes reflected here are *ideal* but not standard. Some students may move through some stages more quickly; some students may move through some stages more slowly. During an MA student's first annual review, you should map *their* ideal timelines for finishing the program as a *guideline* for the coming year.

YEAR ONE

ACTIVITIES	DELIVERABLES (student)	DELIVERABLES (assistant director)
<ul style="list-style-type: none"> be advised by assistant program director 		advising form
<ul style="list-style-type: none"> enrolled in WRA 886 	professional milestone-setting document and work management plan	
<ul style="list-style-type: none"> complete Responsible Code of Research (RCR) year 1 requirements (in part in WRA 886) 	CITI completion verification sent to Melissa	
<ul style="list-style-type: none"> take coursework 		
<ul style="list-style-type: none"> annual reporting 	Annual Report Form A filed and CV sent to Melissa by January deadline	
<ul style="list-style-type: none"> form guidance committee 		RoGC signed and filed by April 15
<ul style="list-style-type: none"> produce annual review and plan for year two, including determining whether to pursue Plan A (thesis) or Plan B; if Plan B, determine in which month student will present prospectus 	annual portfolio	Annual Report Form B filed by April 15

YEAR TWO

ACTIVITIES	DELIVERABLES (student)	DELIVERABLES (chair)
<ul style="list-style-type: none"> complete RCR year 2 requirements 	CITI completion verification sent to Melissa	
<ul style="list-style-type: none"> finish coursework 		
<ul style="list-style-type: none"> regularly touch base with guidance committee chair 		
<ul style="list-style-type: none"> if Plan A, present thesis prospectus to chair and then to committee 	prospectus	ideally, written committee response to thesis prospectus

<ul style="list-style-type: none"> • if Plan A, enroll in thesis credits (3–6, WRA 899) 		
<ul style="list-style-type: none"> • find a writing group to work with on thesis or portfolio 		
<ul style="list-style-type: none"> • complete requirements, including either thesis defense, exam submission, or portfolio completion 	thesis, exams, or portfolio	MA completion paperwork to Melissa by Grad School completion deadline

MA Portfolios

- Start student drafting synthesis/reflection early in the final semester.
- Advise student that portfolio needs to both serve as a program capstone, but should also be aimed at the *next* audience (grad schools, jobs, etc.).
- Suggest that student look for job ads to consider the qualities, skills, job titles they need to have or illustrate.
- Encourage students to back up claims with examples and specific, concrete support (including draft documents, documents that show process, a range of genres).

MA Thesis

- Remind student—and yourself—that this is *not* a dissertation.
- Think carefully about scope and purpose.
- Consider approaches: Writing a traditional long essayistic piece, drafting a manuscript toward a particular journal audience, producing a media piece with supplemental written piece.
- This is practice: Practice in writing an extended piece for a particular audience.
- This is a tiny piece of a larger project; not all of what you want to say for your career.
- Get a writing group, attend regularly.

MA Exams

- Remember that these are not PhD students.
- Help student really narrow questions—can only answer in 10 pages each in 1 week!
- Outline potential answers to questions in preparation.
- Question development needs to happen in time for students to prepare (typically, should happen over at least 4–6 weeks).