

Task list for Faculty Advisors of History M.A. Plan A / B: YEAR 1

√	YEAR ONE	Date completed
	<p>August/September: Meet with advisee to discuss academic and professional goals. Discuss research, study, and language fulfillment plan. Help advisee select Plan A (thesis) or Plan B (exams). Note coursework requirements for each.</p>	
	<p>September/October: Work with advisee to develop thesis committee (Plan A) or exam committee (Plan B). Please consult with the Grad Chair. The Grad Chair is <i>ex officio</i> member of all graduate committees.</p>	
	<p>October / November: Work with advisee to schedule and hold Preliminary Conference. Please consult notify the Grad Chair when the date of the Preliminary Conference has been set.</p> <ul style="list-style-type: none"> ▪ At the end of the Preliminary Conference, please obtain committee signatures on the History Department Preliminary Conference Report (Plan A here, Plan B here). Submit the fully signed form to the Grad Chair. ▪ The student initiates Graduate Division Form 1: Pre-Candidacy Progress immediately following the Preliminary Conference. 	
	<p>November-March: Plan A: Work with advisee to develop thesis proposal. Plan B: ensure advisee is developing comprehensive exam reading lists.</p>	
	<p>February/March: Plan A student submits thesis proposal drafts to you. Once you feel the proposal is ready, the student can, with your express approval, circulate the thesis proposal to the rest of the committee for review and schedules the thesis proposal meeting. <i>Please inform Grad Chair when the meeting has been set.</i></p>	
	<p>April/May: <u>Plan A:</u></p> <ul style="list-style-type: none"> ▪ Thesis proposal meeting with committee ▪ If proposal is approved, student will initiate Grad Division Form 2: Advance to Candidacy following the meeting 	
	<p>If language requirement(s) have been met, Plan A student can register for HIST 700 in the upcoming semester</p>	
	<p>April/May: <u>Plan B:</u> Meet with student to review research seminar papers in major and minor fields and approve comps exam reading lists.</p>	
	<p>April/May: Write and submit advisee’s Year One Progress Report</p>	

Task list for Faculty Advisors of History M.A. Plan A / B: YEAR 2

√	YEAR TWO	Date completed
	August/September: Meet with advisee to discuss progress to degree during the summer (Plan A thesis research and writing, Plan B exam preparation, language completion if not already finished)	
	October / November: Communication / additional meeting(s) as needed to review thesis chapter drafts (Plan A) or discuss exam prep (Plan B)	
	December / January: <u>Plan A</u> student submits thesis draft(s) to advisor. Student should file Application for Graduation and follow all relevant Grad Division deadlines. See M.A. Plan A graduation checklist here	
	January / February: <u>Plan B</u> If the student has met the language and coursework requirements, the comps exams can be scheduled. The students' completed research papers in the major and minor fields should be circulated to examiners for review at least four weeks prior to exams. <i>Please communicate with Grad Chair regarding exam schedule</i> Student should file Application for Graduation and follow all relevant Grad Division deadlines. See M.A. Plan B graduation checklist here	
	February: <u>Plan A</u> With advisor approval, the student can circulate the full defense draft of the thesis to the committee for review and comment. NOTE: The committee must receive the complete draft at least four (4) weeks before the scheduled defense. Student and advisor work together to schedule the thesis defense. <i>Please inform the Grad Chair when the meeting has been set.</i>	
	March/April: <u>Plan B:</u> <ul style="list-style-type: none"> • Student sits for M.A. exams • Oral exam & research paper(s) defense • Consult graduation checklist for Plan B for remaining requirements 	
	March/April: <u>Plan A:</u> Thesis defense meeting (April 1 at absolute latest). Following the thesis defense, the student initiates Graduate Division Form 3: Thesis Evaluation The student then has two weeks to complete any required edits to the thesis, before submitting the final edited version to you for review. You must be given at least two weeks to review of the final manuscript. Once you approve, the student can submit the final draft to Grad Division and initiate Form 4: Thesis Submission (due first week of May at absolute latest for May graduation)	
	April/May: Meet with student and submit Progress Report if student has not yet completed program.	