

Milestones /Forms for a Master's Degree
Department of Chemical & Biomedical Engineering

1. First semester.

- x Meet with Graduate Program Advisor to determine course selection. Prepare a course plan towards graduation.
- x Complete Graduate Student Advising form. After the form is signed, submit this form to the ChBME office for course registration approval.

If you are opting for a thesis option then the Major or Co-major professors should be appointed and must be a member of the tenured or tenure-track faculty of Chemical & Biomedical Engineering.* Please note that the Thesis Major Professor must be appointed before you will be permitted to take thesis credit hours. All thesis credit hours must be registered with the Thesis Supervisor.

*See graduate advisor for additional guidelines on a thesis supervisor from outside the department.

2. Semester before graduation

- x Beginning of semester:
If you are opting for a thesis option then a Thesis Supervisory Committee, consisting of a Major Professor (Thesis Advisor) and two other members of the USF graduate faculty, shall be formally appointed. Fill the Supervisory Committee Appointment form and file it with the department. It is required by the college.

To change a committee follow the University policies outlined in the graduate catalog. You may not make changes to your committee six weeks before presentation.

- x Follow the guidelines in College of Engineering Thesis/ Dissertation Format Guide available at: <http://www.usf.edu/engineering/graduate/index.aspx>

Pay special attention to deadlines for College and University

- x Apply for graduation online on OASIS and complete Graduate Certification checklist with signature of Graduate Advisor to ChBME Office.

Your committee has to be appointed by this time if you are a thesis student .

3. Semester of graduation

- x Register for at least 2 hours. Thesis students need to register for 2 thesis hours even if no other classes are being taken.
- x Thesis option students should arrange for a Departmental Seminar through the ChBME office after determining a suitable time in consultation with their Thesis Supervisor and committee members. If no publication or presentation based on the research has been approved by the Graduate Advisor or the student is in a non-thesis Master's program, then the student may be required to complete a comprehensive exam such as the FE exam (consult the graduate advisor).
- x Thesis students need to submit the following forms (require signatures from the supervisory committee)
 - o Successful Defense form
 - o Assessment forms
 - o Certificate of Approval of Thesis form (<http://www.grad.usf.edu/student-forms.php>).

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Assessment of Master's and Doctoral Students

Candidate: Please collect these and turn these into the ChBME Office immediately after the exam.

To be completed by each of the Examining Committee Members at the time of Thesis or Dissertation Examination (or by the Graduate Advisor for non-Thesis students).

Instructions to the Student: Please complete Section 1 and give a copy to each member and ask them to complete it at the end of your examination.

Section 1. (To be completed by student)
Name:
Degree Sought:
Title of Thesis or Dissertation:
No of publications based on your research in refereed journals:
No of conference presentations based on your research:

Section 2. (To be completed by each committee member.).

Please summarize your assessment of the student's ability on a scale of 1-5, 1 being Poor and 5 being Excellent. Leave blank if unable to evaluate.

On a scale of 1-5, 1 = Poor and 5 = Excellent, please rate the following:

Item	1	2	3	4	5
Assessment of the student's ability to	1	2	3	4	5

(delivery, quality of slides used, answer questions, timeliness etc.)	1	2	3	4	5
Assessment of student's ability to write technical reports (quality of writing, style, grammar, correct punctuation, correct citations, clear abstract etc.)	1	2	3	4	5
Assessment of student's ability to use modern computational and/or modeling tools for analysis	1	2	3	4	5
Assessment of student's ability to do a critical review of the literature in their chosen area of specialization (Did the student conduct a complete and thorough study of the literature, analyze prior work, summarize it succinctly?)	1	2	3	4	5
Assessment of the student's contribution to advance the body of knowledge in their chosen area of specialization (Was there an original contribution to the field, has it been validated by publications in the appropriate forum?)	1	2	3	4	5