

## Department of Food Science M.S. Graduate Program Checklist

### Year 1

- \_\_\_\_\_ Attend orientation, Get keys, Set up email account
- \_\_\_\_\_ Take AEOCPT Exam for international students only, (during 1<sup>st</sup> semester)  
[http://aplmg.la.psu.edu/academicPrograms/ita\\_whatIsAEOCPT.php](http://aplmg.la.psu.edu/academicPrograms/ita_whatIsAEOCPT.php)
- \_\_\_\_\_ Take Chemical and Hazardous Waste Handling Safety Course @ <http://www.ehs.psu.edu>
- \_\_\_\_\_ Schedule FD SC 500 A, B, C, and D, and FD SC 501
- \_\_\_\_\_ Schedule other 400 and 500 level courses in consultation with advisor
- \_\_\_\_\_ Research
- \_\_\_\_\_ Appoint thesis committee – see Master’s Thesis Appointment Form in back of handbook
- \_\_\_\_\_ Develop a coursework plan in consultation with thesis committee
- \_\_\_\_\_ Develop thesis proposal & present to thesis committee
- \_\_\_\_\_ Complete SARI (as part of FD SC 501)
- \_\_\_\_\_ Schedule FD SC 602

### Year 2

- \_\_\_\_\_ Serve as TA
- \_\_\_\_\_ Schedule other 400 and 500 level courses per your coursework plan
- \_\_\_\_\_ Research
- \_\_\_\_\_ Write thesis & manuscript(s)
- \_\_\_\_\_ Activate “Intent to Graduate” the semester you plan to graduate (through eLion)
- \_\_\_\_\_ Thesis format review with Graduate School Thesis Office
- \_\_\_\_\_ Schedule Thesis Seminar (see Svend Pedersen to reserve room)
- \_\_\_\_\_ Schedule Thesis Defense (inform Svend Pedersen of date, time and location no later than one month prior to defense)
- \_\_\_\_\_ Give thesis to Department Head (allow one week for review & signature). Provide thesis To the Graduate Program Coordinator . Due to the Department Head’s travel obligations, we recommend you inquire about his schedule prior to submitting thesis.
- \_\_\_\_\_ Schedule Exit Interview with Department Head
- \_\_\_\_\_ Submit one hard bound copy of thesis to the Graduate Program Coordinator
- \_\_\_\_\_ Complete Termination/Transfer Checklist (see back of handbook)  
Return keys, purchase card, and equipment. Complete ERS reports, vacate office

**Notify Graduate Program Coordinator no later than one month prior to your planned departure date**