

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 1st semester)
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