

Checklist for Responsibilities and Assessments in the Master's Program in Curriculum and Instruction

Upon Admission and Before Completing 9 Hours

_____ Create an eID (your K-State email address) to be used throughout the program. This is very important since almost all communications to you from the Graduate School, the College of Education, and your advisor will be through this email address. Check your email regularly. Also, the university requires that passwords to email accounts be changed at the start of every fall and every spring semester (you will receive prompts when this must be done).

www.eid.k-state.edu

_____ Examine the Graduate School's "Checklist for Master's Students"

<http://www.k-state.edu/grad/students/masters/checklist.html>

_____ Examine the "Graduate Handbook."

www.k-state.edu/grad/graduate_handbook/index.html

_____ Examine the "Program Guide for the MS in Curriculum and Instruction" to see the requirements for this degree.

<http://coe.k-state.edu/academics/docs/edci/MS-Curriculum-Instruction.pdf>

_____ Contact the advisor assigned to you for an appointment to plan your program, prepare a draft copy of your Program of Study, and select the other members of your supervisory committee. This website provides guidelines for "Preparing a Program of Study for Master's Degrees:"

<http://www.k-state.edu/grad/students/masters/>

This website provides access to the Program of Study form:

<http://www.k-state.edu/grad/academics/forms/>

_____ Examine the **Student Learning Outcomes** for the Master's in Curriculum and Instruction to recognize the projected outcomes from your program participation.

<http://coe.k-state.edu/academics/docs/edci/ms-learningoutcomes.pdf>

_____ Complete the online **Master's Graduate Admission Survey** for Curriculum and Instruction.

www.coe.ksu.edu/assessment/curin

_____ Access and follow the **Master's Program Completion Portfolio Guidelines** as you proceed through your program.

<http://coe.k-state.edu/academics/docs/edci/MS%20completion%20portfolio.pdf>

_____ Submit your **Program of Study** to the Graduate School before completing 9 hours of coursework.

_____ Throughout the program, contact/meet with your major professor at least once each semester to discuss ongoing enrollment and monitor program progress.

_____ Make plans for the **master's field experience**, which involves collecting evidence of the impact on student learning. This is reported in Entry 8 of the master's Program Completion Portfolio. This portfolio is presented at your final examination in your last semester. Consult with your advisor. At the following website, examine the (1) MS Field Experience Plan, and (2) MS Program Completion Portfolio Guidelines:

<http://coe.k-state.edu/academics/docs/edci/ms-fieldexperienceplan.pdf>

After Completing 12 Hours

_____ After completing 12 hours of coursework, make an appointment with your advisor so he/she may fill out a **C&I Midpoint Checklist for the Advisor** verifying that you have submitted your Program of Study to the Graduate School, planned a field experience, and are making adequate progress on your portfolio.

www.coe.ksu.edu/assessment/curin

_____ After completing 12 hours of coursework, access and complete the **C&I Midpoint Self-Assessment Survey** concerning your progress in the program.

www.coe.ksu.edu/assessment/curin

During the Final Semester

_____ For your final semester, enroll in any final course(s) and also one credit of EDCI 890 Master's Project. You must be enrolled in the semester you graduate.

_____ Early in your final semester, examine the Graduate School website about "Graduation and Commencement Information." The calendar provided at that site outlines deadline dates for necessary actions by the student.

<http://www.k-state.edu/grad/students/graduation/>

_____ Early in your final semester, meet with your advisor to select a date for your final examination and then submit the **Approval to Schedule Final Examination** form to the Graduate School.

<http://www.k-state.edu/grad/academics/forms/>

_____ Early in your final semester, submit a **Program/Committee Change** form to the Graduate School if you had any changes of courses or committee members from what was on the original Program of Study.

<http://www.k-state.edu/grad/academics/forms/>

_____ Early in your final semester, complete the iSIS Graduation Application.

_____ Early in your final semester, complete the Graduate School online registration to participate in commencement.

<http://www.k-state.edu/grad/students/graduation/>

_____ During your final semester, submit the completed Masters Program Completion Portfolio to your advisor at least one week prior to your scheduled final examination date. Your advisor will circulate it to committee members for viewing prior to the final examination/portfolio presentation.

_____ Prior to your final examination, access and complete the **C&I Graduate Exit Survey**.
www.coe.ksu.edu/assessment/curin

_____ At your final examination, present your **Program Completion Portfolio** through a PowerPoint presentation with direct references to materials in your portfolio.
<http://coe.k-state.edu/academics/docs/edci/MS%20completion%20portfolio.pdf>

_____ At your final examination, your committee will complete the **C&I Final Exam/Master's Completion Portfolio Rubric** to assess your overall program performance and submit it online. Your committee will also complete the Final Examination Ballot and send it to the Graduate School.

_____ Respond to the Graduate School email that identifies some final responsibilities. These include:

- Completing online surveys (i.e., the **Graduate School Exit Survey**)
- Providing information to the K-State Alumni Association
- Paying graduation fees
- Handling any remaining obligations

_____ Complete the **College of Education's Graduate Program Exit Survey**.
www.coe.ksu.edu/assessment/curin