

Dear Master's Students –

In order to give you the most helpful feedback possible in preparing your Master's Research Project in time for May graduation, and to be fair to the time demands put on the faculty to carefully review your work, you must have a **1<sup>st</sup> draft of your proposal to your Committee by March 1<sup>st</sup>**. This is what the overall time line should look like:

**Sept/Oct** - identify a research topic, get approval from the Education Director (me), line up a committee - 1 Chair from the list in the DCPM Grad Handbook of approved chairs; a 2nd DCPM faculty member; a 3rd committee member from outside DCPM.

**Oct/Nov** - get a proposal draft to the committee; set a proposal presentation date with Sheila McCart; start your RSRB application

**Nov/Dec** - Present proposal to DCPM and start data collection (if doing primary data collection) or start cleaning data if working on a secondary analysis of an already existing data set

**Jan/Feb** - collect and analyze data; start writing.

**March 1<sup>st</sup> – 1<sup>st</sup> draft to your committee. Note: early submissions before this deadline are welcomed.**

**March 15<sup>th</sup>** – the committee should have comments back to you for revisions/edits/further work

**March 30<sup>th</sup>** – 2<sup>nd</sup> draft to your committee

**April 7<sup>th</sup>** -- the committee should have just a few further required changes

**April 15<sup>th</sup>** – FINAL draft with committee sign-off in Pattie's office

**May – Graduation!!**

**Remember:** the proposal, which is done in the Fall, already contains the project Research Question(s); Background and Significance; Lit review; Methods of data collection and analysis. Once the data is analyzed the student just has to write the Findings, Discussion/Conclusions.

If you miss the March 1<sup>st</sup> deadline you cannot graduate in May. However, you can continue to work on your project for submission to Pattie until August 15<sup>th</sup> without incurring any additional registration fees. The same time rules apply: you must get a 1<sup>st</sup> draft of your research project paper to your committee 6 weeks before it is due into Pattie. As soon as you get committee sign-off you can use your MPH or MS initials after your name. If you don't finish by August 15<sup>th</sup>, you'll have to enroll for the Fall semester and pay \$900.