

WESTERN MICHIGAN UNIVERSITY
SCHOOL OF COMMUNICATION
THE MASTER OF ARTS IN COMMUNICATION

GRADUATION CHECKLIST FOR MASTER'S STUDENTS
PROFESSIONAL PROJECT CAPSTONE OPTION

THE FOLLOWING ACTIVITIES SHOULD BE COMPLETED PRIOR TO OR
DURING THE SEMESTER LISTED.

YEAR ONE: FALL SEMESTER

_____ *Meet with temporary advisor.*

_____ *In consultation with temporary advisor, prepare tentative program of study;
discuss capstone options.*

_____ *Complete one course in Communication Research Core (COM 6010).*

_____ *Complete one course in Communication Foundations Core.*

YEAR ONE: SPRING SEMESTER

_____ *Select permanent faculty advisor (Form I) and in consultation with your advisor,
complete Form II: Permanent Program of Study.*

_____ *Submit Forms I and II to Director of Graduate Studies for approval.*

_____ *Continue progress on Communication Foundations Core, Communication Research
Core.*

_____ *In consultation with your professional project advisor (typically your permanent
advisor), select committee members and secure their willingness to serve.*

_____ *Prepare and submit Form V for committee approval to the Director of Graduate
Studies in the School.*

_____ *Conceptualize professional project in consultation with your project advisor.*

YEAR TWO: FALL SEMESTER

- _____ *Register for COM 7100 (3 credits).*
- _____ *Develop project proposal in consultation with project advisor.*
- _____ *For April graduation, apply for graduation by December 1.*
- _____ *Set professional project proposal defense meeting (optional – open meeting).*
- _____ *Hold proposal defense and file Form VI with Director of Graduate Studies.*
- _____ *Secure HSIRB approval prior to conducting professional project if indicated.*

YEAR TWO: SPRING SEMESTER

- _____ *Register for COM 7150 (3 credits) by submitting Form XII.*
- _____ *Complete Communication Foundations core requirement.*
- _____ *Complete Communication Research core requirement.*
- _____ *Complete elective course requirements.*
- _____ *For June graduation, apply for graduation by February 1.*
- _____ *Give completed final draft of professional project to committee for review at least two weeks prior to final defense meeting.*
- _____ *Set and publicize final project defense meeting (open meeting).*
- _____ *Hold final professional project defense. Following the defense, submit Form VI to Director of Graduate Studies.*
- _____ *Submit committee approved professional project with appropriate paper work to School of Communication (one to advisor and one for school records) by deadlines for graduation.*