



**CHECKLIST:
MASTER OF SCIENCE IN TEACHING
AND LEARNING**

Applicants Name: _____
First Last

I. Admission to Graduate Studies

Date

Completed application for Graduate Studies _____

- 3.0 Cumulative undergraduate GPA _____
- Verification of Baccalaureate degree: _____
 - Content area: _____

II. Admission to the Teaching and Learning Program

Date

Two Letters of Recommendation

- One: _____
- Two: _____

III. Plan of Study

Date

Note: All candidates need to meet with their advisor to determine the course work necessary to complete the degree or certificate.

Contact your advisor

- Determine plan of study _____
- Signed by advisor, committee member, graduate coordinator _____

IV. Retention

Maintained 3.00 GPA _____

IV. Research Courses and the Capstone Project

Date

Contact your advisor during your enrollment in KSP 609: Research Methods or KSP 611: Action Research to Improve Student Learning.

- Review plan of study for completion of requirements and electives _____
- Discuss the capstone project (what is the project, issue, question?) _____
- Evaluation of the candidate's capstone experience should be on-going; work with committee members throughout to assure smooth transitions to degree completion _____
- Complete the capstone project _____
- Oral Defense of the Thesis (completed the semester of graduation) _____

VII. Awarding the Degree

Complete an application for graduation _____

Complete an application for awarding the degree _____

Resources

MSU Graduate School (forms, information and deadlines): <http://www2.mnsu.edu/graduate/>
Guidelines for Capstone Experience: <http://www2.mnsu.edu/graduate/cstudents/capstoneexp.shtml>