



Program of Higher Education and Student Affairs Leadership

M.A. Program Checklist

Preliminary Considerations

- In order to transfer up to 9 credit hours into the HESAL program, a student must submit the following form: www.unco.edu/grad/forms/PTCW.pdf
- Inquire about financial aid at www.unco.edu/ofa/overview

- 1) _____ Meet with your assigned advisor to schedule a meeting to complete the *MA Program Planning Form*. The form may be obtained from the HESAL website at www.unco.edu/cebs/hesal/currentstudent.htm.
Date/Time of Meeting: _____
- 2) _____ Turn in completed *MA Program Planning Form* to the HESAL office by the end of your 1st semester (request a copy for yourself).
Date Submitted: _____
- 3) _____ When fulfilling the internship requirement for the M.A. program, complete the following steps:
 - a) Contact the department, organization, or individual with whom you would like to intern.
 - b) If you receive permission to be an intern, fill out any necessary applications or other forms required by that department, organization, or individual.
 - c) Consult your academic advisor to receive preliminary approval for your internship.
 - d) Read the *Guidelines for Field Experiences/Teaching Practicum/Internships* document available at: www.unco.edu/cebs/hesal/currentstudent.htm.
 - e) Consult your academic advisor to develop appropriate learning goals and academic assignments for your internship.
 - f) Make sure that your course has been registered for credit (with the Registrar's office).
 - g) Prior to the first week of the semester, fill out the *Field Experience/Teaching Practicum/Internship Learning Contact* available at: www.unco.edu/cebs/hesal/currentstudent.htm. Obtain signatures from your field supervisor and your academic advisor, make provide copies for each and turn into the HESAL office.
 - h) Complete all assignments and duties.
 - i) Have your field supervisor fill out an *Intern Evaluation* form, available at: www.unco.edu/cebs/hesal/currentstudents.htm, and submit to your academic advisor.
- 4) _____ Read the Comprehensive Examination Policy and Procedure Statement available at: www.unco.edu/cebs/hesal/currentstudent.htm. Submit the *Permission to Take Written Comprehensive Exam* form, available at: www.unco.edu/cebs/hesal/currentstudent.htm, to the HESAL office **at least 3 weeks** before the exam date.
Date Submitted: _____ Exam Date/Time: _____
- 5) _____ Comprehensive exam passed date _____ or retake _____. It typically takes 2-3 weeks for results to be available. If you fail the exam, you have one opportunity the following semester to retake the exam.
- 6) _____ If a M.A. student, who has completed all program requirements, wishes to attend graduation ceremonies, a request must be made at the Graduate Office. See requirements and deadlines at: www.unco.edu/grad/pdf/deadlines.pdf. The graduation application form is available at: www.unco.edu/cebs.hesal/currentstudent.htm.