**Portfolio Students: Due Date Worksheet for TTL Portfolio Students and their Advisors**

This planning sheet is a tool to help students track their progress with program deadlines.

* Students, working closely with their portfolio advisors, should fill in specific dates for the deadlines below.
* Graduate School deadlines are in **bold**.
* If students have questions about a deadline, or have circumstances that affect their ability to meet a deadline, they should discuss this with their thesis advisor or the graduate program director.
* All forms and information for Graduate School requirements are at http://gradschool.umbc.edu/graduation/reqs/masters/
* All forms and information for English Department requirements are at

http://english.umbc.edu/ma-program-2/

Prior to Engl 798—

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| --- | --- |
| “Declaration of Graduate Faculty Advisor” form signed by advisor and a copy submitted to Graduate Program Director. Agree with advisor on reading list to be completed before enrolling in first semester of 798. | Prior to enrolling in ENGL 798 |
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First Semester of Engl 798

Portfolio Proposal is due to advisor and committee / October 15 or March 15

Advisor/committee comments due and meeting held / November 1 or April 1

Student revises and *Portfolio Proposal Approval* signed / November 15 or April 15

Second Semester of Engl 798

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| **Application for graduation due to UMBC** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **9/15 for December graduation;**  **2/15 for May graduation;**  **6/15 for August graduation** |
| Portfolio draft due to committee. Portfolio defense scheduled in consultation with committee. | November 1 or April 1 |
| Advisor and committee member’s revision suggestion are due to student. A formal meeting is held with the student, advisor, and committee member. | November 15 or April 15 |
| Portfolio defense | December 1 or May 1 |
| **“Certification of Completion of Master’s Degree Requirements” form signed by portfolio advisor and graduate program director due to Graduate School.**  Assessment document is due to GPD from Advisor. Student takes online exit survey. | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **last day of semester** |

**English Department Deadlines for Two Semesters of Engl 798**

**Before Enrolling in ENGL 798**

At end of the semester prior to enrolling in 798, the student must **meet with their advisor** and committee member and create a list of readings to be completed prior to their first semester of Engl 798. The **“Graduate Faculty Advisor”** form, signed by student and advisor, is submitted to the Graduate Program Director.

**First Semester of Engl 798**

The completed **Portfolio Proposal** is due advisor and committee member. It is read and critiqued by these faculty members, and the student meets with them to discuss suggested revisions. After revisions are made, the **“Portfolio Proposal Approval”** form is signed by the advisor and committee member. A copy of this form, along with a copy of the Proposal, is given to GPD. The advisor gives the student permission to enroll in a second semester of ENGL 798.

1. **Portfolio Proposal** is due to advisor and committee member - October 15 or March 15

2. Faculty comments are returned to student, and **a formal meeting** is held with the student, advisor, and committee member - November 1 or April 1

3. Student revises the proposal, and the advisor and committee member sign the **Portfolio Proposal Approval Form -** November 15 or April 15

If the student meets these deadlines, they should begin immediately researching/drafting their portfolio. They may enroll in the second semester of Engl 798. If the student does not meet these deadlines, the advisor will work with the student to discuss an alternative schedule for graduation.

**Second Semester of ENGL 798**

1. **Portfolio draft** is due to advisor and committee member. Defense is scheduled in consultation with advisor and committee member - November 1 or April 1

2. Advisor and committee member give student **revision suggestions. A formal meeting** is held with the student, advisor, and committee member - November 15 or April 15

3. Student **revises and defends** their portfolio - December 1 or May 1

4. **Assessment**: Advisor submits portfolio/defense assessment form to GPD. It is available at http://english.umbc.edu/files/2017/08/Portfolio-Assessment-form-PDF.pdf

5. Student takes **online exit survey** that assesses the MA program. It’s at

<https://umbc.co1.qualtrics.com/SE/?SID=SV_aeCFH93NN2sRu1D>