

This checklist is a tool offered by the DPHS Graduate Programs for students completing a master’s thesis. The student is responsible for managing and completing all tasks in this checklist.

ENROLLMENT IN EPH 810-01:

CHECK	TASK
<input type="checkbox"/>	1. Read the DPHS – MS Thesis Handbook – for thesis details and pre-reqs. for enrollment
<input type="checkbox"/>	2. Meet with your Faculty Advisor to discuss a timeline for thesis completion
<input type="checkbox"/>	3. Obtain permission from your Faculty Advisor and/or committee Chair to enroll in EPH 810-01 and determine the number of credits to enroll
<input type="checkbox"/>	4. Faculty Advisor will email Carlen Duncombe, copying the student and Shameka Jenkins, to request enrollment in a specified number of credits for EPH 810-01

EPH 810-01:

CHECK	TASK
<input type="checkbox"/>	1. Submit three (3) required CITI Certifications and Conflict of Interest (COI) Disclosure to Blackboard EPH 810-01
<input type="checkbox"/>	2. Identify a minimum of three (3) individuals to serve on your thesis committee
<input type="checkbox"/>	3. Submit DPHS Thesis Committee Form to Blackboard EPH 810-01
<input type="checkbox"/>	4. Submit approved Thesis Proposal to Blackboard EPH 810-01
<input type="checkbox"/>	5. If more time is needed for data analysis and/or for writing the thesis: <ul style="list-style-type: none"> a. Determine the number of credits to enroll in EPH 810-01 again the following semester and follow enrollment process above
<input type="checkbox"/>	6. When ready to enroll in the DEF section: <ul style="list-style-type: none"> a. Read carefully, complete and sign the <i>DPHS Readiness to Defend Attestation Form</i>. Obtain required signatures from advisor, committee chair and program director and submit complete form to Shameka Jenkins for final signature.
<input type="checkbox"/>	7. To enroll in the DEF section: <ul style="list-style-type: none"> a. Email Carlen Duncombe the signed and approved <i>DPHS Readiness to Defend Attestation Form</i> to enroll in EPH 810-DEF

EPH 810-DEF: *BEFORE* your thesis Defense

Check	TASK
<input type="checkbox"/>	1. Note the ETD Submission Deadline for each semester and plan accordingly
<input type="checkbox"/>	2. Determine a date/time & location for the defense with your committee as early as possible
<input type="checkbox"/>	3. Create the Zoom link & reserve a space, if applicable. Share the calendar invitation & defense details with your committee and with Shameka Jenkins as soon as finalized
<input type="checkbox"/>	4. Complete the ETD Defense Notice Form once defense date is final
<input type="checkbox"/>	5. Send your Thesis Abstract Defense Invitation to Shameka Jenkins at least 2 business days before your scheduled defense
<input type="checkbox"/>	6. Submit a pre-defense draft for review to the Graduate School <i>(NOTE: this is a "Pre-Defense" draft. IT IS OPTIONAL BUT STRONGLY ENCOURAGED)</i>
<input type="checkbox"/>	7. Prepare your oral defense presentation for 30-40 minutes – Send it to Chair/advisor for review and to receive feedback prior to your oral presentation.

EPH 810-DEF: *AFTER* your thesis Defense

Check	TASK
<input type="checkbox"/>	1. Defend your thesis by the scheduled date and semester deadline
<input type="checkbox"/>	2. Submit the ETD Certificate of Defense Approval Form the day after you defend
<input type="checkbox"/>	3. Submit the full draft of your thesis for formatting review by the Graduate School by the semester deadline <i>NOTE: THIS IS REQUIRED. The main content of the full draft due on this day should be close to final. Students may continue to make minor revisions to the draft after this date, but no new data/sections should be added. The graduation date for students who do not submit a full draft to the Graduate School for review by the deadline will move to the next semester.</i>
<input type="checkbox"/>	4. Submit the following three (3) ETD forms to the Graduate School by the semester deadline : <ul style="list-style-type: none"> • ETD Certificate of Defense Approval Form (item 3 above - submitted the day after defense) • ETD Final Content Approval Form • ETD Availability Agreement Form
<input type="checkbox"/>	5. Receive permission from the Graduate School to upload your final PDF in the Scholarship @ Miami Repository by the semester deadline
<input type="checkbox"/>	6. Complete the following evaluations both available in Blackboard EPH 810-DEF: <ul style="list-style-type: none"> • MSPH Faculty Advisor Evaluation Qualtrics (only for MSPH students) • MS Thesis Committee Chair Evaluation Qualtrics
<input type="checkbox"/>	7. Upload your oral defense presentation, cover slide, and headshot to Blackboard EPH 810-DEF so Graduate Programs may highlight your thesis on the MS Thesis website <i>(OPTIONAL BUT ENCOURAGED)</i>