

# DPHS Master's Thesis Checklist

---

## Enrollment in EPH 810-PRP

---

- 1. Obtain permission from your Faculty Advisor (MSPH) or Thesis Committee Chair (MS PSCH and MS CH) to enroll in EPH 810-PRP
- 2. Email Carlen Duncombe at [cduncombe@med.miami.edu](mailto:cduncombe@med.miami.edu) and request to be enrolled in EPH 810-PRP. Copy your Faculty Advisor or Thesis Committee Chair and Katelyn McGuigan ([kxm752@med.miami.edu](mailto:kxm752@med.miami.edu)) on the email

## EPH 810-PRP Thesis Proposal

---

- 1. Form your thesis committee (3 members: Committee Chair, UM DPHS Faculty, Outside Faculty. MS CH students need at least 1 DPHS and 1 RSMAS faculty member on their Committee)
- 2. Submit approved thesis proposal and the names of your Committee members in Blackboard EPH 810-PRP, Assignments

## EPH 810-DEF Public Health Thesis Project

---

- 1. Note the Submission Deadline for each Semester and plan accordingly
- 2. Before your Thesis Defense:
  - A) Work with your committee to finalize a defense date, time, and location
  - B) Create the Zoom link and share with your committee and Katelyn McGuigan as soon as created
  - C) Fill out the Defense Notice Form *before* the day of your defense
  - D) Send your Thesis Abstract/Defense Invitation to Katelyn McGuigan at least 2 business days before your defense
  - E) Submit a pre-defense draft for review (optional) to the Graduate School
- 3. Defend your Thesis by the deadline
- 4. Submit the Certificate of Defense Approval Form (add the names and emails of your committee)
- 5. Submit full draft of thesis for formatting review by the deadline (content should be close to final)

## DPHS Master's Thesis Checklist

---

- 6.** Ensure you have submitted the following three ETD documents to the Graduate School:
  - Certificate of Defense Approval Form (should have been submitted immediately after your defense)
  - ETD Final Content Approval Form (add the names and emails of your committee)
  - ETD Availability Agreement Form
- 7.** Receive permission to upload your final PDF in the Scholarship @ Miami Repository