Meet with advisor to review potential professional paper topics and requirements, and discuss ways to complete the professional paper requirements in a timely manner.

By April
Submit a proposal for professional paper to the Student Services Associate. It should include a title, an abstract of no more than 500 words, a preliminary bibliography, and a list of the student’s top three preferences for graduate committee members. The abstract must include the research question or objective and the expected methodological approach (meta analysis/in-depth literature review, case studies, demonstration project, etc.). The bibliography should include a minimum of five sources that are expected to be critical to the development of the project.

By May
A committee of PLAN faculty will review student proposals. Rejected proposals will be returned to the student for immediate revision. Students who do not have an approved proposal by the end of the fall semester should expect to delay graduation past May of the following year. Approved proposals will be returned to the student with comments and suggestions from the faculty committee. By the end of the first academic year, students will be assigned a committee chair, who is a faculty member from LAUP.

Second Academic Year
Once the graduate committee chair has been assigned, the student is expected to meet their chair to discuss the project and develop a timetable for completion of the project.

By September
The student should work with the committee chair to identify a second committee member from within the LAUP department, as well as a third committee member from outside the LAUP department. When the committee is ready, the degree plan must be submitted.

By January
Apply for degree to be awarded in May.

Early March
Submit a completed draft of the professional paper to the graduate committee chair. Within one week of submission, the graduate committee chair will return the draft with comments. Within one week of having comments returned, the student must distribute the final draft to all members of the graduate committee.

Late March
Submit “Request and Announcement of the Final Examination” or 10 working days prior to the examination, whichever comes first, to the Office of Graduate Studies.

By April
Near the end of the semester of graduation, students are expected to present their professional paper’s publicly, accompanied by a poster. The poster should distill the contents of the paper into a visually attractive and informative display. A series of videos have been created to help students design effective poster displays. They are available on the MUP website. A schedule of the paper presentation will be made public, and both students and faculty are expected to participate in the presentations. External reviewers will also be invited to participate in the exhibit and will choose a selection of posters to be recognized by the program and department for their excellence.