

## MA Advisor Checklist

This checklist is intended as a tool for advisors to assist students in making timely progress towards the degree.

<b>All students:</b>	
Meet with potential MA advisee to discuss student and mentor expectations and Advisory Committee membership dynamics.	
Communicate with other Advisory Committee members to confirm their commitment.	
Sign a <a href="#">Request for Appointment of Graduate Committee</a> and confirm that student submits it with member signatures to the ESFL Chair.	
Assist student in choosing a track (Literature or Writing and Rhetoric) and creating a degree plan in conjunction with Advisory Committee members by 18 hours earned at TWU.	
Email the Registrar ( <a href="mailto:registrar@twu.edu">registrar@twu.edu</a> ) to notify them of change in student's advisor.	
Fill out the <a href="#">Graduate Catalog Year or Emphasis Change form</a> to move student onto either the Literature or Writing and Rhetoric track with the thesis, pro paper, or coursework option.	
Circulate degree plan to advisory committee for signatures and submit to ESFL Chair.	
Confirm that student has entered planned courses into Webadvisor.	
Complete a degree audit and archive confirmation in online advising system.	
Monitor student progress using degree audit in online advising system.	
<b>Thesis option:</b>	
Provide student with registration code for appropriate section of ENG 5983.	
Supervise the student's Institutional Review Board (IRB) process, if human subjects are involved in thesis research.	
Supervise the drafting of a thesis prospectus in conjunction with members of Advisory Committee.	
Schedule and supervise an oral defense of the thesis prospectus.	
Circulate a <a href="#">Prospectus Cover Sheet</a> for Research Committee, ESFL Chair, and College of Arts and Science Dean signatures.	
Confirm that student has submitted <a href="#">Prospectus Cover Sheet</a> , ten page prospectus, and RCR certificates to the Graduate School, along with any necessary IRB documentation.	
Provide student with registration code for appropriate section of ENG 5993. NB: The prospectus must be received and approved by the Graduate School before the first week of enrollment in ENG 5993.	
Supervise the research and writing of advisee's thesis in conjunction with Advisory Committee members, providing timely feedback.	
Before each subsequent enrollment in ENG 5993, fill out the <a href="#">Federal Financial Aid Repeating Coursework form</a> .	
Before the late registration period of a student's final semester of enrollment, sign the <a href="#">Request for Reduce Tuition form</a> .	
Ensure that student meets the deadline to apply for graduation in the final semester of their thesis work.	
When a full satisfactory full draft of the thesis is complete, schedule a defense no less than one week before the Graduate School's advertised filing deadline, if advisee intends to graduate in the same semester.	
Ensure that a draft of the thesis is distributed to Advisory Committee members and ESFL Chair no less than two weeks before the scheduled defense.	

Supervise a two-hour defense of the thesis and exam over coursework and notify student immediately of the results of the committee's evaluation.	
Upon successful defense of the thesis, circulate the <a href="#">Certification of Final Exam</a> and <a href="#">cover page</a> for Research Committee and submit to ESFL Chair.	
Provide any feedback offered by the Advisory Committee during the evaluation process and supervise any necessary revisions to the thesis.	
Select, with advisee, a thesis chapter to be submitted for program-level assessment. Confirm that advisee has submitted the chapter to the <a href="#">ESFL Graduation Requirement Google Form</a> .	
Confirm that advisee has submitted the formatted thesis, signed <a href="#">Certification of Final Exam</a> , <a href="#">cover page</a> , and <a href="#">Fee Sheet</a> to the Graduate School by the electronic filing deadline.	
If submitting after the Graduate School deadline but before the first Friday of the next semester, confirm that advisee has filed an <a href="#">Early Deadline</a> form in the Graduate School	
Approve final thesis submission in electronic system, including any publication limitations or embargos.	
Review Graduate School Reader feedback and supervise any necessary revisions.	
Sign the <a href="#">Graduate Reader Dissertation Review Rubric</a> after confirming that final thesis revisions have been completed.	
Complete Grade Change forms to change thesis credit hours included in the degree plan from "PR" to "CR," if necessary.	
<b>Coursework/professional paper option:</b>	
(Provide student with registration code for appropriate section of ENG 5973 and supervise the drafting of a professional paper in conjunction with members of Advisory Committee, if applicable.)	
Ensure that student meets the deadline to apply for graduation in the final semester of their coursework.	
Schedule, in the final semester, a three-hour written examination over advisee's coursework.	
Solicit exam questions from Advisory Committee members no later than two weeks before the written examination.	
Circulate a draft of written exam questions to Advisory Committee members no later than one week before the written examination. Committee members must agree in writing to the exam questions before the exam can be administered.	
Proctor or coordinate the proctoring of on-campus exams.	
Circulate the exam answers to the Advisory Committee and obtain written evaluation (pass/fail) for the exam.	
Notify student within one week of the exam of the status of written examinations.	
Upon successful completion of the exam, circulate the <a href="#">Certification of Final Exam</a> to Advisory Committee and ESFL Chair. If a student fails the examination, advise them on a course of action for retaking the exam.	
Select, in conjunction with the student, a representative paper (a final seminar paper or the professional paper) program-level assessment. Confirm that the paper has been submitted to the <a href="#">ESFL Graduation Requirement Google Form</a> .	
Confirm that advisee has submitted the signed <a href="#">Certification of Final Exam</a> and <a href="#">Fee Sheet</a> to the Graduate School by the electronic filing deadline.	

