

## M.S. in Spanish for the Professions

### PORTFOLIO AND GRADUATION CHECKLIST

<b>One semester prior to your anticipated graduation:</b>	
<input type="checkbox"/> In consultation with your advisor, select your committee members (3 professors).	
<input type="checkbox"/> Review the number of credits that you have taken.	
<b>At the beginning of your graduation semester</b>	
<input type="checkbox"/> Register in Span 690 (1 credit). Make sure to register in the correct session (with your adviser or a professor that will guide your work).	
<input type="checkbox"/> Review the Graduate School deadlines.	<a href="http://grad.mnsu.edu/importantdates.html">http://grad.mnsu.edu/importantdates.html</a>
<input type="checkbox"/> Communicate with your advisor and make sure that you have completed all of the M.S. requirements.	<a href="http://grad.mnsu.edu/programs/bulletin/spanish.html">http://grad.mnsu.edu/programs/bulletin/spanish.html</a> (scroll down for the M.S. requirements)
<input type="checkbox"/> Review and follow the directions of the Graduate School (GS) Graduation Checklist.	<a href="http://grad.mnsu.edu/programrequirements.html">http://grad.mnsu.edu/programrequirements.html</a>
<input type="checkbox"/> Fill out the "Application for Graduation" form and any other graduation requirement on the GS website.	<a href="http://grad.mnsu.edu/forms/appforgraduation.pdf">http://grad.mnsu.edu/forms/appforgraduation.pdf</a> (Application for Graduation)
<input type="checkbox"/> Work with your Portfolio professor to write and organize your work. Please notice that it is your responsibility to be in contact with your professors and to turn in periodic reports of your work.	
<b>No later than mid March (for Spring graduation) or mid October (for Fall graduation)</b>	
<input type="checkbox"/> Submit your final version of the Portfolio to your advisor.	
<input type="checkbox"/> If your advisor approves the final version of your work, submit it to your committee members.	
<input type="checkbox"/> Work on your Portfolio presentation. Since this is a reflective portfolio, this presentation should cover at least the following: 1) Introduction: general evaluation of your work at MSU, what courses did you take, what drove you to do a master's in Spanish for the Professions, how did the M.S. impact your work, etc. 2) Discussion of each competency area (multicultural literacy, writing, and oral proficiency) based on an artifact that you created for a class. Evaluate the artifact, how did it promote your Spanish skills, what language/cultural issues did it help you address, etc. 3) Conclusion and Future Plans: Share your overall learning experience (connect with the introduction) and indicate your future plans with Spanish. Consult with your professors for more information and guidance.	
<input type="checkbox"/> Contact your committee members to establish a date and time for your Portfolio presentation. <b>Attention!</b> Present your Portfolio before the deadline to submit your "Recommendation for Graduation" form.	<a href="http://grad.mnsu.edu/importantdates.html">http://grad.mnsu.edu/importantdates.html</a> (deadlines)
<input type="checkbox"/> Your Portfolio adviser will email the committee and you with a link for the presentation meeting.	
<input type="checkbox"/> Work on your Portfolio presentation in consultation with your professor.	
<input type="checkbox"/> Present your work. Presentations and discussions often take around 1.5 hours. Your presentation should be 20-25 minutes and the rest of the time will be used for questions and comments on your work.	
<input type="checkbox"/> Fill out the Recommendation for Awarding the Master's Degree form and submit it via email to your advisor prior to the presentation. S/he will collect the signatures and submit it to the GS.	<a href="http://grad.mnsu.edu/forms/recommendcertificatedegree.pdf">http://grad.mnsu.edu/forms/recommendcertificatedegree.pdf</a> (Recommendation for Awarding the Master's Degree)