

### **Checklist for Master of Arts in Education: Reading and Writing**

- \_\_\_\_\_ 1. Contact your advisor.
- \_\_\_\_\_ 2. Visit the Graduate Programs in Reading and Writing online pages at <http://coekate.murraystate.edu/graduate/reading> . Use the guide sheet for your program to help you fill out your Graduate Program Form (available online at <http://coekate.murraystate.edu/ncate/manager/advsheet/> )
- \_\_\_\_\_ 3. Send your advisor a signed guide sheet AND your completed Graduate Program Form. Contact your advisor for help choosing electives and with any other questions.
- \_\_\_\_\_ 4. Write and submit your Professional Improvement Plan during REA 612, which should be your first REA course. Consult the Guidelines for Writing the Professional Improvement Plan.
- \_\_\_\_\_ 5. Begin developing your Portfolio. Consult “Creating the Reading /Writing Portfolio: A Guide” available at <http://coekate.murraystate.edu/graduate/reading>. Add artifacts from each REA course. Meet with your advisor frequently to review your progress.
- \_\_\_\_\_ 6. After the first nine hours of course work, submit your Admission to Candidacy Form (available online at <http://coekate.murraystate.edu/graduate/forms/>) to your advisor.
- \_\_\_\_\_ 7. If you want to substitute an elective for one that was listed on your initial program form, you must first get your advisor’s permission. If it is approved, a Course Substitution Form (available online at <http://coekate.murraystate.edu/graduate/forms/> ) must be completed and sent to your advisor.
- \_\_\_\_\_ 8. Submit the Application for Degree (available online at <http://coekate.murraystate.edu/graduate/forms/> ) at the beginning of the semester in which you intend to graduate.
- \_\_\_\_\_ 9. Submit your Portfolio to your advisor no later than March 15 for spring graduation, July 15 for summer graduation, or October 15 for fall graduation.
- \_\_\_\_\_ 10. Revise portfolio if necessary and resubmit by assigned date.