

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 (sent to you upon admission from the Graduate Office).

- _____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 Form B to find required entries. 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 (sent to you upon admission by the Graduate Office) 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 must be completed and sent to your advisor.

- _____8. Submit the Application for Degree (available online at <http://coekate.murraystate.edu/graduate/>) at the beginning of the semester in which you intend to graduate.

- _____9. Submit your Portfolio to the Graduate Reading Program Coordinator no later than March 15 for spring or summer graduation or October 15 for fall graduation.

- _____9. Revise portfolio if necessary and resubmit by assigned date.