Rubenstein School Master's Project Graduation Requirements

The following details all graduation requirements for those pursuing a Project-based Master's degree at the Rubenstein School.

The specific details for the project option requirements outlined below differ from those pursuing the RSENR thesis option. However, all Grad College deadlines for the following requirements also apply to those completing the Project option.

Timetable and Checklist:

Approximately Five Months Prior to Your Defense:
- Review the degree requirements with your advisor and complete the Intent to Graduate Form by the date listed here. Submit this form electronically to the Graduate College with a copy to your advisor.
- As you begin the writing process for your final MS project publication, understand proper citation protocols for academic writing. This includes using and citing images properly and attaining copyright permissions when necessary. For guidance, see researchguides.uvm.edu/useimages For questions, refer to library.uvm.edu/specialists under Natural Resources.

At Least Two Months Prior to Your Defense:
- Check with the RSENR Graduate Student Services Specialist to make sure you've completed all your Rubenstein School milestone requirements.

At Least A Month Prior to Your Defense:
- Submit an electronic copy of your defendable project to all members of your defense committee for their review. Standard formatting is outlined in "Chapter 6. Formatting Your Document with WORD" here. The title of your final publication must specify that it is a PROJECT.
- Schedule your defense date, time and room with the RSENR Student Services Specialist

At Least Two Weeks Prior to Your Defense:
- Submit an electronic copy of your RSENR Defense Abstract (found here under RSENR Abstract Sample for Seminars and Defenses) to the RSENR Student Services Specialist for distribution to the RSENR community.

After Your Defense:
- After all final revisions have been made to your written project, your advisor must provide a completion form that was sent to them by the RSENR Student Services Specialist at the time your defense abstract was submitted. This signals to both RSENR and the Graduate College that you are one step away from graduation.
- The final step is that you must submit an electronic* copy of your project using the following instructions within six weeks of your completed defense or before the published Graduate College deadline, **whichever comes first**.

*UVM and RSENR will no longer financially support the binding of hard copies of those documents, You can take a paper copy to the University Underground Printing, where it can be bound with a fast back-style binding in black, blue or green (approximate cost for 200 page document is $4.50). You can have a local copy center bind it for you (Kinko's, Staples, etc. at variable costs). Or, after you upload, you can access a PDF of your document at any time on the ScholarWorks website (http://scholarworks.uvm.edu)

Submitting a Project to ScholarWorks @ UVM

1. Save your final document as a PDF file. Have it available, along with any optional additional files (audio, video, spreadsheets) that you want to upload.
2. Go to http://scholarworks.uvm.edu
3. Click on Colleges, Schools, and Departments and go to Rubenstein School Masters Project Publications.
4. Click on Submit Research on the bottom of the left column.
5. Ignore the Login and Create new account options. Instead, click on Login to your UVM account ». (see screen shot below). Then, use your netid and password to log in.

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6. Read the submission agreement. If you agree to the conditions, check the box agreeing to the terms and click Continue.
7. Fill out the form.
8. Upload the PDF of your project. Check the box for additional files, if you have any.
9. Select an embargo period, if desired.
10. Click Submit.

At this point you still have the option to revise your submission. The system automatically notifies the account administrator (the RSENR Student Services Specialist), who will approve your submission. Once the submission is approved you must contact the administrator to revise it.

You will receive an email when your submission has been approved by the collection administrator.