MA (ONE YEAR) Quick Guide

(*Director of Graduate Studies (DGS) should have been assigned as temporary chair before student arrives. Student must officially select their two special committee members via Student Center during their first few weeks at Cornell. This refers to the two professors who were mentioned in the letter of admission.)

Semester 1

- Credit hours – total of 15 required this semester
  - At least 2 formal, didactic courses (A qualifying didactic course has 2 or more credits - typically 3 - and must be taken for a letter grade unless S/U grading option only option.) Courses may be at the undergraduate or graduate levels and within or outside of HD - specific courses decided jointly by students and primary advisor.
  - HD 6200 (required) 1 credit course. Students are given the opportunity to submit and be guided through the process of submitting a NSF, or NIH funding proposal. This may be applicable to some student’s immediate future career plans. Students in this course may also opt to formally present their Master’s Thesis analyses to the faculty & other grad students in the spring semester.
  - Supplemental course work and/or research participation for credit (HD 7000, 7010) with special committee chair.
- Take and pass the “Short, Foundational course” on RCR, which covers authorship, peer review, and research misconduct (plagiarism, data falsification, and data fabrication). To take the Short, Foundational course on RCR, go to https://researchservices.cornell.edu/resources/rcr-training-online
- Get your official transcripts to the Graduate School Registrar if not already done.
- Select thesis topic and complete thesis proposal
- Complete on-line committee selection, per student admit letter, in Student Center before the end of this semester. https://gradschool.cornell.edu/academic-progress/requirements-milestones/special-committees/changing-your-committee/ Students with questions or concerns about the selection process should speak with the Graduate Field Assistant and/or the Director of Graduate Studies.

Semester 2

- Credit hours – total of 15 required this semester
  - At least 2 formal, didactic courses – see semester one for details.
  - HD 6200 (required) 1 credit course. Student may formally present their Master’s Thesis analyses to the faculty & other grad students in May of this semester.
  - Supplemental course work and/or research participation for credit (HD 7000, 7010) with special committee chair.
  - HD 8990 Master’s Thesis & Research with Special Committee Chair
- Analyze data & write Master’s Thesis
- Prepare for required oral defense
- Schedule Master’s Exam (M Exam) at least one week prior to defense date – see Grad School forms page. https://gradschool.cornell.edu/forms/
- Take the Master’s Exam Results form with you to your M Exam. Complete the form with your committee members after the exam, get the DGS & GFA approval and submit to Cornell Grad School within THREE BUSINESS DAYS of exam. https://gradschool.cornell.edu/forms/
- Submit thesis to Cornell Grad School – must meet their official submission requirements. Thesis deadlines, requirements and guides are found at https://gradschool.cornell.edu/academic-progress/thesis-dissertation/

SUMMER – The Graduate School allows students to extend the completion of the thesis through June and July of the summer following the second semester of coursework. Students must register with the Graduate School if they wish to use the libraries and the health center. There is no registration fee if the student was registered in the spring semester.

Important Reminder: This is a two-semester program. (It is possible to use part of the summer after the two semesters to finish the thesis; there is no registration fee for summer if you are registered in the spring). However, for students
who are committed to completing the MA in two semesters, it is important to discuss with the Special Committee a reasonable time-table for doing this. It might require doing a more modest thesis than normally expected, or it might require doing research that is more closely integrated with the faculty mentor’s project, such as analyzing findings from an existing dataset.

cel72/ma84/8.27.19