

Students are responsible for ensuring that they go through this checklist on their own. Please don't wait for others to do this work for you, nor to compensate if you forgot some portion of it. Part of your education with us involves development of basic professional skills, and taking effective charge of your own paperwork process is a part of respectful interaction in a professional setting.

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: enroll in 899 (or 898 if you are doing a thesis). Be sure to visit this page <https://www.sfu.ca/gradstudies/graduate-students/completing-graduation.html> and follow the steps outlined under the "Apply to Graduate" tab.

, or earlier: find a second reader. This is someone who is knowledgeable enough on your topic that they can ask probing questions about your pro paper, but who has not substantively worked with you on the paper in previous drafts. The second reader must be listed on both your Scheduling of Completion of Degree form, and the Recommendation for Award of Degree form, and his/her signature is required on both forms.

: ask supervisor, second reader, and grad chair to find a date and time that works for all four of you for the defense. All four must be present, so check with everyone. Once a time and date is settled, this needs to be communicated to the Graduate Program Assistant (Linda Sheldon) so that a room can be booked.

: you must submit your paperwork for scheduling at least prior to the date, and this is not a flexible deadline (there is no wiggle room on the thesis the way there sometimes is on the pro paper). You must also submit a final version of your thesis to the Library (this applies to the thesis only, not the pro paper).

: complete and submit the Scheduling of Completion form. Again, this form needs your second reader listed. This goes first to your supervisor, then to the Grad Chair, and finally to the Graduate Program Assistant (Linda Sheldon).

: Submission of your paper. The final version of your professional paper, in PDF form, needs to be clearly submitted to your supervisor, your second reader, and the Graduate Program Assistant. Please re-send this even to your supervisor, to ensure that you and your supervisor both have a clearly labeled version that you take to be the final version.

: Submission of your title, abstract, and supervisor and second reader details to the Graduate Program Assistant. Along with the time, date, and location of your defense. These are used in the announcement of your defense.

: prepare your presentation. Some helpful notes: aim for around 25 minutes. This is a standard length for many professional talks, and this defense is a kind of professional talk. A presentation is different than the paper on which the presentation is based. Don't aim to include every detail from your paper in the presentation (aiming to include every detail will likely mean an overly long and probably

obscure presentation). Focus on the highlights, the main conclusions and key argumentative moves, and maybe choose one example for illustration if the paper has more than one. Audiences benefit greatly from slides, handouts, or other visual aids. Make sure you test your electronic device with the equipment you may need in the room where you will give the presentation, or familiarize yourself with the relevant features of Zoom needed for e.g. screen sharing, prior to the day of your defense.

Bring with you to the defense: A _____ form (if you are doing the Thesis option only) or a _____ (if you are doing a Professional Paper/extended essay) with your portion completed. Both your supervisor and second reader need to be listed on this form, and signatures are required. This is signed on the day of the defense itself and should be presented to the Graduate Chair at the beginning of the defense. These forms are found on the graduate student portal—student handbook—“Now that you’re ready to Graduate”.

After a successful defense, you will have a signed Recommendation for Award of Degree form, or a signed Recommendation for Credential form.

Congratulations!

Now, you deliver this to the Graduate Program Assistant. She keeps the department copy. The form then moves to Graduate Studies. They check departmental requirements against your transcript and finalize your graduation in the online system.

FAQ: How late in a term can you defend and still graduate in that term? Grad Studies has dates available for each term that is the latest that they can receive signed forms for a student to still graduate in that term. Check with the Graduate Chair (l) 3 (q) 14 and 14a(o)-2 (n)-4