

MS GRADUATION CHECKLIST

This checklist has been developed from the 2017-2018 [BIOS AIM](#)

Coursework

- EPID 600 or 710
- SPHG 600
- BIOS 511
- BIOS 660
- BIOS 661
- BIOS 662
- BIOS 663
- 667
- 680
- BIOS 691
- Electives (6 credit hours, 664 or higher, not including 667, 680, or 691)
 - _____
 - _____
 - _____
- BIOS 841
- BIOS 843 (two semesters)
 - _____
 - _____
- BIOS 992/993

Written Exams

- Theory
- Applied

Graduation

- Acquire advisor
- Acquire reader
- If you are permanently relocated from Chapel Hill:
 - Petition to be exempt from presentation
 - Acquire a second reader
- Have title page signed by
 - Advisor
 - Reader
 - Seminar Representative
- Submit
 - Electronic copy to registrar/your student manager
 - Printed copy to your student manager (20 lb wt 100% cotton 8.5" x 11" paper)

- Apply on ConnectCarolina by date specified on [Registrar Calendar](#), e.g., October 3rd, 2017 for Fall 2017 graduation
- Purchase cap, gown, and hood from UNC Student Stores

Master's Paper

- Consider using [our template](#) created October 2017 (Check for its update date to ensure it is up to date with the AIMS)
- Recommended 20-30 pages
- Margins: 1.25" on the left, 1" elsewhere
 - The first page of text and first page of chapters should have 2" on the top, 1.5" on the left, and 1" elsewhere
- 10, 11, or 12 pt font
- Footnotes, equations, superscripts, and subscripts should be no more than 2 points smaller than typical font size
- Double spaced
- Footnotes and captions are single spaced
- Quotes
 - Single spaced
 - Not included in quotation marks
 - If 4 lines or longer, indent by 4 spaces on each line
- All paragraphs are indented 8 spaces
- Title page included (see [AIM](#) page 53 for sample)
- Table of contents
 - Follows the title page immediately
 - Chapter headings with roman numerals
 - Include bibliography and appendix, if any
 - Include page numbers
 - A foreword, introduction, or appropriate opening is allowed
- First page of text
 - Title, in capitals, is centered
 - Don't forget the special first page margins
 - 3 spaces below title should state, "by"
 - 3 spaces below "by" should state <Author's full name>
 - The text or first subtitle should begin 5 spaces below the author's name
- Consistent subtitle appearance and spacing throughout paper
- Figures and tables
 - Single spaced captions
 - Margins for typical textual pages apply
 - Captions go above tables and below figures
- Pagination
 - Small roman numerals for all introductory pages, the title page is the first page and has no number
 - Arabic numerals for all textual pages

- First page of text is not numbered
- Page number should be seen on the upper right hand corner
- Appendix (optional), includes supporting documents and elaborated material
 - Appears at the end of text on a new page
 - Title/Subtitle: "APPENDIX"
 - A descriptive title appears 5 spaces below this
 - Multiple appendices:
 - Roman numerals, e.g., "APPENDIX I" is the first
 - Start new appendices on new pages
 - Page numbering is still in arabic numerals, continuing the numbering from the textual pages
- References: use the [ASA style sheet](#)

Master's Presentation

- Register with Melissa to present
- See the [BSA beamer template](#)
- Presentation suggestions
 - Leave 2-5 minutes for questions
 - Use large enough font
 - Use short phrases, not full sentences
 - Do not crowd slides
 - Don't feel obligated to present every detail
 - Background: 3-5 minutes on an overview of the problem
 - Body: 8-10 minutes on the methods used and why. Do not provide a tutorial
 - Conclusion: 3-5 minutes on findings and implications of those findings
 - Extras: Provide extra slides to clarify points or answer anticipated questions
 - About 20 slides + 10 extras
 - PRACTICE