

Master of Applied Science Guidelines for Faculty

Memorandum of Courses – Student, advisor, and advisory committee should discuss and select courses for the student’s program of study. The MOC should be completed by the student by the end of their first semester. After the MOC has been approved by the advisor and advisory committee, the form should be signed by the advisor and forwarded to the CASNR Office of Online Education (Diane Wasser/Dan Cotton – 103 Ag Hall 0702) for signatures and filing.

Changes to the MOC need to be approved by the advisor and the advisory committee before emailing them to Terri Eastin (teastin1@unl.edu) with a copy to Diane Wasser (dwasser@unl.edu)

From Graduate Studies Website: www.unl.edu/graduaudies/current/degrees/masters

- *Completed form due to:* Master’s Specialist in the Office of Graduate Studies.
- *Deadline notes:* The Memorandum must be submitted by the student prior to the completion of half of the program. Required for candidacy.
 - "Incompletes" and "no reports" count as completed courses.
 - **A student may *not* file a Memorandum of Courses and graduate in the same semester or summer session.**
- *Changes:* After the Memorandum has been filed with Graduate Studies, any changes to the Memorandum should be submitted in writing.
 - Changes may be submitted by the student's advisor in a memo/email to the Master's Specialist outlining the additions, deletions, or substitutions.
 - It may or may not be possible to change the Option. Refer to the Graduate Bulletin.

MAS Degree Options

Option I – Requires a Thesis

Option II – Requires a Degree Project -- Majority of Master of Applied Science Students pursue this option.

Areas of Study (to be used in developing major and minor)

- Agricultural and Extension Education
- Agricultural Economics/Agribusiness
- Agronomy and Horticulture
- Animal Science
- Entomology
- Food Science and Technology
- Natural Resources

Specializations

- Community Development
- Science for Educators

Guidelines for Thesis – Please contact Diane Wasser if pursuing Option I.

Guidelines for Degree Project –

1. Identify in collaboration with the advisor and advisory committee a research project in an area of interest associated with the primary area of study. The degree project serves as a capstone experience for students and provides an opportunity for the student to apply knowledge they have gained from their course work to create an original body of work focusing on an area of personal or professional interest. Students generally begin their degree project when half the 36 credits have been completed and the MOC is filed.

Research responsibility requirement

- Speak with your advisor regarding the need for approvals to conduct research with animals or human subjects.
- For more information: Refer to Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) guidelines from the Office of Research Responsibility.

2. Prepare a paper or literature review describing the research project and findings. As a guide, the paper should be between 15-20 pages in length.
3. The paper should be presented to the student's advisory committee. The presentation should be no more than 20 minutes in length with an additional 10 minutes reserved for questions and answers. The presentation may be presented using slides or some form of multimedia, e.g., animations, video, etc.
4. The chair of the committee will facilitate the review, which should involve time for the committee to review the paper and presentation, and assign a final grade.
5. Once approved, the appropriate graduate forms need to be submitted with a grade confirming the graduate project has been completed.

Application for Degree – Students can do this online in **MyRed** the semester they are graduating. Deadline for submission can be found on the Graduate Studies Website.

<http://www.unl.edu/gradstudies/> Missed Deadline will result in postponement of graduation

Final Examination Report for the Master's Degree

Form can be found at <http://www.unl.edu/gradstudies/current/Masters-FinalExam.pdf>

Must be filed four weeks prior to the final oral exam and no later than the deadline posted on Graduate Studies website. This form needs to be filled out and sent to the CASNR Office of Online Education (Diane Wasser/Dan Cotton – 103 Ag Hall 0702) for signatures and filing. It will be returned to you before the oral exam date. All members of the advisory/examining committee must sign this and return it to Diane Wasser – 103 Ag Hall, East Campus 0702

- *Completed form due to:* Master's Specialist in the Office of Graduate Studies. Receipt of this form generates the final graduation check.
- *Deadline notes:* Must be filed *at least four weeks (three weeks in summer)* prior to the date of the oral exam or by the date shown on the left. If an oral examination is scheduled, this form must indicate the date and time of the examination and the names of the oral examining committee.
- *Sections required:* For all Options, Parts 1 through 4 of the form — including signatures in Part 3 but omitting signatures in Part 4 — must be completed **before** it is submitted to Graduate Studies. For Option I, Part 5 must also be completed at that time.

Graduation

Final check that all incompletes and grades have been submitted with the exception of the final oral exam the grade for the final oral exam will be submitted after the oral is completed.

Advisor Stipend

Once the student has graduated you will be eligible for a \$400 stipend to use at your discretion. Contact Dan Cotton for details.

Resources

Any questions or concerns should be addressed to the CASNR Office of On-line Distance Education

Dan Cotton

402-472-8841

dcotton1@unl.edu

Diane Wasser

402-472-6251

dwasser@unl.edu

Graduate Studies: <http://www.unl.edu/gradstudies/current/degrees/masters>

<http://www.unl.edu/gradstudies/prospective/programs/AppliedScience>

CASNR Applied Science: <http://appliedscience.unl.edu/master-applied-science-degree>