

## ESSIE Final Examination Checklist

- Be certain to schedule a room several weeks in advance of your defense.
- Complete the packet of forms and provide them to your committee chair at least 2 business days prior to your defense date. Be certain to also include a current resume with your packet.
- Make certain that you sign the Publishing agreement at the defense and respond to all items on the form.
- Follow-up with your committee chair to be certain the completed forms have been submitted for processing.
- Check in GIMS to be certain your graduate record has been updated. Note that it takes up to 24 hours for the information to update in your record from the time the forms have been processed by the Graduate Records office. Check with the Graduate Records office **PRIOR** to the final submission deadline if your information doesn't appear in your GIMS record and you have already defended.
- To send an Announcement of Final Examination to the ESSIE Events page, you should have the following information available to be included in the announcement:
  - The event name should be your First, MI, Last name with your degree and "Final defense" (John E Smith's XX final defense, where the XX is MS, ME or PhD)
  - The date, time and location of your exam
  - Your Department, your committee chair's name and your dissertation title should be included in the Event Description
  - SUBMIT TO - [essie.ufl.edu/news-events/submit-an-event](http://essie.ufl.edu/news-events/submit-an-event)

As a reminder, be certain to submit your thesis/dissertation to the Editorial office by the posted final submission deadline.

*We know you are ready so be certain to show your committee that you are now the expert and....don't forget to BREATHE! You've got this!*

## ESSIE – Master’s Thesis Final Exam Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

UFID: \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_@ufl.edu

Student Phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Exam Date: \_\_\_\_\_ Degree: MS \_\_\_\_\_ ME \_\_\_\_\_

Program: Civil \_\_\_\_\_ Coastal \_\_\_\_\_ Environmental \_\_\_\_\_

Title of Thesis:

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**COMMITTEE MEMBER ACKNOWLEDGEMENT:**

Exam Result: \_\_\_\_\_ Pass \_\_\_\_\_ Fail

MEMBER ROLE (Chair, Co-Chair, Member, External-[is a UF Graduate Faculty member outside of program department], Special Member-[this individual is not a UF faculty member])	Printed Name	Signature
Chair		
Co-Chair		
Member		
Member		
Member (Minor)		
Member		
Special Member		

**THE FACULTY CHAIR (not the student) SHOULD RETURN ALL COMPLETED FORMS TO THE GRADUATE RECORDS STAFF FOR PROCESSING. IF THERE IS A DELAY, IT COULD CREATE ISSUES IN REFERENCE TO THE STUDENT'S GRADUATION.**

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

UFID: \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_@ufl.edu

MAJOR: Civil: \_\_\_\_\_ Coastal: \_\_\_\_\_ Environmental \_\_\_\_\_

Thesis title:

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(To be completed by Committee)

This document has been reviewed and accepted by the student's supervisory committee.

All of the following supervisory committee members or their designated substitutes must approve this form before it is submitted to the UF Graduate School.

MEMBER ROLE (Chair, Co-Chair, Member, External-[is a UF Graduate Faculty member outside of program department], Special Member-[this individual is not a UF faculty member])	UFID	Printed Name	Signature
Chair			
Co-Chair			
Member			
Member			
Member (Minor)			
Special			
Special			

The Chair should submit this completed form to the department graduate personnel for processing.

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

UFID: \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_@ufl.edu

MAJOR: Civil: \_\_\_\_\_ Coastal: \_\_\_\_\_ Environmental: \_\_\_\_\_ DEGREE: MS: \_\_\_\_\_ ME: \_\_\_\_\_ PhD: \_\_\_\_\_

**Publishing Agreement Details**

- I have certified that I have obtained written permission from the owner(s) of any copyrighted matter to be included in my electronic dissertation (hereinafter referred to as ETD), allowing distribution as specified. I have further certified that I maintain copies of all such permissions in my files.
- I retain ownership of the copyright of my ETD along with all rights associated with such ownership, including but not limited to, the right to use all or part of my ETD in future works (such as articles or books).
- I have hereby granted to the Board of Trustees of the University of Florida (hereinafter referred to as UF) and its agents, principals, successors and assign the nonexclusive license to archive, preserve and grant access to my ETD. This nonexclusive license is bound by the conditions specified below, in all forms of media, now and hereafter. I have also hereby granted permission to UF to display portions of my bibliographic information and the dissertation's abstract.
- I also acknowledge if a restriction is not selected, or once said restriction is lifted, Google et al. will be able to harvest the ETD from the UF library catalog.

**Campus-Restricted** means the ETD will be available to UF faculty, staff, or students or to anyone accessing the UF Library Catalog from a UF IP address.

**Secret** means the only information appearing in the UF Library Catalog is the student's name, Committee Chair's name, the department, and the date of degree award.

**Fully released** means the ETD and bibliographic information is accessible to anyone worldwide with internet access.

Choices marked here must match choices entered in the Editorial Document Management (EDM) system. Beginning on the date the student's degree is awarded by UF, the student grants access to his/her ETD subject to the following limitations:

\_\_\_\_\_ **Immediate release:** ETD will be posted to the UF library catalog, and the content will be fully released immediately upon Completion of library processing.

\_\_\_\_\_ **6-month campus restriction, then immediate release:** ETD will be available to UF faculty, staff, or students, or anyone accessing the UF library catalog on a UF IP address during the restriction period. The student also grants permission to UF to display portions of his/her bibliographic information and the dissertation's abstract during the restriction period. After the restriction period has expired, all content will be fully released.

\_\_\_\_\_ **1-year campus restriction, then immediate release:** ETD will be available to UF faculty, staff, or students, or anyone accessing the UF library catalog on a UF IP address during the restriction period. The student also grants permission to UF to display portions of his/her bibliographic information and the dissertation's abstract during the restriction period. After the restriction period has expired, all content will be fully released.

\_\_\_\_\_ **2-year campus restriction, then immediate release:** ETD will be available to UF faculty, staff, or students, or anyone accessing the UF library catalog on a UF IP address during the restriction period. The student also grants permission to UF to display portions of his/her bibliographic information and the dissertation's abstract during the restriction period. After the restriction period has expired, all content will be fully released.

\_\_\_\_\_ **Secret for 2 years (generally for patent or proprietary purposes), then immediate release:** The only information appearing in the UF library catalog is the student's name, the Committee Chair's name, the department, and the date of degree award during the secret period. After this period has expired, all content will be fully released.

The student has authorized UF to send the content of the ETD to ProQuest at the end of the above designated period.

\_\_\_\_\_ **Yes:** Print the **ProQuest Publication Agreement** and provide it to the student.

\_\_\_\_\_ **No:** Print the **ProQuest Abstract Only Publication Agreement** and provide it to the student.

**Not Selected**

The undersigned have agreed that this UF Thesis/Dissertation Publishing Agreement updates any and all previous statements submitted heretofore.

STUDENT: \_\_\_\_\_

CHAIR: \_\_\_\_\_

**Masters Student Learning Outcomes Assessment  
Department of Environmental Engineering Sciences**

Student Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Date: \_\_\_\_\_

**PUBLICATIONS:**

The student should fill in the citation info of his/her published/accepted/submitted refereed journal manuscripts. For submitted manuscript, include authors, manuscript title, and journal title with submission date. Masters: must have minimum of one submitted manuscript.

Published/Accepted Papers

Citation Information	Faculty Verified (completed by Chair)

Submitted Manuscripts

Authors	Manuscript Title	Journal Name	Submission Date	Faculty Verified (completed by Chair)

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THIS SECTION BELOW IS TO BE COMPLETED BY THE SUPERVISORY COMMITTEE:

**Student Learning Outcome:      Knowledge**

- an ability to identify, formulate, and solve environmental problems using scientific and engineering methods and tools

**Rubric:** Clear demonstration that this SLO achieved in statement of the hypotheses, performance of research, and conclusions drawn.

**Metric:** Unanimous decision of passing grade for the thesis and defense by the supervisory committee.

Has the student achieved this outcome? Rate on a scale of 1 to 5 with 5 being the highest. Written comments are encouraged for all students. For students scoring a 3 or below, the student advisory committee must provide written comments.

- 1                       2                       3                       4                       5

Comment: \_\_\_\_\_  
\_\_\_\_\_

**Student Learning Outcome:      Skills**

- an ability to critically read and evaluate engineering or science literature
- an ability to use the techniques, methods, and appropriate professional tools necessary for professional practice at an advanced level
- an ability to communicate effectively

**Rubric:** Clear demonstration that this SLO achieved in literature review, methods, presentation of results and conclusions drawn. One journal article submitted to a refereed journal.

**Metric:** Unanimous decision of passing grade for the thesis and defense by the supervisory committee

Has the student achieved this outcome? Rate on a scale of 1 to 5 with 5 being the highest. Written comments are encouraged for all students. For students scoring a 3 or below, the student advisory committee must provide written comments.

1                       2                       3                       4                       5

Comment: \_\_\_\_\_  
\_\_\_\_\_

**Student Learning Outcome:            Professional Behavior**

- an understanding of professional and ethical responsibility

**Rubric:** Clear demonstration that this SLO achieved in the ethical and professional completion of the thesis, specifically avoiding plagiarism and demonstrating honesty in performance and documentation of the research.

**Metric:** Unanimous decision of passing grade for the thesis and defense by the supervisory committee

Has the student achieved this outcome? Rate on a scale of 1 to 5 with 5 being the highest. Written comments are encouraged for all students. For students scoring a 3 or below, the student advisory committee must provide written comments.

1                       2                       3                       4                       5

Comment: \_\_\_\_\_  
\_\_\_\_\_

**Laboratory Clearance:**

The student has, following UF EHS criteria, cleaned up the chemical wastes generated from his/her experiments and the lab area where his/her experiments were conducted:  YES     NO

MEMBER ROLE (Chair, Co-Chair, Member, External-[is a UF Graduate Faculty member outside of program department], Special Member-[this individual is not a UF faculty member])	UFID	Printed Name	Signature
Chair			
Co-Chair			
Member			
Member			
Member (Minor)			
Special			
Special			