

FIELD PROJECT CHECKLIST

Below is a checklist for your use. Use this checklist to help plan for the completion of your MPA Field Project. Please call the office when forms or deadlines are needed (920/424-3230).

You will register for your Field Project only once. If you do not complete it in the same semester that you register, you **do not** register again. You will receive a grade of “IP” (In Progress) and your registration automatically “rolls over” to the next semester. You pay tuition only once – the semester that you originally registered. Call the MPA Office Monday through Friday, 8:30am-4:30pm, if you have additional questions regarding your Field Project or if you are in need of any of the forms mentioned on this checklist.

Contact the MPA office at the **beginning of your final semester** (the semester that you **really finish** your Field Project) as an MPA student. There are deadlines that must be met during this final semester. These deadlines change from one semester to the next so call at the beginning of that final semester to find out what deadlines you must meet. You should be in contact with your field project advisor from the time that you begin work on your field project proposal.

Start working with an advisor several months in advance of registering for your field project. Your proposal will take a considerable amount of time (with probable re-writes) and must be approved prior to actual registration for this course. Start working on your proposal the semester **BEFORE** you plan on registering for the field project.

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- ☐ Field Project Information Packet (Style/Format Booklet, List of Typists, Field Project Guidelines, List of Completed MPA Field Projects, etc.).

The following forms must be completed, approved, and on file in the Graduate School and the MPA Office **PRIOR TO OFFICIALLY REGISTERING FOR YOUR FIELD PROJECT**.

- ☐ Admission to Candidacy Form (to be completed between 9 and 21 credits).
- ☐ Field Project Proposal Form (to be completed prior to registering for the Field Project).
- ☐ Use of Human Subjects Form (approval needed prior to submission of Field Project Proposal. Direct questions to Linda Freed at 920/424-1415). **Do not assume you are exempt from completing this form.**

The following forms must be completed or deadlines met during your **final semester** as an MPA student. Call the MPA Office at the beginning of your final semester to obtain these forms and deadlines.

- ☐ Application for Graduation (form & deadline)
- ☐ Format check by Graduate School (deadline)
- ☐ Obtain amount of check that must accompany final copies of your Field Project
- ☐ Final copies of Field Project due in Graduate School (deadline)

Remember, the MPA degree is a seven-year degree. If you have extenuating circumstances and must go beyond the seven-year limit, there is a form that must be completed, approved, and on file in the Graduate School and MPA Office.

- ☐ Request for Extension of Degree Completion Time