Guidelines for Committee Members in the PSM Program

Besides a graduate curriculum tailored to each disciplinary and multidisciplinary programs, the capstone experience for PSM students is an internship, which is usually conducted off campus. This document describes the responsibilities and roles of the student and committee members.

PSM Director = Dr. Barb Taylor, oversees all PSM programs on campus
PSM Program Director = Faculty member who oversees individual department program
PSM Major Professor = Departmental faculty member
PSM Committee Member = Faculty members affiliated with OSU

Responsibilities and Roles of the Committee Member

Every PSM student selects a Major Professor during the first term. The Major Professor helps the student select the graduate committee.

The graduate committee member should:

a. Attend committee meetings. Committee meetings include, but are not limited to: 1) review of Program of Study, internship/career goals; and 2) the final defense
b. Advise the student in the selection of courses in accordance with the stated program direction.
c. Provide support and information to the student regarding Departmental, College, and University activities.
d. Helps student secure internship.
e. Approve final internship proposal. More information on the proposal can be found on the PSM website at http://psm.science.oregonstate.edu/internships
f. Read final internship report.

Responsibilities and Roles of the PSM Graduate Student

Graduate study demands advanced intellectual ability and the capacity for independent thought and investigation. A graduate student is someone with the maturity of intellect and character, whose approach to learning is distinguished by a spirit of inquiry and the desire to increase human knowledge. Successful graduate students are ready to assume responsibility for their direction of study and research and for the ultimate success of their degree programs.

Here are some guidelines to help you to successfully complete your degree:

1. Be familiar with all Graduate School, College, and University policies and procedures.
   a. Be familiar with Departmental or Program policies and procedures, especially those that directly affect the student’s degree plan and course of study.
b. Be aware of all deadlines and other matters related to completing all degree requirements.

2. Choosing a Major Professor -
   a. Find a Department faculty member whose interests are in line with your own as your Major Professor. This faculty member will assist and guide your progress through the degree process. Notify the PSM Director (Barb Taylor) of whom you select for your Major Professor.
   b. Develop, in conjunction with the Major Professor, a Program of Study for completion of the degree program. This Program of Study is a contract with the Graduate School for the courses that you will take and credits earned to satisfy your degree requirements. The student, Major Professor and Program Director sign this document and it is submitted for approval to the Graduate School. Provide a copy of the final approved Program of Study to the PSM Director (Barb Taylor).
   c. Regularly and frequently meet with and consult with the Major Professor on any and all matters of concern and importance to the student and the student’s degree plan and progress.

3. Graduate Committee
   a. With the advice of the Major Professor, choose two faculty members to serve as a Graduate Committee. This committee will help guide you through the degree program and internship requirements. Report your graduate committee members to the PSM Director (Barb Taylor). These individuals will also be the review committee for your final Project Presentation and will sign the documents that you have passed.

4. Internship
   a. Internship proposal/final report. Work with the Program Director or internship advisor and Major Professor to develop an internship proposal and, upon completion of the internship, a final report. Guidelines for writing the proposal and final report are online (http://psm.science.oregonstate.edu/internship-proposal-guidelines). Provide a copy of approved internship proposal and the final report to the PSM Director (Barb Taylor).
   b. Supervisor evaluation form – Upon completion of the internship direct the supervisor to the online evaluation form. This form will be your official evaluation and will be emailed directly to your major professor and the PSM Director (Barb Taylor).