

## First Academic Year

October

- Clients submit project proposal form by October 31st

November - December

- Students submit solo MP proposal to program chairs by November 1st
- Faculty review proposals

January

- Projects are linked to advisors and for students to review
- Students identify preferred projects

February

- Students are matched with projects

March – April

- Students work with MP advisor and client to develop work plan, project charter and a final proposal
- The proposal is due at the end of April (This is a hard deadline)

May - August

- Clients work with students and MP advisor to determine any specific activities such as data collection and internship
- Clients assist with projects activities such as provide data, fund travel expenses, arrange housing

## Second Academic Year

September – March

- Students present project proposals in September
- Clients and faculty provide feedback
- Students and MP advisors meet on a regular basis (recommended frequency is every other week)
- Students conduct data analysis
- Students develop projects drafts (complete written draft due to MP advisor by the end of February)

April

- Students present at the Master's Projects symposium
- Final Master's Projects report due by the end of April