

Planning Your Final MPIA Semester and Capstone

(v. Dec 2021)

This checklist helps you plan for your final semester as an MPIA student

Week 1

- Meet your advisor to discuss [capstone parameters](#) (major paper or practicum). _____

Week 2-4

- Write up a 200-300 word abstract and share with your advisor. _____
- Contact members of your committee, including one outside (non-GIA) member. _____
- Review your plan of study with your advisor and circulate it for signatures using DocuSign _____

Week 10

- Use [Doodle](#) to schedule your defense sometime in Week 16. Allocate 75-90 minutes for the event. _____
- Download and submit [Application for Degree & Certificate](#) to the grad school. _____
- Consult with the [VT writing center](#) to plan out the writing process and get feedback on drafts. _____

Week 12

- Contact Elia A. (elia@vt.edu) to set up the defense with the VT Grad School (grad@vt.edu). _____

Week 14

- Circulate drafts to the committee for review and feedback. _____

Week 16

- Do the defense! _____
- Make any final changes needed to the documents _____