PRACTICUM AND PORTFOLIO DEFENSE CHECKLIST

This checklist does not supersede the guidelines for the practicum and/or portfolio, it is merely a tool for making sure the technical aspects of your presentation are covered. You should remain in close communication with your committee chair regarding additional requirements, and the program coordinator regarding required paperwork.

To begin . . . 1. Ensure you are using the template for your title page/poster.

 2. Once you’ve completed your practicum, written your paper and edited and re-edited and/or completed your portfolio paper and your committee chair indicates you’re ready:

|  |  |
| --- | --- |
| **Timeline:** | [ ]  Committee Chair gives go ahead to schedule your defense |
| **Timeline:**  | One Month Prior to anticipated defense date:  |
| **Completed** | **Item** | **Notes** |
| [ ]  | Contact ALL committee members and compile at least three (3) dates/times they are available for the defense, (they should allocate 1½ hours for the defense) [[1]](#footnote-1)  |  |
| [ ]  |  | Determine committee member requirements for attending. Are they attending in person or virtually via Vidyo? |
| [ ]  | Contact the program coordinator with the dates/times to schedule a room and equipment for the defense [[2]](#footnote-2) |  |
|  | [ ]  | If you or a committee member is attending virtually via Vidyo, inform the program coordinator so a software test can be schedule prior to the actual defense |
| **Timeline:**  | Two Weeks Prior to anticipated defense date:  |
| **Completed** | **Item** | **Notes** |
| [ ]  | Submit the chair approved FINAL DRAFT copy of your paper to your entire committee (electronic or hard copy per their preference)  |  |
|  | [ ]  | Submit your approved final draft as an electronic copy to the program coordinator |
| [ ]  | If necessary: Provide a parking pass for committee members and provide directions to the defense site |  |
| **Timeline:**  | Day of the defense:  |
| **Completed** | **Item** | **Notes** |
| [ ]  | Arrive ½ hour prior to the defense beginning to set up on site or allow ½ hour prior to the defense to connect virtually via Vidyo |  |
| [ ]  | Confer with the program coordinator regarding required forms and signatures |  |
| **Timeline:**  | Within one week of the defense (or within committee set time line):  |
| **Completed** | **Item** | **Notes** |
| [ ]  | Submit final version of your project to your committee chair and the program coordinator in electronic format |  |

1. If you or a committee member plan on attending virtually via Vidyo, please be aware that slides are converted for use and should be simple (no animated graphics) with a sufficiently large font. [↑](#footnote-ref-1)
2. You are welcome to invite colleagues, family, friends, etc. Please let the program coordinator know if you plan to have more than four guests attend; a room with sufficient space will be reserved. [↑](#footnote-ref-2)