

## MSW Defense – To Do List

### Pre-Defense

#### Faculty Advisor

1. Fill out an **Appointment of Examiners** form (prior to the examination date):  
[http://umanitoba.ca/faculties/social\\_work/media/Masters\\_Thesis\\_Title.pdf](http://umanitoba.ca/faculties/social_work/media/Masters_Thesis_Title.pdf).  
*Note: Student must have the same name on Approval Form as on Appointment of Examiners Report.*
  - a) Original goes to Graduate Studies (500 University Centre).
  - b) Copy goes in student's file (General Office).

#### Student

1. Contact your Committee members and choose a date and time for your defense (plan for 2 hours).
2. E-mail the Program Assistant ([Shedlmor.Sevillo@umanitoba.ca](mailto:Shedlmor.Sevillo@umanitoba.ca)) and request to book a room for the date and time chosen.
  - Advise of any equipment you will require (laptop/projector, etc.) for the day of your defense.
3. E-mail your abstract, title, and the list of your committee members to the Program Assistant.
4. Familiarize yourself with Graduate Studies thesis guidelines and information on what documentation is required when submitting a thesis to Graduate Studies.  
[http://umanitoba.ca/faculties/graduate\\_studies/thesis/index.html](http://umanitoba.ca/faculties/graduate_studies/thesis/index.html)

### Post-Defense

#### Faculty Advisor

1. Provide Program Assistant with a copy of the signed **Master's Thesis/Practicum Final Report** to be stamped "Copy" and placed in the student's file. Student requires the original document to forward to Graduate Studies.  
*Note: Please ensure that ALL names and titles are correct. For external members – please provide their place of employment and position.*
2. Place the "Graduate Survey" in the Associate Dean of Graduate Programs mailbox when completed.

#### Student

1. Send original **Master's Thesis/Practicum Final Report** to Graduate Studies (500 University Centre), along with other required documentation (see Graduate Studies Thesis Submission Checklist).  
[http://umanitoba.ca/faculties/graduate\\_studies/thesis/subcheck.html](http://umanitoba.ca/faculties/graduate_studies/thesis/subcheck.html)