

2018 Milestones Agreement: Genetic Counseling SMS Program

The students in the Genetic Counseling Specialized Master of Science (SMS) degree program must reach a number of academic milestones in order to earn their degrees. Adhering to the schedule of these milestones ensures a timely progression to completing the program.

Academic Advising

Upon entering the program, all students will be assigned a Program Director as their academic advisor. Once a student identifies a thesis advisor, this faculty member will take over the advising roles for the thesis process but overall program advising will remain with the Program Director(s).

Academic advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program. Students and their advisors are mutually responsible for working together to ensure that the student accomplishes the following:

- Assemble an advisory committee with guidance from the advisor.
- Meet with the advisor and advisory committee at least every 6 months.
- Review and understand all degree requirements and make progress consistent with the expectations of the program, reaching milestones according to the timeline provided on this form; work with the Office of Academic Affairs, the student's Advisory Committee and/or Program Director if modifications are necessary.
- Meet regularly with the advisor to clarify the timetable for completing any remaining requirements.
- Understand the requirements for the writing and successful defense of the thesis.

Requirements for students in the Genetic Counseling SMS Program

Milestone

Expected Time of Achievement¹

- | | |
|---|--|
| • Complete <i>Ethical Dimensions of the Biomedical Sciences</i> | End of Fall term of 1 st year |
| • Identify a research advisor | End of Fall term of 1 st year |
| • Form Advisory Committee | Spring term of 1 st year |
| • Hold first advisory meeting ² | Summer term of 1 st year |
| • Submit petition for M.S. candidacy | End of Summer term of 1 st year |
| • Complete online ethics modules | End of Summer term of 1 st year |
| • Hold Advisory Committee meeting | Every 6 months |
| • Complete at least 36 semester-hours of pertinent coursework: | Before graduation |
| ○ 12 semester-hours of didactic courses graded A-F | |
| ○ <i>Ethical Dimensions of the Biomedical Sciences</i> | |
| ○ <i>Advanced Clinical Rotation</i> , including passing the Oral Comprehensive Exam | |
| ○ <i>Research in Biomedical Sciences</i> | |
| ○ <i>Thesis for Master of Science</i> | |
| • Submit a signed petition to defend thesis | 2 weeks prior to defense |
| • Defend thesis | Before graduation |
| • Submit final signed thesis and complete all exit paperwork | Before graduation |
| • Complete all degree requirements | Within 3 years of admission |

¹The expected timing listed is based on matriculation in the Fall Semester of the academic year

²The advisory committee meeting “counts” even if it was held before the committee was approved by the Academic Standards Committee

Degree-Completion Checklist for Students

- Maintain active student status by registering as a full-time student for courses every Fall (9 credit hours minimum), Spring (9 credit hours minimum) and Summer (6 credit hours minimum) term
- Successfully complete all Milestones listed on the previous page
- Each year complete the *Milestones Agreement Form* with advisor by August 31 and obtain signature of Program Director

We have read this form and discussed the milestones. The student understands that completion of these academic milestones in the stated timeline is required in order to successfully complete the Genetic Counseling SMS program.

Student's Name: _____

Student's Signature

Date

Advisor's Name: _____

Advisor's Signature

Date

Program Director's Name: _____

Program Director's Signature

Date

To complete this assignment, upload and submit the signed PDF form to Canvas. Name the PDF file with the student's name (last name/first name) to make it identifiable.

Manual signature procedure: Print this form. Student, advisor and Program Director should sign and date it (all signatures should be on the same form). A scanned PDF file can then be uploaded to Canvas by the student.

The GSBS computer lab, BSRB S3.8112, is equipped with printers and scanners. Alternatively, mobile devices with cameras can be used. Visit [this page](#) (links to an external site) for suggested apps. Make sure that the entire document is in the photo and that the image is focused with enough lighting for the text and signatures to be legible.

Digital signature procedure: This PDF file may be signed using digital IDs in Adobe Acrobat Reader. Clicking on the signature field(s) will trigger a prompt to attach a digital ID file, if one has been created. The PDF should then be saved and uploaded to Canvas by the student.

For technical advice, email gsbs.support@uth.tmc.edu.

**NEITHER ELECTRONIC NOR PAPER VERSIONS OF THIS FORM WILL BE ACCEPTED DIRECTLY BY THE GSBS –
THE STUDENT IS REQUIRED TO UPLOAD THE SIGNED FORM TO CANVAS**