



## Master of Biostatistics Program

MP - 4

### Master's Project Landmark 4| Completion of Project Requirements Approved by the Examining Committee

*Must Be Completed by **April 10** of the student's second year.*

Once students have completed the approved scope of work, they should prepare a final written work product and complete an oral examination. Once the oral examination date and time is established, students should inform the Program Coordinator. After reviewing the final written work product and attending the oral examination, the examining committee may request clarification or additional requirements before approving a student's final work product and presentation (i.e. the MP-4 form may not be signed at end of the oral examination).

The format of the final written work product can vary from project to project, but should be of sufficient length to demonstrate the student's mastery of the analytic tools and statistical concepts required in the project. Typically, the final written work product will fall into one of three categories of documents: a clinical research or statistical research manuscript, a detailed statistical protocol, or a descriptive research report. The final written work product should include the following information:

- Detailed description of the background and goals of the project
- Detailed summary of the findings and conclusions of the project
- Detailed discussion of the project's significance

The oral examination should be a 20 to 40-minute presentation that covers the material presented in the final work product. The student should prepare a presentation. The presentation will be attended by the examining committee. The oral examination should not be scheduled until the final written work product exists and has been distributed to the examining committee at least 2 weeks prior to the oral examination.

To submit the MP-4 form, students should turn in the signed form to the Program Coordinator and upload their final written work product and oral examination slides to their Drop Box folder on the B&B Bulletin Board Sakai site. Both the report and the slides should be submitted as a PDF file. The document should use the following naming convention:  
*MP4\_Report\_Lastname\_Firstname.pdf* and *MP4\_Slides\_Lastname\_Firstname.pdf*.

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**PLEASE SIGN THIS FORM ELECTRONICALLY. DO NOT SUBMIT PAPER FORMS.**

*In Adobe Acrobat, open the Tools menu and select Certificates → Digitally Sign and draw a box on the form where your digital signature will be placed. Make sure you do NOT check the box that says "lock document after signing" so that others can sign after you. There is no date field on this form because your digital signature includes a date.*

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Student's Name and Email Address: \_\_\_\_\_

Advisor's Approval:

By signing below, I approve of the student's defense and have verified that the examining committee members have given their approval.

Advisor's Digital Signature: \_\_\_\_\_

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Director of Graduate Studies (DGS) Digital Signature: \_\_\_\_\_