Thesis/Dissertation Defense Announcement Directions

1. Submit your event to the UNF Calendar of Events. Go to: [www.unf.edu/calendar](http://www.unf.edu/calendar) to add your event.

2. **Event Title:** *Example* “Master’s Thesis Defense”
3. **Event URL:** Optional
4. **Event Description:** *Example* “Criminology and criminal justice graduate student John Smith will defend his master’s thesis proposal, “Investigating Mentors’ Perceptions on the Use of Positive Coping Strategies in Reducing At-Risk Behavior in Adolescent Youth”
5. **Event Contact** (Contact Name, Contact Email, Contact Phone): UNF faculty or staff member associated with your defense (Example: Committee chairperson)
6. **Event Category:** For Calendar select “Calendar of Events”, and for Event Type select “Special Events”
7. **Location:** Input the location of your defense (Building Name, Building #, Room #)
8. **Additional Info:** For Attendance input the estimated attendance and select “I agree” for the parking disclaimer
9. **Event Date:** Verify “Single Day” is selected and input the date you will defend
10. **Event Time:** Input the Start Time and End Time (typically 1 hour)
11. **Event Image:** Optional
12. **Additional Event Info:** Optional
13. **Event Tags:** Optional
14. Select “Save/View Event” to preview or “Finished” to submit your event

Please note, your announcement will not automatically appear on the calendar. It must go through the approval process.

15. **Your event must then be submitted to Osprey Update by your thesis/dissertation chair or designee** (see page 2). Please contact the Graduate School if you are unable to have a faculty or staff member submit your event. (904) 620-1360 graduateschool@unf.edu

Updated 4/16/2019
Osprey Update Directions

1. Click **Submit** at the top [http://www.unf.edu/ospreyupdate/](http://www.unf.edu/ospreyupdate/)

2. Login using your N# and password

3. **Message Type, Date/Time, Location**: Select “Event” and input the date, time, and location

4. **The event has been submitted to the online University Calendar**: Check the box (if not submitted, refer to above steps)

5. **Run the announcement from**: Choose the date you’d like to begin the announcement (1-2 weeks before the defense date; use the same date for both fields)

6. **Headline**: *Example* “Master’s Thesis Defense”

7. **Description**: *Example* “Criminology and criminal justice graduate student John Smith will defend his master’s thesis proposal, “Investigating Mentors’ Perceptions on the Use of Positive Coping Strategies in Reducing At-Risk Behavior in Adolescent Youth”

8. **URL**: Optional

9. **Contact Name, Contact e-mail, Contact phone**: You'll be sent a confirmation email once submitted and if additional information is needed the Public Relations Specialist will contact you

10. **Send To**: Select both “Faculty & Staff” and “Students”

11. **Category**: Select “Academics”

12. Click “Submit”