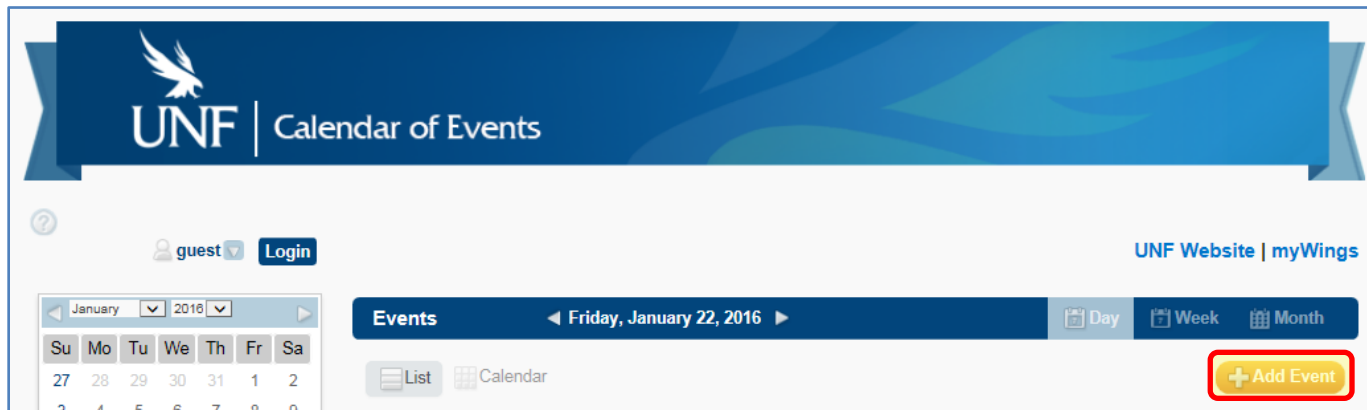


Thesis/Dissertation Defense Announcement Directions

1. Submit your event to the UNF Calendar of Events. Go to: 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

Osprey Update Directions

1. Click **Submit** at the top <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**”

Message Type: *	<input checked="" type="radio"/> Announcement <input type="radio"/> Event
Run the announcement from: *	<input type="text"/> to <input type="text"/>
Headline: *	<input type="text"/>
Description: *	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div></div>
URL:	<input type="text"/>
Contact name: *	<input type="text"/>
Contact e-mail: *	<input type="text"/>
Contact phone: *	<input type="text"/>
Send To: *	<input type="checkbox"/> Faculty & Staff <input type="checkbox"/> Students
Category: *	Academics <input type="text"/>
<input type="button" value="Submit"/>	