

## Sample Doctoral Timeline with Recommended Practices

### Point of Inquiry

Advisor:

- Why is this person thinking of coming to graduate school?
- Introduce them to your current graduate advisees and have them ask questions.

Advisee:

- Submit expression of interest to the college/advisor (email or other form of contact)
- Review program of study and prepare questions for point of contact/advisor

### Coursework

ACTIVITIES	FORMS NEEDED	SUBMIT TO	ADVISING PRACTICES
Plan your Program with Advisor	<a href="#"><u>Advising Information (Form D1 or specific department form)</u></a>	Department Administrator	<p>Advisor:</p> <ul style="list-style-type: none"> <li>• Initiate the first meeting with your advisee</li> <li>• Let your advisee know how often you would like them to be in contact- biweekly or monthly?</li> <li>• Review the required program handbook for requirements and research requirements. It is required that four research methods courses be taken</li> </ul> <p>Advisee:</p> <ul style="list-style-type: none"> <li>• Find out what courses are only offered occasionally and which are offered more regularly.</li> <li>• Registration for courses is your responsibility. In order to defer payment loans- you need to be at least a part time advisee.</li> <li>• Take charge of your D1 and D2, make sure you get all the required signatures</li> <li>• Complete your program of study with your guidance committee by the end of your first year. (Remember- it can change)</li> </ul>
Confirm Guidance Committee and Program of Study	<a href="#"><u>Proposed Program of Study (Form D2 or specific dept form)</u></a>	Department Administrator	
Complete Coursework (including 4 research courses: 2 quant, 1 qual, 1 either)			
Amend your Program of Study Based on Actual Courses	<a href="#"><u>Program of Study (Form D2A)</u></a>	Department Administrator	

## Comprehensive Exams

ACTIVITIES	FORMS NEEDED	SUBMIT TO	Advising Practices
Form your Comps Committee	<a href="#"><u>Committee Membership Comprehensive/Qualifying Examination Committee</u></a> (Form D3)	Department Administrator	<p>Advisor:</p> <ul style="list-style-type: none"> <li>Ask your advisee to send you their draft research questions, or an outline of their plan for comprehensive exams the final semester of coursework</li> <li>Ask your advisee to share their draft IRB protocol with you and give feedback on it.</li> <li>Share examples of your IRB protocol</li> <li>Compile a folder of example comprehensive exams from your past advisees.</li> </ul> <p>Advisee:</p> <ul style="list-style-type: none"> <li>Ask your advisor for what type of feedback you are looking for? Be specific with what you want when sending drafts of your exams or your research questions.</li> <li>Find out how many dissertation credits you can enroll in. Assistantships with benefits cover the cost of dissertation credits.</li> </ul>
Submit Proof of Research Approval through IRB	<a href="#"><u>Comprehensive Human Subjects Review Approval</u></a> (Form D3A)	Department Administrator	
Schedule your Exam	<a href="#"><u>Announcement of Comprehensive/Qualifying Exam</u></a> (Form D4)	Department Administrator	
Submit Results of Exam	<a href="#"><u>Results of Comprehensive/Qualifying Examination*</u></a> (Form D5)	Department Administrator	
*CANDIDACY ACHIEVED AND STATUTE OF LIMITATIONS EXTENDED FOR FIVE MORE YEARS AFTER COMPS PASSED			

## Dissertation Proposal

ACTIVITIES	FORMS NEEDED	SUBMIT TO	Advising Practices
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Form your Dissertation Committee	<a href="#"><u>Formation of Dissertation Committee</u></a> (Form D6)	Graduate Program Manager	<p>Advisor:</p> <ul style="list-style-type: none"> <li>• Ask your advisee to send you their draft research questions, or an outline of their plan for dissertation proposal after they successfully defend their exams.</li> <li>• Celebrate your advisee's accomplishments, candidacy is huge!</li> <li>• Ask your advisee to share their IRB with you and give feedback on it.</li> <li>• The dissertation phase is when advisees get stuck timewise- help your advisee chart out a plan with certain page limits or outlines</li> <li>• Encourage your advisees to form doctoral writing groups, or offer to start one with your own advisees that meets regularly.</li> <li>• Share feedback on drafts of the proposal.</li> <li>• Encourage your advisee to take time to decompress and take care of their mental health.</li> <li>• Offer to host a practice run of the defense, or encourage your other advisees to do this with the advisee that is defending.</li> <li>• If you advisee needs equipment remind them there is an IT department</li> </ul> <p>Advisee:</p> <ul style="list-style-type: none"> <li>• Ask your colleagues to send you their previous work.</li> <li>• Set up a writing group that meets weekly or bi-weekly.</li> <li>• Talk to your other committee members about your ideas.</li> <li>• Remember that one of your committee members needs to be outside your department.</li> <li>• Share with your advisor the work and life you have outside of the</li> </ul>
Hold Dissertation Proposal Approval Meeting with Committee	<a href="#"><u>Dissertation Proposal Approval</u></a> (Form D7)	Graduate Program Manager	
Submit Proof of IRB Approval	<a href="#"><u>Dissertation Proposal Human Subjects Review Approval</u></a> (Form D7A)	Graduate Program Manager	
To Change your Committee Membership (as needed)	<a href="#"><u>Change of Committee Membership</u></a> (Form D10)	Graduate Program Manager	

			<p>program, and remember to practice self-care.</p> <ul style="list-style-type: none"> <li>• Talk to your primary advisor if you need to change advisors, if you are struggling with how to do this, maybe ask Graduate Program Director for assistance.</li> <li>• Take responsibility to reserve rooms for defenses.</li> </ul>
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## Dissertation Defense

ACTIVITIES	FORMS NEEDED	SUBMIT TO	Advising Practices
Schedule your final oral examination (4 weeks and 2 business days by 10:00am before actual exam)	<a href="#"><u>Announcement of Final Oral Examination</u></a> (Form D8)	Graduate Program Manager	<p>Advisor:</p> <ul style="list-style-type: none"> <li>• Help your advisee develop a realistic timeline</li> <li>• Ask your advisee to share their IRB with you and give feedback on it.</li> </ul> <p>Advisee:</p> <ul style="list-style-type: none"> <li>• Create a plan for your comprehensive exams. Where do you plan to complete them? How long do you plan to take?</li> <li>• What is the advisee's timeline. From the formation of committee to the defense, what is the timeline?</li> <li>• Direct your advisee to other advisees work. Encourage them to look for examples of others defenses.</li> <li>• Ask your advisor to publish parts of your dissertation with you.</li> </ul>

