

CHECKLIST OF DEPARTMENTAL REQUIREMENTS- PHD Program

FIRST SEMESTER:

- Choose Guidance Committee- file **DEPARTMENTAL FORM A**.
- Complete Qualifying Exam- file departmental form **REPORT ON QUALIFYING EXAM**.
- Complete and file Provisional Study Program- file **DEPARTMENTAL FORM C**.
- Complete two internships and internship course (610A, B, C) - file internship forms.
- Take Ecol 600B (Fundamentals of Ecology)

SECOND SEMESTER:

- Complete internship and internship course (610A, C) - file internship forms.
- Take Ecol 600A (Fundamentals of Evolution).

THIRD SEMESTER:

- Finalize Doctoral Committee members- file **DEPARTMENTAL FORM F**.
- Complete **DOCTORAL PLAN OF STUDY**- online Graduate College form.

ANNUALLY, BEGINNING IN SECOND YEAR:

- Present a seminar in a general forum, usually in the departmental noon seminar (Ecol 596b)- file **DEPARTMENTAL FORM K** each time.
- Meet with Dissertation Committee to review research progress and get advice on research directions- file **DEPARTMENTAL FORM J** each time.

BY THE END OF THE FIFTH SEMESTER:

- Prior to completing the oral portion of the Comprehensive Exam, submit the **COMP EXAM COMMITTEE FORM** - online Graduate College Form.
- Prior to completing the Oral Exam, submit the **ANNOUNCEMENT OF ORAL EXAM FORM** - online Graduate College Form.
- Complete written and oral portion of Comprehensive Exam.
- Submit a copy of the approved proposal to the Graduate Coordinator to be kept on file with the department.
- Complete **DOCTORAL DISSERTATION COMMITTEE APPOINTMENT** form - online Graduate College form.

BY THE END OF TENTH SEMESTER:

- Complete and defend dissertation using **ANNOUNCEMENT OF FINAL ORAL DEFENSE** - online Graduate College form.

FOR DEGREE:

- Four semesters of noon seminar, Ecol 596B.
- Complete the EEB Grad Core courses –
ECOL600A *Fundamentals in Evolution* & ECOL600B *Fundamentals in Ecology*
- At least two semesters as a Graduate Teaching Assistant.

The student is responsible for submitting all departmental forms to the Graduate Coordinator in BSW 324 and all Graduate College forms online.