

## **Appendix (L) PhD Plan of Study Timeline**

### Year 1- Begin to Complete Progress to Degree Sheet

This sheet will help you write down and log your classes and make certain that the classes you are selecting meet the degree requirements for the program. The first year, it is highly recommended that you spend time taking courses in the department, but students often elect to take one class outside in the Spring semester of the first year to fulfill elective requirements. We strongly advise you to select courses in consultation with the DGS and/ or your primary advisor. You should be able to identify a primary advisor by the second semester of your first year.

### End of Year 1 Summer

Begin to think through course needs for Fall year 2 registration. Make sure you are consulting the Progress to Degree Sheet for all requirements. Think about how you can use your summers to develop past seminar papers for publication, language requirements, and conferences for research contacts.

### Year 2- Course Work Completion

Begin to work through your Progress to Degree form to see what holes you have in your research and teaching profile. You should plan to enroll for any outstanding hours in the Fall of your 3rd year.

### End of Year 2- Complete Comprehensive Exam Worksheet

In consultation with the DGS (To be completed end of Year 2 Spring semester for Fall/Spring exams year 3). Begin to think about what outside courses you need to take to help you fill in your research needs for the dissertation and teaching needs. You should spend the summer working through the outline of your dissertation prospectus. An outline for the Dissertation Prospectus is available on the department website. All questions regarding the prospectus expectation should be directed to the DGS. At this, time, you should be thinking about professors you have taken courses with outside the department that may be great candidates to serve on your Comprehensive Exam and Dissertation committees.

### End of Year 2 Summer

Begin to refine seminar papers so that you can solicit peer reviews for your publishable paper needed for the comprehensive exam. This is also a good time to submit to major journals for performance and book review opportunities for publication. You should have your four fields decided and at least two ideas for your dissertation. Begin to fill out a draft of your Comprehensive Exam Worksheet so that you can meet with the DGS in the Fall to discuss your plans for taking the exam and working through your prospectus outline and draft.

### Year 3- Register for Comprehensive Exam Hours

If you have been approved to take Comprehensive Exams by the DGS, register for comprehensive exam study hours (THR 998) for the semester before you have decided to take the comprehensive exams. If you have a Fall Comprehensive Exam date for your third year, you would have registered for summer study hours at the end of the second year. If you have a Spring Comprehensive Exam date in your third year, you register for Fall comprehensive exam hours in your 3rd year. You should begin to draft your dissertation prospectus to submit to the DGS when you return in the Fall of your third year.

### Year 3- Comprehensive Exam/Dissertation Prospectus/Publishable Paper Defense

You should schedule your comprehensive exam dates no earlier than 2 weeks and no later than 4 weeks after your comprehensive exam date in the Fall or Spring of your 3rd year. If you have elected to take exams in your fourth year, all of these steps apply, they are delayed one year. There are many cases in which a student chooses to prolong the comprehensive exam. A delayed date is determined in consultation with the DGS.

#### Year 4- ABD Status/Completion of Dissertation

After the successful completion of the Comprehensive Exam, Publishable Paper and Prospectus Defense (these happen at the same time), the student proceeds to research and write the dissertation. ABD status typically happens after comprehensive exams are completed and defended which normally occur in year three. In some cases, students may be prepared to take exams earlier and this status will be awarded upon completion of the Comprehensive Exam/Publishable Paper/Dissertation Prospectus Defense.

The student must arrange a defense date in consultation with the DGS and the Chair of the dissertation committee. Once those dates have been agreed upon, the students must submit those dates to the Administrative Associate for the DGS so that they can be placed on the department calendar. Please be advised that you must also register for graduation with the College to participate in the larger University graduation ceremony. SOTA has a separate ceremony in which our students are hooded internally.