

## Ph.D. Student Advising Checklist<sup>1</sup>

### 1<sup>st</sup> Year:

#### *Pre-Enrollment*

Contact your assigned advisor and follow his or her suggestions for the classes in which you should enroll for Autumn Quarter.

Read through the PhD handbook

<http://ehe.osu.edu/epl/students/downloads/epl-phd-handbook.pdf> and the appropriate PhD requirements handout (based on your quarter of admission to your current PhD program). You will find those handouts on the web site at <http://ehe.osu.edu/epl/students/current-stdnts.cfm>. Just scroll down to the section labeled “Doctoral Degrees.”

Attend the New Student Orientation in September before classes begin.

#### *Autumn*

It's recommended that you have quarterly meetings with your advisor. In this first meeting, you should more thoroughly discuss your goals for your degree and intended post-graduation plans. In this conversation, you should also seek advice regarding the sequence of research methodology courses you should take. Your advisor may have very specific suggestions for these courses and it is important to gain his or her input before you begin taking these classes.

- ◆ If you are also completing the requirements for principal or superintendent licensure, be sure to consult with your advisor to see if the requirements for the doctoral degree overlap with any of the required classes for licensure.
- ◆ If you completed your master's degree at another university, you should ensure that you and your advisor complete and sign the **Transfer of Graduate Credit** form by the end of your first quarter here at OSU. Instructions and the form can be found at <http://ehe.osu.edu/epl/students/transfer-credit.cfm>.

Be sure that you make plans to meet your residency requirement as spelled out in the Graduate School Handbook and the EPL PhD Handbook.

#### *Winter*

Quarterly meeting with your advisor to review your first quarter and share any reflections and/or revisions to your intended course of study and possible dissertation topic. During this quarter, you should also begin asking your advisor for suggestions of courses to take so you can meet other faculty members who can potentially serve on your Advisory Committee (also called Candidacy Examination Committee).

Begin thinking about your plans for the summer, whether to take the quarter off for employment/internship possibilities or for further study at OSU or another university. These plans should be discussed with your advisor to make sure that they will complement your program of study and your intended goals.

By the end of this quarter, ideally you should have completed a draft of the **PhD Program Sheet**. Use this as a guide for scheduling classes.

*Spring* Quarterly meeting with your advisor to review your progress and registration for Summer (if applicable) and Autumn quarter classes.

At this time, you should discuss with your advisor the cognate area or specialization you intend to pursue if required in your program, as well as a faculty member in that area who can assist you in planning coursework that will complement and enhance your major area of emphasis.

Confirm your plans for Summer Quarter and make sure that plans for funding are in place and ready to go, if needed.

By the end of this quarter, you should have a clearer idea of the possible composition of your Advisory Committee and the timing and nature of your candidacy exam.

*Summer* Continue to clarify your possible dissertation topic.

### 2<sup>nd</sup> Year:

Continue to meet with your advisor every quarter to review your progress to date and confirm the classes you intend to register for in the following quarter.

By the end of this year, you should have your Advisory Committee in place (consisting of at least 3 other faculty members plus your advisor

- ◆ Be aware that graduate faculty members are classified as either “M” or “P” status faculty. The general difference is that “P” status faculty are eligible to chair doctoral committees and “M” status faculty are not. *Please note that there can be no more than one faculty member with “M” status on your candidacy committee without petitioning to the Graduate School.* The placement of one “M” status faculty member to the candidacy committee is acceptable with the approval of the chair of the Graduate Studies Committee on the **Doctoral Notification of Candidacy Examination** form.

Once you and your advisor have determined the make up of your committee, a formal invitation should be developed in which you specify the date of your program approval meeting. This meeting should be held no later than the quarter prior to your Candidacy Examination although it's in your best interest to meet earlier. At this meeting, you and your committee should discuss and approve your PhD program plan, have your committee sign your PhD program plan form, discuss the timeline and content of your candidacy examination and begin discussing your research.

Ask your committee about the Institutional Review Board (IRB) process that you will have to follow to complete your dissertation. Be sure to check out the IRB web site at <http://orrrp.osu.edu/irb/>. Make sure that you take the training that's offered for student researchers and be sure to make use of the resources and workshops provided by the University. If you are conducting pilot studies or field tests, be sure to work with your advisor so work on dissertation is not delayed following admission to candidacy.

Finally, there are additional scholarships and fellowships available for students who have entered candidacy. You should talk to your advisor about funding opportunities and check the Funding Opportunities page on the School's web site at <http://ehe.osu.edu/epl/students/funding.cfm> to look into the availability of dissertation fellowships and travel grants. The School web site contains links to the Graduate School funding site, the College of Education and Human Ecology Scholarship web site and the Council of Graduate Students funding programs.

### 2<sup>nd</sup> or 3<sup>rd</sup> Year:

#### *Quarter Prior to Candidacy Exam*

This is the time to review your course work and finalize your **PhD Program Sheet** <http://ehe.osu.edu/epl/students/downloads/phd-program-sheet-1.pdf>. Once you and your committee have determined that your program is complete, have your advisor and your committee sign your program sheet and submit a copy to the Student Services Office for review. If you turned the program in prior to this time and have made any corrections, be sure to make corrections and file a new form.

#### *Quarter of Candidacy Exam*

You must register for at least 3 credit hours the quarter(s) you sit for your candidacy exams. At this time, you should also verify that you have fulfilled the university's residency requirements for the doctoral degree. The Graduate School will notify by mail of the requirements you have fulfilled after the completion of your oral defense.

Ideally, one week prior to the first day you begin writing, all of your questions should be turned in to your advisor, who will discuss with you arrangements for picking up your questions. You will pick up each of your questions and return your written portions to the place determined by you and your advisor prior to your exam. Be sure to retain a copy of your completed exam from which to make copies for your committee members. These should be distributed to your committee at least two weeks prior to the date of your oral defense.

Start collecting the necessary library resources to complete your candidacy examination. Library reservations can take time, so don't wait until the last minute.

At least two weeks prior to the date of the oral portion of your exam, you and your advisor should complete and turn in the **Doctoral Notification of Candidacy Exam** form [http://www.gradsch.ohio-state.edu/Depo/PDF/Doc\\_Notify.pdf](http://www.gradsch.ohio-state.edu/Depo/PDF/Doc_Notify.pdf) to the Graduate School (with the signature of the Graduate Studies Committee Chair, if applicable). Please leave a copy in the Office of Student Services, 122 Ramseyer Hall.

If one of your committee members is not going to be on campus for your oral portion of your candidacy examination, it is possible to videoconference the examination. The policy for videoconferencing is available in Appendix B of the Graduate School Handbook <http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf>. A Video Conference Request form must be filed with the Graduate School <http://www.gradsch.ohio-state.edu/Depo/PDF/VideoConferenceRequestForm.pdf>. Your advisor CANNOT be off campus during the examination.

Upon completion of the oral portion of your exam, ensure that your advisor and each member of the candidacy committee checks the appropriate box and signs off on the **Candidacy Examination Report** form, which will be delivered electronically to your advisor prior to the oral defense. You are responsible for leaving a copy of this form with the Office of Student Services and then taking this form to the Graduate School.

If you have successfully completed your Candidacy Examination, you may apply in the future quarter for a Master's of Arts in Education. If you previously received an MA in Education from Ohio State, you are not eligible for a second degree. You must be registered for a minimum of three credit hours the quarter you graduate with your master's degree and you must apply to graduate with an MA by the published deadline for the quarter in which you want to graduate.

Candidacy:

During this time, the exact topic and methodology of your dissertation study should be crystallized. Draft a thorough timeline for the completion of your dissertation, including proposal approval, submission of IRB paperwork, data collection, data analysis, and writing. Make the timeline realistic and flexible enough to allow for unexpected issues and problems.

- ◆ Ask your advisor to review your timeline and be sure that he or she agrees to it and will be available during the critical points of the process.
- ◆ If you have family commitments, this would be a good opportunity to bring everyone together to review your timeline and make any necessary changes in light of any upcoming events in your family's life.

Once you have entered candidacy, which is signaled by the successful completion of your candidacy oral defense, you should review and evaluate the composition of your candidacy committee with your advisor. You may choose to retain its current composition as your dissertation committee, or it may be fitting for you to change the composition of your dissertation committee.

- ◆ If you do decide not to ask a committee member(s) to continue their service as a member of your dissertation committee, please do so cognizant and appreciative of the beneficial service they have performed for you thus far.
- ◆ Also, do not assume that your candidacy committee members will assume that you want to retain them through your dissertation. Be sure to check the timing of their vacation schedules, research quarters, and any other personal or professional commitments they may have, which may impact your timeline and determine the feasibility of their continued service on your dissertation committee.

Please be sure to turn in the **Title of Research Proposal/Prospectus** form <http://ehe.osu.edu/epl/students/downloads/title-research-proposal-prospectus.pdf> to the Office of Student Services upon approval of your dissertation proposal. The format that your dissertation proposal/prospectus will take will be determined in consultation with your advisor and dissertation committee. You may use the same proposal you submit with the IRB.

Writing your Dissertation:

The actual time you spend collecting and analyzing your data and then writing the report of your findings and the implications of those findings (the dissertation) is an intensive time of independent scholarly work. Some students find this to be an isolating and difficult period, while others are exhilarated by the opportunity to finally investigate issues that they have been ruminating over for years.

**Remember that you must register for a minimum of 6 credit hours (999.XX) over a minimum of two quarters following admission to candidacy.**

**Students admitted AU 2008 and later: Remember, you must be registered for at least 3 credit hours per quarter until you complete your dissertation. Please refer to the Graduate School Handbook for more information on the post-candidacy continuous enrollment.**

**Any student who was admitted to the Graduate School before Autumn Quarter, 2008 is not bound by the continuous enrollment policy. However, a student who is not enrolled for at least 2 years will need to be reinstated to their graduate program to resume doctoral studies. As a condition of reinstatement a student will be required to follow the continuous enrollment guidelines as a post-candidacy student regardless of when they were admitted to the Graduate School.**

You should maintain regular and periodic contact with your advisor and other committee members during this period. Their advice and suggestions may be helpful as you encounter unexpected challenges, issues, or findings in your data. If you have elected to return to work as a full-time employee, then maintaining contact with your advisor and informing them of your progress will become very critical to timely completion of your degree.

As you get closer to completing the draft of the dissertation, you should schedule your final oral defense. Be aware that if you are graduating in Summer Quarter, you may have a more difficult time scheduling your defense around your committee members' travel itineraries.

Some students have also benefited from the support and constructive criticism available from peers who are at a similar stage of the process through dissertation writing groups. To date, the participation and forming of such groups is dependent on the interest of the individual student, although there are some research methods classes, which suggest it as an option for the course. You can also contact Center for the Study and Teaching of Writing for help in finding or forming a group.

Although it may be stressful to ponder and plan for, your post-graduation plans should be attended to during this time as well, whether for employment or a post-doctorate position.

You will be required to submit a complete, typed dissertation draft to your Dissertation Committee for approval. The committee's approval, evidenced by their signatures on the **Doctoral Draft Approval/ Notification of Final Oral Examination** form [http://www.gradsch.ohio-state.edu/Depo/PDF/Doc\\_Oral.pdf](http://www.gradsch.ohio-state.edu/Depo/PDF/Doc_Oral.pdf), signals that you are ready for your Final Oral Examination. Once you receive your committee's approval, you must submit the draft copy of your dissertation, along with the **Doctoral Draft Approval/Notification of Final Oral Examination** to the Graduate School for a format review. Your dissertation must conform to the Graduate School format requirements as described in "Guidelines for Preparing Theses, Dissertations, and D.M.A. Documents." Guidelines are available online at <http://www.gradsch.ohio-state.edu/Depo/PDF/Guidelines.pdf>.

Electronic submission of your dissertation is required. Guidelines are available on-line at: <http://www.gradsch.ohio-state.edu/Content.aspx?Content=27&itemid=1>. Print copies of the guidelines will be provided when you turn in your draft copy for format review.

### Final Oral Defense:

You must be registered for at least 3 credit hours the quarter you give your final oral defense and intend to graduate. Also, there must be at least two quarters between your candidacy oral defense and the final oral defense of your dissertation.

By the first Friday of the quarter, in which you intend to graduate, you and your advisor must complete the **Application to Graduate – Doctoral Degree** <http://www.gradsch.ohio-state.edu/Depo/PDF/DoctoralGraduate.pdf> form and turn it in to the Office of Student Services, who will then forward it to the Graduate School.

At least two weeks prior to the date of your final oral defense, you and your advisor must complete the **Doctoral Draft Approval/Notification of Final Oral Examination** form [http://www.gradsch.ohio-state.edu/Depo/PDF/Doc\\_Oral.pdf](http://www.gradsch.ohio-state.edu/Depo/PDF/Doc_Oral.pdf). The other members of your dissertation advisory committee must also sign this form, as well as the Chair of the Graduate Studies Committee (if applicable).

If one of your committee members is not going to be on campus for your final oral examination, it is possible to videoconference the examination. The policy for videoconferencing is available in Appendix B of the

Graduate School Handbook <http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf>. A Video Conference Request form must be filed with the Graduate School <http://www.gradsch.ohio-state.edu/Depo/PDF/VideoConferenceRequestForm.pdf>. Your advisor CANNOT be off campus during the examination.

You and your advisor will be notified by email by the Graduate School when a Graduate Faculty Representative has been assigned to your committee. It is your responsibility to deliver a paper copy of your dissertation draft to the Graduate Faculty Representative at least one week prior to the final oral defense or as soon as possible after you have received notification.

Your advisor will instruct you on how to prepare for your final oral defense. The final oral defense is your opportunity to display the expertise you have developed in your topic area and research study over the course of the dissertation. It is, at its best, a scholarly conversation.

Your advisor will receive an electronic copy of the **Final Oral Examination Report** form, from the Graduate School, the week of your final oral defense. Your advisor and the members of your dissertation committee must sign off on the form and check the appropriate box to indicate your satisfactory completion. You must then deliver this form to the Graduate School following the examination.

The Graduate School will also email the **Final Approval** form to your adviser the week of the final oral defense. After your final oral defense, make the suggested revisions to your dissertation your advisor and the members of your dissertation committee need to sign the **Final Approval** form. Once your committee approves the final copy, you are ready to convert your document to PDF format for electronic submission. Submit your PDF document to OhioLink (<http://www.ohiolink.edu/etd/>). Please be mindful of the Graduate School deadlines for when these materials must be turned in. Copies of the deadlines are available on-line at [http://www.gradsch.ohio-state.edu/Depo/PDF/Calendar/Grad\\_deadlines.pdf](http://www.gradsch.ohio-state.edu/Depo/PDF/Calendar/Grad_deadlines.pdf).

If you want to delay the publication of your dissertation, please file the appropriate paperwork available at <http://www.gradsch.ohio-state.edu/Depo/PDF/DissertationDelayForm.pdf>.

Review the **PhD Degree Checklist**, available on the School of Educational Policy and Leadership's website at <http://ehe.osu.edu/epl/students/downloads/phd-checklist.pdf> and the Final

Quarter – Doctoral Student Procedures handout at <http://www.gradsch.ohio-state.edu/Depo/PDF/DoctoralProcedure.pdf>.

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<sup>1</sup> This plan is only a guide. Doctoral programs are highly individualized and coordinated with your adviser in relation to your personal plans and goals, as well as the credit hours required for the degree in your section may require you to adjust this plan to fit your timeline.