

08-12-09

Doctoral Program Yearly Checklist:

Before the first year begins:

- Take the first language exam during orientation
- Meeting with the DGS during orientation
- Contact with your advisor before arrival and arrange for a meeting during orientation
- In August, meet with your mentor to complete the coursework advising form during pre-registration
- Students without funding who are U.S. citizens should apply for the Javits Fellowship, a four-year fellowship from the Department of Education (<http://www.ed.gov/programs/jacobjavits/index.html>)

The first year:

- If not passed during orientation, re-take the language exam in research field
- Submit advance standing paperwork if applicable
- Meet with Advisory Committee in the spring of the first year before the end of the exam period, sign the advisory committee form (on the website) and submit to the program administrator
- Take three courses each semester, including 501 (the first year colloquium) in the first semester
- The yearlong research seminar in the major field must be taken in the first or second year
- Meet with the mentor to complete the coursework advising form during preregistration for the spring and fall of the second year
- Keep in mind: students are advised to take at least one course with all of the members of their Advisory Committee (who form the board for the comprehensive examinations) at some point during the first and second years
- Maintain a 3.67 GPA for students on fellowship (in both years)
- All incompletes must be finished by August 1 for students to remain in the program
- Students who started the Ph.D. program with one year in the MAAS program or with a MAGIC degree might want to apply for Piepho money for a pre-dissertation summer research trip

The second year

- Attend the TA workshop during orientation in preparation for the first year of TA-ing
- During preregistration, meet with the mentor to complete the coursework advising form for the spring term
- Maintain a 3.67 GPA for students on fellowship
- Students (exception US field, who only require one language) must pass the second language exam before sitting for comprehensive exams in the third year
- Students who started the Ph.D. program with one year in the MAAS program or with a MAGIC degree might take their exams in the second year, and should apply for relevant grants for dissertation research in the third year. Attend grants workshop
- All incompletes must be finished by August 1 for students to remain in the program
- Apply for Piepho money for a pre-dissertation summer research trip to prepare for fall grant applications
- Attend comps workshop

The third year

- Before taking the first written exam, all students must meet with their advisory committees in order to plan the exam schedule and review the fields. The form is on the website.
- Comprehensive Exams must be taken before the end of the third year to be considered in good standing
- Apply for year-long external grants for dissertation research, e.g. Fulbright, Fulbright-Hays, Mellon CLIR, etc. Consult with your mentor and each grant for specific deadlines and what is applicable for you. Attend grants workshop
- Applications for year-long or semester-long non-service stipends and Piepho grants might also be done in the third year or the summer after the third year, depending upon your field

The fourth year

- The dissertation prospectus must be filed with the Graduate School within one year of finishing comps
- Apply for relevant grants for dissertation research and writing if unsuccessful in the third year

The fifth, sixth, and seventh years

- You are likely to be writing the dissertation by the fifth year. Apply for external grants (ACLS/Mellon, etc.) to support a final year of writing, as appropriate.
- Apply for a Davis Fellowship
- Attend job market workshop in the fall of the year you go on the academic market.