

Ph.D. student (non-rotation) worksheet (Aug 2019)

1st Semester

- Take courses (9 hours per semester if on an assistantship)
- Meet with Department Chair (first two weeks)
- Start to develop research ideas
- Form Dissertation Committee on *myolemiss* (5 faculty total: 1st-3rd are in Department; 4th must be in another UM Department; 5th can be in Department or adjunct)
- First Committee meeting to plan courses. Submit signed Degree Requirement Form to Department (if not 1st semester, then early in 2nd semester)

2nd, 3rd, and 4th Semesters

- Continue to take courses (need 54 total hours of which at least 24 are formal course hours if no MS; need a minimum of 18 hours of Bisc 797). Take 9 total hours per semester (can include Bisc 797)
- Write research prospectus (back and forth edits with advisor, then submit final version to Committee 2 weeks before seminar)
- Present prospectus to Department as a 30-40 minute seminar followed by a Prospectus Defense with your Dissertation Committee. Confirm committee availability and schedule rooms with Kim in Biology office
- Submit Prospectus Approval Form and approved prospectus to Department
- Start on dissertation research
- Ideally take written and oral comprehensive exams in 4th semester, but no later than 6th semester. Submit form GS5 to Graduate School 2 weeks prior to oral exam, and form GS5.1 after.

Future Semesters (Aim for 4-5 years from start to finish if you have a MS, 5 years if not)

- Continue and finish dissertation research
- Start to write dissertation and try to submit publications
- Present research at a national scientific meeting (requires departmental approval) or give an additional Departmental seminar and sign up for Bisc 691 that semester

Final Semester

- Write dissertation (back and forth edits with advisor, then submit to Committee 2 weeks before seminar and defense)
- Check Graduate School's *The End Game* website for final semester info
- Enroll in Bisc 691 for final semester
- Submit forms GS7 (Authorization for final exam/defense) and GS8 (degree application) early in final semester
- Present dissertation as a Departmental seminar followed by Dissertation Defense with your Committee. Confirm committee availability and schedule rooms with Kim
- Submit final electronic copy of dissertation and required forms to Graduate School
- Order bound copy of dissertation for Department
- Meet with Cindy for final checkout