



# PROGRAM FLOW CHART FOR: Ph.D. in Biol

complete their degree (the mean completion time for BS PhD programs is 5 years; see the 5-year flow chart), but if your goal is to finish within 8 semesters, the above timeline should be a good guideline. Ultimately, your program is an agreement between you and your advisor to fit the needs of your project and career goals. Consult regularly with your advisor and committee to establish and check in on your progress with this schedule in mind.

**Notes – see pages 2-6**

## Ph.D. in Biological Education Notes

<sup>1</sup>BS = Department of Biological Sciences (our main office is in Ross 2480), GS = Graduate School

<sup>2</sup>Resident status is a requirement of your admission, noted in your original acceptance letter.

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- Applicants must be in good standing, have submitted a final report for any past awards, and submit a high quality application to be eligible.
- Recipients must submit a one-page final report summarizing their accomplishments, due the same time as their APRs (see below).

<sup>8</sup>APR (Annual Progress Report) summarizes your progress (academic, teaching, and research) from the past academic year. Submit your final report to your advisor the first Friday in September.

- Use the most recent BS template available on our website to guide this preparation.
- The BS Graduate Committee evaluates your progress, detailed in your APR, compared with benchmarks and timelines outlined in the 4-yr and the 5-yr flow chart documents.

<sup>9</sup>Research Proposal is a document that outlines the work you plan to include as part of your dissertation. With your advisor's input, write this proposal. Follow the BS Proposal guidelines from the BS webpage.

- Seek example proposal from other PhD candidates in the program whose field aligns with yours.
- With your advisor's permission, distribute a draft to your committee at least 2 weeks prior to the meeting to discuss the document and your research.
- Use the GS signature page to collect signatures of your entire committee after their approval (see the "Dissertation proposal process and title signature page" on the GS dissertation manuals page below).
- Complete the GS "Verification of Research Subject or Participant Compliance" form (regardless of your type of research), and append with a copy of your IRB/IACUC approval letter (if appropriate) when you are ready to submit to the GS.
- File the forms and a copy of your approved proposal in your BS SharePoint folder.
- Wait until you have successfully passed your comprehensive exams, THEN submit to the GS. BS requires that you gain approval of your proposal prior to your comps (even though the GS will not accept it in this order), as it helps guide your examinations and helps initiate your research sooner.

<sup>10</sup>Comprehensive exams

submit the GS "Request to Schedule a Doctoral Examination" form.

- Following your oral exam, the GS will send your advisor a "Report of Oral Comprehensive Exam Results" to obtain the necessary signatures and file with the GS.
- Consult the Graduate Catalog for additional GS policies related to comprehensive exams.

<sup>11</sup>Supervised Teaching is an experience unique to our program. With input from your advisor, committee, instructor of record, and Associate Chair of BS, you will select a course for which you will be the primary instructor for a given semester. With support from your advisor and the instructor of record you will prepare all materials and content for the lecture portion of the class and be responsible for leading all class sessions and administering all assessments.

- At least a year before the semester you intend to do your supervised teaching, communicate with your advisor, instructor of record, and Associate Chair to get this scheduled.
- You are only eligible to do your supervised teaching if you have passed your comprehensive exams, you have taken both BIO 631 and BIO 632, and are in good standing.
- The semester before you are scheduled to teach, you will take one credit of BIO 792 under the instructor of record to begin planning for the course. Work carefully with this faculty member to define their role and expectations the prep and teaching semester.
- During the semester you teach, you will take 3 credits of BIO 792 under the instructor of record.
- You are encouraged to check in regularly with the instructor of record (and any other relevant faculty or colleagues) to discuss successes and challenges.
- You are also encouraged to invite your advisor, the instructor of record (if they are not regularly attending), and your committee members to come watch you teach and provide feedback.

<sup>12</sup>Preparing for graduation is a multi-step process that should involve close communication with your advisor and committee.

- The semester before you plan to graduate, discuss with your advisor and committee possible times for your defense. Pay careful attention to the GS's *last day for a doctoral defense* (roughly a month before the end of the semester)—see their webpage for details. Then speak

<sup>14</sup>Defense of your dissertation includes a ~45 min public presentation (usually scheduled during the regular BS Friday seminars), a ~10 min open question period by the general audience, a 30-60 min open question period by the BS faculty, then a closed-door question period of just the committee. Your defense, including the presentation, has a 3-hour time limit.

- Once your defense has been scheduled with the GS, the GS staff will email you confirmation of this date and will include an Adobe Verified Signature Page.
- A "Defense of Dissertation" form will be sent to your advisor by the GS. Once you have passed your defense exam and made requested revisions on your dissertation, your committee members will sign this form and it should be filed with the GS.
- Once your committee has provided their final approval on your written dissertation (following any requested edits), you need to secure their approval by signing the GS Signature Page form, which can then be submitted with your final dissertation to the GS.
- Schedule an appointment

