

## **STUDENT RESPONSIBILITIES**

### **Before the First Committee Meeting**

- ☐ <3 months from start date in the lab: meet with the major advisor (PI) to discuss composition of the thesis committee.
- ☐ Evaluate and discuss with your PI the research direction of your laboratory, key knowledge gaps and directions in the field, and potential foci for your thesis project.
- ☐ By the end of the second semester form a Ph.D. mentor and examination Committee by contacting individuals and confirming their agreement to serve on the committee. Complete form I of the [Requirements for Ph.D Fillable form](#) and submit it to the Graduate Program Manager.
- ☐ Complete an [Individual Development Plan \(IDP\)](#). IDPs help graduate students and postdoctoral researchers: assess current skills, interests, and strengths; plan for developing skills to meet academic and professional goals; and communicate with supervisors, advisors, and mentors about evolving goals and related skills.
  - The university requires IDPs for all postdoctoral researchers and graduate students supported by National Institutes of Health (NIH) funding.
  - The Graduate School recommends all graduate students complete an Individual Development Plan.

### **Required First Committee Meeting (required by end of second semester)**

- ☐ ≥ 2 months before the anticipated meeting date: contact committee members and establish a date, time, and location for the meeting (remember to reserve the room).
- ☐ If the meeting is to be held virtually (via web conference), it is the student's responsibility to identify a date and time that the meeting will be held, determine which web-based conferencing system the PI will use for the meeting and to gain competency in presenting materials using that web-based platform.
- ☐ Prepare meeting materials (PowerPoint presentation – suggestions/approximate times below):
  - 5 minutes: provide introduction and background and state career goal.
  - 10 minutes: Remind committee members that the ADS graduate program requires 51 credits, 26 of which must be graduate school level (the course number is >300), discuss courses taken (including any desired transfer credits) & associated grades, seek committee approval for courses planned. Reminder to include at least 8 credits of research (990), a course in Educational Principles (example-DS 799), and a Technical Writing course or Writing Practicum.
  - 20 minutes: discuss project, specific aims, and preliminary data.
  - <30 minutes: additional committee feedback. The meeting should not exceed 1 hour.
- ☐ Complete form II/III of the [Requirements for Ph.D Fillable form](#) with your committee.
- ☐ Submit a copy of form II/III of the [Requirements for Ph.D Fillable form](#) to the Graduate Program Manager.

### **Annual Update Meeting (recommended between first meeting and preliminary meeting, usually near end of third semester)**

- ☐ ≥ 2 months before the anticipated meeting date: contact committee members and establish a date, time, and location for the meeting (remember to reserve the room).
- ☐ If the meeting is to be held virtually (via web conference), it is the student's responsibility to identify a date and time that the meeting will be held, determine which web-based conferencing system the PI will use for the meeting and to gain competency in presenting materials using that web-based platform.
- ☐ Prepare meeting materials (PowerPoint presentation – suggestions/approximate times below):
  - 20 minutes: discuss update on research, coursework, etc.
  - <30 minutes: additional committee feedback. The meeting should not exceed 1 hour.
  - 10 minutes: schedule/plan when the prelim exam will take place

### **Required Second Committee Meeting (Preliminary Exam – required before the end of the fifth semester)**

- ☐ ≥ 3 months before the anticipated meeting date: contact committee members and establish a date, time, and location for the exam (remember to reserve the room for a 4-hour time block).
- ☐ If the meeting is to be held virtually (via web conference), it is the student's responsibility to poll committee members for meeting date and time and relay that information to the student's PI or designated committee member for scheduling the virtual meeting.
- ☐ If the meeting is to be held virtually, the student will ascertain which web-based conferencing system the PI or designated committee member will use to host the meeting and gain competency in presenting materials using that web-based platform.
- ☐ At least 8 weeks before the oral exam complete and submit forms IV and V of the [Requirements for Ph.D Fillable form](#) and the [PhD Prelim Warrant Request Form](#) to the ADS Graduate Program Manager to request the warrant from the Graduate School.
- ☐ Prepare the written component of the preliminary exam – refer to the [Written Preliminary Exam Guidelines](#).
- ☐ Prepare for the oral component of the preliminary exam – refer to the [Oral Preliminary Exam Guidelines](#).
- ☐ After a successful preliminary exam, initiate the warrant signature process to obtain committee signatures.
  - Go to [my.grad.wisc.edu](http://my.grad.wisc.edu)
  - Under the "My Student Info" section, click on "View My Info"
  - Under the "Warrants" section, click on the three-dot button on the appropriate line, then click on "View Committee"
  - Click on "Email Members" on the top right
  - Click on the top checkbox to select all committee members
  - Click Send
  - You should review this same page every few days to view which members have not signed the warrant. You can send another reminder email if a week has passed without signature.
- ☐ Following successful completion of the preliminary exam, submit the following items to the Graduate Program Manager for further processing. This form should be completed by your PI in consultation with your committee following your exam.
  - [Preliminary Exam Evaluation Form](#)
  - Notification that all signatures have been completed on the electronic warrant.

### **Annual Progress Report Meeting (required once per academic year)**

- ☐ ≥ 2 months before the anticipated meeting date: contact PI and establish a date, time, and location for the meeting (remember to reserve the room).
- ☐ If the meeting is to be held virtually (via web conference), it is the student's responsibility to identify a date and time that the meeting will be held, determine which web-based conferencing system the PI will use for the meeting.
- ☐ Prepare/review meeting materials:
  - Concerns to discuss with PI.
  - Goals for the next year.
  - [Annual Progress Report Form](#)

### **Annual Update Meeting with Committee (1-2 meetings per year)**

- ☐ ≥ 2 months before the anticipated meeting date: contact committee members and establish a date, time, and location for the meeting (remember to reserve the room).
- ☐ If the meeting is to be held virtually (via web conference), it is the student's responsibility to identify a date and time that the meeting will be held, determine which web-based conferencing system the PI will use for the meeting and to gain competency in presenting materials using that web-based platform.
- ☐ Prepare meeting materials (PowerPoint presentation – suggestions/approximate times below):
  - 20 minutes: discuss update on research and

- <30 minutes: receive committee feedback and confirm with committee members that the proposed content of the thesis is acceptable. The meeting should not exceed 1 hour.
- 10 minutes: set approximate timeline for the final exam.

### Required Thesis Defense

- ☐ Inform committee members if you expect to defend your thesis in the next 6-8 months.
- ☐ ≥ 2 months before the anticipated meeting date: contact committee members and establish a date, time, and location for the meeting (remember to reserve the room for 5 hours).
- ☐ ≥ 1 month before the scheduled date of the meeting submit a copy of forms VI and VII of the [Requirements for Ph.D Fillable form](#) and the [PhD Final Warrant Request Form](#) to the Graduate Program Manager indicating your intent to defend your thesis and the scheduled date, time and title (this can be changed later on if needed). The Graduate Program Manager will submit the warrant request.
- ☐ If the meeting is to be held virtually (via web conference), it is the student's responsibility to notify the student's PI or designated committee member of the date and time so that the PI or designated committee member can schedule the virtual meeting.
- ☐ If the meeting is to be held virtually, the student will ascertain which web-based conferencing system the PI or designated committee member will use to host the meeting and gain competency in presenting materials using that web-based platform.
- ☐ Read and understand the thesis formatting requirements listed on the Graduate School webpage.
- ☐ ≥2 weeks prior to exam date: distribute an electronic copy of your proposal to committee members.
- ☐ Reminder - bring the thesis defense warrant to your defense.
- ☐ Prepare meeting materials (PowerPoint presentation and consider the diverse interests of your audience – this is to be open to the public – suggestions/approximate times below).
  - 45 minutes: your presentation
  - 15 minutes: question/answer period where anyone can participate
    - After questions/answers everyone except the committee and candidate leave
  - 3-4 hours: the committee and candidate continue discussion
  - 15 minutes: Committee meets in a closed-door session to determine the exam outcome
- ☐ The candidate makes any suggested/necessary changes to written paper.
- ☐ After a successful defense, initiate the warrant signature process to obtain committee signatures.
  - Go to [my.grad.wisc.edu](http://my.grad.wisc.edu)
  - Under the "My Student Info" section, click on "View My Info"
  - Under the "Warrants" section, click on the three-dot button on the appropriate line, then click on "View Committee"
  - Click on "Email Members" on the top right
  - Click on the top checkbox to select all committee members
  - Click Send
  - You should review this same page every few days to view which members have not signed the warrant. You can send another reminder email if a week has passed without signature.
- ☐ Notify the Graduate Program Manager once the warrant has been signed by all members.

## COMMITTEE MEMBER RESPONSIBILITIES

### The First Committee Meeting (Required)

- ☐ PI is responsible for summarizing committee comments on the ADS thesis committee meeting report.
- ☐ The committee will designate at least 3 readers to meet the Graduate School's minimum requirement.
- ☐ Ensure the student articulates a career goal, understanding it might change in subsequent meetings.
- ☐ Abide by the time guidelines suggested in the student section.
- ☐ Consider the students' strengths/areas of improvement/recommendations for the next year.
- ☐ Complete and sign the thesis committee meeting report.

### Annual Progress Report Meeting (required once per academic year)

- ☐ Prepare/review meeting materials including [Annual Progress Report Form](#).
- ☐ PI is responsible for providing feedback to the student and determining satisfactory progress. For unsatisfactory progress, the PI should follow the steps outlined in the personal conduct expectations section of the [Handbook](#).
- ☐ After the meeting PI must complete, sign, and email the [Progress Report](#) to the student and the GPM. It is highly recommended that these reports are shared with the student's Mentor and Examination Committee each year for review and input as well.

### Annual Committee Update Meetings (recommend meeting 1-2 times per academic year with Committee)

- ☐ Provide feedback to the student including feedback on progress.
  - Ask questions about workload and barriers to progress to ascertain areas that the student needs additional support in.
  - Report concerns pertaining to the student or committee to the Graduate Program Manager, Director of Graduate Studies, and the Chair of the department.
- ☐ Confirm approximate timeline for the preliminary exam when the time comes.
- ☐ Confirm approximate timeline for the final defense exam when the time comes.

### Second Committee Meeting (Preliminary Exam - Required)

- ☐ Review preliminary exam responsibilities in the [Preliminary Exam Guidelines](#).
- ☐ Complete the preliminary exam reviewer sheet while reading the proposal and listening to the student's response to questions. The questions under each section should guide your comments.
- ☐ The PI can ask probing questions or clarifying questions but cannot answer questions for the student.
- ☐ The committee will meet in a closed-door session to vote on the exam outcome.
- ☐ The PI will report the outcome to the student including a summary of strengths and weaknesses.
- ☐ PI will fill out [Preliminary Examination Evaluation Form](#) with guidance from the committee. The PI will provide a copy of the form to the student and the Graduate Program Manager.
- ☐ If the student's preliminary exam is deemed passable, sign the warrant.

### Dissertation Defense (Required)

- ☐ Read the thesis.
- ☐ Hold questions until after the public session.
- ☐ The PI can ask probing questions or clarifying questions but cannot answer questions for the student.
- ☐ Meet in closed door session to vote on student performance.
- ☐ PI will fill out [Final Dissertation and Defense Evaluation Form](#) with guidance from the committee. The PI will provide a copy of the form to the student and the Graduate Program Manager.
- ☐ If the student's defense is deemed passable, sign the warrant.
- ☐ If meeting is to be held virtually, it is the responsibility of the student's PI or other designated thesis committee member to serve as host, invite attendees for the date/time determined by the student, control the virtual meeting platform, and delegate presentation authority to the student. PIs are encouraged to use UW-Madison sponsored conferencing systems.