

## **Department of Biological Sciences Checklist & Reminders - D.A. Program**

### **First Semester**

- Meet with Advisor to discuss Program of Study.
- Choose and meet with your Advisory Committee (based on your Advisor's advice); complete planned Program of Study. Note: you should meet with your Advisory Committee every year!
- Oral Diagnostic Evaluation (before week 7 of semester).
- Submit planned Program of Study to Chair of Graduate Programs Committee and to all Committee Members.

### **Second Semester**

- Submit Annual Progress Report to Chair of Graduate Programs by Feb 1.
- Prepare first internship proposal, distribute to committee.
- Meeting of graduate advisory committee. Present proposal for first teaching internship. Present dissertation research pre-proposal.

### **Third Semester**

- Submit Request for Graduate Faculty Representative to Graduate School.
- Dissertation Proposal seminar (followed by committee meeting/defense).
- First Internship.
- Prepare second internship proposal, distribute to committee.
- Dissertation Research

### **Fourth Semester**

- Prepare First Internship Report, distribute to committee.
- Second internship.
- Meeting of graduate advisory committee. Present proposal for third teaching internship. Present reports on initial two internships. Discuss and schedule Comprehensive Exams.
- Submit Annual Progress Report to Chair of Graduate Programs by Feb 1.
- Submit Final Program of Study Form to Graduate College.
- Dissertation Research

### **Third YEAR**

- Third teaching internship, followed by report.
- Schedule and complete Comprehensive Written and Oral Exams (no later than the semester prior to graduation).
- Submit Annual Progress Report to Chair of Graduate Programs by Feb 1.
- Dissertation Research

## **Final Semester**

- Submit Application for Graduation Form (less than 2 weeks into semester).
- Present collated Final Internship Report to Committee, with Preface.
- Submit Dissertation to Advisory Committee (2 weeks prior to final defense).
- Present formal seminar on Dissertation, followed by Final Defense.
- Submit final copies of Dissertation to Graduate school with Degree completion paperwork and fees (less than 2 weeks after defense).