



School of Education, Ph.D. Program Benchmark Worksheet

Key: A=Advisor S=Student

Target Date	Activity	Responsibility
YEAR 1		
Welcome Week	<input type="checkbox"/> Attend orientation, Academic Research & Writing Workshop and TAPDP.	S
Fall	<input type="checkbox"/> Meet with advisor <input type="checkbox"/> Discuss proposed program of study and goals for the year <input type="checkbox"/> Review first year expectations and mentoring plan	S S/A S/A
Winter & Spring	<input type="checkbox"/> Meet with advisor <input type="checkbox"/> Review course work <input type="checkbox"/> Discuss progress	S S/A S/A
Spring	<input type="checkbox"/> Work on First Year Research Poster Project <input type="checkbox"/> Submit Annual Report of Student Progress (ARSP) to advisor and discuss outcome	S/A S/A
Summer	<input type="checkbox"/> Complete first year research project <input type="checkbox"/> Prepare research project findings for AERA-style poster session	S S
YEAR 2		
Fall	<input type="checkbox"/> Present research findings at School of Education Fall Poster Session <input type="checkbox"/> Meet with advisor to discuss: <input type="checkbox"/> A regular meeting schedule with your advisor <input type="checkbox"/> Goals and program of study <input type="checkbox"/> Proposed topic for Second Year Research Paper (SYRP) <input type="checkbox"/> Potential conference attendance/presentation	S S/A S/A S/A S/A S
Winter	<input type="checkbox"/> Meet with advisor <input type="checkbox"/> Discuss progress on SYRP <input type="checkbox"/> Begin exploring options for research opportunities and dissertation support	S S/A S/A
Spring	<input type="checkbox"/> Complete most of required course work <input type="checkbox"/> Decide on optional MA degree and follow up with Ph.D. Administrative staff <input type="checkbox"/> Submit your ARSP to advisor and discuss outcome <input type="checkbox"/> Complete SYRP and submit it by the end of spring quarter (highly encouraged)	S S/A S/A S
Summer	<input type="checkbox"/> Discuss submission for publication with advisor <input type="checkbox"/> Revise SYRP as required <input type="checkbox"/> OR submit SYRP if did not do so at end of spring quarter <input type="checkbox"/> Discuss fellowship opportunities and apply	S S/A S S
End of Summer	<input type="checkbox"/> Submit SYRP if did not do so at end of spring qtr (September is final deadline)	S
YEAR 3		
Fall	<input type="checkbox"/> Meet with advisor <input type="checkbox"/> Revise SYRP as required <input type="checkbox"/> Discuss Dissertation Proposal development <input type="checkbox"/> Discuss IRB submission; obtain approval as required <input type="checkbox"/> Discuss options for selection of Ph.D. advancement committee <input type="checkbox"/> Continue discussion of funding opportunities for dissertation research <input type="checkbox"/> Work on Dissertation Proposal	S S S/A S/A S/A S/A S
Winter	<input type="checkbox"/> Meet with advisor <input type="checkbox"/> Work on Dissertation Proposal	S S
Spring	<input type="checkbox"/> Meet with advisor <input type="checkbox"/> Complete required course work <input type="checkbox"/> Research options for dissertation funding <input type="checkbox"/> Defend proposal; Advance to Candidacy for Ph.D. <input type="checkbox"/> Submit your ARSP to advisor and discuss outcome	S S S/A S/A S/A
Summer	<input type="checkbox"/> Research options for dissertation funding	S
YEARS 4 & 5		
Fall, Winter & Spring	<input type="checkbox"/> Enrollment in 12 or more graduate units each quarter through graduation is required; except filing fee quarter when applicable. <input type="checkbox"/> Set regular meeting with Advisor to discuss dissertation progress <input type="checkbox"/> Year 5: Defend dissertation; file for Ph.D. in Education degree	S S/A S
Spring	<input type="checkbox"/> Submit ARSP to advisor and discuss outcome	S/A