

Department of Wood Science & Engineering

PhD Program Checklist

STARTING OUT

What to do	When to do it	Is it done?
Attend FALL orientation (even if you were admitted in winter or spring)	Within 1 st year in the program	<input type="checkbox"/>
Seek advice from Major Professor and register for courses	Before registration opens each term	<input type="checkbox"/>
Review the University Continuous Enrollment Policy: http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804	Within 1 st term, review as needed	<input type="checkbox"/>
Be sure to register for a minimum of three (3) credits per term, unless otherwise specified		
Form your graduate committee, must meet OSU Graduate Committee requirements: http://gradschool.oregonstate.edu/progress/graduate-committee		
Major Professor and Co-Major Professor (<i>if applicable</i>) Minor Professor (<i>if applicable</i>) Departmental Representative from WSE Departmental Representative from 2 nd major (<i>if not applicable, can be anyone from Grad Faculty at large</i>) Graduate Council Representative (GCR)	Before completing five (5) terms	<input type="checkbox"/>
Develop Program of Study with committee: http://gradschool.oregonstate.edu/forms#program		
<u>Required Courses</u> WSE 520 WSE 521 WSE 522 WSE 607-1 (Beginning Seminar) – 1 credit WSE 607-2 (Seminar) – 1 credit WSE 603 – 36 credits minimum	After you have formed your committee, before you hold your oral prelim exam <i>If applying for specific funding you need to file your PoS sooner than 15 weeks before your oral prelim exam</i>	<input type="checkbox"/>
Total number of credits for PhD and dual major PhD: 108 credits		
Meet with major professor(s) to discuss performance, progress, and goals for upcoming year	By the end of 3 rd term, and at least annually thereafter	<input type="checkbox"/>
Update your committee with a progress report and research update	Annually	<input type="checkbox"/>

MID-PROGRAM

What to do	When to do it	Is it done?
File Program of Study* <i>If applying for specific funding you need to file your PoS sooner than 15 weeks</i>	At least 15 weeks before oral prelim exam	<input type="checkbox"/>
Take Qualifying Exam and pass with grade of 80 or better	Complete WSE 520, WSE 521, and WSE 522 before registering for exam	<input type="checkbox"/>
File Research Plan	By the end of your 4 th term	<input type="checkbox"/>
Present in WSE 607-2 (1 st time)	Consult with Major Professor	<input type="checkbox"/>

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PRELIM EXAM, MID-PROGRAM

What to do	When to do it	Is it done?
Sit for Written Prelim Exam	Determined by student's committee near the completion of courses	<input type="checkbox"/>
Determine date and time of Oral Prelim Exam with your entire committee after successful completion of the written portion of the examination	At least two weeks before your Oral Prelim Exam	<input type="checkbox"/>
Arrange room reservation with Graduate Program Coordinator	Once committee has finalized date and time	<input type="checkbox"/>
Schedule exam with the Graduate School through online form; if committee membership has changed, please note updates on this form http://gradschool.oregonstate.edu/forms#event	At least two weeks before your Oral Prelim Exam	<input type="checkbox"/>
Present in WSE 607-2 (2 nd time)	Consult with Major Professor, preferably one term before you defend	<input type="checkbox"/>

DEFENDING

What to do	When to do it	Is it done?
File diploma application online http://gradschool.oregonstate.edu/forms#diploma	At least 15 weeks before defense	<input type="checkbox"/>
Determine date and time of defense with your entire committee	At least two weeks before your defense	<input type="checkbox"/>
Arrange room reservation with Graduate Program Coordinator	Once your committee has finalized date and time	<input type="checkbox"/>
Schedule exam with the Graduate School through online form; if committee membership has changed, please note updates on this form http://gradschool.oregonstate.edu/forms#event	At least two weeks before your defense	<input type="checkbox"/>
Distribute defendable copy of your dissertation to your entire committee (GCR included)	At least two weeks before your defense	<input type="checkbox"/>
Submit defense information to Graduate Program Coordinator (title, brief bio, brief abstract, photo) for advertisement	At least two weeks before your defense	<input type="checkbox"/>
Submit pretext pages (everything before page 1 of your thesis) to Graduate School's Thesis Editor http://gradschool.oregonstate.edu/progress/thesis-guide	At least two weeks before your defense	<input type="checkbox"/>
Prepared to "meet expectations" or better on Program's PhD Final Exam Evaluation Rubric	Review at least one week before your defense	<input type="checkbox"/>

FINISHING UP

What to do	When to do it	Is it done?
Schedule Exit Interview with Department Head; see Graduate Program Coordinator or Administrative Manager for schedule	Exit Interview should take place after your defense	<input type="checkbox"/>
Upload final copy of dissertation to ScholarsArchive http://gradschool.oregonstate.edu/progress/thesis-guide	After all necessary corrections suggested by committee have been made	<input type="checkbox"/>
Fill out, obtain signatures, and submit Electronic Thesis/Dissertation (ETD) form to Grad School http://gradschool.oregonstate.edu/progress/thesis-guide	After uploading final copy of thesis to ScholarsArchive	<input type="checkbox"/>
Complete WSE check out (paperwork, keys, email forwarding, clean up office)	Before you leave	<input type="checkbox"/>