

### Checklist for Student Progress through the Early Childhood PhD Program

	<b>Milestone</b>	<b>Recommended Date</b>	<b>Form / Location of Materials</b>	<b>Person Responsible for Completing and Submitting forms</b>	<b>Complete</b>
1.	Meet with PhD Co-Coordinators for advising to complete a Program of Study (POS), discuss possible collateral courses, and apprenticeship course possibilities	First semester of program and each consecutive semester as needed to choose collateral and apprenticeships, and note other needs regarding your work and Program of Study <ul style="list-style-type: none"> <li>• Meeting to plan POS</li> <li>• Collateral choice meeting</li> <li>• Apprenticeship meeting</li> <li>• Research Apprenticeship meeting</li> <li>• Meeting to address changes to POS</li> </ul>	1. Program of Study form (POS form) <i>Form in Handbook</i>	<ul style="list-style-type: none"> <li>• Co-coordinators file the Program of Study form in the student's file</li> </ul>	
2.	Instructors of first 9 credit hours complete a disposition form	<ul style="list-style-type: none"> <li>• First semester FT students</li> <li>• First two semesters students enrolled in 2 courses per semester</li> <li>• First three semesters for students enrolled in 3 courses per semester</li> </ul>	1. Assessment of Dispositions and Skills form <i>Form in Handbook</i>	<ul style="list-style-type: none"> <li>• Course Instructors submit Assessment of Dispositions and Skills form to the PhD Co-Coordinators</li> </ul>	
3.	Meet with PhD Co-Coordinators to review dispositions completed during first 9 credit hours	<ul style="list-style-type: none"> <li>• Second semester for FT students</li> <li>• Third semester for PT students</li> </ul>	1. Assessment of Dispositions and Skills form 2. Retention Requirement form <i>Forms in Handbook</i>	<ul style="list-style-type: none"> <li>• Co-Coordinators meet with student to discuss dispositions and retention in the program</li> <li>• Co-Coordinators file the Assessment of Dispositions and Skills form and the Retention Requirement form in the student's folder</li> </ul>	
4.	Begin to think about topic for research / dissertation focus	Second semester or following first 9 credit hours	N/A	N/A	
5.	Talk with professors and learn about their research interests / creative projects to:	1. Second semester or following first 9 credit hours – for choosing dissertation Committee Chair	Instructor's research interests and projects highlighted on ECED PhD Web pages and in the PhD newsletter	N/A	

	1. Choose a Committee Chair & Committee 2. Choose a professor to work with as an assistant in a Research Apprenticeship Course	2. Throughout each semester until enrolling in the Research Apprenticeship Course			
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6.	Choose a Committee Chair & Committee members	Recommended by end of second semester (18 credit hours but not later than 27 credit hours)	1. Dissertation Committee form <i>Form in Handbook</i>	<ul style="list-style-type: none"> <li>Committee members will sign the Dissertation Committee form and the student will submit the form to the Co- Coordinators when complete</li> <li>Co- Coordinators will forward the Dissertation Committee form to the Graduate School</li> </ul>	
7.	Develop outline and questions for dissertation process.	Recommended you form a Dissertation Committee. Try to develop questions and a focus after first 18 credit hours but not later than 27 credit hours.	1. Plan for Doctoral Dissertations <i>Student Handbook Appendix F</i>	N/A	
8.	Prepare study notebook for Comprehensive Exam	<ul style="list-style-type: none"> <li>Throughout the entire program</li> <li>Synthesize and save materials from all courses</li> <li>Keep all articles, papers, and annotated bibliographies</li> <li>Use the notebook to study for the written comprehensive exam</li> </ul>	Save all materials to create a study binder the semester prior to comprehensive exam <i>"Suggestions for Creating a Comps Binder" can be found in the Student Handbook</i>		
9.	Work on Chapters 1, 2, 3. Complete Chapters 1 & 2 before entering ECED 7814 where you will be guided through the process of tightening up and editing the Methodology (Chapt.3).	<ul style="list-style-type: none"> <li>Before enrolling in ECED 7814</li> </ul>	N/A	N/A	

10.	Refine Methodology section of prospectus.	<ul style="list-style-type: none"> <li>In ECED 7814 in collaboration with Committee Chair and / or Committee Members</li> </ul>	N/A	N/A	
	<b>Milestone</b>	<b>Recommended Date</b>	<b>Form / Location of Materials</b>	<b>Person Responsible for Completing and Submitting forms</b>	<b>Complete</b>
11.	Set a date for your comprehensive exam with the PhD Co-Coordinators	<ul style="list-style-type: none"> <li>During the last semester of coursework</li> </ul>	<ul style="list-style-type: none"> <li>Written Comprehensive Qualifying Exam Application <i>Form in Handbook</i></li> </ul>	<ul style="list-style-type: none"> <li>Student submits the Written Comprehensive Qualifying Exam Application form to the PhD Co-Coordinators</li> <li>Co-Coordinators file the Written Comprehensive Qualifying Exam Application form in file in the student's file</li> </ul>	
12.	<ul style="list-style-type: none"> <li>Enroll in Readings and Research Credit hours</li> <li>Consider registering for School of Graduate Studies Boot Camp</li> <li>Refine prospectus / first three chapters – with Committee Chair and/or Committee to be ready to present your prospectus to your committee</li> </ul>	<ul style="list-style-type: none"> <li>During the semester when you are taking the comprehensive exam and preparing the prospectus for review</li> </ul>	School of Graduate Studies webpage where you will find a link for Boot Camp: <a href="http://www.etsu.edu/gradstud/">http://www.etsu.edu/gradstud/</a>	N/A	
13.	Sit for Comprehensive Exam (written and oral)	After the completion of coursework and during the semester when the student is enrolled in Readings & Research	<ul style="list-style-type: none"> <li>Results of Examination, Apprenticeship Requirements, and Dissertation Defense form</li> <li>Written Comprehensive Exam Results form</li> <li>ECED Oral Comprehensive Exam Results form</li> </ul> <i>Forms in Handbook</i>	<ul style="list-style-type: none"> <li>The Committee Chair submits the completed and signed <b>1)</b> Results of Examination, Apprenticeship Requirements, and Dissertation Defense form, <b>2)</b> the Written Comprehensive Exam Results form, and <b>3)</b> ECED Oral Comprehensive Exam Results form to the PhD Co-Coordinators</li> </ul>	

				<ul style="list-style-type: none"> <li>PhD Co-Coordinators will submit the 1) Results of Examination, Apprenticeship Requirements, and Dissertation Defense form with the Written Comprehensive Exam Results Oral Comprehensive Exam Results to the School of Graduate Studies</li> </ul>	
14.	Enroll in Dissertation Credit hours	After successful completion of Comprehensive Exam	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
	<b>Milestone</b>	<b>Recommended Date</b>	<b>Form / Location of Materials</b>	<b>Person Responsible for Completing and Submitting forms</b>	<b>Complete</b>
15.	Set a Prospectus Presentation Date	Immediately following successful completion of the comprehensive exam, ideally within the same semester as the comprehensive exam	<ul style="list-style-type: none"> <li>Dissertation Prospectus Presentation Application</li> </ul> <p><i>Form in Handbook</i></p>	<ul style="list-style-type: none"> <li>Student submits the Dissertation Prospectus Presentation Application form to the PhD Co-Coordinators</li> <li>PhD Co-Coordinators will file the Dissertation Prospectus Presentation Application form in the student's file</li> </ul>	
16.	Present Prospectus to gain approval of Committee to move on to Candidacy	Immediately following successful completion of comprehensive exam	<ol style="list-style-type: none"> <li>Dissertation Prospectus Approval form</li> <li>Program of Study form</li> <li>Admission to Candidacy form</li> </ol> <p><i>Forms in Handbook</i></p>	<ul style="list-style-type: none"> <li>Committee Chair will submit the Dissertation Prospectus Approval form to the PhD Co-Coordinators</li> <li>The PhD Co-Coordinators will file the Dissertation Prospectus Approval form in the student's folder</li> <li>The PhD Co-Coordinator will submit the Admission to</li> </ul>	

				Candidacy form and the Program of Study form to the Graduate School	
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17.	Complete IRB Proposal.	Immediately following Prospectus approval	Log onto IRB Manager through the Office of Research and Sponsored Programs	N/A	
18.	Implement Study / Collect Data	Upon IRB approval	N/A	N/A	
19.	Complete Analysis / Writing of Results		N/A	N/A	
20.	Submit Intent to Graduate form	Semester prior to final defense	Link to School of Graduate Studies Graduation forms: <a href="http://www.etsu.edu/gradstud/graduationmaterials.aspx">http://www.etsu.edu/gradstud/graduationmaterials.aspx</a>	<ul style="list-style-type: none"> <li>Student submits this form directly to the School of Graduate Studies</li> </ul>	
21.	Schedule Oral Defense of Dissertation with Committee Chair & Committee Members	Immediately following submission of Intent to Graduate form <ul style="list-style-type: none"> <li>Check academic calendar for Graduate Studies deadlines: <a href="http://www.etsu.edu/etsu/academicdates.aspx">http://www.etsu.edu/etsu/academicdates.aspx</a></li> </ul>	<ul style="list-style-type: none"> <li>Memorandum of Oral Defense form <i>Form in Handbook</i> <i>Form on Graduate School website under forms</i></li> </ul>	<ul style="list-style-type: none"> <li>Student submits the Memorandum of Oral Defense form to the Graduate School &amp; PhD Co-Coordinator within a month of, and at a minimum two weeks of the planned Oral Defense date</li> </ul>	
22.	Present Dissertation Defense	Upon approval of Committee Chair that the dissertation is ready for the final defense	<ul style="list-style-type: none"> <li>Results of Examination, Apprenticeship Requirements, and Dissertation Defense form  <i>Form in Handbook</i></li> </ul>	<ul style="list-style-type: none"> <li>Committee Chair submits the Results of Examination, Apprenticeship Requirements, and Dissertation Defense form to the PhD Co-Coordinator</li> </ul>	

		Committee Members must receive the document a minimum of two weeks prior to defense		<ul style="list-style-type: none"> <li>PhD Co-Coordinators submit the Results of Examination, Apprenticeship Requirements, and Dissertation Defense form to the Graduate School</li> </ul>	
23.	Forward Final Document to School of Graduate Studies for final approval	Follow electronic dissertation guidelines by going to the School of Graduate Studies site: <a href="http://www.etsu.edu/gradstud/etd/">http://www.etsu.edu/gradstud/etd/</a>	<b>Emily Redd</b> , Thesis/Dissertation Coordinator Graduate Studies Annex Office B12C, Basement, Dossett Hall 439-4898   <a href="mailto:red@etsu.edu">redd@etsu.edu</a>	<ul style="list-style-type: none"> <li>Student</li> </ul>	

*Celebrate!*