

# Sustainable Forest Management Graduate Program PhD Checklist

## STARTING OUT

What to do	When to do it	Has it been done?
Attend FALL orientation (even if you were admitted in winter or spring)	Within 1 <sup>st</sup> 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: <a href="http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804">http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804</a>	Within 1 <sup>st</sup> term, review as needed	<input type="checkbox"/>
Be sure to register for a minimum of three (3) credits per term, unless otherwise specified (e.g. graduate assistantship or fellowship)		
Form your graduate committee; must meet OSU Graduate Committee requirements: <a href="http://gradschool.oregonstate.edu/progress/graduate-committee">http://gradschool.oregonstate.edu/progress/graduate-committee</a>  Major Professor Co-Major Professor or Minor Professor ( <i>if applicable</i> ) At least two committee members from Grad Faculty at large Graduate Council Representative (GCR)*	By end of 2 <sup>nd</sup> term or during 3 <sup>rd</sup> term	<input type="checkbox"/>
*Select using the online GCR list generation tool: <a href="https://gradschool.oregonstate.edu/forms#gcr">https://gradschool.oregonstate.edu/forms#gcr</a> . After you have identified a representative, return the list to the Graduate School		
<b>PhD committee must consist of at least five (5) faculty; at least two (2) must be from the FERM Department</b>		
Develop Program of Study* with committee: <a href="http://gradschool.oregonstate.edu/forms#program">http://gradschool.oregonstate.edu/forms#program</a>  <u>Required Courses</u> FOR 550 FES 521 or GRAD 520 or equivalent 6 credits of graduate level statistics or econometrics 6-8 credits from area of concentration FE/FOR 603 – minimum of 36 credits	After you have formed your committee, before completion of 5 <sup>th</sup> term and oral preliminary exam  <i>If applying for specific funding/awards you need to file your PoS sooner than the 5<sup>th</sup> term</i>	<input type="checkbox"/>
*Communication Training: PoS must include participation in CoF Graduate Research Symposium <b>or</b> committee-approved conference substitution <b>or</b> Forestry seminar (507) that allows the student an opportunity to present their research two times ( <i>first as proposal poster then as oral presentation</i> )		
<b>Total number of credits for PhD:</b> 108 credits		
Meet with Major Professor(s) to discuss performance, progress, and goals for upcoming year. Submit annual evaluation form to Graduate Program Coordinator	By end of 3 <sup>rd</sup> term, and at least once annually thereafter	<input type="checkbox"/>
Update your committee with a progress report and research update	Annually	<input type="checkbox"/>

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## MID-PROGRAM

What to do	When to do it	Has it been done?
Present research proposal as poster presentation at CoF Graduate Research Symposium (WFGRS) or other approved conference	In second year	<input type="checkbox"/>
File Program of Study <i>If applying for specific funding/awards, you need to file your PoS sooner than the 5<sup>th</sup> term</i>	Before completion of 5 <sup>th</sup> term	<input type="checkbox"/>
Sit for Written Preliminary Exam	Determined by student's committee near the completion of courses	<input type="checkbox"/>
Determine date and time of Oral Preliminary Exam* with your committee after successful completion of the written portion of the examination  *Student will have the option to hold a combined preliminary exam consisting of the research proposal <u>and</u> oral exam <b>or</b> may conduct these meetings separately.	At least four weeks before your prelim exam	<input type="checkbox"/>
Arrange room reservation with Curriculum & Accreditation Coordinator	Once your committee has finalized date and time	<input type="checkbox"/>
Schedule Oral Preliminary Exam with the Graduate School through online form; if committee membership has changed, note updates on this form: <a href="http://gradschool.oregonstate.edu/forms#event">http://gradschool.oregonstate.edu/forms#event</a>	At least two weeks before your prelim exam	<input type="checkbox"/>
Distribute research proposal to your entire committee (GCR included)	At least two weeks before your exam (or meeting)	<input type="checkbox"/>
Be prepared to “meet expectations” or better on Program’s PhD Preliminary Exam Evaluation Rubric(s): <a href="https://ferm.forestry.oregonstate.edu/current-graduate-student-information">https://ferm.forestry.oregonstate.edu/current-graduate-student-information</a> <i>Upon successful completion of preliminary oral exam, student is “advanced to candidacy” for doctorate</i>	Review at least one week before your exam	<input type="checkbox"/>
Present research as oral presentation at CoF Graduate Research Symposium (WFGRS) or other approved conference	In final year	<input type="checkbox"/>

## DEFENDING

What to do	When to do it	Has it been done?
File diploma application online: <a href="http://gradschool.oregonstate.edu/forms#diploma">http://gradschool.oregonstate.edu/forms#diploma</a>	At least 15 weeks before defense/final exam	<input type="checkbox"/>
Work with your Major Professor to finalize your dissertation <i>They should review and provide edits before a defensible copy is distributed to your committee</i>	Beginning of final registered term	<input type="checkbox"/>
Determine date and time of defense with your entire committee	At least four weeks before your defense	<input type="checkbox"/>
Arrange room reservation with Curriculum & Accreditation Coordinator	Once your committee has finalized date and time	<input type="checkbox"/>

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## DEFENDING

Schedule Final Exam with the Graduate School through online form; if committee membership has changed, note updates on this form: <a href="http://gradschool.oregonstate.edu/forms#event">http://gradschool.oregonstate.edu/forms#event</a>	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 Curriculum & Accreditation Coordinator (title, brief abstract, photo) for advertisement <i>Defense must be a public announcement!</i>	At least two weeks before your defense	<input type="checkbox"/>
Submit pretext pages (everything before page 1 of your dissertation) to Graduate School's Thesis Editor <a href="http://gradschool.oregonstate.edu/progress/thesis-guide">http://gradschool.oregonstate.edu/progress/thesis-guide</a>	At least two weeks before your defense	<input type="checkbox"/>
Prepared to "meet expectations" or better on Program's PhD Final Exam Evaluation Rubric: <a href="https://ferm.forestry.oregonstate.edu/current-graduate-student-information">https://ferm.forestry.oregonstate.edu/current-graduate-student-information</a>	Review at least one week before your defense	<input type="checkbox"/>

## FINISHING UP

What to do	When to do it	Has it been done?
Complete Qualtrics SFM Exit Survey	Emailed to student after exam has been scheduled	<input type="checkbox"/>
Schedule Exit Interview with Department Head; see Curriculum & Accreditation Coordinator or Administrative Manager for schedule	Exit Interview should take place after your defense	<input type="checkbox"/>
Upload final copy of dissertation to ScholarsArchive* <a href="http://gradschool.oregonstate.edu/progress/thesis-guide">http://gradschool.oregonstate.edu/progress/thesis-guide</a>	After all necessary corrections suggested by committee have been made	<input type="checkbox"/>
*Must be uploaded within 6 weeks after defense <b>or</b> before the 1 <sup>st</sup> day of the following term, whichever comes first, to avoid having to register for the next term (3 credit min.)		
Fill out, obtain signatures, and submit Electronic Thesis/Dissertation (ETD) form to Grad School <a href="http://gradschool.oregonstate.edu/progress/thesis-guide">http://gradschool.oregonstate.edu/progress/thesis-guide</a>	After uploading final copy of thesis to ScholarsArchive	<input type="checkbox"/>
Submit a personal email address to Curriculum & Accreditation Coordinator for network account closure and email forwarding	Before you leave	<input type="checkbox"/>
Clean up desk space	Before you leave	<input type="checkbox"/>
Return keys (building/office/gate) to OSU Key Shop <a href="https://facilities.oregonstate.edu/shops/key-shop">https://facilities.oregonstate.edu/shops/key-shop</a>	Before you leave	<input type="checkbox"/>