

PhD Advisor Checklist

This checklist is intended as a tool to assist students in making timely progress towards the degree.

Advisory Committee:	
Meet with potential PhD advisee to discuss student and mentor expectations and Advisory Committee membership dynamics.	
Communicate with other Advisory Committee members to confirm their commitment.	
Sign a Request for Appointment of Graduate Committee and confirm that student submits it to the ESFL Chair.	
Email the Registrar (registrar@twu.edu) to notify them of change in student's advisor.	
Assist student in creating a degree plan in conjunction with Advisory Committee members by 18 hours earned at TWU.	
Circulate degree plan to advisory committee for signatures and submit to ESFL Chair.	
Confirm that degree plan has been filed in the ESFL department and the Graduate School.	
Advise student on appropriate timing for the comprehensive exam.	
Supervise or coordinate the supervision of an Independent Study related to exam preparation, as needed.	
Supervise the creation of advisee's third area rationale and exam reading list in conjunction with other Advisory Committee members.	
Obtain written approval of rationale and reading list from all Advisory Committee members no later than six months before exam period (May 1 for November exams, October 1 for April exams, January 1 for July exams).	
Submit rationale and reading list to the Graduate Studies Committee for approval (May 15 for November exams, October 15 for April exams, January 15 for July exams). The Graduate Studies committee will respond within one week.	
Review advisee's degree plan to ensure that they have completed all necessary requirements to proceed to exams.	
Complete and file a Change in Degree form with the Graduate School if changes to the student's coursework have occurred.	
Confirm that advisee has submitted a Comprehensive Exam Statement of Intent to the ESFL Chair no later than the first day of classes in the exam semester.	
Schedule rooms for two on-campus written examinations during the agree-upon exam period in November, April, or July. Please note all committee members must have summer workload hours to take part in a July examination.	
Solicit exam questions from Advisory Committee members no later than two weeks before the first written examination.	
Circulate a draft of written exam questions to Advisory Committee members no later than one week before the first written examination. Committee members must agree in writing to the exam questions before the exam can be administered.	
Proctor or coordinate the proctoring of the History of Rhetoric and Applied Rhetoric on-campus exams.	
Distribute the Third Area exam electronically (either via Canvas or email) at an agreed-upon time.	
Collect and circulate written exam answers to Advisory Committee members and obtain written evaluation (pass/fail) for each of the three exams.	

Notify student within one week of third area examination of the status of written examinations.	
In the event the student passes all three written exams, schedule an oral exam within 30 days of the third area exam sitting. If a student fails any of the three examinations, advise them on a course of action for retaking the failed exam(s).	
Supervise a two-hour oral examination.	
Upon successful completion of the oral exam, submit a signed Request for Admission to Candidacy to the ESFL Chair and confirm that it is been submitted to the Graduate School.	
Research Committee:	
Meet with potential PhD advisee to discuss student and mentor expectations and Research Committee membership dynamics.	
If there are any changes from a student's Advisory Committee to Research Committee, sign a Request for Appointment of Graduate Committee form.	
Provide student with registration code for appropriate section of ENG 6983.	
Supervise the student's Institutional Review Board (IRB) process, if human subjects are involved in dissertation research.	
Supervise the drafting of a dissertation prospectus in conjunction with members of Research Committee.	
Schedule and supervise an oral defense of the dissertation prospectus.	
Circulate a Prospectus Cover Sheet for Research Committee, ESFL Chair, and College of Arts and Science Dean signatures.	
Confirm that student has submitted Prospectus Cover Sheet , ten page prospectus, and RCR certificates for the student and advisor to the Graduate School, along with any necessary IRB documentation.	
Provide student with registration code for appropriate section of ENG 6993. NB: The prospectus must be received and approved by the Graduate School before the first week of enrollment in ENG 6993.	
Supervise the research and writing of advisee's dissertation in conjunction with Research Committee members, providing timely feedback.	
Monitor student's dissertation hour enrollments, with careful attention to the 99 hour in-state tuition rule and the eight-year "timeout" rule.	
Before the student's second (and any subsequent) enrollment in ENG 6993, sign the Federal Financial Aid Repeating Coursework form .	
Before the late registration period of a student's final semester of enrollment, sign the Request for Reduce Tuition form .	
Ensure that student meets the deadline to apply for graduation in the final semester of their dissertation work.	
When a satisfactory full draft of the dissertation is complete, schedule a public defense no less than one week before the Graduate School's advertised filing deadline, if advisee intends to graduate in the same semester.	
Notify the ESFL department in writing of the title of the dissertation and the time, date, and location of the defense.	
Supervise a two-hour defense of the dissertation and notify student immediately of the results of the committee's evaluation.	
Upon successful defense of the dissertation, circulate the Certification of Final Exam and formatted cover page for Research Committee and submit to ESFL Chair.	

Provide to student any feedback offered by the Research Committee during the evaluation process and supervise any necessary revisions to the dissertation.	
Select, with advisee, a dissertation chapter to be submitted for program-level assessment. Confirm that advisee has submitted chapter to the ESFL Graduation Requirement Google Form .	
Confirm that advisee has submitted the formatted dissertation, signature page , CV, Certification of Final Exam , Survey of Earned Doctorates , and Fee Sheet to the Graduate School by the electronic filing deadline.	
If submitting after the Graduate School deadline but before the first Friday of the next semester, confirm that advisee has filed an Early Deadline form in the Graduate School.	
Approve final dissertation submission in electronic system, including any publication limitations or embargos.	
Review Graduate School Reader feedback and supervise any necessary revisions.	
Sign the Graduate Reader Dissertation Review Rubric after confirming that final dissertation revisions have been completed.	
Submit a final Change in Degree form to the ESFL chair and confirm it has been submitted to the Graduate school, if necessary.	
Complete Grade Change forms to change any dissertation credit hours included on the degree plan from "PR" to "CR" and submit them to the Registrar (registrar@twu.edu).	
Respond to the Graduate School's request to hood the student at commencement. If you will be unable to attend, indicate which faculty will be representing you at the ceremony.	