

## Ph.D. in Language and Literacy Education

### Planning Sheet

Bring this sheet with you to every meeting with your advisor. Correct and update this form as needed.

Student's name \_\_\_\_\_

Date of 1<sup>st</sup> enrollment \_\_\_\_\_

#### INFORMATION FOR NEW STUDENTS

- Contact your advisor to arrange an appointment (contact information: <http://www.coe.uga.edu/lle/faculty/index.html>)
- Join the Language and Literacy Education Education Graduate Organization (LEGO) listserv: Send a message to [LEGO-L@LISTSERV.UGA.EDU](mailto:LEGO-L@LISTSERV.UGA.EDU) requesting to be added to the list.
- Attend the new graduate student orientation. (See the Graduate School admission office webpage (<http://gradweb.gradsch.uga.edu/admissions/>) for more information.
- To learn how to register for classes, go to the registrar's website (<http://www.reg.uga.edu>) and click on the "Overview/OASIS" link. A tutorial is available for students new to the online registration system.

#### PROGRAM CHECKLIST

\_\_\_\_\_ Enroll in ELAN 8000 during your first fall semester in the program.

\_\_\_\_\_ Assemble an advisory committee consisting of three-five faculty. When this committee is finalized, go to the Graduate School website and:

1. Click on the box on the bottom "Graduate School Forms"
2. Click on "Advisory Committee for Doctoral Candidates."
3. Fill in the form and give it to your advisor.

\_\_\_\_\_ Enroll in at least four research courses before completing coursework.

\_\_\_\_\_ Complete the cultural diversity requirement.

\_\_\_\_\_ Enroll in ELAN 9000 (Research Apprenticeship)

\_\_\_\_\_ Before comprehensive written and oral exams, your committee must approve your coursework. You must also submit The *Program of Study* form to the Graduate School. To complete this form:

1. Go to the Graduate School website (<http://www.gradsch.uga.edu>)
2. Click on the box on the bottom "Graduate School Forms."
3. Click on "FINAL DOCTORAL PROGRAM OF STUDY"
4. Complete the form and give it to your advisor.

\_\_\_\_\_ Complete the residency requirement: at least 30 consecutive credit hours (summers may be excluded).

\_\_\_\_\_ Develop one to three areas of specialization. Research methodology must be addressed either as one among two or three areas of specialization or as a subset of a single comprehensive exam paper.

\_\_\_\_\_ Take written comprehensive examinations.

\_\_\_\_\_ Schedule oral comprehensive examinations to take place at least two weeks after written comprehensive exams have been submitted. When the date and time are finalized, ask your major professor to notify the Graduate School at least two weeks

prior to the exam.

\_\_\_\_\_ Complete a preliminary dissertation prospectus of up to twenty pages and distribute it to your committee. The committee will meet or share written responses.

\_\_\_\_\_ Submit your complete prospectus (drafts of the first three dissertation chapters or equivalent information in another format) and schedule an oral prospectus defense with your committee.

\_\_\_\_\_ Fill out and submit the *Admission to Candidacy* form. To complete this form:

1. Go to the Graduate School website LINK: <http://www.gradsch.uga.edu>
2. Click on the box on the bottom "Graduate School Forms."
3. Click on "APPLICATION FOR ADMISSION TO CANDIDACY DOCTORAL DEGREE"
4. Complete the form and give it to your advisor.

\_\_\_\_\_ Submit an application to conduct research with human participants to the Human Subjects Institutional Review Board (IRB) (<http://www.ovpr.uga.edu/hso>). Your application MUST be approved prior to dissertation data collection.

\_\_\_\_\_ The *Application for Graduation* form must be submitted to the Graduation Office of the Graduate School no later than Friday of the first week of classes in the semester before you plan to graduate. To complete this form:

1. Go to the Graduate School website LINK: <http://www.gradsch.uga.edu/>
2. Click on the box on the bottom "Graduate School Forms."
3. Click on "DOCTORAL APPLICATION FOR GRADUATION"

\_\_\_\_\_ Review Graduate School deadlines for completing degree requirements for the semester in which you intend to graduate.

\_\_\_\_\_ Download the UGA Guidelines for Preparing Theses and Dissertations from the Graduate School website (<http://graduate.gradsch.uga.edu/etd2/style.pdf>)

\_\_\_\_\_ Distribute drafts of your dissertation to a reading committee (advisor plus two committee members) for feedback

\_\_\_\_\_ Request a dissertation draft feedback meeting with the reading committee at least one month prior to the anticipated defense date.

\_\_\_\_\_ When your dissertation advisor approves of your final dissertation, you may schedule a dissertation defense. Allow at least three weeks between the date of the defense and the Graduate School final deadline for submission.

\_\_\_\_\_ Distribute the dissertation to the full committee. Copies of the dissertation must be distributed at least three weeks prior to the defense date.

\_\_\_\_\_ Ask your advisor to notify the Graduate School of the final oral defense.