

# CITE PhD Guidance Checklist & Guidance Document

Fall 2021

## Introduction

This document is intended to assist you in navigating the CITE PhD requirements and their many related forms including Grad Plan (also called Program Plan). It serves as a “checklist” to allow you to track your individual progress in the program. This document is not intended as a replacement for the [CITE Handbook](#); instead it is intended to serve as a quick cheat sheet and checklist, responding to frequent queries that students have had. **Note:** all program forms can be accessed [here](#).

## Setting up your Program Plan

See the [Grad Plan Planning Sheet](#) for further instructions.

## Submitting your Program Plan

See the [Grad Plan - Student View](#) for further instructions.

## Milestones and Requirements Checklist

This section covers coursework, practicum, comprehensive exams, the dissertation, and annual review.

### *Coursework*

5 Core Courses (these have to be TE courses and cannot be TE 990, TE 994, TE 995, and research courses):

- TE 901
- TE 902
- TE
- TE
- TE

Research Methods Courses:

- CEP930
- TE931
- TE934/CEP 932 Note: please check with your advisor or the CITE Program Director about whether to take TE934 or CEP932)
- Advanced Methods (TE939A-G, CEP 933, WRA 870, or another course approved in advance by guidance committee)
- TE995 (please see page 2 for information about Practicum)

Concentration Courses:

Course #1 \_\_\_\_\_  
Course #2 \_\_\_\_\_  
Course #3 \_\_\_\_\_  
Course #4 \_\_\_\_\_  
Course #5 \_\_\_\_\_

24 (no more than 30) Dissertation Credits

- TE 999

*Annual Review and [RCR](#)*

- Submission of Annual Review/Completion of RCR Year 1
- Submission of Annual Review/Completion of RCR Year 2
- Submission of Annual Review/Completion of RCR Year 3
- Submission of Annual Review/Completion of RCR Year 4
- Completion of RCR Year 5\*

\* Note that an Annual Review does not need to be completed the final year of the program, but the RCR does. It is your responsibility, as a student, to record your RCR training hours. You should do that at

<https://www.egr.msu.edu/secureresearchcourses/>.

*Guidance Committee* (See the [CITE Handbook](#) for further details regarding program and University guidelines).

- Inviting 4 MSU regular (i.e., tenure-stream) faculty members to serve on your Guidance Committee (usually during Year 2)
- Guidance Committee Meeting (during Year 2)

*Practicum*

- [Enrolling in 1-3 credits of TE995](#)
- Inviting two MSU faculty and one advanced doctoral student who has completed practicum but who has not yet graduated
- Writing and defending your practicum proposal
- Writing and defending your practicum
- IRB application with subsequent approval (if applicable)

*Comprehensive Examinations (Comps must be completed within five years of entering the program--the summer before your sixth year. This is a university requirement and not flexible. Complete means evaluated, any revisions made, and paperwork submitted)*

- [Application for Comps, Part I](#) (Fall due approximately mid-May and Spring due approximately mid-December)
- Part I (exam offered every August and January and evaluated by the Comps Committee)
- Part II (submitted to the Guidance Committee by the end of year 5)
- Submission of [Comps Completion Form](#)

*Forming your Dissertation Committee* (See the [CITE Handbook](#) for further details regarding program and University guidelines).

- Inviting a faculty member to be your Dissertation Director/Chair (Note: you can also have Co-Directors/Co-Chairs)
- Inviting at least three additional committee members to serve on your dissertation
- [Seeking approval](#) for any external (to MSU) faculty members to serve on your dissertation (*it is imperative that you do this in advance of your dissertation proposal defense*) Contact Lori Jean for guidance about how to do this.

#### *Dissertation Proposal Defense*

- Submission of proposal ~ 3 weeks to the Committee in advance of the Defense (consult with your Chair about the timeline)
- Submission of [Proposal Defense Form](#)

#### *Dissertation Defense*

- [Apply to Graduate](#) (on or before the end of the first week of the semester you expect to complete your degree requirements to ensure your name is included in the commencement program)
- Submission of the dissertation ~3 weeks to the Committee in advance of the Defense (consult with your Chair about the timeline)
- Submission of [Oral Defense Form](#)
- Register for one TE999 credit the semester you defend (even if it's summer)

#### *Submission of Dissertation*

- Committee revisions for approval by Chair
- [Submit IRB letter](#) to msuetds.approval@grd.msu.edu
- Grad School [exit survey](#)
- [SED Survey](#)
- Enter IRB information into Grad Plan
- Enter Dissertation title into Grad Plan (an email notification will be sent when this step is ready to be completed)
- Links to copyright/creative commons information Complete [required formatting](#) revisions from Grad School
- [Submission of ETD Approval Form](#)
- Submission of Dissertation to ProQuest one month in advance of the [semester deadline](#) (Note: we strongly recommend you submit your dissertation to ProQuest at least a month before the deadline given the time it takes for your dissertation to be approved)
- Submission of Dissertation to MSU Library

#### **Changing Advisors**

If you change your temporary advisor before you have set up your Grad Plan, all you need to do is inform Lori Jean (nicho22@msu.edu)

If you change your temporary advisor after you have set up your Grad Plan, modify your Grad Plan. It is imperative that you do this for your records, and to ensure that proper paperwork (i.e., your Annual Review forms) get routed to the correct faculty member.

**Format for Forms (Note: all program forms can be accessed [here](#))**

All forms are electronic. Required signatures are digital and should be obtained by using the following procedure:

- A. Via email, secure faculty signatures electronically/digitally and ask the faculty to forward the document to the next level signer or the Graduate Programs Assistant.
- B. Signatures that are handwritten, per university policy, must be in blue ink only. In conjunction with your advisor, you need to make certain that the information is complete and accurate.

Suggested example of email for asking for a digital signature:

*Your signature is required on the attached {insert name of form}. Please electronically/digitally sign the form and then forward the document to the next level signer, "replying to all" and cc:ing the Graduate Programs Assistant. Below is a link to instructions on how to digitally sign a pdf:*

<http://education.msu.edu/academics/gradforms/Steps%20to%20sign%20a%20PDF%20or%20W%20ORD%20file.pdf>

*See below for the necessary routing for this form:*

*Advisor – [insert name]*

*Committee Member1 –insert name]*

*Committee Member2 – [insert name]*

*Committee Member3 – [insert name]*

Once the form has fully routed, Lori Jean will work with Terry Edwards to obtain the signature of the Chair, Dr. Dorinda Carter Andrews.