Department of History
AT THE UNIVERSITY OF ROCHESTER

PhD Advising Worksheet

Name: _____

Entering Year: _____

Advisor:_____

Instructions: This form is intended to assist students in coordinating their academic plans in consultation with their advisor.

First Year Courses - Fall: 1. HIST 500 (4 credits) 2. 3. Audit (optional):	First Year Courses –Spring: 1. 2. 3. Audit (optional):
Second Year Courses - Fall: 1. 2. 3. Audit (optional):	Second Year Courses - Spring: 1. 2. 3. Audit (optional):

Research Papers (p. 4-5):

First Year Title: Date Completed (*due by May 1*):

Second Year Title: Date Completed (*due by May 1*):

A copy of each research paper needs to be submitted to the graduate coordinator for the student's portfolio

Foreign Language (if required):

Required? Y N

Language 1: _____ Diagnostic Exam (Tuesday preceding start of 1st semester): _____

Date Completed (*due before beginning of 2nd year of study*): _____

Language 2: _____ Diagnostic Exam (Third Tuesday of January of 1st year of study): _____

Date Completed (*due before beginning of 3rd year of study*):

Teaching Experience:

Apprentice Teaching Course (if applicable):	Date Completed:
TA Assignment I Course:	Date Completed (*due first semester of third year*):
TA Assignment II Course:	Date Completed (*due second semester of third year*):
Fourth- or Fifth-Year Teaching Course/Internship:	Date Completed (*due during fourth or fifth year*):

Qualifying Exams – Written Field Exams:

Field 1:	Advisor:	Due before the beginning of 2nd year of study
Field 2:	Advisor:	Due before the beginning of 3rd year of study
Field 3:	Advisor:	Due by December 20 of 3rd year of study

Qualifying Exams – Oral Exams & Dissertation Proposal (*to be conducted the 3rd week of April in third year*) :

Proposal Defense and Oral Exam Based on 3 Field Exams Examiners (4-6 faculty members, see handbook for guidelines):

Date Oral Exams Completed:

Dissertation:

Title:

History Workshop Presentation Date *(due once the student has completed 2 chapters of the dissertation)*:

Advisor:

Second Reader:

Outside Reader:

Outside Chair: Defense Date:

Dissertation Registration Checklist:

_____ Notify the graduate coordinator of your plans to defend your dissertation (*at least 3 months before you plan to defend*)

_____ Double check that the final version of the thesis follows all university formatting requirements: http://www.rochester.edu/Theses/ThesesManual.pdf

_____ Register the dissertation using the SharePoint website:

https://phdprocess.ur.rochester.edu/Pages/default.aspx

_____ Complete and sign the Dissertation Checklist with the graduate coordinator

_____ Notify the graduate coordinator that your dissertation registration is ready to for approval (***needs to be done no later than 6 weeks before defense date***)

_____ Once the defense is done, make any changes to the thesis that are required by the advisors and/or the graduate studies office

_____ Upload the final thesis to the ProQuest website using the instructions that will be provided by the graduate studies office

_____ Provide a digital copy of the final thesis to the graduate coordinator for department records

Additional Notes: