

CSD PhD ACADEMIC ADVISING TRACKING FORM

Communication Science & Disorders – University of Pittsburgh

Documentation of advising activities should be completed on **Table 1** by the academic advisor for **Program Landmark Advising** sessions, with **Documentation of Completion** on **Table 2** as prompted, and on **Table 3** for any other advising events (including emails/face-to-face meetings, academic probation discussions, etc.). **The CSD PhD handbook** specifies additional details re: landmarks and requirements.

NOTE: Annually, by August 15, document in Table 2 student's completion/submission of Annual Progress Report.

Student: **Advisor:** **Program Entry Date:** **Completion Date:**

Table 1. ADVISING in relation to Ph.D. PROGRAM LANDMARKS		
PURPOSE	DATES	COMMENTS

Landmark 1: Program Entry

- Describe role as academic advisor and outline required meetings across the program (at least one per term to review progress towards program landmarks)
- Refer student to PhD handbook and orient to its contents
- Summarize required coursework [(a) CSD 3048 PhD Research seminar, usually 2nd term of study; (b) 3 other PhD-level content seminars, 2 in main area of concentration (roughly: speech-language-voice-swallowing or hearing) and 1 in the other area; (c) 12 credits of stats and design; (d) 6 cr research practicum (CSD 3971); (d) at least 1 credit of CSD 3000 (dissertation) prior to admission to candidacy.]
- Discuss option of transfer of graduate credits (Handbook App C); if student takes this option, **ENTER DATE in Table 2** when transfer form is submitted to dept administrator).
- Inform of curricular options (e.g., cross-registration privileges at CMU) and recommendations (e.g., a course in philosophy of science).
- Assist student in selecting and registering for first-term coursework.
- Remind student of requirement that for non-didactic credits (i.e., research prac, teaching prac, directed or independent study, dissertation credits) student must formulate a contract with mentor each term, to specify what needs to be achieved to earn a Satisfactory grade.
- Remind student of expectation that they register for Proseminar and attend Research RoundTable (RRT), and of requirement that as of their second year in the program, they will talk about their work at least 1x/year at RRT, until they begin comprehensive exams
- Remind student of requirement that they submit an annual progress report to you and dept administrator by August 1 each year (Handbook, Appendix H)
- Advise of requirements to

<p>(a) complete module on plagiarism and submit copy of certificate to CSD administrator (Pam) for inclusion in student file;</p> <p>(b) read and acknowledge reading and abiding by the SHRS Graduate Student Handbook and the CSD PhD Handbook, and submit acknowledgment form (Handbook, App A) to the CSD administrator</p>		
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<p>Landmark 2: Plan of Study (Begin 1st term; revisit if significant changes and at program completion):</p> <ul style="list-style-type: none"> • Assist student in choosing plan of study committee • Assist student in drafting plan of study document, and remind to use the required form/format • Remind to schedule plan of study meeting (during 1st term of study) • Submit approved plan of study to CSD administrator; ENTER DATE in Table 2 • If student proposes significant changes to plan of study, advise to justify changes for committee and solicit committee approval Once approved, resubmit to CSD administrator; ENTER DATE in Table 2 		
<p>Landmark 3: Pre-Dissertation Project (Begin as soon as is practical; continue until mentor approves)</p> <ul style="list-style-type: none"> • Advise that this is usually associated with the required research practicum credits (CSD 3971; minimum 6 credits) • Remind of requirement to formulate a contract each term until completion • Approve predissertation manuscript; ENTER DATE in Table 2 • For work done prior to the contract requirement (instituted for Fall term, 2013-2014 academic year), submit grade/change any “incomplete” grades from prior terms 		
<p>Landmark 4: Annual Review (Begin ~ 1 year after initial Plan of Study meeting; continue annually until initiate comprehensive exam)</p> <ul style="list-style-type: none"> • Remind student to submit at least 3 examples of their written work to Plan of Study committee, and to schedule meeting • Inform student to be prepared to update committee at the meeting, and to field committee questions about interests and progress 		

<ul style="list-style-type: none"> • After each meeting, ENTER DATE in Table 2 		
<p>Landmark 5: Comprehensive Examination (Begin after all planned coursework is complete and Pre-Diss manuscript approved)</p> <ul style="list-style-type: none"> • Remind student to register for comprehensive exam credits (CSD 2972) • Assist student in selecting comprehensive exam committee; • Confer with student about the order in which they wish to complete the two written components (2 article critiques; literature review) • Remind student to schedule brief committee meeting, to discuss topic and get advice • Document completion of 1st written component (requires unanimous committee “Pass” vote, conveyed independently to committee chair) If not passed, student has 1 chance to revise • Document completion of 2nd written component (requires unanimous committee “Pass” vote, conveyed independently to committee chair) If not passed, student has 1 chance to revise • Have student schedule oral exam • Document outcome of oral exam (pass; retake and pass; retake and fail) • Document outcome of comprehensive exam on the form: ”Report on Examinations for Doctoral Degree” Get two copies from CSD administrator (Pam) and/or website and return to CSD administrator when signed; in addition, ENTER DATE in Table 2 		

Landmark 6: Dissertation (Begin after successful completion of Comprehensive Examination)

- Advise student to register for CSD 3000 until admitted to candidacy
- Assist student in selecting dissertation committee
 - Advisor seeks CSD faculty approval for committee, and submits Dissertation Committee Approval form to CSD administrator (Handbook App D), ENTER DATE in Table 2
- Re: Overview (prospectus) meeting, student is to (a) schedule meeting; (b) give committee sufficient time to read; (c) bring appropriate forms
- Document outcome of prospectus meeting:
 - (a) have each committee member independently complete Section 1 of Middle States outcome form (Handbook App F). Submit completed forms to Director of CSD PhD programs; in addition, ENTER DATE in Table 2;
 - (b) have all committee members sign 2 copies of “Report on Examinations for Doctoral Degree” – Submit both to Dept administrator.
 - (c) have student and committee members review and sign Dissertation Authorship and Approval Form
- Have student prepare Admission to Candidacy form (Handbook, Appendix E) and submit to dept administrator; ENTER DATE in Table 2
- Once student is admitted to candidacy, advise of availability of “Dissertation Only” (FTDI 0000) registration status
- Advise student of necessity to meet posted deadlines for (a) holding defense; (b) making/submitting all required edits to the document; (c) submitting 2 copies of Dissertation Abstract initialed by Committee Chair (see ETD packet checklist) to Student Services; (d) submitting completed ETD packet to Student Services; (e) submitting ETD electronically, ETC.
- Before scheduling defense: (a) verify that student has met manuscript and grant

<p>submission requirement; (b) remind student that defense cannot be scheduled until an appropriate moderator has agreed to serve in that capacity</p> <ul style="list-style-type: none"> • Re: <u>Dissertation defense meeting</u> remind student to (a) schedule meeting to occur prior to posted deadlines; (b) visit and follow instructions in “Setting Up Your Defense” link on SHRS website; (c) provide a photo and a pdf of dissertation abstract to Student Services; (d) submit to dept administrator the abstract and all information for announcement of meeting*; (e) make sure committee has sufficient time to read the document; (f) bring all appropriate forms to the meeting. <ul style="list-style-type: none"> *<i>At least one month in advance of scheduled dissertation defense</i>, student should submit the student name, title, date, time, location, committee chair and members to the CSD department administrator... • Document outcome of defense by (1) having each committee member independently complete Section 2 of Middle States outcome form (Handbook, App F) <ul style="list-style-type: none"> Submit completed forms to Director of CSD PhD programs (Connie) • Document outcome of defense by (2) having each committee member sign two copies of “Report on Examinations for Doctoral Degree” form <ul style="list-style-type: none"> Get from CSD administrator, website, or App J. Return signed forms to dept administrator; ENTER DATE in Table 2 • After final approval of dissertation document, remind student to submit requisite ETD documents to Student Services (2 copies of Dissertation Abstract initialed by Committee Chair; completed ETD packet) • ENTER DATES in Table 2 to document each of the following: (1) dissertation committee’s final approval of dissertation document; (2) submission of requisite documents to Student Services; (3) electronic submission of ETD. 		
<p>PREPARATION for GRADUATION</p>		

<ul style="list-style-type: none">• Submit final dissertation grade• Review transcript to ensure that there are no outstanding “incomplete” grades• Finalize and sign Plan of Study form and Table 2, below; submit both to CSD dept administrator• Enter program completion date (date that the final dissertation document is approved) at the top of this Advising document.		
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Student: **Advisor:** **Program Entry Date:** **Completion Date:**

Table 2. DOCUMENTATION OF COMPLETION OF PROGRAM LANDMARKS

DATE(s)	LANDMARK
	IF APPLICABLE: Credit Transfer From (Handbook App C) submitted to CSD administrator
	Plan of Study submitted to CSD administrator (provide multiple dates if original was revised and resubmitted)
	Annual Portfolio Review completed (provide date each year)
	Annual Progress Report (sample in Handbook, App H) to CSD administrator by August 1 (provide date each year)
	Pre-Dissertation manuscript approved
	Comprehensive Examination passed -Report on Examination – 2 copies – submitted to CSD administrator
	Dissertation Committee: -Approval obtained from CSD faculty -Committee approval form (Handbook App D) submitted to CSD administrator
	Prospectus approved -Report on Examination – 2 copies - submitted to CSD Administrator -Section 1 of Middle States Outcome form (for Outcome 1; Handbook, App F) submit to Director of CSD PhD Program
	Admission to Candidacy form (Handbook, App E) submitted to CSD administrator
	Oral dissertation defense passed -Report on Examination – 2 copies - submitted to CSD Administrator (Pam) -Section 2 Middle States Outcome forms (for Outcomes 2 and 3; Handbook, App F) submitted to Director of CSD PhD Program (Connie)
	Final dissertation document -Approved -Requisite forms submitted to Student Services (2 copies of Dissertation Abstract initialed by Committee Chair; completed ETD packet) -ETD submitted electronically

