LS PhD Programmatic Progress Form

Note: We will now be using the School of Ed annual review procedure / documents. However, this form remains a useful document for keeping track of the flow of activities unique to IU LS.

Note: we provide information regarding programmatic milestones below. However, it is the students' responsibility to confer with the student services coordinator (currently Cyndi Hererra-Alley) to ensure that there are no changes or special conditions and you can find the current timeline official doctoral program milestones here:
https://education.indiana.edu/students/graduates/doctoral/index.html.

1. Overall Timeline

This should be updated each year. If any dates have changed since last year, change the font to red and indicate the reason below (at the bottom of section 1).

Milestone	Year	Timing notes	Projected / Actual Completion
Enter program	Year 1		
Complete POS		Should be completed by end of first year. Amendments can easily be made later as your preferences change. **Note**: any transfer or revalidation credits should be done at this time along with the POS.	
Identify Minor	Year 2	You can speculate when drafting the POS and then lock in an official minor later. Ideally a final minor is selected in year 2.	
Begin EIP (see appendix A)		Ideally begin during second year. Discuss expectations with your advisor.	

Complete Masters		Optional, you can typically file for a completed MS at this point in the process. Note: The MS or equivalent coursework is required to be eligible to teach as an AI.	
Complete EIP	Year 3-4	Must be completed prior to sitting for Quals and thus prior to being admitted to candidacy. See appendix A, this may take 1-2 years start to finish.	
Complete majority of classes	Year 4	Exceptions are: (dissertation credits). Note: if a student takes 10 credits / semester, this typically takes about **4 years**. This may be shorter if credits are transferred or more credits taken.	
Qualifying exam	Year 4-5	It is common to take these in the semester after courses are completed. Classes will be completed more quickly for students who transfer in credit, or take a heavy load. You should anticipate wanting to spend at least 1 semester preparing, though that can be concurrent with courses. **Nomination to Candidacy** is done upon completion of the oral portion of the defense. Courses taken more than 7 years prior to this date must be revalidated. The 7 years allowed for dissertation work are counted forward from this date. (All coursework must be completed except for 795,799 & 901)	
Dissertation proposal (see appendix)	Years 5-6	Typically completed 6-12 months after quals. Note that the proposal ideation process typically takes time as you work out your questions and methodologies. Only in rare occasions will the faculty support the collection	

		of data prior to the approval of the proposal and this is to be avoided whenever possible. There is no guarantee that proposals will be approved and thus this option should be used with caution.	
Key procedural milestones tied to the dissertation (see appendix for B for research related milestones)		1. **Nomination to Candidacy**: Date of passing the oral quals is the critical date. Courses taken more than 7 years prior to this date, must be revalidated. The 7 years allowed for dissertation work are counted forward from this date. (All coursework must be completed except for 795,799 & 901) 2. **Maintain Active Student Status**: during candidacy, students must enroll in at least 1 credit hour per semester (795, 799, 901) 3. **Nomination of Research Committee**: Research committee must be appointed a minimum of 6 months before the Dissertation Defense. **Note**: As stated on p 13 of the UGS Graduate Bulletin, "the membership of the research committee and the dissertation prospectus must be approved by the University Graduate School at least six months before the defense of the dissertation. 4. **Dissertation Proposal Approval Form**: Must be signed and turned in after the Dissertation Proposal has been approved by the committee. 5. **Application for Graduatio**n: 2 ceremonies in the year May/December. 6. **Announcement of Dissertation Defense**: cannot be scheduled less than 6 months after the date of Research Committee approval. Must be scheduled 2 months prior to the actual	

		defense as a public announcement is required. 7. **Submit Dissertation**: must be submitted within 7 years of the date passing oral quals.	
Dissertation completed	Years 5-7	May take 1-2 years after the proposal depending on the nature of the work (see Appendix B).	

Summary of changes since prior submission and reason for changes (100 words max):

Faculty concerns (if any):

2. Current Project Worksheet:

To be completed at the beginning of each semester when taking the apprenticeship course. When not enrolled in apprenticeship, consult with you advisor on whether it makes sense to update this section.

Current major project (s)

What are you working on this semester:
(List the name of the project(s) and primary responsibilities. 100 words max)

What help might you need:
(List the kinds of new skills / activities you feel you need help engaging in. 100 words max)

Faculty concerns (if any):

3. Conceptual progress:

The intention is that a brief statement (100 words max) on each category will indicate progress relative to major milestones as well as specifics for theories, methods, etc. For example: "I feel confident enough in activity theory to design my EIP, but want to learn more about situative theory." This will allow the faculty member to respond, also indicating whether progress is appropriate for the stage of the program. The student should propose "next steps" when filling the form out.

	Theory	Methods	Design	Writing	Other[1]
Student expertise (self-evaluation)					
Faculty concerns:					

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[1] Other is intended to be used by the student to capture any other career goals / experiences they feel are relevant such as teaching experience.

Proposed steps for progress					

4. Milestone progress

Milestones	Item (Year)	Notes / Concerns
Courses taught		
Conference presentations		
Publications submitted		
Publications		
Other (specify)		

Faculty concerns (if any):

Appendix A: EIP Timeline Expectations

Suggested step	Timeline notes	Projected / Actual Completion
Discuss specific expectations of your lab / sub-field, including whether you will complete an individual project, or build on lab data	This can happen well before you begin drafting your proposal.	
Draft proposal to advisor	Note that it may take several months to develop an initial idea. It is suggested that you work on this during lab / apprenticeship, and that you bring summary ideas to your advisor prior to writing a full draft. This may also require several months of iterative refinement as it is challenging to design and propose a complete research project.	
Draft to POS committee member	Discuss with your advisor and committee member, but it is common for the committee member not to look at a draft until after your advisor has indicated it is far enough along.	
Full proposal to POS committee member	Expect one month for reading and feedback. Discuss with your advisor / committee what form this will take (e.g., written, a meeting, etc.)	
Proposal defense	Discuss whether this will be in written form or in-person with your committee.	
Request and receive IRB approval and also PIC if appropriate	Note that this typically takes at least 1 month	

Begin data collection	Note that data collection typically takes the majority of a semester depending on the nature of the project. You may need to insure you can borrow equipment from your advisor and potentially solicit assistance from a peer if this is not part of a larger funded project.	
Data analysis	Depending on the nature of your data, this typically takes a minimum of 6 months. Longer for qualitative data. This can occur concurrently with writing.	
Begin writing	Ideally you can use portions of your proposal and then begin writing once you have preliminary analyses complete. It typically takes at least 6 months to write this up and revise.	
Draft to advisor	Discuss this process with your advisor. However, some ideas to keep in mind: 1. Discuss with your advisor how to share preliminary ideas / findings efficiently. 2. You should ask peers to read drafts for clarity prior to your advisor / committee. EIP projects are relatively big, and require quite a bit of revision. 3. It is not uncommon to go through at least 3 full drafts. 4. Anticipate your advisor will need 2 weeks - a month for each revision depending on length, though discuss this with them. 5. You should discuss how much your committee wants to see in advance, but anticipate it is minimal, and targeted.	
Final draft to POS committee	At least 2 weeks before defense, typically 1 month. Either way, not until the advisor approves.	
Approval	Anticipate at least 4-6 weeks of revisions after the committee has seen the final submission.	
Completed product	Keep in mind that the EIP must be completed before quals can be taken. This makes it difficult if not impossible to complete and EIP and Quals in	

	the same semester.	
Paperwork	You need to submit a signed form once this is completed. You can find the Early Inquiry Experience approval form here: https://education.indiana.edu/students/graduates/doctoral/index.html	

Appendix B: Dissertation Timeline Expectations

Suggested step	Timeline notes	Projected / Actual Completion
Discuss specific expectations of your lab / sub-field, including whether you will complete an individual project, or build on lab data	This can happen well before you begin drafting your proposal.	
Draft proposal to advisor	Note that it may take several months to develop an initial idea. It is suggested that you work on this during lab / apprenticeship, and that you bring summary ideas to your advisor prior to writing a full draft. **Check with your advisor on a preferred sequence of steps to insure that you are receiving feedback along the way. Feel free to modify this row to include interim milestones.** Also note that this may require several months of iterative refinement as it is challenging to design and propose a complete research project.	

Draft to committee members	Discuss with your advisor and committee members, but it is typical for the committee members **not** to look at a full draft until after your advisor has indicated it is complete and ready for circulation. However, check with your committee if they are willing or interested in looking at small sub-sections.	
Setting the Date for the Proposal Defense	This should be scheduled well in advance, but not until the draft is mostly done (consult with your advisor on this). Note that there is also required paperwork to be submitted to constitute the committee and approve the prospectus. This must be approved by graduate studies at least 6 months prior to a final defense..	
Oral proposal defense	You need to circulate full proposal to your committee 1 month in advance. Anticipate at least 1 month of revisions after a successful defense - all dissertation proposals are adjusted after the defense due to ideas and issues that arise during the discussions at the defense.	
Request and receive IRB approval and also PIC if appropriate	Note that this typically takes at least 1 month	
Begin data collection	Note that data collection typically 6-12 months depending on the nature of the project. You may also need to insure you can borrow equipment from your advisor and potentially solicit assistance from a peer if this is not part of a larger funded project.	
Data analysis	Depending on the nature of your data, this typically takes a minimum of 6 months. Longer for qualitative data. This can occur concurrently with writing.	
Begin writing	Ideally you can use portions of your proposal and then begin writing once you have preliminary analyses complete. It typically takes at least 6 months to write this up and revise.	

Draft to advisor	Discuss this process with your advisor. However, some ideas to keep in mind: 1. Discuss with your advisor how to share preliminary ideas / findings efficiently. 2. You should ask peers to read drafts for clarity prior to your advisor / committee. Dissertations are big, and require quite a bit of revision. 3. It is not uncommon to go through numerous revisions of each chapter. 4. Anticipate your advisor will need 2 weeks - a month for each revision depending on length, though discuss this with them. 5. You should discuss how much your committee wants to see in advance, but anticipate it is minimal, and targeted. **Check with your advisor on a preferred sequence of steps to insure that you are receiving feedback along the way. Feel free to modify this row to include interim milestones.**	
Setting the Date for the Final Defense	This should be scheduled well in advance, but not until the draft is mostly done (consult with your advisor on this). Note that there is also required paperwork to be submitted and that **the announcement paperwork must be submitted 2 months prior to the actual defense.**	
Final draft to POS committee	At least 2 weeks before defense, typically 1 month. Either way, not until the advisor approves. Confirm the necessary lead time with your committee (the default expectation should be 1 month). Note that there are guidelines required by the Graduate School that you should use for this draft / the final draft.	
Oral dissertation defense	Anticipate at least 4-6 weeks of revisions after a successful defense. This is where the committee members also indicate whether they will want to see revisions or sign and expect the advisor to review the revisions. The advisor's signature is always withheld until all revisions are	

	approved.	
Final Approval from the Committee	Signed paperwork	
Filing the Dissertation		
Graduation		