

# MSU Philosophy Department

## Graduate Program Milestone Reviews

(updated: Spring 2023)

Student Name

Semester of Admission

Guidance Committee Chair

Guidance Committee Members

Teaching Mentor

Early Milestone Review (by the end of the student's 4<sup>th</sup> semester in the PhD program)

Middle Milestone Review (by the end of the student's 7<sup>th</sup> semester in the PhD program)

Advanced Milestone Review (by the end of the student's 10<sup>th</sup> semester in the PhD program)

# Standard Ph.D. Milestones

## **1st semester**

Guidance committee formed, sets up program, registers requirement waivers (if any)

Teaching Mentor is assigned

## **End of 2nd semester**

Information for Ph.D. Degree Plan is entered online in SIS/GradPlan

## **End of 5th semester**

Completed required coursework

Fulfilled language requirement (if required)

Guidance committee recommends continuance

Guidance committee composition reviewed/revised

First meetings for the comprehensive examination

## **End of 7th semester**

Passed comprehensive examination

Has an approved Prospectus or Topic Statement

## **End of 9th semester**

Teaching portfolio finished

## **End of 10th semester**

Dissertation completed and defended

## **Guidance Committee Meetings**

Date of Meeting with Committee during year 1:

Date of Meeting with Committee during year 2:

Date of Meeting with Committee during year 3:

Date of Meeting with Committee during year 4:

Date of Meeting with Committee during year 5:

## **Meeting with Teaching Mentor**

Date of Meeting with Teaching Mentor during year 1:

Date of Meeting with Teaching Mentor during year 2:

Date of Meeting with Teaching Mentor during year 3:

Date of Meeting with Teaching Mentor during year 4:

Date of Meeting with Teaching Mentor during year 5:

## Early Milestone Review (By the End of the 2<sup>nd</sup> Year)

The student must meet with the guidance committee during the 4th semester to ensure the following:

University Guidance Committee Form has been added to SIS.

Student does not have more than 8 credits of outstanding Incomplete or Deferred grades.

Specify number of I/DF's (and course/semesters):

Student is maintaining a cumulative grade point average of 3.5 or better.

Student does not have grades below 3.0 in more than 6 credits.

Logic requirement has been satisfied. Format:

Have you begun to think about your teaching portfolio with the help of your teaching mentor?

Yes

No

If not, briefly describe the reason(s)

Signature/Student

Signature/Guidance Committee Chair:

Signature/Teaching Mentor:

## Middle Milestone Review (by the End of the 7<sup>th</sup> Semester)

Student does not have more than 8 credits of outstanding Incomplete or Deferred grades (excluding PHL 999).

Specify number of I/DF's (and course/semesters):

Student is maintaining a cumulative grade point average of 3.5 or better.

Student does not have grades below 3.0 in more than 6 credits (excluding PHL 999 credits).

Language requirement is complete or has been waived.

Coursework is complete.

Comprehensive exam completed?

Yes

No

If not, specify date by which it will be completed:

Expected format, length, and due date for the dissertation prospectus or topic statement:

**NOTE:** Comps must be completed by the end of the student's fifth year in the program (this is not only a Department rule but is also a University time limit). The format, length, and due date of the prospectus (or topic statement) varies from student to student, but a plan should be decided upon in conjunction with the committee [See Appendix V, Graduate Handbook]

**NOTE:** The Teaching Mentor should also be the person who writes a letter of recommendation for you once you go on the market.

Is the Teaching Mentor prepared to write this letter:

Yes

No

If not, what is planned to rectify the situation?

## **Middle Milestone Review**

Signature/Student

Signature/Guidance Committee Chair

Signature/Teaching Mentor

## Advanced Milestone Review (by the End of the 10th semester)

Comprehensive exam completed?      Yes                      No

If not, specify date by which it will be completed:

Dissertation Prospectus (or Topic Statement) completed?      Yes                      No

If not, specify the expected format, length, and due date:

NOTE: Comps must be completed by the end of the student's fifth year in the program (this is not only a Department rule but is also a University time limit). The format, length, and due date of the prospectus (or topic statement) varies from student to student, but a plan should be decided upon in conjunction with the committee [See Appendix V, Graduate Handbook]

Percentage of dissertation completed:                      10              25              50              75              100

Plan (rough timeline) for completing remaining chapters

Will you be conducting an academic job search in the fall of next year?                      Yes                      No

If not, do you plan to do an academic job search at some point, and if so, what is the time frame for your expected search?

List all courses for which you were a Teaching Assistant

List all course which you instructed on your own

# Advanced Milestone Review

Signature/Student

Signature/Guidance Committee Chair:

Signature/Teaching Mentor: