

SES PHD STUDENT CHECK LIST

Welcome to the School of Economic Sciences. This check sheet is designed to assist you throughout your PhD program. Dr. Felix Munoz-Garcia is the Graduate Studies Coordinator (GSC). Jaimie Dahl, Hulbert 101, provides assistance and answers to graduate student questions and concerns (you should see your advisor first).

Websites you should be familiar with:

Graduate School forms: <http://www.gradsch.wsu.edu/Forms/>

In particular, graduate student deadlines: <http://www.gradsch.wsu.edu/Forms/>

SES Graduate Studies web site: <http://ses.wsu.edu/graduatestudies/>

SES Graduate Coordinator web site: <http://ses.wsu.edu/graduatestudies/GraduateCoordinator/>

SES Graduate Thesis:

<http://ses.wsu.edu/wp-content/uploads/2014/09/Guidelines-for-Thesis-and-Dissertation-Preparation.pdf>

SES PhD Job Market Guide: <http://ses.wsu.edu/2015-16-phd-students-on-the-job-market/>

Note: must use WSU email as primary email address (no other will be used for you). It is also required that we have a local address for you.

Fall Semester (Year 1)

- _____ See Tom Dahl for room assignments and keys, Hulbert 101
- _____ If you are on an assistantship you need to fill out an I-9, see Rich Hoeft, Hulbert 101
- _____ Professional pictures will be taken over at BCU – See Jaimie Dahl, Hulbert 101
- _____ Turn in sheet for emergency contact information to Jaimie Dahl, Hulbert 101
- _____ Meet with your temporary advisor
- _____ Register for classes - 10 credits is considered full-time (12 credits if you are receiving student loans)
- _____ Need to be enrolled in a Minimum of one 800 credit under your temporary advisor
- _____ Attend meeting with GSC to discuss program expectations
- _____ Take “Responsible Conduct Training” <http://myResearch.wsu.edu>
- _____ Take “FERPA” online training course <https://www.ronet.wsu.edu/Main/Apps/FERPATest.asp>
- _____ Take “Discrimination and Sexual Harassment Prevention” – Is required of all graduate students on assistantships.
This is a web-based training located at <http://hrs.wsu.edu/dshp>
- _____ November - Register for spring semester classes, working with temporary advisor
- _____ International students, check with Jaimie Dahl on English Proficiency Exam
- _____ Read SES graduate manual found at
<http://ses.wsu.edu/wp-content/uploads/2016/06/Grad-Manual-FINAL-Updated-June-2016.pdf>

Spring Semester (Year 1)

- _____ Attend meeting with GSC to discuss fields and committee selection
- _____ Need to be enrolled in a Minimum of one 800 credit
- _____ Register for fall/summer semester classes - Instructors of summer classes must register for 3 credits for summer.
- _____ Prepare for preliminary core exams <http://ses.wsu.edu/graduatestudies/previouscoreexams/>

Summer Semester (Year 1)

- _____ Take preliminary core exams in June

Fall Semester (Year 2)

- _____ Select your official committee – chair, plus at least two more members
- _____ Work with your advisor to complete the planning worksheet, provide Danielle with a copy
- _____ Complete program of study by December - includes list of course work and signatures of committee members.
- _____ Apply to be a Washington resident (domestic students)
- _____ Need to be enrolled in a Minimum of one 800 credit
- _____ Register for spring semester classes

Spring Semester (Year 2)

- _____ Need to be enrolled in a Minimum of one 800 credit
- _____ Register for fall/summer semester classes
- _____ Attend meeting with GSC to discuss research

Fall Semester (Year 3)

- _____ Work on your dissertation
 - _____ Need to be enrolled in a Minimum of one 800 credit
 - _____ Schedule preliminary defense
 - _____ Complete preliminary defense
 - _____ Register for spring semester classes
- See graduate school deadlines above
See graduate school deadlines above

Spring Semester (Year 3)

- _____ Need to be enrolled in a Minimum of one 800 credit
- _____ Register for fall/summer semester classes

Summer after Year 3 – Consider attending AAEA meetings

Summer Semester (Year 3)

- _____ Update CV (make sure you have a personal website or one on the SES Graduate Student Web site)
- _____ Get information “PhD Students on the Job Market” website
- _____ Need to be enrolled in a Minimum of one 800 credit
- _____ Prepare for job market (refine job market paper)

Fall Semester (Year 4)

- _____ Finish job market paper
- _____ Schedule a mock job market seminar (September)
- _____ Schedule mock interviews with faculty (by November)
- _____ Need to be enrolled in a Minimum of one 800 credit
- _____ Register for spring semester classes (you will need to enroll in a minimum of two 800 credits during your last semester)

January of Year 4 - Consider attending ASSA/AEA/WAEA/WEA meetings

Spring Semester (Year 4)

- _____ Schedule with committee members - date, time, and place for final exam (**20** days before exam)
- _____ Apply for degree and pay graduation fees – follow deadline, usually early March
- _____ Order cap and gown- graduation fair end of March or contact Bookie
- _____ Follow Graduate School and SES guidelines for preparing manuscript
<https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesisfinal-checklist.pdf>
- _____ Submit signed dissertation acceptance/final exam scheduling form along with a copy (electronic or hard copy) of dissertation, to the graduate school (**10 working days before exam**)
- _____ Furnish copy of dissertation to committee members (**10 working days before exam**)
- _____ Furnish copy of dissertation to Jaimie for display (**5 working days prior to final exam**)
- _____ You are responsible for ensuring that you reserve or bring any equipment you need. Do not assume that it is available.
- _____ Complete final exam by deadline
- _____ Get signatures on dissertation
- _____ Furnish Graduate School with a title page, signature page and abstract from your dissertation (follow graduate school guidelines), within **5** days after successful exam
- _____ Upload a copy of your dissertation to the library at www.dissertations.wsu.edu within **5** working days after successful completion of defense
- _____ Complete final dissertation/thesis acceptance checklist
[Hold Harmless Agreement/Copyright Acknowledgement](#) [PDF] } Found at
<http://www.gradsch.wsu.edu/Forms/>
- _____ Complete survey of earned doctorates – print or complete online
- _____ Complete pgs. 3, 4, and 5 of dissertation agreement packet
- _____ Schedule an appointment to meet with the Director for an exit interview. You can obtain the form on-line or from Jaimie (after final exam)
<http://ses.wsu.edu/wp-content/uploads/2016/04/Exit-Interview-Form.pdf>
- _____ Send a PDF file of your FINAL dissertation to the main office of SES (jaimie@wsu.edu)
- _____ Update your e-mail and contact information with the graduate school and SES
- _____ Turn in office keys to Tom Dahl

