

PhD Student Check List

Version 2.0, April 2016

This checklist must be updated once per year by the student's PhD committee at the student's Annual Review. The students Oral Qualifying exam, and PhD Defense should serve as an annual review meeting.

Students Name: _____ **UKID:** _____ **Entry Date:** _____

___ **I. MS Degree (if applicable):**

Institution: _____ Date Awarded: _____
 Thesis Title: _____
 Course Credits Allocated by DGS from MS: _____

___ **II. ADVISORY COMMITTEE:** (Minimum of 4 "core" members. All must be members of the graduate faculty. 3 members must be full members of the graduate faculty. One member must be from outside the ECE Dept. The committee must first be formed by the end of the second semester.). The outside examiner will be appointed by the graduate school after requesting for final exam.

Chair: _____	Member: _____
Member: _____	Member: _____
Member: _____	Outside Member: _____

___ **III. COURSES:** (All course work should be approved by the student's Advisory Committee)

a. Core Courses (Must complete 3 of the 5 core courses with a grade of B or higher)

EE 611: Semester _____ Grade _____	EE 621: Semester _____ Grade _____
EE 640: Semester _____ Grade _____	EE 661: Semester _____ Grade _____
EE 685: Semester _____ Grade _____	EE 699: Semester _____ Grade _____

Note any repeats or withdrawals from core courses: _____

b. Advanced or Specialty Courses: (Exclude EE 783 not contributing to pre-qualifying credit)

Course	Semester	Grade	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Credit Hours Completed _____ **GPA** _____

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___ IV. Written Qualifying Exam:

Date of Written Exam: _____

Date of Retake: _____

Written Qualifying Exam Result: _____

___ V. Oral Qualifying Exam:

Date of Oral Exam: _____

Research Topic (Title): _____

(See Rubrics for quantitative scoring)

Quality of Written Research Proposal: _____ Quality of Presentation: _____

Quality of the Research: _____ Ability to Field Technical Questions: _____

Ability to Perform *Independent* Research: _____ Level of Scholarship of Research: _____

Committee Comments: _____

Chair Signature: _____ Date: _____

VI. Annual Reviews:

(See Rubrics for quantitative scoring)

a. Annual Review #1 Date of Annual Review: _____

Quality of Written Research Summary: _____ Quality of Presentation: _____

Quality of the Research: _____ Ability to Field Technical Questions: _____

Ability to Perform *Independent* Research: _____ Level of Scholarship of Research: _____

Committee Comments: _____

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b. Annual Review #2 Date of Annual Review: _____

Quality of Written Research Summary: _____ Quality of Presentation: _____
Quality of the Research: _____ Ability to Field Technical Questions: _____
Ability to Perform *Independent* Research: _____ Level of Scholarship of Research: _____

Committee Comments: _____

c. Annual Review #3 Date of Annual Review: _____

Quality of Written Research Summary: _____ Quality of Presentation: _____
Quality of the Research: _____ Ability to Field Technical Questions: _____
Ability to Perform *Independent* Research: _____ Level of Scholarship of Research: _____

Committee Comments: _____

d. Annual Review #4 Date of Annual Review: _____

Quality of Written Research Summary: _____ Quality of Presentation: _____
Quality of the Research: _____ Ability to Field Technical Questions: _____
Ability to Perform *Independent* Research: _____ Level of Scholarship of Research: _____

Committee Comments: _____

e. Annual Review #5 Date of Annual Review: _____

Quality of Written Research Summary: _____ Quality of Presentation: _____
Quality of the Research: _____ Ability to Field Technical Questions: _____
Ability to Perform *Independent* Research: _____ Level of Scholarship of Research: _____

Committee Comments: _____

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VII. Publications and Patents

(List publications in the format: AuthorLastName, first, "Title of Publication," *Journal Name*, vol. #, pp. 1 – 4, Month, Year.)

Refereed Journal Articles:

- [1] _____

- [2] _____

- [3] _____

- [4] _____

- [5] _____

- [6] _____

Refereed Conference Publications:

- [1] _____

- [2] _____

- [3] _____

- [4] _____

- [5] _____

- [6] _____

Other Publications (including Patents):

- [1] _____

- [2] _____

- [3] _____

- [4] _____

- [5] _____

- [6] _____

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VIII. Awards

Award: _____

Awarding Institution: _____

Date: _____

Award: _____

Awarding Institution: _____

Date: _____

Award: _____

Awarding Institution: _____

Date: _____

Award: _____

Awarding Institution: _____

Date: _____

IX. Final Defense:

(See Rubrics for quantitative scoring)

Defense Date: _____

Quality of Written Research Summary: _____ Quality of Presentation: _____

Quality of the Research: _____ Ability to Field Technical Questions: _____

Ability to Perform *Independent* Research: _____ Level of Scholarship of Research: _____

Overall Quality of Dissertation: _____

Committee Comments: _____

