

PhD Student Checklist – Final Stages of Degree Program

☐ Finish addressing any preliminary exam deficiencies

☐ Complete all course work

☐ Complete Application for Candidacy

☐ Verify that Graduate Committee Form is on file

- 3 members of music education faculty, 1 member of music faculty, 1 outside member

☐ Establish Written Comp Exam Dates and Notify Graduate Office at Least 2 weeks in advance

- Thurs – Questions from Music Ed Committee Rep #1
- Fri – Questions from Music Ed Committee Rep #2
- Mon – Questions from Committee Chair
- Tues – Questions from Outside Committee Reps

☐ Consult with Committee Members Regarding Nature of Written Exam Questions

- Committee members typically submit 2-4 questions per day of testing
- Committee members typically do NOT give exact question in advance, but situate questions within a specific area or subarea of study
- Committee members may choose to create a question that requires advance research and/or the use of reference material during testing
- Committee Chair reviews questions to assess feasibility and check for overlap

☐ Create a Study Plan for Written Exams

- Review course texts, materials, notes, etc., that are germane to areas of questioning
- Analyze, synthesize, evaluate and *internalize* key concepts, but always be able to support big picture premises with specifics (theories, scholarship, scholars/thinkers)
- Practice writing hypothetical responses within fixed timeframes
- high quality (passable) written exam responses are characterized by good organization, depth and nuance of thinking, and familiarity with scholarship within the profession; they address the questions at hand rather than veering off onto tangents

☐ Review testing protocol with Graduate Office at least one week in advance of the exam date and Submit Graduate Comprehensive Examination Agreement

☐ Complete written exams

- Committee members have a minimum of 3 weeks to review written exam responses
- Seek feedback from individual committee members regarding written exam responses

☐ Establish Oral Comp Exam Dates and Notify Graduate Office at Least 2 weeks in advance

☐ Create a preparation plan for oral exams (2.5 to 3 hr. window)

- review committee feedback on written exams
- practice producing hypothetical oral responses within fixed timeframes

☐ Complete oral exams

- committee votes to pass, provisionally pass, or fail
- students who pass or satisfactorily address provisions become degree candidates

☐ Begin developing preliminary dissertation proposals (10 pages + references)

- 2-3 topics
- literature review
- synthesis (frameworks, perspectives, lenses, methodologies)
- researchable questions
- appropriate methodologies and proposed timeline

☐ Schedule graduate music education faculty review of preliminary proposals

- one topic recommended based on significance of topic, viability of design
- dissertation advisor assigned based on methodology

☐ Develop dissertation proposal (Chps. 1-3, references, appendices)

- meet/communicate at least bi-weekly with advisor to work through drafts

☐ Complete Dissertation Proposal Defense (typically 2 hrs. in length)

- committee members approve, approve with minor revisions, or suggest major revisions with a second proposal defense scheduled

☐ Complete HRC/District Approval Process

☐ Complete Data Collection/Study Implementation

☐ Complete Data Analysis

☐ Complete Results and Discussion Chapters

☐ Revise other Chapters/Sections as needed

- consult Graduate School formatting guidelines

☐ Submit Diploma Card to Graduate Studies Office (early in semester of graduation)

☐ Complete Dissertation Defense (typically 2 hrs. in length)

- Advisor and second reader review all sections of dissertation
- Other committee members review specific sections of dissertation
- Committee votes to accept (or not accept) dissertation defense and document
- Dissertation defense is open to the public (major exams are not)

☐ Complete Dissertation Final Edits

- Final version must be submitted to the Graduate School (a copy also is submitted to the Graduate Office to be forwarded to the Music Library)