

# Milestones Agreement Form

## GEOSCIENCES PHD PROGRAM

Student name: \_\_\_\_\_

UTD ID: \_\_\_\_\_

Advisor: \_\_\_\_\_

This form is provided for the purpose of informing students about the academic milestones that they will be expected to reach in order to earn their Ph.D. degree as well as when they are expected to complete these milestones. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program. This form must be completed annually and submitted to the Geosciences Department Office.

### Academic Advising:

The PhD thesis research supervisor will serve as advisor for the purposes below.

The graduate co-advisors for the UTD Dept of Geosciences are Dr. Tom Brikowski and Dr. Robert Stern.

- The advisor will provide the student with guidance and mentoring and will seek the assistance of other faculty and graduate school resources when necessary to support the student's academic and career development.
- The advisor will ensure that a mutually agreed upon set of expectations and goals for the student is in place and assessed periodically.
- The advisor will help the student assemble a thesis/dissertation committee.
- The advisor will provide career advice and links to information on previous graduate placement.
- The advisor will be accessible to give advice and feedback on career goals.

Academic advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program:

- Reviews between student and advisor will be conducted annually. The results of this review will be included in the program's annual doctoral progress report.
- Suggestions on course selection
- Review of Degree Plan to determine if modifications are necessary
- Clarification of the timetable for completing any remaining course requirements, examinations, and other requirements
- Assistance in understanding the requirements for successful completion of dissertation

**Requirements for all PhD Students in the Geosciences Program:**

Milestone	Expected Time of Achievement
Review of a student's progress with supervisory committee	Annually
Select a Dissertation Advisor	Before entry to PhD program
Complete Degree Plan	By end of second long semester
Dissertation Committee appointed and approved	By end of fourth long semester
Dissertation Proposal completed and approved	By end of fourth long semester
Successful completion of Oral Qualifying Exam	By end of fourth long semester
Publish at least one first-authored, peer-reviewed paper	Before beginning of tenth long semester
Relevant coursework successfully completed	By end of tenth long semester
Dissertation completed and approved by committee	Before deadline for dissertation defense in tenth long semester
Dissertation accepted by Graduate School	Before deadline for dissertation completion in tenth long semester
Exit Interview completed and submitted to SED	By end of tenth long semester

**Degree Completion Checklist for Students:**

- Maintain active student status by registering for courses every fall and spring semester
- Submit signed Milestones Agreement Form to your advisor before the end of second long semester and annually thereafter
- Complete all required organized coursework
- Schedule and successfully complete required qualifying exams
- Select the Chair and members of your dissertation committee
- Prepare and successfully present your dissertation proposal
- Enroll in required dissertation hours and complete your dissertation
- Apply for graduation at the beginning of final semester by posted deadline
- Successfully complete your dissertation defense
- Submit required documentation to the Office of Graduate Education for completion and graduation

Number of total credit hours student will have completed by the end of this semester: \_\_\_\_\_

Number of remaining credit hours required for degree completion (out of 75): \_\_\_\_\_

Currently, how is the student supported?      TA      RA      Self-supported

*I have read this form and have had the opportunity to discuss the information contained in it with my advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the Geosciences PhD program, as well as the expected timeline for completing these milestones.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date