Road to becoming a Ph.D. Candidate in GGHA!

Timeline | Action and Deliverables
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The beginning of 2nd academic year
Date: _______________________
Date: _______________________

5th quarter committee meeting
Date: _______________________

At least 90 days before QE
Date: _______________________

At least 3 months before QE
Date: _______________________

2 months before QE
Date: _______________________

1 month before QE
Date: _______________________
Date: _______________________
Date: _______________________

2 weeks before QE
Date: _______________________
Date: _______________________
Date: _______________________

Date: _______________________

Within 72 hours after QE
Date: _______________________

Within 1 quarter of passing QE

☐ Attend QE info session hosted by GGHA
☐ Attend QE Student Q&A hosted by Hort & Ag Student Association

☐ Work with your Guidance Committee to select committee chair and members based on chosen areas of emphasis
☐ Submit 5th Quarter Guidance Committee Report to GGHA coordinator to start QE application process

☐ Receive notification from Graduate Studies that QE committee has been approved
☐ Schedule an introductory meeting with each committee member
  Chair: __________________ Date to meet: __________
  Committee (area): __________ Date to meet: __________
  Committee (area): __________ Date to meet: __________
  Committee (area): __________ Date to meet: __________
  Committee (area): __________ Date to meet: __________

☐ Distribute poll to identify examination date and time
☐ Check in with your PI to discuss where support can be given to you
List support here: ____________________________________

☐ Study topic areas by reading papers, textbooks, course notes, and other materials given to you by committee members
Describe your study plan:

☐ Distribute a draft proposal to PI and colleagues for general feedback

☐ Check in with committee members about study progress
☐ Check in with QE chair about norms and expectations for the exam
☐ Schedule a mock QE with participants that represent your areas of emphasis

☐ Submit proposal to committee members
☐ Confirm meeting logistics with all committee members
☐ Meet with chair to troubleshoot any potential technology challenges
☐ Make sure to prioritize sleep, relax, and taking care of yourself!

☐ Qualifying Examination

☐ You should be notified of the result immediately after the QE, but if there needs to be a re-take, the specific requirements must be conveyed to you within 72 hours; GGHA Coordinator submits QE Report to Grad Studies
☐ Submit candidacy form; receive approval from Grad Studies

Congratulations, you are a Ph.D. Candidate!
Tips for effectively structuring study time

• Structure time to engage deeply with materials and time to decompress (e.g., 3 hrs working and 1 hr break)
• Have a plan with specific study topics for each area of emphasis
• Take time to revisit previously learned material by identifying how the topics are interconnected with one another
• Prep yourself to ask committee members questions during the 1 month meeting. Doing this will ensure they know you’ve been studying and will give you clarity/their perspective on the topic.
• Find a study buddy/group and then actually study/meet on a regular basis.
• Consider halting the incorporation of new study material unless instructed by committee members

*This document was created by: Liberty Galvin, Paul Kasemsap, and Krista Marshall with input from Astrid Volder, Allen Van Deynze, Ted DeJong, and Kent Bradford