

The “Milestones Agreement Form” is an agreement between you and the doctoral program in Rhetoric & Composition. It contains the major academic milestones that will help you plan for steady, on-time progress to earn your doctoral degree. We expect that you will reach each milestone within the specified period to make satisfactory academic progress through the program. If you find that you are not making satisfactory progress for some reason, please seek advice from the Program Director and, if applicable, from your Dissertation Chair. They can direct you to appropriate medical attention, support resources, or accommodations. Please note that some of these resources are only available during the semester you are facing an issue, not after the fact, so we encourage you to seek advice or help as soon as you notice a problem (for example, CASS will only provide accommodations for the current semester, not prior semesters). We want you to be in good standing so that you can succeed in the program and be eligible to receive funding.

Program Director

During your time as a PhD student, the Rhetoric and Writing Studies (RWS) Program Director will

- Approve registration each semester and provide suggestions on course selection
- Clarify your timetable for completing program requirements
- Work with you on course credit transfer options (first semester)
- Review your Goldmine Online Degree Evaluation for progress consistent with program expectations
- Review your progress according to the Milestones timeline given below and/or your individualized development plan (IDP)

The Program Director will monitor your progress and provide support, yet it is also your responsibility to stay on track by taking necessary steps to complete your degree (e.g., tracking your progress on milestones, etc.) and seeking advice from your assigned RWS faculty mentor.

Assigned RWS Faculty Mentor

- Provide suggestions on course selection, if applicable
- Offer counsel on the pre-dissertation portfolio requirements, dissertation topics, and potential committee members
- Keep you informed of opportunities and information to optimize your development in disciplinary areas and prepare you for a successful career

Once you complete all coursework or begin the pre-dissertation portfolio, you will select a Dissertation Chair from eligible RWS graduate faculty to guide and oversee your research and serve as your primary mentor. This person may be different from the mentor assigned to you at the beginning of coursework.

Dissertation Chair

The Dissertation Chair will

- Provide guidance on all requirements of the pre-dissertation portfolio
- Assist with assembling a dissertation committee

- Provide disciplinary guidance on your dissertation research
- Provide guidance and feedback on the IDP that you must complete annually and review your progress throughout the year to help you meet the goals you set for yourself
- Assess whether your progress is consistent with this milestone agreement and the goals in your IDP
- Provide mentoring guidance and support to help you meet your career goals
- Keep you informed of opportunities and information to optimize your development in disciplinary areas and prepare you for a successful career

Milestone requirements for All Doctoral Students in the Rhetoric & Composition Program

| Milestone | Expected | Required |
|--|---|---------------------------------------|
| 1. Submit Milestones Form and get ORCID ID | 1 st semester | 1 st semester |
| 2. Submit IDP to Graduate School and RWS Program for Annual Review | Annually | End of spring semester |
| 3. Successful completion of 36 credit hours of coursework (including transfer credits) | 4 th semester | 4 th semester |
| 4. Selection of dissertation chair | 4 th semester | Beginning of 5 th semester |
| 5. Completion of Pre-dissertation portfolio | 6 th semester (based on average completion time) | 8 th semester |
| 6. Application to doctoral candidacy | 6 th semester | 8 th semester |
| 7. Dissertation completed, successfully defended, and approved by Committee | 8 th semester ¹ | 8 th year ² |
| 8. Timely filing of all paperwork for graduation | Final semester | Final semester |
| 9. Exit Survey Completed | Upon graduation | Upon graduation |

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 program, as well as the expected timeline for completing these milestones.

Required Approvals:

Student Name

Date

ORCID ID

Program Director

Date

¹ International students are required to complete their degrees in 60 months (by the end of their 10th semester at the latest).

² Average completion time is 10 semesters. An exception is required to extend funding into the 9th and 10th semesters, and funding is not guaranteed.