



UTEP New Doctoral Student Milestones Agreement Form Ecology and Evolutionary Biology

Student's Printed Name and UTEP ID

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. Advisors are expected to work with each student to customize the list of responsibilities included in the agreement. 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. If a student has ongoing concerns or grievances related to their Milestones Agreement, the student may appeal to the EEB Program Director and Program Advisory Committee.

Academic Advising

Upon entering the doctoral program, all students will be assigned an academic advisor. The advisor will be a member of the program department.

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. Advisors are responsible for the following:

- Ensuring that annual committee meetings between student and advisor and/or supervising committee occur. The results of this review will be included in the program's annual doctoral progress report. All students see the academic advisor before registering each semester.
- Providing suggestions on course selection.
- Reviewing the student's Degree Plan to determine if the student is making progress consistent with the expectations of the program and reaching milestones according to the timeline provided on this form; working with the Doctoral Studies Committee and student to determine if modifications are necessary.
- Clarifying the timetable for completing any remaining course requirements, examinations, and other requirements.
- Providing the student with assistance in understanding the requirements for successful completion of dissertation.

- Providing the student with assistance in assembling a dissertation committee.
- Providing the student with experiences and information that will optimize the student's career opportunities and success.
- Students will sign the Biological Sciences departmental Faculty/Student mentoring agreement.

Requirements for all Doctoral Students in the EEB program

Dissertation Requirements
<p>At the start of your first semester, you should:</p> <ul style="list-style-type: none"> • Meet with the EEB Graduate Advisor <p>By the end of the first semester, you should:</p> <ul style="list-style-type: none"> • Identify your Research Mentor (Research Advisor) • Form your Dissertation Committee • Discuss expectations of the student-mentor relationships with your advisor • Complete IDP and Milestones agreement
<p>During your second year, you should:</p> <ul style="list-style-type: none"> • Meet annually with the EEB Graduate Advisor • Meet annually with your Dissertation Committee • Update your IDP • Work on your research proposal, with the intent of completing your qualifying exam towards the end of the year • Seek any IRB approvals necessary for your research (if applicable)
<p>During your third year, you should:</p> <ul style="list-style-type: none"> • Meet annually with the EEB Graduate Advisor • Meet annually with your Dissertation Committee • Update your IDP • If not done already, complete your qualifying exam and coursework in order to become a Doctoral Candidate
<p>During your fourth and subsequent years, you should:</p> <ul style="list-style-type: none"> • Meet annually with the EEB Graduate Advisor • Meet annually with your Dissertation Committee • Update your IDP • Work on preparing manuscript(s) for publication (at least 1 required for graduation) <p>As you approach the completion of your dissertation, you should:</p> <ul style="list-style-type: none"> • Complete paperwork required for graduation • You must submit 1 first author paper for publication related to dissertation prior to your defense. • Complete defense and submit final dissertation according to deadlines set out by the Grad School

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester
- Complete *Milestones Agreement Form* with your advisor no later than the last class day of the Spring semester
- Form your dissertation committee in consultation with your research advisor
- Complete all required organized coursework
- Schedule and successfully complete qualifying exam and defense of dissertation proposal.
- Apply for advancement to candidacy
- Enroll in required dissertation hours and complete your dissertation
- Submit at least one manuscript for publication prior to defending your dissertation
- Successful completion and defense of dissertation
- Submit required documentation to the Graduate School for completion and 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.

Student's Name and UTEP ID

Date

Primary Advisor's Name

Date

Secondary Advisor's Name

Date

Program Director's Name

Date