

Dissertation Proposal Defense CHECKLIST

USF Sociology Graduate Committee, June 2014

BEFORE: Student has appointed a dissertation committee consisting of four (4) members. Dissertation Chair must be a regular faculty member in USF Sociology. Student has filed a Graduate Student Supervisory Committee Appointment Form.

Note: For detailed rules on committee membership, see Guide to Sociology Graduate Programs or ask.

Note: Any changes to the committee after the appointment form has been filed must be made by filing the form Changes to the Graduate Student Supervisory Committee.

DEADLINE: Committee must be appointed (i.e. the appointment form must be filed) at least two (2) weeks prior to dissertation proposal defense.

PROCESS:

- Committee chair and members informally agree that the student's dissertation proposal is ready to be defended.
- Committee chair, members and student agree on a day, time (at least 1.5 hours) and location for the defense. A room must be reserved.
- Committee chair (not student or Department staff) creates a flyer announcing the defense using the official announcement template (located on 'O' drive) and sends it to everyone by email at least one full week (5 business days) in advance of the defense. Copies are also to be distributed widely in and around the Department so all are notified and invited.,
- All committee members must attend the defense.
- Exact procedures at the defense are determined by the committee chair.
- At the end of the meeting, student must be told if dissertation proposal defense was successful or not.
- If defense was successful, the Dissertation Chair will email the Graduate Director and the Program Development Coordinator (PDC) to notify them accordingly.
- After a successful defense, all committee members must be given a copy of the anonymous Dissertation Proposal Assessment Form by the committee chair. Chair and all members must complete this form and deliver it to the PDC within two business days after the final draft of the dissertation proposal has been completed.
- An electronic copy of the student's final dissertation proposal must be sent to the PDC.

AND IN CASE:

- If the dissertation proposal defense was not successful, it must be rescheduled and announced again as described above. Dissertation proposal defenses can only be rescheduled once. If the student's dissertation proposal defense is still not considered acceptable at the second meeting, the student will be dismissed from the program.