**Normal Progress Guidelines**

Required items are based on the graduate handbook. The items under “Expected” are additional factors that are often discussed and considered informally in evaluating a student’s progress. The “expected” list is not exhaustive of all informal factors considered.

### Year 1

**Required**
- Coursework
  - Complete 4 methods courses with minimum of B in each
  - 3.5 GPA with positive faculty evaluations
- Checkpoints
  - Completed first year paper project
  - Successfully pass first year exam
  - Positive evaluations for GA work (if applicable)
- Professional development
  - Attend socialization seminars, department colloquia
  - Complete teaching course
- Administrative
  - Meet with GD, create academic plan (Fall) and review progress (spring)
  - Provide evaluation materials (Spring)

**Expected**
- Complete core seminars for major and minor field
- Develop proficiency as a research assistant, particularly with data management, statistics

### Year 2

**Required**
- Coursework
  - Complete advanced statistics (fall)
  - Maintain 3.5 GPA with positive faculty evaluations
- Checkpoints
  - Practicum
    - Submit Research Practicum plan, with advisor approval (4th week of classes)
    - Show progress towards completing the practicum (normally, register for practicum hours in summer of year 2)
  - Positive evaluations for GA/TA work (if applicable)
- Professionalization
  - Attend professionalization seminars, department colloquia
- Administrative
  - Revise or confirm academic plan (fall), review progress (spring)
  - Provide evaluation materials (spring)

**Expected**
- Show clear progress towards completing field course requirements
  - Minimum recommended, 1 class per semester for each major field
- Prepare paper suitable to present at conference in year 3 (this may be your practicum paper or some variation of the first year paper)
- Actively participate in seminars and professionalization activities
- Begin teaching (usually summers only)
- Meet with faculty to prepare for prelim exams
- Apply for, as appropriate, additional external training such as EITM, ICPSR, etc.

### Year 3

**Required**
- Coursework
  - Complete coursework for major field by end of fall,
  - Complete coursework for minor field by end of spring (recommend completion by end of fall)
  - Maintain 3.5 GPA with positive faculty evaluations
- Checkpoints
  - Practicum defense (due by week 1, defend by week 4 in fall semester)
  - Prelim exams (due week 1, defend by week 4 in spring semester)
  - Positive evaluations for GA/TA work (if applicable)
- Professionalization
  - Attend professionalization seminars, department colloquia
• Administrative
  o Revise or confirm academic plan (fall), review progress (spring)
  o Provide evaluation materials (spring)
  o Select dissertation advisor and topic, submit paperwork (spring)
  o Select a dissertation committee, submit paperwork (end of summer)

Expected
• Research
  o Prepare paper suitable to submit for review (this may be your practicum paper or an alternative solo or collaborative project)
  o Develop or continue additional independent or collaborative projects
  o Develop a dissertation prospectus

• Professionalization
  o Develop one or more course preps
  o Attend and present at a professional conference
  o Develop content for basic webpage (by end of summer)
  o Apply for, as appropriate, additional external training such as EITM, ICPSR, etc.

Year 4

Required
• Checkpoints
  o Defend dissertation prospectus (by 4th week of fall semester)
  o Positive evaluations of progress from dissertation advisor (spring semester)
  o Positive evaluations for GA/TA work (if applicable)

• Administrative
  o Revise or confirm academic plan (fall), review progress (spring)
  o Provide evaluation materials (spring)
  o Complete all paperwork w.r.t. defenses and dissertation committees

Expected
• Research
  o Prepare proposals for external funding, pre-docs, post docs, as appropriate
  o Prepare paper(s) suitable to submit for review and/or deal with R&R’s
  o Develop or continue additional independent or collaborative projects

• Professionalization
  o Develop one or more course preps
  o Attend and present at a professional conference
  o Develop content for professional webpage (by end of summer)
  o Attend professionalization seminars, department colloquia
  o Meet with placement advisor to plan market strategy

Year 5

Required
• Checkpoints
  o Defend dissertation
  o Positive evaluations of progress from dissertation advisor (spring semester)
  o Positive evaluations for GA/TA work (if applicable)

• Administrative
  o Provide evaluation materials (spring)
  o Complete all paperwork w.r.t. defenses and dissertation committees

Expected
• Research
  o Prepare proposals for external funding, pre-docs, post docs, as appropriate
  o Prepare paper(s) suitable to submit for review and/or deal with R&R’s, esp. from the dissertation
  o Develop or continue additional independent or collaborative projects

• Professionalization
  o Develop additional course preps as needed
  o Attend and present at a professional conference
  o Update and maintain professional webpage
  o Attend professionalization seminars, department colloquia
  o ACTIVE JOB SEARCH
    • Meet with placement advisor to prepare job market materials prior to fall