

Chemical Engineering Ph.D. Yearly Meeting Checklist

First Year of Ph.D.

- Talk to Advisor and develop list of potential committee Members
- Contact potential committee members and ask them to be on committee

Several Months Before Planned Meeting

- Reach out to Committee a few months before planned meeting to inform them and determine general availability (generally choose times when faculty are not as busy, like when class is not in session)
- ~ 1 month before committee meeting find a time that all committee members can meet (for instance using when2meet)
- Talk to Felicia/Tiffany about scheduling room at your chosen time
- Talk to Felicia/Tiffany about ordering food if this is important milestone (e.g. Ph.D. proposal)
- Develop presentation that should last about 45-60 minutes in total length
- Practice talk several times before presentation
- If this is a proposal presentation or dissertation defense provide your committee the written document at least 1 week before the meeting

Day before meeting

- Remind committee about the meeting

Day of Presentation

- Print the "Ph.D. Graduate Student Progress Report" and bring to presentation for the committee
- Setup presentation ~10 minutes before starting time
- After presentation get committee to sign progress report sheet
- Copy this sheet for your own records
- Turn in this signed sheet to Tiffany/Felicia