Faculty Responsibilities Towards New Graduate Students

1. Notify Graduate Coordinator (aaront@uga.edu) of student arrival: _____

2. Notify Program Coordinator (josh.rubin@uga.edu) of student arrival: _____

3. Provide <u>access to computer</u> for student use: _____

4. Advise student on course work for first semester (see www.bulletin.uga.edu for
   course descriptions, and www.reg.uga.edu/or.nsf/public/keydates for course schedules: _____

5. Work with student on selection of Advisory Committee:
   (check guidelines at our website under Graduate Program): _____

6. Work with student on Program of Study: (check guidelines
   at our website under Graduate Program): _____

7. Work with student on Research Proposal (during first semester for M.S.,
   during second semester for Ph.D. students): _____

8. Hold meeting of Advisory Committee (by end of first semester for M.S.;
   by end of second semester for Ph.D. students): _____

9. Get Research Proposal and Program of Study approved by Advisory Committee
   by end of first (for M.S.) or second semester (for Ph.D.): _____

10. Complete an Annual Graduate Student Evaluation form (available at our website under
    Faculty & Staff Resources, Departmental Graduate Forms) **by May 30** and turn it in to
    the Program Coordinator: _____

11. Hold Comprehensive/Preliminary Exam (Ph.D. students):

12. Complete Student Performance Form (available at our web site under Faculty & Staff Resources, _____
    Departmental Graduate Forms, Learning Assessment Plan) at the end of
    Comprehensive/Preliminary Exam (a separate form must completed by <u>each</u> of the committee _____
    members and turned in to the Program Coordinator):

13. Hold final defense of thesis or dissertation:

14. Complete Student Performance Form (available at our web site under Faculty & Staff Resources, _____
    Departmental Graduate Forms, Learning Assessment Plan) at the end of the final defense
    (a separate form must be filled by <u>each</u> of the committee members and turned in to the Degree _____
    Program Assistant):

15. Make sure student schedules an Exit Interview with the Department Head and completes
    Exit Interview forms II and III (available at our web site under Faculty & Staff Resources,
    Departmental Graduate Forms, Learning Assessment Plan - forms must be turned in to the
    Degree Program Assistant: _____

16. Make sure student provides an electronic copy copy of the thesis or
    dissertation to the Program Coordinator:

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