THIRD-YEAR SEMINAR PROCEDURE

Prerequisite:

Complete required curriculum

Meet with your Research Advisor to determine the timing of your third-year seminar (short talk) and subsequent oral exam. Notify the Graduate Program
Coordinator and Adams Institute
Admin Associate before June 1 that
you are ready to schedule your
seminar during a one-hour session
of the Analytical Seminar Series.

Discuss with your **Research Advisor** who to recommend as the member outside of the Analytical Division and member outside of the department.

Provide 3 recommendations for each to your Orals Committee
Chair by July 5 for approval
before contacting them with requests to serve on your committee. (NOTE: the Division Coordinator will notify you of your committee chair by July 1.)

After you receive commitments from outside division/department members, send the names of the 5 members of your committee to:

- Research Advisor
- Orals Committee Chair
- Division Coordinator
- Adams Institute Administrative Associate
- Graduate Program Coordinator

Work with the Graduate
Program Coordinator to find
a seminar date that works for
all Orals Committee members
as well as your Research
Advisor.

Contact all Orals Committee members, Adams Institute Administrative Associate, Graduate Program Coordinator and your Research Advisor to inform them of the finalized date, time & location of seminar.

Submit the following electronically to your **Research Advisor** <u>one week in advance</u> of your seminar:

- •A research abstract, no more than 2 pages in length,
- •Your most recent (1) DPR Checklist and (2) Advisory Report
- •A Curriculum Vita, no more than 2 pages in length.
- •Your Research Advisor will submit a research and performance letter (along with your documents) to your Committee.

Seminar

ORAL EXAM PROCEDURE

Prerequisite:

Complete third-year

Work with the Graduate Program Coordinator to coordinate a date/time for your oral exam with your Orals Committee, and reserve a room for your exam in either ISB/GL or MRB.

Five weeks prior to your defense date, your Orals Committee Chair will send the proposal topic to you, your Orals Committee, and Research Advisor [no action required].

Two weeks prior to the oral exam, email the Graduate Program
Coordinator and provide:

- Date, time, place of exam
- Names of committee members, identifying the chair and outside-of-department member
- Title of proposal

One week prior to the oral exam, submit your proposal electronically to the Graduate Program Coordinator for dissemination to the committee.

Print the Oral Comprehensive
Committee Report emailed to you
by the Graduate Program
Coordinator; give this report to
the Orals Committee Chair at
your exam.

Present and defend the research proposal to your Orals Committee at your oral examination.

After passing the oral exam, consult the department's "Graduate Students in Chemistry Handbook" for dissertation and dissertation defense procedures (available from the Graduate Program Coordinator).