

## Department of Food Science Ph.D. Graduate Program Checklist

### Year 1

- Attend orientation, Get Keys, Set up Email account
- Take AEOCPT Exam for international students only, (during 1<sup>st</sup> semester)  
<http://aplmg.la.psu.edu/programs/about-the-aeocpt>
- Take Laboratory Safety and Laboratory Hazard Communication – University Park Laboratory Safety (initial) @ <http://www.ehs.psu.edu>
- Schedule FD SC 500 A, B, C, D and FD SC 501
- Schedule other 400 and 500 level courses in consultation with advisor
- Research
- Develop a coursework plan in consultation with thesis committee
- Schedule Qualifying Exam/English Competency during first semester
- Schedule Qualifying Exam/Science Competency
- Complete SARI (as part of FD SC 501)
- Schedule FD SC 602

### Year 2

- Schedule FD SC 602 (along with your TA assignment)/Serve as TA
- Schedule other courses per your coursework plan
- Research
- Appoint Ph.D. thesis committee. See draft form in back of handbook. Do not obtain signatures until form is reviewed and processed by Graduate Program Coordinator.
- Develop thesis proposal & present to thesis committee
- Schedule Comprehensive Exam

### Year 3

- Serve as TA
- Research
- Write thesis & manuscript(s)
- Activate “Intent to Graduate” the semester you plan to graduate (through LionPATH)
- Schedule Thesis Seminar (see the Graduate Program Coordinator to reserve room)
- Schedule Thesis Defense (inform the Graduate Program Coordinator of date, time and location one month prior to defense)
- Give thesis to Department Head (allow at least one week for review & signature). Please provide thesis to Graduate Program Coordinator. To accommodate Department Head’s travel schedule, please confirm with Graduate Program Coordinator prior to submitting thesis.
- Schedule Exit Interview with Department Head
- Submit one hard bound copy of thesis to Graduate Program Coordinator
- Complete Termination/Transfer Checklist (see back of handbook)
- Return keys, purchase card, and equipment. Complete ERS reports, vacate office

**Notify Graduate Program Coordinator no later than one month prior to your planned departure date**