

**Milestones Agreement Form
Complete at Admission and Candidacy
UTHealth SPH PhD and DrPH Programs**

This is an interactive, “living” document to assure understanding and agreement between the student and his / her faculty advisor specifically regarding the academic processes, standards and milestones expected in the UTHealth SPH doctoral programs. For this, four primary stages of the doctoral program are identified including, **(1) ADMISSION, (2) PRE-PRELIMINARY EXAM, (3) PROPOSAL, and (4) DISSERTATION** stages. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Faculty advisors are expected to monitor progress and work with students to meet the milestones. The Milestones Agreement Form is to be used as a document that guides the professional expectations between faculty and doctoral students during progression of the program and for evaluation in the Fall and Spring semesters of each academic year.

STUDENT AND FACULTY ACADEMIC ADVISOR TO REVIEW AT ADMISSION	
DATE:	
STUDENT	FACULTY ACADEMIC ADVISOR
<input type="checkbox"/> Demonstrates knowledge of doctoral degree requirements, catalog policies, and potential mentors	<input type="checkbox"/> Academic advisor confirms that they have research interests that complement the student’s interests, and commits to having sufficient time to supervise and will help student seek better aligned research mentors or faculty advisor, if appropriate
<input type="checkbox"/> Will stay up to date on new / revised policies, forms, deadlines; attends semester evaluation meetings	<input type="checkbox"/> Will stay up to date on new / revised policies, forms, deadlines, completes semester evaluation
<input type="checkbox"/> Acknowledges the 4-5 year completion and 7 year maximum degree expectation	<input type="checkbox"/> Will monitor the degree plan of the student’s entering year (i.e. no new requirements)
<input type="checkbox"/> Will keep advisor up to date on research and career goals	<input type="checkbox"/> Will meet with student at least twice per semester to remain up-to-date on progress and goals
<input type="checkbox"/> Will work with advisor to find research, practice (including practicum for DrPH), teaching, and funding opportunities as appropriate	<input type="checkbox"/> Will work with student to find research, practice, teaching and funding opportunities as appropriate
<input type="checkbox"/> Will give advisor timely notice (at least two weeks advance) of need for response (e.g. recommendation letters, proposal feedback)	<input type="checkbox"/> Will respond to student requests for manuscript/proposal review, recommendation letters etc. within the school’s norm of 2 weeks unless otherwise agreed
<input type="checkbox"/> Will provide advisor with updated CV every semester.	<input type="checkbox"/> Will monitor quality of student portfolio including oral and written communication skills; triages student to proposal development or writing class as necessary
<input type="checkbox"/> Will participate in scientific and networking opportunities (e.g. seminars, conferences)	<input type="checkbox"/> Will assist student in identifying useful scientific meetings (other networking opportunities) at a level appropriate to degree stage

Updated 2/25/14

Approved by Academic Council: 11/11/13

Approved by SPHEC: 11/21/13

<input type="checkbox"/> Will seek opportunities to participate on abstracts, manuscripts, or other scholarly work	<input type="checkbox"/> Will assist student with identifying opportunities to contribute to abstracts, manuscripts, or other scholarly work
<input type="checkbox"/> Will take required courses for prelim in expected time (1 year full time; 2 years part time unless advisor approved)	<input type="checkbox"/> Will monitor timely progress to prelims
<input type="checkbox"/> Will work with advisor on a preliminary exam remediation plan if needed	<input type="checkbox"/> Will work with the student to develop a remediation plan in case of Prelim failure
<input type="checkbox"/> Commits to and signs the academic integrity policy and the catalog agreement	
<input type="checkbox"/> Will work with Dissertation Chair to identify dissertation topic (e.g., read extensively in 2-3 interest areas; prepare concept papers for discussion)	<input type="checkbox"/> Will help student identify dissertation topic

STUDENT AND DISSERTATION CHAIR TO REVIEW ON ADVANCEMENT TO CANDIDACY

DATE:

STUDENT	DISSERTATION CHAIR
<input type="checkbox"/> Demonstrates knowledge of doctoral degree requirements, catalog policies, and potential mentors	<input type="checkbox"/> Dissertation chair confirms that they have research interests that complement the student's interests, and commits to having sufficient time to supervise. Will help student seek better aligned research mentors or dissertation chair, if appropriate
<input type="checkbox"/> Will stay up to date on new / revised policies, forms, deadlines; attends semester evaluation meetings	<input type="checkbox"/> Will stay up to date on new / revised policies, forms, deadlines completes semester evaluation
<input type="checkbox"/> Acknowledges the 4-5 year completion and 7 year maximum degree expectation	<input type="checkbox"/> Will monitor the degree plan of the student's entering year (i.e. no new requirements)
<input type="checkbox"/> Will keep advisor up to date on research and career goals	<input type="checkbox"/> Will meet with student at least twice per semester to remain up-to-date on progress and goals
<input type="checkbox"/> Will work with advisor to find research, practice (including practicum for DrPH), teaching and funding opportunities as appropriate	<input type="checkbox"/> Will work with student to find research, practice, teaching, and funding opportunities as appropriate
<input type="checkbox"/> Will give advisor timely notice (at least two weeks advance) of need for response (e.g. recommendation letters, proposal feedback)	<input type="checkbox"/> Will respond to student requests for manuscript/proposal review, recommendation letters etc. within the school's norm of 2 weeks unless otherwise agreed
<input type="checkbox"/> Will provide advisor with updated CV every semester	<input type="checkbox"/> Will monitor quality of student portfolio including oral and written communication skills; triages student to proposal development or writing class
<input type="checkbox"/> Will participate in scientific and networking opportunities (e.g. Seminars, conferences)	<input type="checkbox"/> Will assist student in identifying useful scientific meetings (other networking opportunities) at a level appropriate to degree stage
<input type="checkbox"/> Will seek opportunities to participate on abstracts, manuscripts, or other	<input type="checkbox"/> Will assist student with identifying opportunities to contribute to

scholarly work	abstracts, manuscripts, or other scholarly work
<input type="checkbox"/> Will work with Dissertation Chair to identify dissertation topic (e.g., read extensively in 2-3 interest areas; prepare concept papers for discussion)	<input type="checkbox"/> Will help student identify dissertation topic
<input type="checkbox"/> Will establish dissertation committee with representation of major, minor, and breadth areas, identify roles and expectations of committee, and timeline for completion of dissertation research and writing	<input type="checkbox"/> Will work with student to establish dissertation committee, identify roles and expectations of committee, and timeline for completion of dissertation research and writing
<input type="checkbox"/> Will write dissertation proposal in consultation with advisor, research supervisor and committee, including appropriate IRB and Research Office approval in a timely manner.	<input type="checkbox"/> Will actively oversee development of research questions and proposal, including appropriate IRB and Research Office approval in a timely manner.
<input type="checkbox"/> Will defend dissertation proposal with external review within 2 years of prelims (defending the proposal is the last step to qualification)	<input type="checkbox"/> Will actively oversee proposal defense (timely progress to qualify)
<input type="checkbox"/> Will remain continuously enrolled after approval of the proposal until completion of dissertation	<input type="checkbox"/> Will actively monitor continuous enrollment after approval of the proposal until completion of dissertation
<input type="checkbox"/> Will complete approved dissertation within 4 years of prelims	<input type="checkbox"/> Will actively oversee dissertation and final dissertation defense (timely progress)
<input type="checkbox"/> Will work with advisor to audit graduation requirements	<input type="checkbox"/> Will audit graduation requirements with student
<input type="checkbox"/> Will begin post-doc / job search 1 year prior to dissertation / doctoral program completion	<input type="checkbox"/> Will provide networking opportunities throughout the doctoral program and for post-doc / job searching
<input type="checkbox"/> Will complete dissertation manuscripts	<input type="checkbox"/> Will work with student to publish dissertation (and other) papers
<input type="checkbox"/> Commits to and signs the academic integrity policy and the catalog agreement	

STUDENT:

DATE:

FACULTY ACADEMIC ADVISOR:

DISSERTATION CHAIR:
