Mentorship & Advising Relationships

• Frequently both parties come to a mentor relationship with divergent expectations.
• Successful mentoring also depends on the quality of the relationship between mentor and mentee.
• The relationship should attend to both career and psychosocial aspects.
• Respect is a cornerstone of the mentoring process.

Mentor and Mentee Dos and Don'ts

Program-Specific Requirements

• Each program should have a doctoral student handbook that addresses program-specific requirements.
• This handbook should be given to students during their first semester.
• The material covered in today’s presentation is College-specific, but some programs may have more rigorous requirements.
Advisory Committee

- **Purpose:** Provide initial guidance on course selection, provide support as student narrows to research topic
- A group of at least 3 faculty members
- The doctoral advisor will be the chair
- Complete the committee form/program of studies in the first semester
- Doctoral advisors can provide recommendations for committee members
- Comprehensive exams
- Submit [Program of Study Form](#)
  - [Doctoral Program Guide](#)
Residency Project

• Purpose: Provides doctoral student with the opportunity to conduct independent research prior to starting the dissertation
• Research apprenticeship project with advisor or faculty member
• Submitting a manuscript or giving a conference presentation
• The Dean's Office no longer approves completion of the project. It is approved within each program
Comprehensive Exams

• Students must take both written and oral exams.
• The Comps Results form must have results from both exams on the same form.
• The entire committee must sign the Comps Results form.
• Dissertation credits cannot be taken until comps are passed.
• If student passes comps, the university expects faculty to work with student to finish dissertation.
• If student fails comps, they cannot change committee members and must retake with same committee members.
• Time between comps and proposal defense is a problem across the college.
Dissertation

- 2 milestones:
  - Dissertation Proposal Defense
  - Dissertation Defense

- Be clear about expectations
  - 2 weeks chair
  - 2 weeks committee
  - Resolving issues

- Traditional format, manuscript option, or project (program-specific decision)

- IRB must be completed by student and advisor

- Dissertation Preparation Guide
- Thesis/Dissertation Checklist
Dissertation Committee Membership

1. Membership
   • The Dissertation Advisory Committee must consist of at least four graduate faculty members.

2. The Chair (major professor) must be a full graduate faculty member from the student's area of concentration within their major.

3. Only person with external graduate faculty status (i.e., someone external to the university) may serve as a member of the committee.

4. At least one other committee member must be a faculty member in the student's major.

5. The remaining committee members may be within or outside the student's major, department and college.
Graduation

• 2 pieces to application to graduate:
  • Application in my.memphis
  • Candidacy form on Etrieve

• Grad School absolutely needs Comps Results form and Dissertation Defense Results forms

• Deadlines can be found here.

• Expired coursework
  • Experiential learning credit
  • Credit by exam
  • Successful defense and completion of one's dissertation
Forms

- All forms can be found on the Graduate School website.
- Some forms are on Etrieve, and some need to be submitted as hard copies.
- The Graduate School is working to eventually get all forms on Etrieve.
- Other Common Forms:
  - Course Substitution
  - Transfer Credit Evaluation
Questions?