

# Progress chart

Detailing a timeline, documents, and pay raises

[https://astro.nmsu.edu/graduate/graduate\\_handbook.html](https://astro.nmsu.edu/graduate/graduate_handbook.html)

| Year | Category                | Activities   |
|------|-------------------------|--|
| 1    | Classes                 | Regular department classes & seminar each semester. Other learning based on material in classes, with other students, and your interests, read supplementary material  |
|      | Teaching                | Learn and teach undergraduate labs. Recognize different teaching styles and develop your own.  |
|      | Research                | Identify a topic you're interested in with your initial advisor, work on during year as time allows, with good progress in summer months   |
|      | Exams                   | Take cume exams monthly, starting spring semester  |
|      | Outreach<br>Other       | Several events<br>Establish NM residency   |
| 2    | Classes                 | Regular department classes & seminar each semester & research credit (ASTR598)   |
|      | Teaching                | Continue to develop teaching style and skills  |
|      | Research                | Ramp up time spent on research. Identify thesis topic and funding applications   |
|      | Exams                   | Continue monthly cumes; Complete your Qualifying exam by the end of fall semester  |
|      | Outreach                | Several events   |
| 3    | Classes                 | Focus on research credits (ASTR599 for Masters thesis preparation and completion, ASTR 600 for PhD thesis proposal preparation, ASTR 700 for research after your thesis proposal)  |
|      | Teaching                | As determined by your path through the program   |
|      | Research                | Finalize committee, prepare thesis proposal, confirm funding for 2 years.  |
|      | Exams                   | Complete your Comprehensive exam - i.e., pass 5 cumes, pass oral classwork exam by the end of fall, and complete and pass thesis proposal as soon as you have passed your oral classwork exam (and always by the end of spring)                  |
|      | Outreach<br>Future prep | Several events<br>Consider your job possibilities and interests. Attendance at topical conferences.<br>Consider AGSO and university student leadership positions   |
| 4    | Classes                 | 9 x ASTR700 credits each semester  |
|      | Teaching                | As determined by your path through the program   |
|      | Research                | Work on thesis. Publish papers. Write up your thesis as you work   |
|      | Outreach                | Several events   |
|      | Future prep             | Discuss job interests and possibilities with external contacts; prepare for job application timescale and associated timescales for supporting materials. Present work at conferences. Consider AGSO and university student leadership positions |
| 5    | Classes                 | 9 x ASTR700 credits each semester  |
|      | Teaching                | As determined by your path through the program   |
|      | Research                | Complete your research. Finish and submit your publications and your thesis  |
|      | Exams                   | Dissertation defense   |
|      | Outreach<br>Future prep | Several events<br>Job applications   |

These are copied  
from the student  
handbook

|   | Personnel   | Schedule<br><a href="https://gradschool.nmsu.edu">gradschool.nmsu.edu</a> -> <a href="#">Current Students</a> -> <a href="#">Graduate School Calendar</a>  | Student & Faculty<br>PreReq   | Student To Do<br>Prior<br><a href="https://gradschool.nmsu.edu">gradschool.nmsu.edu</a> -><br><a href="#">Current Students</a> -><br><a href="#">Graduate Forms</a> )   | Supervisor To Do<br>Upon completion   |
|---|---|--|---|---|---|
| Comprehensive<br>Part 1: CUMEs              |   | First cume in Spring of Yr1<br>Pass 5 over 4 semesters (18 attempts)   |   |   |   |
| Qualifier                                   | Student + 2 initial<br>faculty advisors                               | Goal: During 3rd semester, once 2 cumes are passed.<br>(i.e, by Dec of Yr 2).  | Suggested: 2<br>Cumes   | Doctoral Qualifying<br>Examination Form   | - Email Riah, Lydia for payrise<br>G1 to G2.<br>- Send form to Riah.  |
| Comprehensive<br>Part 2:<br>Coursework Oral | Student,<br>Advisor,<br>Deans Rep.<br>2 dept fac                      | Goal: Once all 5 cumes and 40 credit hours are passed<br>i.e., end of 4th semester (Spring of Yr 2) or during 5th semester<br>(i.e. by Dec of Yr 3),   | 5 Cumes. 4<br>semesters of<br>courses. Ensure<br>grad faculty status,<br>allow extra time for<br>external. Obtain<br>Deans Rep. | - Form committee<br>- Submit forms for<br><a href="https://gradschool.nmsu.edu">gradschool.nmsu.edu</a><br>-> <a href="#">Faculty and Staff</a> -><br><a href="#">Graduate Faculty</a><br><a href="#">Directory</a> | Email Riah to confirm<br>completion   |
| Comprehensive<br>Part 3:<br>Thesis Proposal | Student,<br>Chair,<br>Thesis<br>Committee,<br>including Dean's<br>Rep | Goal: During 5th semester or 6th semester (i.e., by May of Yr3)<br>Forms to be submitted 10 days before exam<br>Reserve date on colloq. schedule as soon as known.<br>Proposal document distributed to committee 2 wks ahead<br>Provide colloquium organizer title and abstract as soon as<br>possible, and email Riah with abstract and talk date/time/location<br>1wk ahead. | - Coursework Oral.<br>-Written Thesis<br>Proposal   | - Program of Study and<br>Committee for Doctoral<br>Students<br>- Doctorate of Philosophy<br>Examination Form   | - Ensure Deans rep paperwork<br>gets submitted<br>- Email Riah, Lydia for payrise<br>G2 to G3<br>- Apply for Masters (Memo)   |
| Thesis Defense                              | Student,<br>Chair,<br>Thesis<br>Committee,<br>including Dean's<br>Rep | Goal: During 10th semester (i.e, by May of Yr 5)<br>Forms to be submitted 10 days before exam.<br>Reserve date on colloq. schedule as soon as known.<br>Dissertation document distributed to committee 2 wks ahead.<br>Provide colloquium organizer title and abstract as soon as<br>possible, and email Riah with abstract and talk date/time/location<br>2wk ahead.          | -Thesis Proposal.<br>- Written Thesis.<br>- Ensure grad<br>faculty status for<br>committee<br>members.                          | - Program of Study and<br>Committee for Doctoral<br>Students<br>- Doctorate of Philosophy<br>Examination Form   | - Ensure Deans rep paperwork<br>gets submitted.<br>- Email Riah to confirm<br>completion<br>- Register for graduation<br>- Faculty confirmation of grades<br>form<br>- Complete graduation<br>paperwork as sent to student. |