

Ph.D. Physical Rehabilitation Science  
Guidelines for Plan of Study Meeting

The following represent guidelines formulated by Graduate Faculty of the Department of Physical Therapy and Rehabilitation Science regarding the Plan of Study meeting for Ph.D. Students. Deviations from below may occur and are viewed on a case-by-case basis.

1. This meeting should take place during the second year. The exact time would depend partly on the student's progress and direction.
2. The meeting should include the student's academic advisor and research advisor (if different). It should also include the Program Director (or other senior member) and at least two other members of the Departmental Ph.D. Program Committee. Finally it should contain at least one member who is outside the department. Minimum number is 5. There is no maximum number.
3. The meeting itself is run by either the student's advisor or the Program Director but typically the former.
4. Before the meeting, the student contacts his/her committee members (in conjunction with their advisor) to plan a time and go over the plan. The plan should include five parts. These should be distributed ahead of time to the committee.
  - (i). A narrative about the student's research and academic experiences so far and how they contribute to the research direction that the student is pursuing. This is typically a couple of pages and should give the committee a good idea of where the student is heading regarding their future research.
  - (ii). A proposed list of how the departmental requirements are being met.
  - (iii). A schedule that shows when the course/independent studies and the candidacy examinations are being proposed (and where they have already been taken).
  - (iv). A list and explanation of any independent studies taken. This should include goals and accomplishments.
  - (v) An updated CV.
5. In the meeting itself, the student does a short presentation (about 10-15 minutes) reviewing their progress and in particular emphasizing the future plan as far as possible. This can be verbal rather than a PowerPoint presentation. Then committee members are free to make comments and ask the student and/or advisors questions. The whole idea is to ensure a good plan of action for each student based on their needs and interests as well as the departmental requirements.
6. A form for the committee to sign the approved or modified plan of study is available in the Graduate Student Resources Folder currently located under presentations/jwhitall. This should be brought to the meeting by the student (on departmental paper).

