

## EPS Graduate Student Checklist

1) Complete a **299P** (PhD) or **299M** (MS) form prior to the **beginning of each quarter**.

- Total units per quarter = 12 units.
- Indicate which classes you are taking (plus the #units).
- GEO 250 counts for 1 unit.
- Make up to a total of 12 units with GEO 299 (research units).
- Provide a short, written description of your main goals for the quarter, after meeting with your advisor.
- Must be signed by your faculty advisor and grad advisor.
- The new DocuSign form should be used (see [https://epsci.ucr.edu/forms#academic\\_forms](https://epsci.ucr.edu/forms#academic_forms)).

2) Sign up for and attend **GEO 250 (1 unit, departmental seminars) each quarter**

- Mondays Noon-1 pm.
- UCR EPS faculty present in Fall, grad students thereafter.
- You will have to give a 20-25 min 250 talk each year → good practice!

3) Attend **Hewett Club** talks

- Research seminars from outside speakers.
- Nominally on Tuesdays at 1 PM. For now, however, these will be hybrid, including both in-person and Zoom lectures. Speakers, dates and times TBD.

4) Choose your **4 x 4 classes** (4 graduate classes from 4 different faculty)

- Discuss with your faculty (project) advisor early on and pencil in classes that you wish to take.
- Look in UCR catalog, look for email announcements.
- These are usually GEO classes with a 200+ number (grad classes). However, you can take grad classes from other departments. You can also take a GEO 100-level class (upper division undergrad class) if you really need this for your research project, but you have to inform/ask John Herring and myself in advance.

5) Professional development classes (compulsory, and training for giving research seminars and writing your proposals)

- Sign up in Year 1 Winter quarter for **GEO 201A** (training on research talks, 2-unit class)
- Sign up in Year 1 Spring quarter for **GEO 201B** (proposal writing, 2-unit class)

6) **IMPORTANT: All PhD student must pass their candidacy exams by the end of 7 quarters** (not counting summer, so that is 2 years and one quarter in calendar time).

To pass candidacy, you need to complete the following:

- 4 x 4 class requirements.
- Research proposal abstracts and formation of a qualifying committee.
- Two separate ~15-page research proposals (not including references, see others in your group and your faculty advisor for previous examples).
- Defended your proposals in a candidacy oral exam (typically 3 hours with a committee of 5 faculty).