Preparing for Domestic Fieldwork

☐ Ensure all paperwork for the department and LGS have been completed (updated committee forms, candidacy forms, etc.).

☐ Provide the following information to Graduate Coordinator:
  • Anticipated dates of fieldwork.

☐ Meet with committee members to inform them of fieldwork plans.

☐ Submit change of address in OPUS

Preparing for International Fieldwork (The above requirements plus):

☐ Provide the following information to Graduate Coordinator:
  • Field address, phone number and email address.
  • Address and phone number of emergency contact in U.S.
  • Provisions for continuation of registration and payment of student fees.
  • Copy of (1-9, 1-20, 194)

Returning from Fieldwork

☐ Alert the Graduate Coordinator and ADA if you will be teaching upon your return before the deadlines:
  • Fall teaching- deadline Feb. 1st
  • Spring teaching- deadline Sept. 1

☐ Provide your US address and phone number to the Graduate Program Coordinator and update it in OPUS.

☐ If you have been awarded a research grant, submit receipts for expenses to Graduate Program Coordinator within 10 days of returning from fieldwork.