WGSS Graduate Fieldwork Check List

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:

1. Anticipated dates of fieldwork
2. Updated copy of IRB Human Subjects Research Approval form; one for each 12 month period in the field
3. Anticipated return date

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

______ Submit change of address to Graduate School and Registrar/Bursar’s Office for payment of fees and completion of registration.

Preparing for International Fieldwork:

(above requirements plus)

______ Provide the following information to Graduate Coordinator:

1. Field address, phone, email
2. Address and phone of emergency contact in U.S.
3. Information on all funding granted for field work, including amounts, dates, etc.
4. Copies of grant proposals
5. Provisions for continuation of registration and payment of fees.
6. Updated copy of IRB Human Subjects Research Approval form; one for each 12 month period in the field
7. Copy of (I-9, I20,I94)

Returning from Fieldwork:

______ Alert the ADA and Graduate Coordinator if you will be teaching upon your return.

• Fall teaching- deadline Feb. 1st
• Spring teaching- deadline Sept. 1

______ Provide Graduate Coordinator U.S. address, phone, etc.

______ Submit receipts for expenses within 10 days of return from fieldwork. See Graduate Program Coordinator or Department Administrator.