

DEPARTMENT OF WOMEN'S, GENDER, AND SEXUALITY STUDIES

PHD PROGRAM

APPENDIX VI: 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:
 - Anticipated dates of fieldwork
 - Updated copy of IRB Human Subjects Research Approval form; one for each 12 month period in the field
 - 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 fee and completion of registration.

Preparing for International Fieldwork

(above requirements plus)

- Provide the following information to Graduate Coordinator:
 - Field address, phone, email
 - Address and phone of emergency contact in U.S.
 - Information on all funding granted for field work, including amounts, dates, etc.
 - Copies of grant proposals
 - Provisions for continuation of registration and payment of fees.
 - Updated copy of IRB Human Subjects Research Approval form; one for each 12 month period in the field
 - 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 Program Coordinator U.S. address, phone, etc.
- Submit receipts for expenses within 10 days of return from fieldwork to ADA or Graduate Program Coordinator.