

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.
- 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.