Checklist for Ph.D. Dissertation Defense

Pioneering 21st Century Electromagnetics and Photonics

WORK YOU SHOULD HAVE DONE PRIOR TO DEFENSE

☐ Wrote a solid draft of your thesis using the UTEP Dissertation Template.
☐ Reviewed your thesis using the “Write More Good Club” checklists and your Review Buddy.
☐ Submitted a reviewed thesis to Dr. Rumpf AT LEAST TWO MONTHS PRIOR TO DEFENSE UTEP DEADLINE.
☐ Submitted your dissertation to the Graduate School for formatting check at least two weeks prior to your defense.
☐ Submitted your dissertation in PDF form to your committee at least two weeks prior to your defense date.
☐ Created your defense presentation using the EM Lab Template for Dissertation Defense.
☐ Reviewed your presentation using the “Write More Good Club” checklists and then using your Review Buddy.
☐ Submitted your reviewed presentation to Dr. Rumpf AT LEAST TWO WEEKS PRIOR TO YOUR DEFENSE DATE.
☐ Created a high-quality defense flyer and distributed that at least one week prior to defense.
☐ Reserved a room for your defense that has proper audio/visual equipment.
☐ Organized and archived in your personal folder on the EM Lab drive everything you generated during your research.

WHAT TO BRING TO YOUR DEFENSE

☐ Dress professionally. Usually this means a suit and tie.
☐ Some sort of food and drink like hors d’oeuvres, finger food, or other snacks. It is not a full meal.
☐ Wireless slide presenter or somebody to work the slides for you.
☐ Printouts of your defense slides so that each committee member has a copy. They may be in black/white and printed double-sided with two slides per page. However, you are welcome to make them fancier with binding if you wish.

☐ A black pen for your committee to sign the forms.
☐ All forms that need to be signed by your committee. At a minimum, these are
  1. Defense Completion Form for Doctoral Students
  2. Dissertation Cover Sheet