EDUCATION Learning Design and Leadership

| Community Updates | Iterative Milestone | High Level Advisor Review | Peer and Self-Review | Semi-Detailed Advisor Review | Detailed Faculty Advisor Review | Committee Review* |

Milestone Submission Prerequisites

In addition to the Formatting Checklist, complete the following items:

	Previous Milestone Routed for Review	Complete the prior course (i.e. you can not submit your special field prior to submitting your general, but it is okay if your general field is undergoing a review)
	Current Milestone Admin Updates Completed	Complete the Admin Update prompts (you shouldn't submit your milestone before the relevant update requirements)
	Milestone Minimum Requirements Met	Follow the requirements of the relevant milestone (ie. Literature Review genre). We rely on students to follow the Rubrics for each milestone prior to submitting a work for peer or advisor review. See also the *EDS Milestone Formatting, Academic Writing, and Copy-Editing Checklist*. See also *Academic Phrasebook*.
	Complete at least one peer review of someone else's work	If you have not been assigned one at all, you will not be penalized, but if you have declined or not completed a peer review that was assigned, you will be asked to complete one prior to your work being routed for peer review.

While you Wait for Feedback (Peer, Advisor, Committee, etc.)

The review and revision process takes time, as your work will go through multiple review cycles.

	Proceed to your next milestone	Seek out new literature, complete the community updates, etc.
	Check Graduate College formatting requirements	Format the Word version of 'works/chapters' to align with the Graduate College dissertation style guide (ideally this is done prior to submission).
	Proofread Again	Proofread, proofread, proofread (this should of course be done prior to submission, but it never hurts to look at something again).
	Maintain Change Notes	Ensure that your change notes are documented based on peer or advisor feedback.
	Complete peer reviews for others	Peer reviews are an opportunity for collaboration and learning. Help your peers improve their work while learning how you might be able to improve your own.
	Read Other Manuscripts	
	During Chapter 3	• Meet with Dr. Kalantzis to confirm your methodology and logic model • Begin working on the next part • Submit IRB paperwork • Streamline Chapter 2 • Prepare your Preliminary Exam presentation • Write Chapter 1
	During Chapters 4 and 5	• Prepare your Final Defense presentation • Work on Chapter 5 while waiting for Chapter 4 feedback