



Student Name: _____

Start date of program: _____

Primary Supervisor: _____

Specialization (brief description of study area): _____

The completion of the Program Progress Checklist is a requirement for graduation.

Purpose

McMaster Divinity College's niche for its MA program is to develop graduates who are motivated and empowered by the resources and life of the Christian tradition and are on their way towards doctoral studies or advanced competence in theological studies for the Church, the academy, or society. As developing scholars, they will have broadened and deepened their knowledge base and skills and demonstrated structured thought indicative of a research-level MA degree. As Christians, they will be establishing life patterns to continue to serve well and grow professionally. As evolving teachers and communicators, whether for academic settings or other ministerial or professional roles, they will have increased their ability to effectively communicate in seminar and professional settings.

Program Standards and Progress

Each MA student has a unique set of strengths and interests that will be developed and evaluated by the student's primary supervisor. The supervisor will establish requirements to best prepare the student. All students who earn an MA from McMaster Divinity College will have achieved the minimum requirements under the Knowing, Being, and Doing categories. When the supervisor ascertains that a requirement has been achieved, she or he initials and dates beside that requirement. Since each requirement is to be met with excellence, it is expected that the supervisor will concur and sign off on each requirement. In exceptional cases where the supervisor cannot ascertain if the student has fulfilled a requirement, the VP Academic will confirm whether the requirement has been met. Requirements that are met before enrollment in the program can be signed off on the checklist. Eventually the checklist will also serve as a helpful template for faculty recommendations on behalf of the student.

Responsibility for Completion

It is the student's responsibility to progress toward the degree and the supervisor's responsibility to evaluate that progress. The supervisor will initial beside each requirement to indicate that has been met. The primary supervisor will hold onto this checklist until the student has completed the program. At the end of the program, the primary supervisor and student will sign and date in the Program Completion section at the end of this checklist to confirm that all the program requirements have been met. The primary supervisor will then either email the completed form to Student Records at divreg@mcmaster.ca and cc the Registrar at mdcreg@mcmaster.ca or provide a physical copy.

Completion of Each Year

The primary supervisor will initial beside each year as the student completes that year of the program. If the student has not completed a requirement for a particular year, the primary supervisor will provide a brief description of what is missing, along with a plan of action including a timeframe for completion, beside the relevant year.

	Primary Supervisor (Initial)
Year 1 _____	_____
Year 2 _____	_____
Year 3 _____	_____
Year 4 _____	_____

KNOWING

SCHOLAR: knowledge base, skills, and structured thought developed for a MA degree.

	Primary Supervisor (Initial)	Grade	Term
Completed the following courses with a B- or higher course grade:			
Research Methods (6 units)	_____	_____	_____
MA Seminar in area of emphasis (6 units; BS, MS, or TS) OR substitute 2 courses at the 3-unit level.			
Course 1: _____	_____	_____	_____
Course 2: _____	_____	_____	_____
Course 3: _____	_____	_____	_____
Course 4: _____	_____	_____	_____
Course 5: _____ (if applicable)	_____	_____	_____
Course 6: _____ (if applicable)	_____	_____	_____

TOTAL: 5 Courses (30 units)

KNOWING (Con't)

Primary
Supervisor
(Initial)

Research competence in Greek or Hebrew (minimum 1 year)

Thesis topic approved by supervisor. Date of approval: _____

Thesis proposal approved by faculty. Date of approval: _____

BEING

Life patterns to continue to serve well and grow professionally.

Demonstrated consistent engagement in and service to the church or church-related ministries for at one year of residency. Location, title and/or description of service, start date, and end date (if applicable):

Demonstrated evidence of interpersonal skills important to professional service, such as engaged listening, conveying accurate praise and criticism with grace, being able to speak the truth in face of opposition, and working as a team with others.

BEING (Con't)

Candidate can articulate the way the program has shaped his/her theology. _____

Candidate and supervisor have engaged in a discussion, after the first year, about the student's discernment of vocational calling, and the student's plans for implementation of program outcomes after graduation. _____

DOING

Effectively communicate in seminar and professional settings. _____

Joined one important professional society in one's research discipline.
Society: _____

Presented research at MDC's TRS (Theological Research Seminar) or other equivalent organization such as regional or national society meeting.
Meeting: _____
Title of Presentation: _____
Date: _____

Thesis contributed useful knowledge to the field as recognized by the supervisory committee and the VP Academic. _____

Successful oral examination of thesis. Date of defense: _____

Prepared a professional resume and curriculum vitae. _____

Knows how to compose an effective cover letter. _____

Established a list of three referees ready to speak on student's behalf:
Name, title, institution
1. _____
2. _____
3. _____

Program Completion

The primary supervisor will review the checklist to ensure that all requirements have been met and initialed before this section is signed and dated.

Primary supervisor signature: _____ Date: _____

Student signature: _____ Date: _____

The above requirements are subject to change by McMaster Divinity College.