



Student Name: \_\_\_\_\_

Start date of program: \_\_\_\_\_

Primary Supervisor: \_\_\_\_\_

Secondary Supervisor: \_\_\_\_\_

Specialization (brief description of study area): \_\_\_\_\_

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

### **Purpose**

McMaster Divinity College's niche for its PhD program is to develop graduates who are motivated and empowered by the resources and life of the Christian tradition. As scholars, they will have established the knowledge base, skills, and original thought for a PhD degree. As Christians, they will have developed life patterns to continue to serve well and grow professionally. As professors, they will have developed the ability to effectively communicate in academic and professional settings.

### **Program Standards and Progress**

Each PhD student has a unique set of strengths and interests that will be developed and evaluated by the student's doctoral committee. The committee will establish requirements to best prepare the student. All students who earn a PhD from McMaster Divinity College will have achieved the minimum requirements under the Knowing, Being, and Doing categories. When the supervisor or another committee member 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 all committee members will concur and sign off on each requirement. In exceptional cases where affirmation is not unanimous, the VP Academic will confirm whether the requirement has been met. 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 for the primary supervisor to evaluate that progress. The primary and secondary supervisors will initial beside each requirement to indicate that it 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](mailto:divreg@mcmaster.ca) and cc the Registrar at [mdcreg@mcmaster.ca](mailto:mdcreg@mcmaster.ca) or provide a physical copy.

**Completion of Each Year**

The primary and secondary supervisors 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)	Secondary Supervisor (Initial)
Year 1 _____	_____	_____
Year 2 _____	_____	_____
Year 3 _____	_____	_____
Year 4 _____	_____	_____
Year 5 _____	_____	_____
Year 6 _____	_____	_____

**KNOWING**

**SCHOLAR: knowledge base, skills, and original thought for a PhD degree.**

Primary Supervisor (Initial)	Secondary Supervisor (initial)	Grade
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Completed the following courses with a B- or higher course grade:

Research Methods	_____	_____	_____
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Interdisciplinary Seminar: _____	_____	_____	_____
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Year 1 Courses in the examination area:

Course 1: _____	_____	_____	_____
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Course 2: _____	_____	_____	_____
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Pedagogical Seminar: _____	_____	_____	_____
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Year 2 Courses in the examination area:

Course 1: _____	_____	_____	_____
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Course 2: _____	_____	_____	_____
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Course 3: _____	_____	_____	_____
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## **KNOWING (Con't)**

Language Requirements:

Language appropriate for dissertation research  
(Biblical Studies students will need Greek and/or Hebrew)

\_\_\_\_\_

Modern language: \_\_\_\_\_

\_\_\_\_\_

Dissertation topic approved by committee. Date of approval: \_\_\_\_\_

\_\_\_\_\_

Dissertation topic approved by faculty. Date of approval: \_\_\_\_\_

\_\_\_\_\_

Comprehensive Exams:

Written:

Topic 1: \_\_\_\_\_

\_\_\_\_\_

Topic 2: \_\_\_\_\_

\_\_\_\_\_

Topic 3: \_\_\_\_\_

\_\_\_\_\_

Oral Defense Date: \_\_\_\_\_

\_\_\_\_\_

## **BEING**

**Life patterns to continue to serve well and grow professionally.**

Primary  
Supervisor  
(initial)

Secondary  
Supervisor  
(initial)

List vocational objectives that were achieved for each semester of coursework:

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\_\_\_\_\_

## BEING (Con't)

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

\_\_\_\_\_

## DOING

### Effectively communicate in academic and professional settings.

Primary  
Supervisor  
(initial)

Secondary  
Supervisor  
(initial)

Joined two important professional societies in the PhD discipline and attended at least one annual meeting.

Societies:

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Meeting attended:

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Presented a research paper at a professional society meeting.

Meeting: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DOING (Con't)**

Personally met (positively and memorably) at least three leaders in one's chosen field who are not affiliated with McMaster. Name and occasion:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Participated in McMaster Divinity College Colloquy on Dissertation Writing and Research. \_\_\_\_\_

Dissertation contributed new and useful knowledge to the field as recognized by the doctoral committee, outside examiner, and the VP Academic. \_\_\_\_\_

Successful oral examination of dissertation. Date of defense: \_\_\_\_\_

Completed a five-year research plan. \_\_\_\_\_

Published at least one article or book review. \_\_\_\_\_

Prepared a professional resume and curriculum vitae. \_\_\_\_\_

Knows how to compose an effective cover letter. \_\_\_\_\_

Can effectively interview for a teaching or research position. \_\_\_\_\_

Established a list of five referees ready to speak on student's behalf:

Name, title, institution

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

## **DOING (Con't)**

**TEACHING: the practiced ability to convey skills and information.**

Participated in McMaster Divinity College Colloquy on Teaching. \_\_\_\_\_

Developed three course syllabi or equivalent entitled: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Demonstrated ability to lead in the classroom (whether in person or online) and use a variety of teaching methods such as a lecture, seminar, tutorial, and group discussion. \_\_\_\_\_

Can create and implement student assignments, exams, and other evaluation instruments that reward student learning with constructive fairness and clarity. \_\_\_\_\_

### **Program Completion**

The primary supervisor will review the checklist to ensure that all requirements have been met and both supervisors have initialed beside each requirement 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.**