



DPT Program Progress Checklist

Student Name: _____ Start date of program: _____

Primary Supervisor: _____

Secondary Supervisor: _____

Emphasis (brief description of study area): _____

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

Purpose

McMaster Divinity College's DPT program develops graduates who are equipped to serve as leaders in the church, academy, and society as both ministry practitioners and thought leaders. As scholars, they will have established the knowledge base, skills, and original thought for a professional doctorate degree. As Christians, they will have developed life patterns to continue to serve well and grow professionally. As professionals, they will have developed the ability to effectively communicate in academic and professional settings.

Program Standards and Progress

Each DPT student has a unique set of strengths and interests that will be developed and evaluated by the student's doctoral committee. The committee will monitor the requirements. All students who earn a DPT 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 will indicate such by inserting their initials and the date 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 DPT can be completed in a minimum of 3 years but students have a maximum of 6 years to complete the program. 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 email the completed form to Student Records at divreg@mcmaster.ca and cc the Registrar at mdcreg@mcmaster.ca.

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 made minimal program progress for a particular year, the primary supervisor will prescribe a plan of action including a timeframe for completion.

	Primary Supervisor (Initial)	Secondary Supervisor (Initial)
Year 1 _____	_____	_____
Year 2 _____	_____	_____
Year 3 _____	_____	_____
Year 4 _____ (if applicable)	_____	_____
Year 5 _____ (if applicable)	_____	_____
Year 6 _____ (if applicable)	_____	_____

KNOWING

Primary Supervisor (Initial) Secondary Supervisor (Initial) Grade

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

Completed the following courses with a B- or higher course grade:

Research Methods for Practice-Led Doctoral Study _____ _____ _____

Advanced Research in Practical Theology _____ _____ _____

Advanced Biblical-Theological Research for Practice-Led Doctoral Study _____ _____ _____

Colloquium on Ethics (or equivalent) _____ _____ _____

Advanced Electives in Practical Theology:

Course 1: _____ _____ _____ _____

Course 2: _____ _____ _____ _____

Course 3: _____ _____ _____ _____

Spiritual Formation Retreats:

1. Theological Integration _____ _____ _____

2. Human Resources _____ _____ _____

3. Church and Society _____ _____ _____

Research Dissertation Project Seminar (if applicable) _____ _____ _____

Dissertation project approved by committee. Date of approval: _____ _____ _____

Dissertation project approved by faculty. Date of approval: _____ _____ _____

Competence in practice-led research and the discipline of Practical Theology:

Maintained a portfolio of written work including one example of written work from each core course and advanced elective completed. _____ _____

Can articulate a clear understanding and methodological approach to practice-led research. _____ _____

BEING

Primary Supervisor (Initial) Secondary Supervisor (Initial)

Life patterns to continue to serve well and grow professionally.

Demonstrated consistent engagement in and service to the church or church-related ministries for the duration of the degree.

Location, title and/or description of service, start date, and end date (if applicable):

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.

Can articulate the way the program has shaped his/her understanding and practice of professional ethics.

Written a 600–800 word reflection on how the DPT program has impacted his/her spiritual formation and what plans they have for ongoing spiritual formation in life and ministry.

Developed a plan for ongoing professional development.

DOING

Effectively communicate to a variety of audiences and in a range of cultural contexts.

Joined an important professional society in relevant discipline and attended at least one annual meeting.

Society:

1. _____

Meeting attended:

1. _____

Presented work in the form of a lecture, sermon, workshop, retreat, or other means in a cultural setting that is outside of the student's usual ministry context.

Occasion: _____

Title of Presentation: _____

Date: _____

OR

Published research from at least one of the advanced elective courses in a suitable journal or other publication.

Title: _____

Publication: _____

Date of Publication: _____

Research project contributed new and useful knowledge to the field as recognized by the doctoral committee and the outside examiner.

Successful oral examination of dissertation project. Date of defence: _____

DOING (Con't)

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

1. _____

2. _____

3. _____

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 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.