



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 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 monitor the requirements. 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 PhD can be completed in a minimum of 4 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 _____	_____	_____
Year 5 _____ (if applicable)	_____	_____
Year 6 _____ (if applicable)	_____	_____

KNOWING

Primary Supervisor (Initial)	Secondary Supervisor (Initial)	Grade
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SCHOLAR: knowledge base, skills, and original thought for a PhD degree.

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 area of study:

Course 1: _____	_____	_____	_____
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Course 2: _____	_____	_____	_____
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Curriculum, Teaching, and Learning	_____	_____	_____
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Year 2 Courses in area of study:

Course 1: _____	_____	_____	_____
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Course 2: _____	_____	_____	_____
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Course 3: _____	_____	_____	_____
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Language Requirements:

Language appropriate for dissertation research (Biblical Studies students will need Greek and/or Hebrew)	_____	_____	_____
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Modern language: _____	_____	_____	_____
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Dissertation proposal approved by faculty. Date: _____	_____	_____	_____
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KNOWING (Con't)

Comprehensive Exams:

Primary Supervisor (Initial) Secondary Supervisor (Initial) Grade

Written:

Topic 1: _____

Topic 2: _____

Topic 3: _____

Oral Defence 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:

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.

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

Societies:

1. _____

2. _____

Meeting attended:

1. _____

DOING (Con't)

Presented a research paper at a professional society meeting.

Meeting: _____

Title of Presentation: _____

Date: _____

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 Colloguy on Dissertation Writing and Research. _____

Participated in McMaster Divinity College Colloquy on Entry into the Academy. _____

Dissertation contributed new and useful knowledge to the field as recognized by the decision of the examination committee. _____

Successful oral examination of dissertation. Date of defence: _____

Completed a five-year research plan. _____

Published at least one article or book review. _____

Title: _____

Publication: _____

Date of Publication: _____

Prepared a professional resume and curriculum vitae. _____

Knows how to compose an effective cover letter. _____

DOING (Con't)

Can effectively interview for a teaching or research position. _____

Established a list of five referees ready to speak on the student's behalf.
Name, title, institution:

1. _____

2. _____

3. _____

4. _____

5. _____

TEACHING: the practiced ability to convey skills and information.

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.