

MEMORANDUM

TO: Graduate Students
FROM: Graduate Office
RE: Progress Review Committee Reports

You are about to embark on another important stage in your graduate student career – the progress review committee meeting. The purpose of the progress review committee meeting is to provide you with an opportunity to discuss with selected faculty members your intended plan of study. The progress review committee meeting affords an opportunity for discuss your second-year research product, including research questions, challenges and timelines with committee members. Another useful purpose of the progress review committee is to begin discussions about the dissertation research, anticipated data needs and dissertation-year fellowship and/or grant opportunities. Finally, it is a great opportunity to discuss gaps and need in developing a teaching portfolio and in particular to designate which courses would be appropriate for you to serve as an AI or teach in an independent section.

Therefore, it is appropriate for you to approach the progress review committee meeting as a wonderful opportunity to have the undivided attention of interested as well as accomplished faculty members, who are all focused on helping you to find the best individualized path for success in our program. So do seize the opportunity to engage meaningfully with faculty members and use it to your best advantage.

Because of recent changes in graduate school policy as well as a need for a more unified approach to the progress review process, we ask you to use the template appended to this memo. In addition, you are required to do an initial investigation regarding the extent to which your proposed dissertation research will require approval from the IU Human Subjects Review Committee.

Please consult with the graduate secretary to schedule your progress review committee meeting and to discuss any other questions that you have about completing the form. It is wise to begin the scheduling process at the beginning of the semester before professors' calendars become crowded with other commitments.

The progress review committee approval form (next page) must be completed and signed by your committee members and returned to the graduate office when you are ready to schedule your progress review meeting.

Progress Review Committee Approval Form:

Please bring this form to Chris McCann, in the Graduate Office, after you have received confirmation from your chair and committee members that they will serve on your committee. Chris will work with you to schedule your progress review.

Name: _____

Date: _____

Proposed Progress Review Committee Members:

Field One: _____ Chair: _____

Member: _____

Field Two: _____ Member: _____

Member: _____

Outside Minor and Faculty Member

Representative: _____

(Faculty member need not be present at Progress Review) No representative required if seeking elect minor.)

Office Use Only

Approved: _____

Date: _____

Director of Graduate Studies

After approval – student to initiate Advisory Committee eDoc ☐

Progress Review Committee Report

Date: _____

I. Background Information

Student's Name:

Place of Birth:

Semester/Year of Matriculation:

Semester/Year of Progress Review:

II. Ph.D. Advisory Committee

List the Chair and three additional political science faculty. You should aim to have two, members from each of your two anticipated fields. You may also include an outside minor representative as part of your advisory committee.

Chair:

Committee Member:

Committee Member:

Committee Member:

Outside Minor Representative:

III. Ph.D. Fields

First Field:

Second Field:

IV. Outside Minor Field:

Outside Minor Field:

V. Eclectic Minor:

Requirements: Students who declare an eclectic minor are responsible for submitting to the Graduate Office, the list of four courses as well as a title for the eclectic minor at the conclusion of the progress review meeting. A copy of the form is included as the last page of this document. The chair of the student's progress review committee will also need to submit a letter, which explains the coherence and relevance of the minor to the student's substantive program of study. The DGS will then prepare a letter in support of

the proposed eclectic minor. The eclectic minor application will, subsequently, be forwarded to the IU Graduate School.

A. Specify the title of your Eclectic Minor:

B. Describe the nature of the coursework and the research inquiry that binds it together:

VI. Outline of Coursework:

A. Seminars in First Field:

	Instructor	Number & Title of Seminar	Completed (C) In Progress (IP) Wish List (WL)	Term & Year course taken	Grade Received
1					
2					
3					
4					
5					
6					
7					
8					

Seminars in Second Field:

	Instructor	Number & Title of Seminar	Completed (C) In Progress (IP) Wish List (WL)	Term & Year course taken	Grade Received
1					
2					
3					
4					
5					
6					

B. Tool Skills:

	Instructor	Number & Title of Course	Completed (C) In Progress (IP) Wish List (WL)	Term & Year course taken	Grade received
1					
2					
3					
4					

C. Coursework in Outside or Eclectic Minor:

	Instructor	Dept, #, Title of Course:	Completed (C) In Progress (IP) Wish List (WL)	Term & Year course taken	Grade Received
1					
2					
3					
4					
5					

D. Other Courses :

	Instructor	Number & Title of Course	Completed (C) In Progress (IP) Wish List (WL)	Term & Year course taken	Grade Received
1					
2					
3					
4					
5					
6					

VII. Summary of Progress at time of Review:

_____ Seminars Completed
 _____ Seminars in Progress
 _____ Tool Skills Completed
 _____ Tool Skills in Progress
 _____ Seminars for Outside/Eclectic Minor Completed
 _____ Seminars for Outside/Eclectic Minor in Progress

VIII. Ten Seminar Requirement

The Graduate Program requires that you complete 10 graduate seminars in the Political Science department, not to include the first year of methods. List below (by number and title) the ten seminars that you expect to have taken to fulfill this requirement.

1. _____
 2. _____
 3. _____
 4. _____
 5. _____

6. _____
 7. _____
 8. _____
 9. _____
 10. _____

IX. Proposed Date for Field Examination:

Field examinations should be completed by the end of the third year of study.

First Field: _____

Second Field: _____

X. Describe your plans for the required second-year product (e.g., paper, research proposal, grant proposal, etc.). What is the status of the product? What is your timeline for completing it? What is the plan for completing it?

XI. Describe your dissertation research plans, data, funding and travel needs.

XII. Based on the outline above, provide a timeline that includes course work, field examination(s), application(s) for dissertation funding in the form of grants/fellowships, dissertation proposals and the completion of the dissertation.

Year and Semester in Program	Coursework/Activities
First Year: Fall Semester	
First Year: Spring Semester	
First Year: Summer	
Second Year: Fall Semester	
Second Year: Spring Semester	
Second Year: Summer	
Third Year: Fall Semester	
Third Year: Spring Semester	
Third Year: Summer	
Fourth Year: Fall Semester	
Fourth Year: Spring Semester	
Fourth Year: Summer	
Fifth Year: Fall Semester	
Fifth Year: Spring Semester	
Fifth Year: Summer	

XIII. Investigate and report back to your committee on the extent to which you will need Human Subjects Approval for your likely dissertation research. Final determination of the need to apply formally to the Human Subjects Committee will be determined during the preparation for your dissertation proposal. As part of your initial investigation, please refer to the research compliance website at <http://www.research.iu.edu/rschcomp/hmpg.html>. You may also send e-mail inquiries to the office staff at iub_hsc@indiana.edu.

XIV. Describe your professional/career goals.

XV. What courses do you wish to teach while you are completing your dissertation? If you have teaching experience, please describe it below.

Use the space below to identify questions or issues that you wish to discuss with your committee members:

Eclectic Minor Request Form
Graduate Office
Department of Political Science
Woodburn Hall 210E

Date: _____

Students who elect to use an eclectic minor toward their degree requirement must complete this form and return it to the Director of Graduate Studies within 30 days of completing their Progress Review meeting. If you do not intend to declare an eclectic minor, do not complete this form.

This is a request to approve the following courses for an eclectic minor for

_____ IUID# _____

Student Name:

Proposed Eclectic Minor Title:

Proposed List of courses:

- 1.
- 2.
- 3.
- 4.

Progress Review Chair: _____ Date: _____

Approved by the Department _____
Director of Graduate Studies

Once approved, you will also be required to fill out the "Request for Individualized Minor" edoc, via [One.iu.edu/University Graduate School](http://One.iu.edu/University%20Graduate%20School).

Report of Progress Review*

Graduate Office, Department of Political Science

Student's Name: _____ Date of Review _____

Advisory Committee

Fields of Concentration

Field One: _____

Field Two: _____

Outside Minor: _____

Outside Minor Representative

This is to certify that the program for the above named student has been reviewed and approved by the members of the Committee, and Committee members recommend that the student continues studies toward the Ph.D.

_____ Chair signature

_____ Member signature

_____ Member signature

_____ Member signature

_____ Outside Minor Representative signature

Completion of Preliminary Examinations is expected before or during your sixth semester. Estimated semester and year of preliminary examinations: _____

DIRECTOR OF GRADUATE STUDIES

*The student is responsible for preparing a statement for each member of the Committee and the Graduate Office summarizing the findings of the Committee.