

## Dissertation Progress Report

### Submission of Electronic Copy

At the end of the 10th week of every quarter (on the last day of instruction), all students who have advanced to candidacy (in a P2 status) will submit to the Director of Graduate Studies (and the Chair of the Department if a different person) a formally written summary of the doctoral work carried out during the quarter. This report will be submitted electronically in a pdf file, 12 pt. type, double-spaced, and it should be one- to two-page long. Please include at the end of the report a projected timetable for completion as well as a list of any articles you have published or any conference papers that you have presented, if any. The most important thing is to make timely progress on your dissertation.

In addition to your electronic submission of the report, please fill out the form (and cover page) on page 2, and submit it to the Graduate Program Assistant (GPA) by the same date (you can also send it electronically).

Shortly after submitting your report, you will receive a brief electronic communication from the Director of Graduate Studies, which 1) congratulates you on your satisfactory progress; 2) affirms your satisfactory progress while offering suggestions for improvement; or 3) expresses areas of concern, to be discussed with you in a formal meeting with your dissertation committee.

Please note that the **successful and timely completion** of these reports by week 10 of the quarter is crucial to supporting a "Satisfactory" grade in your dissertation research credits (CLIT 599). Your advisor(s) should submit an S on your 599, once a report has been discussed and signed by him/her/them

Here are useful questions to address in your report:

- What have you been reading? (such as search of the scholarly literature and/or archival investigation)
- What have you written? (submission and/or completion of the entire first draft, with bibliography, and notes)
- How has your thinking about the project changed?
- What are your goals for completing chapters and the whole dissertation?
- What other steps to advancing your career have you taken (publications, conference presentations, travel to archives, etc.)?

# Dissertation Progress Report

(can be submitted as a pdf file to the GPA)

Cover page with Dissertation Chair's signature

Name: \_\_\_\_\_ Quarter \_\_\_\_\_

Title of Dissertation: \_\_\_\_\_

\_\_\_\_\_

Committee: \_\_\_\_\_ Chair (co-Chair)

\_\_\_\_\_ Member or Co-Chair

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Member

**Please attach a copy of your report**

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Date  
Name and Signature by Ph.D Committee Chairperson(s)

\_\_\_\_\_  
Date

**Name and Signature by Ph.D Committee Chairperson(s)**  
(Signature indicates agreement that above timetable is accurate and reasonable.)