



## Establishing the Doctoral Supervisory Committee: Instructions & Forms

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Included in this packet you will find the following forms: (1) Request for Establishing a Doctoral Supervisory Committee, (2) 4 proposed Ph.D. field forms, and (3) a proposed Graduate School Representative (GSR) form.

Students who completed their MA study at the UW and were promoted to the PhD program must submit this form by the end of the first quarter of doctoral study. Students who completed their MA study elsewhere before entering the UW PhD program must submit this form by the end of the third quarter of study. In all cases the Doctoral Supervisory Committee must be established no less than four months prior to scheduling the General Examination.

The student is responsible for submitting the request form, the four completed field forms and the GSR form together **as one packet** to the History Graduate Office. Once submitted and approved by the Graduate Program Coordinator the History Graduate Office will submit the forms to the Graduate School to establish the Supervisory Committee formally.

### **THE Ph.D. FIELD FORMS**

The Ph.D. field forms ask for some details about a student's proposed field with a faculty member. Students and faculty together have the opportunity to develop individualized fields that reflect the students' interests and at the same time draw on the specific research interests of the faculty. The information required on the forms is intended to give both the student and the individual field supervisor a clear idea of the parameters of a particular field (geographical, topical, chronological) and provide the entire Supervisory Committee with an overview of the scope and focus of the student's overall PhD program.

Each field form is to be completed by the student in conjunction with the faculty member who will be supervising that particular field in order to ensure that the field meets both the needs and interests of the student and the requirements of the faculty member.

To complete the form, **the student** should prepare a draft of the title and description for each of the four fields and then meet with each supervisor to get his or her approval for that field. The field supervisor can, of course, require revisions to the draft title and draft description of your proposed field. Once the student and faculty supervisor have agreed on the title and description, then the faculty member completes the required and recommended preparations for the field.

In the section for required preparation for the field, **the faculty member** specifies what that particular student must do to prepare for a doctoral exam in that student's proposed individualized field. Such required preparation can include, but is not limited to, taking specific graduate and 400-level courses in History or other departments, independent study readings, research seminars, foreign language training, etc. For example, a faculty member may state that a student working in a History of Science field needs to take HIST 511, HIST 512-513 and pass a French language exam. Or, a faculty member who wants to enhance the interdisciplinarity of a student's field in Ancient Greek History might add in this section that the student must take a Comparative Religion

class with a professor in NELC or an archaeology class with Professor X. This information is important so that the student can plan his or her program accordingly; this is, of course, imperative in cases where a faculty member will be on-leave and not available to the student.

In the section for recommended preparation for the field, **the faculty member** lists what preparations he or she recommends (but does not require) for that student to prepare for the doctoral exam in that field. This would be background or supplementary work that would be helpful but not necessary for the field. For example, the faculty member might suggest that the student undertake a research project in conjunction with a museum or prepare a conference paper or do some additional course work within the History Department or in other departments that would round out the student's knowledge in the field. Occasionally, a faculty member might suggest additional language work as being useful but not required. Once complete, the form should be returned to the student.

### **THE GRADUATE SCHOOL REPRESENTATIVE FORM**

The Graduate School Representative (GSR) is a voting member of the doctoral supervisory committee. The responsibilities of the GSR are to: be a productive scholar in his or her own field; hold an endorsement to Chair a doctoral supervisory committee; represent the broad concerns of the University with respect to high standards of scholarly performance; provide, for The Graduate School, a non-specialist's view of the quality of the student's work, ensuring that the student's mastery of the subject matter is broad and comprehensive; assure that all procedures are carried out fairly and according to the guideline of The Graduate School; present no conflict of interest with the departments of either the student or the supervisory committee chair; participate in conducting both the General and Final Examinations; and provide a report to The Graduate School immediately following the examinations. Effective Winter 2005, the GSR is selected by the student and his or her committee chair (rather than appointed by the Graduate School). Please see the attached GSR form for detailed instructions on this process.

Rev. 10/05



## Request for Establishing a Doctoral Supervisory Committee

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

Student Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

PhD students are expected to propose four fields from at least two divisions; at least one of the four fields should offer genuine diversity from the student’s primary area of concentration.

Normally, fields within the ‘Comparative History’ division (Historiography, Comparative Ethnicity and Nationalism, Comparative Gender, and Comparative Colonialisms) may not constitute a student’s primary field. These fields may satisfy the requirement for a field outside a student’s primary division of concentration only if they do not significantly overlap with the student’s main field of study.

PhD students concentrating in the US history division are required to offer at least one of the following three chronological fields: Early America, 19<sup>th</sup> century, 20<sup>th</sup> century. For a list of divisions and further information of graduate areas of study, see: <http://depts.washington.edu/history/studying/graduate/fields.html>

Division	Field	Professor
1. _____	_____	_____ (Chair)
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

When do you anticipate taking your PhD exams? \_\_\_\_\_ (Quarter/Year)  
*Please note: this is not a formal commitment on your part.*

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:      Yes      No

## PROPOSED FIRST PhD FIELD

Students are responsible for preparing a draft of the field title and description sections of this form for the faculty supervisor's approval. The supervising faculty member is responsible for completing the required and recommended preparation sections of this form.

**FIELD TITLE:** \_\_\_\_\_

The title must be descriptive as to the subject of the field (e.g., "Peru, 1500-1800," not "Peru"; or "Colonial and Urban Geography in Nineteenth-Century South Africa," not "Geography").

**DIVISION:** \_\_\_\_\_

This must be drawn from the list of approved graduate divisions: <http://depts.washington.edu/history/studying/graduate/divisions>

**SUPERVISING FACULTY MEMBER:** \_\_\_\_\_

**DESCRIPTION OF FIELD:** The description must be specific in terms of the topical, geographical, chronological, and other limits of the field.

**REQUIRED PREPARATION:** What does the faculty supervisor require the student to do to prepare for the PhD examination in this field? (Such required preparation can include, but is not limited to, taking specific graduate and 400-level History courses, specific graduate and 400-level courses in other departments, independent study readings, research seminars, foreign language work, etc.).

**RECOMMENDED PREPARATION:** What does the faculty supervisor recommend (but not require) the student to do to prepare for the PhD examination in this field? (Such recommended preparation can include, but is not limited to, taking specific graduate and 400-level History courses, specific graduate and 400-level courses in other departments, independent study readings, research seminars; foreign language work, etc.).

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROPOSED SECOND PhD FIELD

Students are responsible for preparing a draft of the field title and description sections of this form for the faculty supervisor's approval. The supervising faculty member is responsible for completing the required and recommended preparation sections of this form.

**FIELD TITLE:** \_\_\_\_\_

The title must be descriptive as to the subject of the field (e.g., "Peru, 1500-1800," not "Peru"; or "Colonial and Urban Geography in Nineteenth-Century South Africa," not "Geography").

**DIVISION:** \_\_\_\_\_

This must be drawn from the list of approved graduate divisions: <http://depts.washington.edu/history/studying/graduate/divisions>

**SUPERVISING FACULTY MEMBER:** \_\_\_\_\_

**DESCRIPTION OF FIELD:** The description must be specific in terms of the topical, geographical, chronological, and other limits of the field.

**REQUIRED PREPARATION:** What does the faculty supervisor require the student to do to prepare for the PhD examination in this field? (Such required preparation can include, but is not limited to, taking specific graduate and 400-level History courses, specific graduate and 400-level courses in other departments, independent study readings, research seminars, foreign language work, etc.).

**RECOMMENDED PREPARATION:** What does the faculty supervisor recommend (but not require) the student to do to prepare for the PhD examination in this field? (Such recommended preparation can include, but is not limited to, taking specific graduate and 400-level History courses, specific graduate and 400-level courses in other departments, independent study readings, research seminars; foreign language work, etc.).

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROPOSED THIRD PhD FIELD

Students are responsible for preparing a draft of the field title and description sections of this form for the faculty supervisor's approval. The supervising faculty member is responsible for completing the required and recommended preparation sections of this form.

**FIELD TITLE:** \_\_\_\_\_

The title must be descriptive as to the subject of the field (e.g., "Peru, 1500-1800," not "Peru"; or "Colonial and Urban Geography in Nineteenth-Century South Africa," not "Geography").

**DIVISION:** \_\_\_\_\_

This must be drawn from the list of approved graduate divisions: <http://depts.washington.edu/history/studying/graduate/divisions>

**SUPERVISING FACULTY MEMBER:** \_\_\_\_\_

**DESCRIPTION OF FIELD:** The description must be specific in terms of the topical, geographical, chronological, and other limits of the field.

**REQUIRED PREPARATION:** What does the faculty supervisor require the student to do to prepare for the PhD examination in this field? (Such required preparation can include, but is not limited to, taking specific graduate and 400-level History courses, specific graduate and 400-level courses in other departments, independent study readings, research seminars, foreign language work, etc.).

**RECOMMENDED PREPARATION:** What does the faculty supervisor recommend (but not require) the student to do to prepare for the PhD examination in this field? (Such recommended preparation can include, but is not limited to, taking specific graduate and 400-level History courses, specific graduate and 400-level courses in other departments, independent study readings, research seminars; foreign language work, etc.).

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROPOSED FOURTH PhD FIELD

Students are responsible for preparing a draft of the field title and description sections of this form for the faculty supervisor's approval. The supervising faculty member is responsible for completing the required and recommended preparation sections of this form.

**FIELD TITLE:** \_\_\_\_\_

The title must be descriptive as to the subject of the field (e.g., "Peru, 1500-1800," not "Peru"; or "Colonial and Urban Geography in Nineteenth-Century South Africa," not "Geography").

**DIVISION:** \_\_\_\_\_

This must be drawn from the list of approved graduate divisions: <http://depts.washington.edu/history/studying/graduate/divisions>

**SUPERVISING FACULTY MEMBER:** \_\_\_\_\_

**DESCRIPTION OF FIELD:** The description must be specific in terms of the topical, geographical, chronological, and other limits of the field.

**REQUIRED PREPARATION:** What does the faculty supervisor require the student to do to prepare for the PhD examination in this field? (Such required preparation can include, but is not limited to, taking specific graduate and 400-level History courses, specific graduate and 400-level courses in other departments, independent study readings, research seminars, foreign language work, etc.).

**RECOMMENDED PREPARATION:** What does the faculty supervisor recommend (but not require) the student to do to prepare for the PhD examination in this field? (Such recommended preparation can include, but is not limited to, taking specific graduate and 400-level History courses, specific graduate and 400-level courses in other departments, independent study readings, research seminars; foreign language work, etc.).

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Proposed Graduate School Representative (GSR)

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The Graduate School Representative is a voting member of the doctoral Supervisory Committee, appointed to represent the broad concerns of the Graduate School with respect to high standards of scholarly performance, ensuring that the student’s mastery of the subject matter is broad and comprehensive. The GSR attends the General and Final Examinations and completes standardized exam reports. Further details about the GSR can be found in Graduate School *Memorandum 13* or in the “Doctoral Supervisory Committee Roles and Responsibilities” section of the Graduate School’s website.

It is the responsibility of the student, in consultation with the PhD Committee Chair and/or the Department’s Graduate Program Coordinator, to identify a faculty member to serve as GSR. In selecting a GSR the following guidelines must be followed:

1. The GSR cannot have an appointment within the student’s or committee chair’s department(s).
2. The GSR must not have any conflicts of interest (e.g., budgetary, familial, departmental, etc.) with either the student or the chair of the Supervisory Committee.
3. The GSR must be a member of the Graduate Faculty with an endorsement to chair doctoral Supervisory Committees. The Graduate School maintains a roster of Graduate Faculty on their website.
4. The GSR cannot have an affiliate appointment.
5. An individual faculty member may hold an unlimited number of GSR appointments, so long as they hold no more than 4 concurrent GSR appointments in a single department.

Student Name: \_\_\_\_\_ Committee Chair: \_\_\_\_\_

General Exam Quarter/Year: \_\_\_\_\_ Proposed GSR: \_\_\_\_\_

GSR’s Home Department: \_\_\_\_\_ GSR’s Email Address: \_\_\_\_\_

**I agree to serve as GSR on the Supervisory Committee for the above named student.**

\_\_\_\_\_  
 Signature Date

**We agree that the proposed GSR meets the Graduate School’s criteria outlined above and should be assigned to the student’s Supervisory Committee.**

\_\_\_\_\_  
 Signature of Committee Chair Date

\_\_\_\_\_  
 Signature of Student Date



This form is required by the Graduate School. Please direct all questions about this form and associated policies to the Graduate School.



## USE OF HUMAN AND ANIMAL SUBJECTS FOR UW GRADUATE STUDENT THESES AND DISSERTATIONS

This form is completed when a graduate student's thesis or dissertation supervisory committee is constituted and must have original signatures of both the faculty committee chair and the graduate student. The original copy is retained in the student's departmental file and must be available upon request. Do not return this form to the Graduate School.

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Student number

*The following statement must be signed by the advisor indicating concurrence before the student's committee is formed:*

"I certify that this student has been advised of the need to be fully in compliance with the University of Washington Human Subjects Division and Institutional Animal Care and Use Committee's requirements for University of Washington researchers, and that research being conducted for this student project under my supervision will be in compliance. The rights and welfare of human and/or animal subjects will be safeguarded during the conduct of master's/doctoral research. The student has further been advised that review by these boards must take place prior to any activity that involves human subjects or animals for the work to be accepted as a valid master's thesis or doctoral dissertation."

\_\_\_\_\_  
Name of Committee Chair [printed]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The following statement must be signed by the student before the committee may be formed:*

"I certify that I have been advised of the need to be fully in compliance with the University of Washington Human Subjects Division and/or Institutional Animal Care and Use Committee's requirements for researchers. I further certify that I will complete (or have completed) required training in the relevant category and that I will submit (or have submitted) my IRB and/or IACUC application for review prior to any activity that involves human subjects or animals so that my work can be submitted as a valid master's thesis or doctoral dissertation."

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

For further information, you may go to the following sites:

<http://www.washington.edu/research/hsd/> (Human Subjects Division)

<http://depts.washington.edu/iacuc/> (Animal Care Committee)