DEPARTMENT OF ENGLISH

REGISTRATION OF SUPERVISORY COMMITTEE, INITIAL THESIS PROPOSAL and FIELD of STUDY
This form must be submitted to the Graduate Program Administrator (SS1148) no later than September 30 of the second year.

- The purpose of this form is to register the student's a) Supervisory Committee, b) Field of Study, and c) initial thesis proposal **(see instructions pg 2)**
- Once the form is approved by the Graduate Executive Committee (GEC) the Graduate Program Administrator will prepare the *Appointment of Supervisory Committee* form which requires signatures from the Student, Supervisor and Graduate Director, for Faculty of Graduate Studies records.

Student: Attach your approved initial thesis proposal (approximately 500 – 1,000 words plus 2 pp bibliography; see page 2).

Student Name		UCID
	(student signature)	
Proposed Field of Study Examination *(See Field Lists at:* http://english.ucalgary.ca/graduate/requirements/reading-lists	Title of Initial Thesis Proposal	

COMPOSITION of the PhD SUPERVISORY COMMITTEE

NAME	DEPARTMENT	RELEVANCE OF EXPERTISE	SIGNATURE a) I am willing to serve on the committee b) I approve the Initial Thesis Proposal
Supervisor			
Supervisory Committee Member			
Supervisory Committee Member			
Co-supervisor or additional member *(if applicable)*			

ACTION OF GRADUATE COMMITTEE	1. Supervisory Committee Approved	Yes	No
	2. Examination Field of Study Approved	Yes	No
	3. Initial PhD Thesis Proposal Approved	Yes	No
Signed: _____ *Graduate Program Director*	Date: _____		

Revised July 2015

This information is collected under the authority of and in response to the Freedom of Information and Protection of Privacy Act. Direct enquiries to the Graduate Office, English Department, enggrad@ucalgary.ca

The Initial Doctoral Thesis Proposal

For the purposes of the Initial Thesis Proposal, the department more or less follows the format and the expectations for the SSHRC doctoral project description. The aim is to describe your project as clearly as possible, laying out the subject of the study, the methodology, and the anticipated results. A well-crafted proposal demonstrates that you have done sufficient preliminary research to establish the viability of the project and that you have a workable blueprint for the thesis. The proposal should be detailed enough that a potential committee member could use it to determine their own suitability for the project and be confident that they can offer support for it.

The proposal should be approximately 500-1,000 words, double-spaced, accompanied by a 1-2 page bibliography, listing works that are foundational to the study. The proposal and bibliography should scrupulously follow the MLA Handbook.

The thesis proposal should include:

o A working title that is as specific as possible about the project: "A Lacanian Approach to Stage Violence in Three Jacobean Plays"; "Mother-Daughter Relations in Prairie Novels: 1950-1990."

o A clear statement of the question of the thesis, addressing the anticipated argument of the study, its focus and its aims: What are the texts to be addressed (and what is the logic of their selection), what questions will you direct at them, and what do you hope to argue in the study?

o A discussion of the relation of this study to current research in the field: What are the major critical contexts of the study, and what contribution will this study make to the current state of scholarship?

o A discussion of the proposed methodology: What is the theoretical and critical orientation of the study?

o An indication of how the project will proceed: What will chapters address, and what is the logic of their progression?

While creative writing proposals may have a somewhat different focus, depending on genre, the proposal will still address the major questions, underlying research, critical and theoretical contexts, and the contribution of the proposed work to scholarship and to the field of creative writing.

For Mac users: saving fillable forms and creating electronic signatures using Preview or other PDF readers

To create an electronic signature:

- Under Tools, go to Annotate>Signature>Create Signature> Manage Signatures (or click on signature icon in toolbar)
- Follow instructions for drawing or taking a photograph of your signature.
- Select your signature, and drag it to the signature section(s) of the form; size if necessary.

How to save fillable forms:

- If you find forms are blank when your send or print them, these steps work with most applications.
- After you've filled out a form, **choose Print from the File menu** (or command-P) and then use the PDF option to save it as a PDF. See screenshot below. You will also see options to preview, save, print, e-mail (or in recent systems, message) the file.
- The form is then saved as a "flat" file (you can't edit text any more, but it also means that the recipient will actually be able to see the form data).
- Note: *"Export As" and "Save As" do not accomplish the same thing. You lose your data that way.*