Ph.D. Dissertation Prospectus Defense Form

1. Candidate: ___________________________ ___________________________ ___________________________ 
Family Name First Name E-mail

2. Prospectus Title: ___________________ 
Abstract Attached? [___]

3. Prospectus Defense Committee (Readers sign to indicate having received a copy of the prospectus): 

Advisor/Chair (1st Reader): 

Signature Print Department Phone E-mail

2nd Reader 

Signature Print Department Phone E-mail

3rd Reader 

Signature Print Department Phone E-mail

4th Reader (Optional) 

Signature Print Department Phone E-mail

4. Preferred Examination Schedule (When items #1 through #4 are completed, bring form with abstract, to the ME Office, room 106): 

Date Time Room

5. Approved Schedule for the Prospectus Defense: 

Date Time Room

6. Approval of Examination by Associate Chair for Graduate Research Programs: 

Signature Print Date

7. Committee Decisions: Passed [___] Failed [___] Passed with conditions [___] ***Conditions must be in writing***

8. Defense Chair: 

Signature Date

9. Approval of Examination by Associate Chair for Graduate Research Programs: 

Signature Date

When items #8-#9 are completed, return original form with any conditions attached to the ME Office, room 106.

Rev 10/27/2017
INSTRUCTIONS:
PH.D. DISSERTATION PROSPECTUS DEFENSE FORM

Instructions on the procedures of the Prospectus Defense are provided in the Handbook for Ph.D. Students. Instructions on how to use the Prospectus Defense Form are as follows:

1. **Candidate**
   Complete items # 1-4 and return to your Departmental Graduate Coordinator at least two weeks in advance of the desired Prospectus Defense date. Coordinate the Committee members’ schedules to come up with a preferred examination schedule. Attach a copy of your abstract. The department may appoint one additional reader.

2. **Departmental Academic Programs Manager**
   Appoint the departmental reader, if desired. Confirm with Candidate the defense date, time and room, and add this information in item #5. Send the form to the Associate Chair for Graduate Research Programs for approval in item #6. The original copy of the form goes to the Chair (abstract attached). One copy (abstract attached) is returned to the candidate. The schedule must be set and appropriate parties notified at least one week in advance of the actual Prospectus Defense. At this time, announce the upcoming defense to the department faculty and PhD students. Once the defense has been completed, send the form to the Associate Chair for Graduate Research Programs for approval in item #9 and then send the fully completed form to the ENG Graduate Office, room 112. Send one copy of the fully completed form to the candidate.

3. **Defense Chair (Research Advisor)**
   Chair the Prospectus Defense and indicate the Committee’s decision in item #7, and sign in item #8. If the Candidate Passed With Conditions, the conditions must be specified in an accompanying memo. When you have completed the form then send it to the Departmental Academic Programs Manager.

4. **Departmental Associate Chair for Graduate Research Programs**
   Review the form once the defense has been scheduled, and indicate approval in item #6 before the defense can proceed. Once the defense has been completed, sign off in item #9, and then send the original form with signatures (any conditions attached) to the Academic Programs Manager.
STRUCTURE OF THE WRITTEN PROSPECTUS

1. **Title Page**
   This page should contain the name, department, phone number, and e-mail address of the author, title of proposed research, name of research advisor, other members of the committee, date and location of proposed defense.

2. **Project Summary (350 words or less)**
   This section is a self-contained summary of the proposed research. The summary should be written in the third person, should define the project's goal, and should provide enough background information for the reader to understand the project's goal, the methods to be employed, and the significance of the proposed research to the advancement of knowledge. The summary must be understandable to any scientifically literate reader.

3. **Statement of the problem to be investigated**
   This section should include: a statement of the project’s goal and objectives; a description of the significance of the problem to be addressed; and an explanation of the anticipated contribution of the project to the body of knowledge in the field.

4. **Background**
   This section should present the relevant background information in a way that includes a critical review of research accomplishments of others, cast in terms of how those results lead specifically to what is proposed by the author.

5. **Research design and methods**
   This section should describe the method(s) and procedures to be employed, including any special facilities, supplies or equipment that are required.

6. **Preliminary results (if available)**
   The section should present any results obtained thus far that support the feasibility of the proposed research and/or the capabilities of the author to carry out the proposed research. If there are no results yet, the author should explain anticipated results and their significance (impact) to the problem proposed.

7. **Anticipated timetable for completion**

8. **Bibliography of pertinent literature**

9. **Author's curriculum vitae**

***NOTE: Sections 3-6 of the prospectus combined should not exceed 25 single-spaced pages.***