

PhD Student Self-Assessment Check-Off List

Please fill out at the end of every academic year and return to the Director of Graduate Studies by May 15th.

Name		BU ID	
Advisor		Date	
Year in Program		Upon entering the program, did you already have an MA?	

End of First Year

Eight Approved Courses

- HI 800: European Historiography
- HI 801: The Historian's Craft
- HI 850: American Historiography
- HI 870: African Historiography
- _____
- _____
- _____
- _____

First 25-40 Page Research Paper

Can include HI 801 paper.

Approved by advisor?

Yes No

Proficiency in At Least One Foreign Language

Language: _____

Demonstrated by one of the following:

- A language exam given by a faculty member of the Department of History.
- A language reading course numbered 621 offered through the Graduate School.
- A reading exam from another accredited graduate school and a successful petition to the DGS to waive the departmental requirement.

Comment on these criteria, especially if any part has not been fulfilled:

End of Second Year

Eight Courses

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Proficiency in Second Foreign Language

Only for candidates in European or African history. Must be completed before taking oral exams in third year.

Language: _____

Demonstrated by one of the following:

- Language exam.
- Language reading course.
- Reading exam from another accredited graduate school and a successful petition to the DGS.

Second 25-40 Page Research Paper

Approved by advisor?

Yes No

Preparation for Oral Qualifying Exams

- Selecting a major and a minor field.

Yes No

- Creating an orals committee consisting of four examining faculty in the chosen fields.

Yes No

- Creating reading lists for the minor field and each area of the major field in consultation with the individual examiners.

Yes No

Comment on these criteria, especially if any part has not been fulfilled:

End of Third Year

Proficiency in Second Foreign Language

Only for candidates in European or African history. Must be completed before taking oral exams in third year.

Language: _____

Demonstrated by one of the following:

- Language exam.
- Language reading course.
- Reading exam from another accredited graduate school and a successful petition to the DGS.

Submit the [PhD Qualifying Oral Examination Approval Form](#)

Must be before taking the exam.

Yes No

Take and Pass the PhD Qualifying Oral Examination

Yes No

Comment on these criteria, especially if any part has not been fulfilled:

Submit Dissertation Prospectus

Must be at most twelve months after the oral exam.

Approved by first reader?

Yes No

Approved by second reader?

Yes No

Submit the [Dissertation Prospectus Approval Form](#)

After the prospectus is approved by both readers.

Yes No

Applications for External Grants to Fund Archival Research

Grant	Date Applied
	Result
Grant	Date Applied
	Result
Grant	Date Applied
	Result
Grant	Date Applied
	Result
Grant	Date Applied
	Result

Fourth Year and Beyond

Four Semesters of HI 900: Dissertation Workshop

Including annual presentations on research.

- _____
- _____
- _____
- _____

Conduct Archival Research

Yes No

Start Writing Dissertation

Yes No

Finish Writing Dissertation

Yes No

Applications for External Grants to Fund Archival Research

Grant	Date Applied
	Result
Grant	Date Applied
	Result
Grant	Date Applied
	Result
Grant	Date Applied
	Result
Grant	Date Applied
	Result

Defend Dissertation Successfully Before Dissertation Committee

Yes No

Submit [GRS Intent to Graduate Form for the Doctoral Degree](#)

Yes No

Comment on these criteria, especially if any part has not been fulfilled:

For Administrative Use Only

Administrative Crosscheck of Student's Check-off and Self-Assessment

Additional Comments

Required Signatures

Director of Graduate Studies Date

Department Chair Date