

February 5, 2024

To: FMS Faculty

cc: Amy Fujitani, Trevor Smith

From: Kristen Hatch

Re: FMS PhD: Proposed Guidelines for Research Courses

In order to register for the following directed research courses, students must first arrange for the faculty supervisor to submit a syllabus to the Graduate Coordinator.

- FMS 295: Directed Reading
- FMS 296: Exam Reading
- FMS 297: Prospectus Research
- FMS 299: Dissertation

According to university guidelines, syllabi for directed research courses must 1) set expectations for the course and 2) specify the grading criteria. Expectations should be defined in such a way as to preserve students' flexibility in pursuing research, which can often take unpredictable turns.

Syllabi must include the following information:

- Frequency of meetings
- Mentoring activities
- Expected outcomes and milestones
- Timelines
- Method of evaluation

In order to minimize the burden of producing syllabi for these courses and to encourage consistency across classes, we will develop a shared set of guidelines for each of the research courses. The university expects that students will put in three hours' work per week per term for every unit they complete. In other words, students completing 4 units of directed research should plan to complete 12 hours of course-related work per week. These are guidelines only, and faculty may adjust the requirements according to the needs of the students.

FMS 295: Directed Reading

- *Frequency of meetings:* Weekly or biweekly
- *Mentoring activities:* Read and discuss written responses to the readings
- *Expected outcomes and milestones:* Students will complete 15-20 pages of written work, as unit reading summaries, and/or end-of-quarter synthesis

- *Timelines*: Bibliography confirmed no later than week 1 of term; assigned readings completed in advance of respective meetings; reading notes submitted by deadline as agreed
- *Method of evaluation*: Assess quality of preparation and discussion at weekly/bi-weekly meetings; quality of written summaries and syntheses.
- *Rationale for Directed Reading in lieu of a seminar*
- *Grade option*: Letter grade

FMS 296: Exam Reading

- *Frequency of meetings*: Monthly
- *Mentoring activities*: Approve field and dissertation lists; respond to questions; monthly check-ins
- *Expected outcomes and milestones*: Pass written exams
- *Timelines*: Bibliographies confirmed in according with PhD Handbook deadlines; standardized, field or dissertation list exam completed
- *Method of evaluation*: Successful completion of exam
- *Grade option*: S/U

FMS 297: Prospectus Research

- *Frequency of meetings*: Weekly or biweekly
- *Mentoring activities*: Read and discuss prospectus drafts; offer research guidance; coordinate drafts with schedule for prospectus practicum.
- *Expected outcomes and milestones*: Completed prospectus draft
- *Timelines*: *Complete section drafts by deadlines; complete full prospectus and defend.*
- *Method of evaluation*: Pass prospectus defense.
- *Grade option*: S/U

FMS 299: Dissertation Research

- *Frequency of meetings*: Minimum of once per quarter; monthly recommended
- *Mentoring activities*: Read and respond to drafts; offer research guidance; advise re: publishing, conference presentations, fellowship and award applications, job preparation; write LOR
- *Expected outcomes and milestones*: Archival research; outlines; chapter drafts
- *Timelines*: Chapter draft and application deadlines as agreed, quarterly.
- *Method of evaluation*: Demonstrable progress on dissertation research and writing.
- *Grade option*: S/U