DISSERTATION PROSPECTUS APPROVAL FORM

A dissertation prospectus is required of every graduate student within four months of passing the comprehensive exam. Students who pass the exam in November will submit a prospectus by March of the following year; students who pass the exam in April will submit a prospectus by August of the same year. The prospectus should be 8-12 pages in length and should include a working Bibliography. The prospectus will be accompanied by a one-page abstract which will be electronically circulated to the entire graduate faculty. Please submit an electronic copy of your abstract to the graduate office when submitting your prospectus. The dissertation director and two additional members of the dissertation committee will meet with the student to discuss and approve the prospectus.

Student's Name:

Title of Dissertation:

Guidelines for Best Practices in the Mentoring of PhD students for the Job Market

1. Class Observations:

All dissertating PhD students will be advised at the beginning of every semester to share their teaching syllabi with their dissertation committee members and to make arrangements for class observations. Mentees are expected to be observed at least once every semester by one of their dissertation committee members. Dissertation committee members are expected to make themselves available to observe the mentees’ classes upon request. All faculty members who have observed a graduate student’s class (whether in their capacity as dissertation committee members or as pedagogical mentors) are expected to produce a report and email a copy of that report to the Graduate Studies Office (englishgrad@umd.edu), which will serve as a repository for these reports and will make them available to faculty members who have been asked to write a letter of recommendation.

2. Letters of Recommendation:

All letters of recommendation written for PhD students going on the job market are expected to be filed with Interfolio (or whichever reference service is commissioned by the student) by 1 October. All letters of recommendation are expected to give a full sense of the dissertation and also to address student teaching in a substantive way, based on personal class observations and/or on a consultation of the teaching reports on file with the GSO.

3. Application Materials:

All dissertation directors advising PhD students going on the job market are expected to meet with their advisees in the spring semester to discuss the application process and its timeline. Mentees are expected to submit their application materials to their dissertation directors by 1 July, and dissertation directors are expected to vet their advisees’ application materials before 1 August, which is the deadline for submitting application materials to the placement director for students going on the job market in any given year.
Mock Job Talks:

- All Graduate Faculty members are expected to participate in the professionalization of PhD students by attending at least one of the mock jobs talk arranged by the placement director every year. Attendance by Skype can be arranged upon request.

- After a mock job talk has been scheduled by the placement director, dissertation directors and their advisees will provide the placement director and the director of graduate studies with a list of faculty members who should specifically be invited to the advisees’ mock job talk.

Approved by:

Director: ___________________________ ___________________________ ____________
NAME SIGNATURE DATE

1st Reader__________________________ ___________________________ ____________
NAME SIGNATURE DATE

2nd Reader__________________________ ___________________________ ____________
NAME SIGNATURE DATE

3rd Reader__________________________ ___________________________ ____________
NAME SIGNATURE DATE