

To: All Business PhD Students
cc: Faculty
From: David L. Deephouse, Associate Dean, PhD Program
Re: Project Planning and Evaluation Procedures
Date: April 24, 2014

In past years, students were required to submit summer research plans to their research supervisors and the PhD Office; after the summer was over, students would report on the progress they made. This process has been generalized across all research and teaching activities that students undertake during their program. It has also moved from paper-based to a digital format. A copy of the most recently revised form is attached; it also resides on the I:\PhD Public\Supervision and Evaluation.

Project is the general term used to denote any type of research activity or assistantship. Examples include: serving as an RA or TA, conducting independent summer research, working with a faculty member(s) on a paper, working with another student(s) on a paper, and working with faculty members and students from other school(s) on a paper. A student could have one or more projects in a given term; two to four might be appropriate for most students, including the thesis.

Projects vary in size and scope. An example of a small project is being a TA for one course for one term. Two examples of large projects are doctoral thesis research and a major research paper, either of which might have grown out of an RA.

Each student project must be overseen and evaluated by a mentor. The mentor's involvement can range from high, such as for a collaborative research project, to low, such as providing guidance and advice to a research collaboration among students.

Each project must be planned and evaluated every four months, most commonly fall, winter, and spring/summer terms. Many research projects will continue over many terms, but the student's work must be planned and evaluated every term. For instance, work in fall term could be collecting data, in winter term, cleaning and analyzing data, and in summer, writing up the results.

Plans and evaluations do not need to be lengthy; examples are provided on the form. The actual work done during the term can vary from the plan as long as it is justifiable.

Project plans and evaluations will become inputs into annual reviews of student progress by the supervisory committee, consisted with the FGSR requirement for each student to meet formally with her/his supervisory committee at least once a year (Graduate Program Manual, Section 8.1.5).

If you need assistance with the process or have suggestions for improving it, please contact Jeanette, Debbie, or me.

Thank you for your cooperation in improving doctoral education at the Alberta School of Business.