



PhD Supervision Handbook For Faculty and Students

New Orleans Baptist Theological Seminary
Office of Research Doctoral Programs

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FACULTY SUPERVISOR RESPONSIBILITIES

APPLICATION STAGE:

- Research, write, and present at academic conferences
- Recruit students to study with him/her
- Provide leadership through the entrance process (interview, exam, etc.)
- Recommend acceptance and agree to supervise specific students

RESIDENCY STAGE:

- Regularly meet (at least once a month) with the student regarding research interest and progress in the program/seminars
- Advise toward certain seminars based on area of interest/study
- Evaluate and review the student's progress through the program
- Assist in modifying seminar papers into content suitable for conference presentations and articles.
- Provide and help the student develop a bibliographic reading list for field of study and for comprehensive exams
- Guide and direct the student to develop a robust research proposal
- Oversee the proposal's development into a prospectus in conjunction with the prospectus development course
- Help the student prepare for the comprehensive exams
- Write and conduct the comprehensive exams (written/oral)

DISSERTATION STAGE:

- Lead the prospectus approval process (which includes enlisting others from the discipline to offer feedback and approval)
- Select/Appoint the Prospectus Committee (2-3 other faculty readers) for prospectus approval.
- Work with the candidate throughout the writing of the dissertation — offering substantive feedback along the way
- Assist student in contacting an external reader for the dissertation
- Schedule the Defense when the dissertation/candidate is ready
- Conduct the Dissertation Defense (2-3 other faculty readers + external reader)



Pre-Supervision: Finding Your Fit

I. The Supervisor Selection Process

- Supervision begins during the admission process into PhD Studies.
- Applicants will select their top 2 or 3 supervisor preferences and will reach out to schedule an interview with them individually to evaluate whether they would serve as the supervisor of that student (i.e., research interest, expertise, and availability).
- The faculty member has the prerogative to choose the students they wish to supervise.

II. Students: How To Find a Supervisor

A. *What to Look for When Considering a Supervisor*

You want a supervisor who has some level of expertise or interest in your research area. While you don't have to know your exact dissertation topic yet, knowing a general direction will help you find a supervisor whose specializations align. A good supervisor is an expert in your research interests or is knowledgeable enough in your research interests to guide you well.

B. *Questions to Ask a Potential Supervisor*

1. What are your research areas of expertise?
2. What topics have you written on?
3. What peripheral research areas do you enjoy?
4. Do you have the capacity on your plate to supervise an additional student?

C. *What's Next...*

1. The faculty member will also ask about your research interests and academic/professional goals. Share freely so they can assess whether you would be academically compatible.
2. After the interview, a faculty member may agree to accept you as a supervisee or suggest an alternative professor according to your research interests. If needed, schedule interviews with your second and third choices.
3. When a professor agrees to supervise you (conditional upon acceptance into the program), fill out the second page of the [Supervisor Interview Checklist: Student Edition](#) and upload it to your application portal.
4. Supervisory acceptance contributes to your overall acceptance into the PhD program.

III. Faculty: How to Select a Student to Supervise

A. What To Look For When Considering A Potential PhD Student

- The necessary educational experience for PhD studies in your field
- An interest and background in your areas of expertise
- An idea for a dissertation topic
- Openness to your shaping, influence, and direction
- Appropriate character and attitudes (not abrasive or arrogant)
- A sense of natural relational fit
- Applicants who will be a joy to work with, not a burden!

B. Questions To Ask A Potential Student

1. What are your research interests?
2. What topics have you enjoyed in your previous study?
3. What are your research and professional goals?

C. After the interview, choose one of the following:

- If you do not feel that a student is not of the caliber to succeed in the program, respectfully decline their request to supervise.
- If you are confident in the student's potential for success but their research interests are not aligned with your fields of expertise, suggest to the student an alternative faculty member to interview.
- If you wish to supervise the student, but their research interests do not align with your fields of expertise, submit an email to your divisional associate dean advocating for the student and sharing your plan to supervise them well in their research interests.
- If you wish to supervise the student and their research interests align with your areas of expertise, complete and submit the [Supervisor Recommendation for PhD Applicant Form](#) division associate dean. If the applicant is admitted to the program, complete the [Supervisor Agreement Form](#) with the student and submit it to your division associate dean for authorization.

The Student-Supervisor Relationship

I. The Nature of the Supervising Relationship

The supervisor is responsible for preparing students to become experts and scholars in their disciplines, ensuring that students develop competency in their fields and mastery of their areas of specialization.

1. *What to Expect from a Supervisor*

- Monthly meetings
- Responses within a reasonable 1-2 day period
- Discussion about current seminar papers
- Advice on research topics for your dissertation
- Guidance on modifying your seminar papers into presentations/publications
- Guidance, feedback, and approval of dissertation proposal/prospectus
- Assistance preparing for your comprehensive exam
- Consistent feedback on dissertation chapters

2. *What Not To Expect from a Supervisor*

- **24/7 Access** — Please allow faculty a few days to respond to emails. Don't be afraid to send friendly follow-up emails; in fact, we encourage it! Just please remember that they're supervising multiple students along with administrative and other teaching responsibilities. However, if you repeatedly cannot get ahold of your supervisor, please contact the ReDoc Office.
- **For Them to Plan Your Monthly Meetings** — Our faculty have *many* responsibilities, but they WANT to meet with students, so please take it upon yourself to reach out to them and schedule your monthly meetings.
- **Perfection** — our faculty are amazing, but still human. Especially when tweaks are made to our program, please check with the ReDoc Office for updated policies to make sure that you are submitting paperwork in line with the most updated requirements.

3. *What To Expect From A Student*

- **Anxiety About Reaching Out To You First** — Students may be afraid to reach out to you first, though we encourage them to do so. Please contact your student ASAP after their acceptance to schedule your first supervision meeting with them and encourage them to contact you freely to schedule future meetings.
- **Scheduling Monthly Meetings** — While the primary responsibility of scheduling these monthly meetings falls on the student, please keep track of when you meet and reach out if more than a month has elapsed without contact with your student.

- **Academic Excellence** — Guide your student to participate in the guild and help them grow in their research/writing skills. Students should be actively seeking to improve their abilities.

4. ***What Not To Expect From A Student***

- **Knowledge of the Guild** — “Participation in the guild” may be a new phrase for incoming students, and they may not know how presentations and publications work. Educate them on which academic/professional conferences are pertinent to their field and encourage them to attend with you!
- **Unwavering Optimism** — Doctoral studies should be difficult, but students should not fear coming to their supervisors with questions and doubts about their abilities. Part of your role is helping them keep a high morale even as they struggle!

II. Conflicts and Resolutions

If the supervisor-student relationship is not working out, first openly discuss your expectations with each other and see if the relationship can be amended. If either party experiences repeated problems, please contact the ReDoc Office.

Students, contact the ReDoc Office if your supervisor repeatedly...

1. Does not respond to your emails, phone calls, etc.
2. Misses scheduled monthly meetings
3. Does not guide you in preparing for comprehensive exams
4. Does not offer constructive feedback during the dissertation process

Supervisors, contact the ReDoc Office if your student repeatedly...

1. Does not respond to your emails, phone calls, etc.
2. Misses scheduled monthly meetings
3. Does not communicate with you about comprehensive exams
4. Does not send you their proposal or chapters of their dissertation for feedback

Monthly Meetings

The faculty supervisor must meet regularly with their students at least once a month every semester that the student is on active status during the residency stage. These meetings should begin the first semester the student begins in the PhD program.

Meetings with students should focus on...

- Current seminars
- How to modify seminar papers for presentation/publication
- Research interests and dissertation topic
- Additional reading, preparation, or training in areas where the student may be deficient
- Process of writing proposal/prospectus
- Preparation for comprehensive exams
- Opportunities to participate in the academic guild
- Dissertation chapters during the research/writing stage

Both supervisors and students will complete a **End-of Semester Supervision Report Questionnaire** (sent out by the ReDoc Office) at the end of each semester.

Supervised Mentorship I & II

Mentorship is designed to provide an opportunity for the faculty supervisor to work with their students in a more focused and personalized manner. The faculty supervisor may offer mentorship to more than one student at a time, depending on how many students the faculty member is supervising.

Supervised Mentorship will be offered each semester. Students should consult with their supervisor about the best time to register for Supervised Mentorship I and II. While some students may be advised to take Supervised Mentorship I during their first year in the program and Supervised Mentorship II during the second year, others may be advised to wait and take these later in their program after narrowing down their dissertation topic more.

Supervised Mentorship I

- I. The first semester of mentorship may be bibliographic in nature. It should focus more narrowly on the student's area of specialization. The goal would be to ensure the student is conversant with all the major scholars, issues, and literature in their specialization.
 - a. Help focus their reading in their area of research
 - b. Help strengthen areas of weakness
 - c. Help them create a bibliography or a state of research

Supervised Mentorship II

- I. The second semester of mentorship would primarily focus on guiding and overseeing the student develop a robust research proposal. The proposal should consist of:
 - a. A viable thesis and/or research question
 - b. A survey of the most relevant precedent research (literature review)
 - c. A well-defined methodology
 - d. A case for how it will make a scholarly contribution in the field

Templates for Supervised Mentorship I and II are available in the Appendix of this handbook. PDF versions can be downloaded for reference from the bottom of nobts.edu/phd.

For Word files, please contact the ReDoc Office (sorry, the website doesn't allow us to upload a Word doc for you to download).

ThM Portfolio

Steps for Evaluating and Approving a ThM Portfolio:

- 1. Student: After completing 25 hours of coursework, compile all written work from your seminars into a ThM Portfolio.**
 - a) Within these 25 hours, students must complete Introduction to Research and Writing, one Reading Seminar or one Supervised Mentorship, and four PhD seminars.
 - b) Counselor Education and Supervision majors must complete Introduction to Research and Writing, one Reading Seminar or one Supervised Mentorship, and five PhD seminars.
 - c) See the latest PhD Manual for exact instructions for submitting your portfolio.
- 2. Student: In your portfolio, include a one- or two-page written self-evaluation of your progress and reflections of what you learned in the seminars.**
- 3. Student: Submit your portfolio both to your supervisor and to phd@nobts.edu.**
 - a) ThM Portfolios must be submitted by Sept 1 (to apply for Dec graduation) or Feb 1 (to apply for May graduation).
 - b) The ReDoc Office will confirm your submission and invite you to apply for ThM graduation. *Please wait to apply for graduation until you have received this confirmation from the ReDoc office — we must do behind-the-scenes magic in our portal system to allow you to apply for the ThM graduation.*
- 4. Student: Schedule an appointment for the Portfolio Interview with the Associate Dean and your supervisor.**
 - a) Allow for at least a week or two from the date of portfolio submission to the date of the interview.
- 5. Supervisor: After the interview, complete and submit the [ThM Portfolio and Evaluation Form](#) to the ReDoc Office at phd@nobts.edu.**
 - a) Upon receiving this completed form, the ReDoc Office will notify the student of meeting all the requirements for the ThM.

Proposal Approval

Steps for Evaluating and Approving a Proposal:

1. **Student: Submit your proposal to your supervisor.**
 - a. Your supervisor must have time to form a committee and evaluate your proposal by the last day of the semester in order for you to register for the next upcoming Prospectus Development course.
2. **Supervisor: Appoint 2-3 additional faculty readers from the academic division to evaluate the research proposal and provide feedback.**
 - a. You may use the [Proposal Evaluation Form](#) as a guide.
3. **Supervisor: When a decision is made, complete the [Proposal Approval Form](#) and submit the form and the final approved proposal as a PDF to phd@nobts.edu.**
 - a. Major changes in the direction of the dissertation after the research proposal has been approved will require resubmission to the supervisor and faculty readers for approval according to the above procedure.
4. **The ReDoc office *must* receive the Research Proposal Report by the last day of the semester for the student to be included in the subsequent Prospectus Development course.**
 - a. Decisions other than approval also should be forwarded to the ReDoc office by the last day of the semester.

Comprehensive Exams

Steps for Administering and Evaluating a Comprehensive Exam:

- 1. Prepare your student for the types of questions he/she should expect.**
 - a) Students are extremely grateful to receive example questions and practice responding to oral questions with you. While certainly not giving them their questions in advance, please work with your student to prepare them for success (this may include creating a bibliography for study, conducting practice oral exam sessions, etc).

- 2. Instruct your student to complete the [Comprehensive Examination Application Form](#). Sign and submit your student's completed form to the Associate Dean of ReDoc for approval.**
 - a) Students can download this form from the footer of our nobts.edu/phd webpage.

- 3. Select 2-3 faculty members in appropriate divisions to form an Examination Committee.**
 - a) Faculty committee members should be from within the student's major unless the student's dissertation research specifically warrants an expert in another major.

- 4. Schedule both the Written and Oral Components of the Exam.**
 - a) Written Components should be scheduled *at least two weeks after* the application was approved to give your committee ample time to prepare questions.
 - b) Oral Components should be scheduled *1-2 weeks after* the Written Component is completed to give the committee ample time to review the student's answers and prepare additional questions.
 - c) The location of the examination is arranged by the supervisor, who is then responsible for communicating both the exact time and place to the student, the other members of the examination committee, the division associate dean, and the Associate Dean.

- 5. Write questions for the Written Component of the Exam with the input of your Examination Committee.**
 - a) The goal of this exam would be to demonstrate that the student has a firm grasp of scholarship related to his/her specialization as well as the ability to synthesize it into a comprehensive whole.
 - b) Exams should last 9 hours total. Exams can be taken in 3-hour components over the course of 2-3 days.
 - c) The supervisor can determine whether the exam is completed in person or completed at a distance. If the exam is taken from a distance, the exam must be proctored.

6. **Prepare questions for the Oral Component of the Exam.**
 - a) Using the student's written answers as a starting point, ask for more in-depth explanations, clarifications, or corrections. The oral exam may also inquire of the student's familiarity with his/her field both broadly and specifically and may also inquire about the student's research proposal. The goal would be to see if the student sufficiently knows his/her subject and its related literature to begin writing a dissertation on it.
 - b) The Oral Component should last 2-3 hours. The supervisor can determine whether the exam is completed in person or completed at a distance.

7. **Each committee member (including the supervisor) will evaluate the Written and Oral Components individually using the attached rubrics (see Appendix).**
 - a) The student's completed written component should be shared with all committee members with enough time for their evaluation. Faculty will then bring their completed rubrics to the Oral Component to discuss with the other committee members after the student completes his/her Oral Component.
 - b) Each committee member will complete the rubric for the Oral Component individually during the duration of the exam.

8. **Using the results of both rubrics, complete and submit the Comprehensive Examination Results Form (see Appendix) to the ReDoc Office (phd@nobts.edu).**
 - a) Immediately after the student completes his/her Oral Component, the committee will discuss their individual evaluations of both the students' Written and Oral Components to reach a unified decision on whether the student has earned a High Pass, Pass, Low Pass, Fail With Reexamination, or Fail Without Reexamination.
 - b) Make sure each committee member signs the document and then submit the document to the Associate Dean of ReDoc for final approval.

Prospectus Approval

Steps for Evaluating and Approving a Prospectus:

- 1. Guide, read, and offer feedback as the student develops the prospectus.**
 - a) Much of this may occur as the student prepares his/her proposal during Supervised Mentorship II, but he/she will still need guidance to adjust the content and create a realistic timeline of completion.
- 2. Form a Prospectus Committee (2-3 faculty).**
 - a) These faculty should most likely be in the same division, but if the prospectus involves interdisciplinary study, you can draw in appropriate faculty.
- 3. Once the prospectus meets your standards, send it to the Prospectus Committee.**
- 4. Ensure that each member of the committee (including yourself) completes an individual [Prospectus Evaluation Form](#) offering feedback and corrections.**
 - a) Faculty members should return these forms to the supervisor, who will provide the feedback to the student.
- 5. Work with the student to ensure the student makes all necessary revisions.**
- 6. Once you are satisfied with the prospectus, you may choose to resend the edited prospectus to the Prospectus Committee to review again.**
 - a) This is an optional step if the changes/edits seem significant enough.
- 7. Complete and submit the [Prospectus Approval Form](#) along with the Prospectus Evaluation Forms to phd@nobts.edu, and instruct your student to submit a final PDF copy to phd@nobts.edu.**
 - a) No prospectus will be considered submitted until we receive the signed Prospectus Approval Form.
 - b) The ReDoc Office will communicate with the student concerning the approval.
- 8. If the student's work requires an IRB, the student must submit an [IRB Request Form](#).** The prospectus must also be submitted to the IRB committee before it can be approved and submitted to the ReDoc office.

Dissertation Research and Writing

This is the *most important part* of the supervisor-student relationship!

Your students want hands-on involvement from you. Many students feel lost at sea during their dissertation stage, and too many students remain ABD for years... or indefinitely.

As candidates research and write their dissertations...

1. *Maintain monthly contact*

- a. The students should still schedule these, but realistically most students tend to avoid their supervisors at this stage because they are embarrassed about not reaching their writing goals for the month.
- b. Seek out your students! Keep encouraging them and giving them strict deadlines to submit chapters for review and feedback.

2. *Provide regular feedback on individual chapters throughout the process.*

- a. Catch issues in early chapters to avoid wasting time in later chapters!
- b. Encourage students to stay on track.
- c. Provide substantial feedback.
- d. Make sure they are researching and writing at the appropriate standards for a dissertation.

3. *Help the student choose an appropriate external reader.*

- a. The student and supervisor should begin to develop a list of potential external readers at the earliest stages in the candidacy stage as they write their dissertation. When the student is nearing completion of the dissertation, the student and supervisor should begin to inquire of potential external readers.
- b. The supervisor should make an initial inquiry of the external reader's interest, willingness, and availability to serve as the external reader.

4. *Once the dissertation manuscript is completed and compiled into a single document, the candidate should send the final draft copy to the supervisor for review and feedback.*

- a. Give substantial feedback!
- b. Once you (the supervisor) are satisfied with the dissertation and convinced of its ability to withstand defense, follow the instructions in the [Dissertation Evaluation and Defense Packet](#) (also stated below).

Dissertation Defense, Edits, and Graduation

Steps for Conducting a Dissertation Evaluation and Defense:

1. **Supervisor & Student: Secure an external reader during the writing stage.**
 - a. The supervisor should make an initial inquiry of the external reader's interest, willingness, and availability to serve as the external reader.
 - b. Once an external reader agrees to serve as such, the supervisor will submit an [External Reader Request Form](#) to phd@nobts.edu by September 1 or February 1 in correspondence to the dissertation deadline. The Associate Dean will then formally contact the external reader with an offer of remuneration, a PDF copy of the dissertation (hard copies will be mailed upon request), evaluation form, and date for the defense.

2. **Student: Once your supervisor is satisfied with the dissertation and convinced of its ability to withstand defense, you may submit your dissertation as a PDF to phd@nobts.edu.**
 - a. Students should alert their supervisors about their intent to submit their completed dissertation before submitting. Don't let your official submission be a surprise to your supervisor!
 - b. Dissertations may be submitted at any point in the academic year, but to graduate in December, you must submit no later than September 1st; to graduate in May, you must submit no later than February 1st.
 - c. If the file size exceeds the limits of an email, upload the PDF to your Google Drive and share the file with phd@nobts.edu.
 - d. The PDF copy will be forwarded to the members of the dissertation committee and the external reader.

3. **Student: Submit one hard copy by hand or by mail to the ReDoc Office by the same deadline.**
 - a. If the Sept/Feb 1st deadline falls on a weekend, the hard copy is due the following business day.
 - b. If the hard copy is submitted by mail but arrives past the deadline, they will be accepted if they have been postmarked at least five days before the deadline. The student will receive confirmation of the submission.
 - c. This hard copy will be delivered by the ReDoc Office to the Doctoral Form and Style Consultant.

4. **Supervisor: Submit the [Supervisor Approval of Dissertation Submission Form](#) at the time of submission or within a week of submission for the candidate's dissertation.**
 - a. The dissertation will not be considered acceptable to the ReDoc Office until they receive this completed form from the supervisor to ensure that the supervisor approves of the student's submission.

5. **Supervisor: Send the dissertation to the external reader at least one month (4 weeks) prior to the defense date.**
 - a. The external reader must submit their written evaluation of the dissertation to the supervisor prior to the date of the defense. The defense *cannot* proceed until the evaluation report from the external reader is received.
 - b. The external reader is welcome to attend the dissertation defense in person at their own expense, or through BlueJeans. It is not required for the external reader to attend.

6. **Supervisor: Form a Dissertation Committee of 2-3 additional faculty.**
 - a. These readers should have some area of expertise in the field related to the dissertation.
 - b. The full dissertation committee includes the supervisor, 2-3 faculty readers, and the external reader (though the external reader is not required to attend the defense).
 - c. External readers serve an advisory capacity in that they only make recommendations, but their recommendations should be afforded full weight in the defense.
 - d. Additional faculty members and PhD students may be invited to attend as observers.

7. **Supervisor: Schedule the Dissertation Defense with the ReDoc Office for no earlier than 4 weeks after submission.**
 - a. Defense dates must be decided upon within a week of the date when the dissertation was submitted to the ReDoc Office.
 - b. Defenses must be scheduled before April 1st (for May graduations) or November 1 (for December graduations).
 - c. Once an acceptable date is determined and communicated to the ReDoc Office, the ReDoc Office will contact the student and all readers will make a calendar appointment for the day and time of the defense.

8. **Supervisor: Prior to the Dissertation Defense, collect a completed [Dissertation Evaluation Form](#) from all Dissertation Committee members.**
 - a. The student will use this feedback to make any necessary corrections or edits.

9. **Supervisors: Bring all necessary forms (listed below) and conduct the Defense.**
 - a. In the defense, the candidate is expected to articulate the content, methodology, and conclusions of his or her dissertation. The candidate may need to clarify or correct statements and claims made in the dissertations.

10. **Supervisor: Deliberate with the Dissertation Committee to assign an evaluation status: high pass, pass, low pass, fail with resubmission, or fail without resubmission.**
 - a. Complete the [Dissertation Defense Results Form](#) and secure the signatures of the other committee members. Forward this completed form to the Associate Dean, who will write the candidate confirming the committee's decision.
 - b. If the dissertation committee passes the dissertation, the supervisor should also sign the [Official Report of Dissertation Approval Form](#), secure the signatures of the other committee members and the division associate dean, and forward the form to the Associate Dean.
 - c. *Please note: The ReDoc Office will provide you with the Official Report of Dissertation Approval Form since the student's information must be typed in and it must be printed on 100% cotton paper. A copy of this form is attached in this packet for reference only.*

11. **Student: Make any necessary corrections and submit a PDF of the corrected dissertation to your supervisor no later than three weeks prior to graduation.**

12. **Supervisor: Confirm that the document is satisfactory and then submit the [Final Version of Dissertation Submission Form](#) to the ReDoc office along with the approved PDF of the dissertation no later than two weeks before graduation.**
 - a. The ReDoc office will check formatting, insert a typed **Official Report of Dissertation Approval Form**, and return the PDF to the candidate with instructions for submitting it to ProQuest before graduation.

Appendix of Forms

The forms needed throughout your supervisory relationship with a student are listed here for reference. Be aware, however, that forms may be updated periodically on the website for the sake of efficiency and clarity. Please download the most recent forms from the bottom of the website: nobts.edu/phd.

Links to PDFs of Forms:

1. [Supervisor Interview Checklist: Faculty Edition](#)
2. [Supervisor Interview Checklist: Student Edition](#)
3. [Supervisor Recommendation for PhD Applicant](#)
4. [Supervisor Agreement Form](#)
5. [Syllabus Template: Supervised Mentorship I](#)
6. [Syllabus Template: Supervised Mentorship II](#)
7. [ThM Portfolio and Evaluation Form](#) (not available in this appendix due to format)
8. [Proposal Evaluation Form](#) (not available in this appendix due to format)
9. [Proposal Approval Form](#)
10. [Application for Comprehensive Examination: Written & Oral](#)
11. [Comprehensive Exam Packet \(Instructions, Rubrics, and Forms\)](#)
12. [Prospectus Evaluation and Approval Packet \(Instructions & Forms\)](#)
13. [IRB Request Form](#) (not available in this appendix due to format)
14. [External Reader Request Form](#)
15. [Supervisor Approval of Dissertation Submission Form](#)
16. [Dissertation Evaluation Form](#)
17. [Dissertation Defense Results Form](#)
18. [Official Report of Dissertation Approval](#)
19. [Final Version of Dissertation Submission Form](#)

Supervisor Interview Checklist: Faculty Edition

The supervisor will be responsible for preparing students to become experts and scholars in their disciplines, ensuring that students develop competency in their fields and mastery of their areas of specialization. The supervisor and student will meet regularly (once a month at minimum) regarding research interests and progress in the program, discuss content of current seminars and improve research and writing skills, modify seminar papers into content suitable for conference presentations and articles, develop a bibliographic reading list for field of study and for comprehensive exams, and the supervisor will oversee and guide the student through the comprehensive exam and the entire dissertation process.

How To Assess PhD Applicants As Potential Supervisees:

1. Prospective students will contact you to schedule an interview.
2. The student will ask about your research expertise and capacity to take on additional students to supervise. Use the following questions as a guide in each interview to determine whether or not this student would be a good fit as your supervisee:
 - a. What are your research interests?
 - b. What topics have you enjoyed in your previous study?
 - c. What are your research and professional goals?
3. After the interview, choose one of the following:
 - a. If you do not feel that a student is not of the caliber to succeed in the program, respectfully decline their request to supervise.
 - b. If you are confident in the student's potential for success but their research interests are not aligned with your fields of expertise, suggest to the student an alternative faculty member to interview.
 - c. If you wish to supervise the student, but their research interests do not align with your fields of expertise, submit an email to the appropriate divisional associate dean advocating for the student and sharing your plan to supervise them well in their research interests.
 - d. If you wish to supervise the student and their research interests align with your areas of expertise, complete and submit the [PhD Applicant Supervisor Recommendation Form](#) to the division associate dean. If the applicant is admitted to the program, complete the [Supervisor Agreement Form](#) with the student and submit it to your division associate dean for authorization.

Supervisor Interview Checklist: Student Edition

The supervisor will be responsible for preparing students to become experts and scholars in their disciplines, ensuring that students develop competency in their fields and mastery of their areas of specialization. The supervisor and student will meet regularly (once a month at minimum) regarding research interests and progress in the program, discuss content of current seminars and improve research and writing skills, modify seminar papers into content suitable for conference presentations and articles, develop a bibliographic reading list for field of study and for comprehensive exams, and the supervisor will oversee and guide the student through the comprehensive exam and the entire dissertation process.

How To Find Your Supervisor:

1. Think through your top three choices of faculty members that you would want as your supervisor. Contact and schedule an interview with your top choice.
2. Use the following questions as a guide in each interview to determine whether or not each faculty member would be a good fit as your supervisor:
 - a. What are your research areas of expertise?
 - b. What topics have you written on?
 - c. What peripheral research areas do you enjoy?
 - d. Do you have capacity on your plate to supervise an additional student?
3. The faculty member will also ask about your research interests and academic/professional goals, so share freely in order for them to assess whether you would be academically compatible. This faculty member would be a good fit if...
 - a. He or she is an expert in your research interests or is knowledgeable enough in your research interests to guide you well.
 - b. He or she has the capacity to take on an additional student.
4. After the interview, a faculty member may agree to accept you as a supervisee or suggest an alternative professor according to your research interests. If needed, schedule interviews with your second and third choices. Supervisory acceptance contributes to your overall acceptance into the PhD program.
5. Fill out the second page of this document stating which faculty member has informally agreed to supervise you and upload the completed PDF to your application portal.

After interviewing with one or more faculty members, I have received informal confirmation from a professor that he/she would be willing to supervise me upon admission to the program. I

understand that this is not a guarantee of my admission to the program but will contribute to my overall application.

Student's Name: _____

Professor's Name: _____

Date: _____

Supervisor Recommendation For PhD Applicant

Name of Faculty Supervisor: _____ Date _____

Name of PhD Applicant: _____

Admission Semester: _____

Applicant Major: _____

As part of the application and entrance process for PhD studies at NOBTS, applicants seek a professor in their major to serve as their supervisor. Based on the supervisor agreement form that you have already submitted, you have agreed to serve as this applicant’s supervisor should they get accepted into the PhD program. Your assessment of this applicant’s abilities, interests, potential, and viability to succeed in PhD studies is a significant component of the entrance process. Your scores will be tallied into the overall entrance scores. This recommendation will serve as an additional data set contributing to the overall assessment of the applicant for entrance into the PhD program along with the standardized and division evaluation scores.

Please provide your assessment of this applicant, to the best of your knowledge of him or her, by completing the following rubric. Please write your brief comments in the appropriate box to indicate the score you wish to assign for that quality trait (i.e. write your comments about their critical thinking in the “Good +1” box if that’s the score you wish to assign for that quality trait). Once completed please email it to the ReDoc office (PhD@nobts.edu).

	Poor -2	Limited -1	Fair 0	Good +1	Excellent +2
Autodidactic/Work Ethic – The applicant is a self-motivated learner. The applicant goes beyond required reading? The applicant works with excellence, without much or any prodding.					
Critical Thinker – The applicant exhibits traits of a good critical thinker.					
Knowledge of the Field (related to PhD Major) – The applicant has an advanced grasp of the scholarship, ideas, and issues in the field.					
Total					

Additional Comments:

Supervisor Agreement Form

The supervisor will be responsible for preparing students to become experts and scholars in their disciplines, ensuring that students develop competency in their fields and mastery of their areas of specialization.

The supervisor will commit to the following:

1. Regularly meet (once a month at minimum) regarding research interests and progress in the program.
2. Discuss the content of student's current seminars and improving research and writing skills.
3. Assist student in modifying seminar papers into content suitable for conference presentations and articles.
4. Assist student in developing a bibliographic reading list for field of study and for comprehensive exams.
5. Guide and oversee research proposal and prospectus development.
6. Write, conduct, and prepare student for comprehensive exams.
7. Lead the prospectus approval process and dissertation defense.
8. Provide substantial guidance and feedback during the dissertation process.

The student will commit to the following:

1. Reach out to the supervisor to schedule meetings (once a month at minimum).
2. Prepare content for discussion at meetings.
3. Strive for the highest level of academic excellence at all stages of the program.

Supervisor Name (Print)

Student Name (Print)

Supervisor Signature

Student Signature


Date

Date

Divisional Associate Dean Signature _____

Submit this completed form to the ReDOC Office via email at phd@nobts.edu.

Syllabus Template: Supervised Mentorship I

 <p>NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY ANSWERING GOD'S CALL</p>	<p>RDOC 9310 Supervised Mentorship I New Orleans Baptist Theological Seminary Division of [Name of Division] Semester (Spring) Year (2023)</p>
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[Professors Name]

[Title]

[Office location]

[Email]

[Phone #]

Meeting Times: *[During Supervised Mentorship the supervisor and student must together (in person or bluejeans/zoom) for no less than 8 hours over the course of the semester. The exact dates and times of those meetings may be arranged between the student and supervisor. Two meetings a month for an hour or so would be preferred (more consistent bi-weekly contact is better than fewer meetings once a month for several hours), but as long as the appropriate time with the student is maintained whatever works best for the student and supervisor is fine.]*

Mission Statement

New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.

Course Description

Supervised Mentorship I is designed to provide an opportunity for faculty supervisors to work with their students to prepare them in the areas of their major and specialization in a more focused and personalized manner. It may cover a variety of topics essential for an understanding of their field of study that is both comprehensive and specific. The first semester of mentorship may be bibliographic in nature. It should focus more narrowly on the student's area of specialization. The goal would be to ensure the student is conversant with all the major scholars, issues, and literature in their specialization.

Course Grading

This is a pass/fail course. If students successfully complete the required reading and written assignments, they will pass. If students fail to complete the assignments or cannot not demonstrate an adequate understanding of the reading, they will fail.

Student Learning Outcomes

The student should be able

- to summarize accurately the major thesis, method of development, and strengths/weaknesses of the major literature in the area of specialization.
- to understand, critically evaluate, and assess significant contributions to the field/specialization.
- to arrive at a workable and viable dissertation topic for development into proposal/prospectus.
- to evaluate areas the student needs for further development or improvement in their field.


COURSE TEXTBOOKS

[As the supervisor and expert in the field, you may want to include any number of books and articles you believe that Student must read in that discipline. An additional option is for you to require the student to compose a bibliography related to the field or their specific area of specialization. With the additional option, it would help develop the student's skills in researching and it will provide framework guiding the discussions about particular books/articles with the student. Probably some combination of both (assigned books and developing a bibliography would be helpful].

COURSE REQUIREMENTS

[Since the mentorship is tailored to individual students, what you do may vary for each student. The overall purpose of the mentorship is twofold: (1) Broad field preparation in the area of the major; and (2) Determining the area of specialization and potential dissertation topic. To this end, you may require whatever you deem necessary to guide the student's development accordingly. Discussion and conversation about the essential scholarship, ideas, issues, debates in the field/specialization should be a significant component of supervised mentorship. You may want to have the student write a series of short, focused research papers, an annotated bibliography, or even the literature review that would be part of their proposal/prospectus. In short, require whatever assignments you deem most appropriate and best for your student. However, remember it is not a seminar and is a pass/fail course so keep that in mind.]

Syllabus Template: Supervised Mentorship II

 <p>NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY ANSWERING GOD'S CALL</p>	<p>RDOC 9320 Supervised Mentorship II New Orleans Baptist Theological Seminary Division of [Name of Division] Semester (Spring) Year (2023)</p>
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[Professors Name]

[Title]

[Office location]

[Email]

[Phone #]

Meeting Times: *[During Supervised Mentorship the supervisor and student must together (in person or bluejeans/zoom) for no less than 8 hours over the course of the semester. The exact dates and times of those meetings may be arranged between the student and supervisor. Two meetings a month for an hour or so would be preferred (more consistent bi-weekly contact is better than fewer meetings once a month for several hours), but as long as the appropriate time with the student is maintained whatever works best for the student and supervisor is fine.]*

Mission Statement

New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.

Course Description

Supervised Mentorship II is primarily focused on guiding and overseeing the student develop a robust research proposal. The research proposal is the student's first formal proposal regarding his or her dissertation topic. A proposal is normally 2500-3500 words, not including bibliography. If the student has not determined a viable topic during Supervised Mentorship I, then this mentorship will first focus on choosing a topic. In addition, the supervisor may require additional work as deemed necessary for mastery in the field of study or essential to pursuing a dissertation on a specific topic or methodology.

Course Grading

This is a pass/fail course. If students successfully complete the required reading and written assignments, they will pass. If students fail to complete the assignments or cannot demonstrate an adequate understanding of the reading, they will fail.

Student Learning Outcomes

The student should be able to

- determine a viable topic/thesis for a dissertation.
- research and write a robust dissertation proposal.

- demonstrate an appropriate understanding and mastery of the scholarship, issues, debates, concepts pertaining to the specific area to write a dissertation
- evaluate areas needed to further development or improve in for the specific area of specialization.

COURSE TEXTBOOKS

[As the supervisor, you may or may not require any specific books. However, you may be aware of areas and subjects that the student should be familiar so feel free to require book/articles. You may just want to indicate that some materials may be assigned as determined necessary through the course of the semester].

COURSE REQUIREMENTS

[The primary requirement is the proposal. You may want to divide it into sections or all at once. The proposal should consist of: (1) A viable thesis and/or research question; (2) a survey of the most relevant precedent research (literature review); (3) a well-defined methodology; and (4) a case for how it will make a scholarly contribution in the field. Here is the outline and required components of a proposal from the newly revised PhD manual:

II.2.7.1 Components of the Research Proposal

The research proposal should begin with a formal title page and will include several various components depending on the nature of the topic, discipline, or field of study.

1. Research question and problem

The first step involves transitioning from a viable topic, properly narrowed, to a research question that seeks to solve a research problem. The research question asks for answers specifically related to the topic. However, a dissertation is more than just answering a question but posing and solving a problem that others will recognize as worth solving. The problem should address a gap in knowledge, an unclear situation, an unresolved problem, or some other question that needs investigation. It is essential to state the problem because it shapes and guides the research.

Types of Questions

- ‘Why’** questions point to the analysis and evaluation of facts, ideas, and events. It probes into the reasons behind an issue.
- ‘What’** questions lead to outlining and describing the nature of the subject and the issues it raises.
- ‘How’** questions explore how something works, how it has come together or is organized. It leads to methodological issues and the way one interprets the data.

The research question should do more than ask a question; it should point to a research problem that the dissertation will answer.

2a) Thesis Statement or Purpose of Research

The thesis statement directly and specifically states the purpose of research and its major claim. It represents the writer’s solution or contribution to solving the research problem.

It forms the purpose for the meaning and significance of the research. The thesis statement involves making a claim based on good reasoning and reliable evidence. As such, it must exhibit the following attributes:

- A. **Substantive** – It must convince readers of the importance of the claim/thesis.
- B. **Contestable/Falsifiable** – It must be something that could be refuted or proven wrong.
- C. **Explicit** – It must be clear, specific, and sufficiently detailed to demonstrate how the central concepts will develop throughout the dissertation.

2b) Hypothesis(es)

For scientific, social scientific, or quantitative and qualitative research, include a research hypothesis or hypotheses. A hypothesis is an idea or explanation for something that is based on known facts but has not yet been proved. A research hypothesis is a statement about the expected outcome of a scientific study culminating in a dissertation. A hypothesis must have the following attributes:

- A. **Specific** – It must be clear about what is being assessed (who and what is involved) with very specific expected outcomes.
- B. **Testable** – It must be able to collect observable data in a scientifically rigorous fashion to assess whether it supports the hypothesis or not. Can it be proven true?
- C. **Falsifiable** – It must have some identifiable way to test whether a hypothesis is false. If not, it's not a hypothesis.

2. Literature Review

The purpose of the literature review is first to demonstrate a fully professional grasp of the relevant scholarship on the subject and to demonstrate the unique contribution of the dissertation research. While it does not need to be comprehensive for a proposal, the literature review should be thorough enough to demonstrate the student has an advanced awareness of the existing scholarly literature to validate the dissertation proposal as viable.

However, the literature review is more than just a mere encyclopedic listing of titles with annotations; the student should demonstrate critical engagement and evaluation of the literature. This is essential not only for demonstrating an adequate familiarity with the sources, but it also reveals a student's competency on the subject.

3. Methodology

Give a brief description of the methodology to be employed. The methodology needs to conform to standards appropriate to the discipline. Be sure to discuss the data needed and how they will be interpreted. Identify key issues that are relevant to the research methodology.

4. Importance of the study

Include a description of the importance of the proposal. What will this research contribute to the academic discipline? Be sure to demonstrate how the proposal fills a gap,

challenges a consensus, or otherwise makes a genuine contribution to the scholarship of one's field.

5. **Bibliography**

The bibliography should include key works that have been examined and indicate awareness of major works in the field of inquiry. It should include major works in primary sources, monographs, and journals. If relevant, it should include foreign language works and not just those in English.

Suggested Resources for Proposal:

- Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, and William T. FitzGerald, *The Craft of Research*, 4th ed.
- Paul D. Leedy and Jeanne F. Ormrod, *Practical Research: Planning and Design*, 12th ed.
- John D. Cone and Sharon L. Foster, *Dissertations and Theses from Start to Finish*, 2nd ed.
- Fred Pycszak and Randall R. Bruce, *Writing Empirical Research Reports*, 8th ed.

SELECTED BIBLIOGRAPHY [optional]

Proposal Approval

Student: _____ NOBTS-ID: _____

Major: _____ Date: _____

Approval

The supervisor will appoint 2-3 additional faculty readers from the academic division to evaluate the research proposal and provide feedback to the supervisor. Final approval of the research proposal will be given by the supervisor and the 2-3 faculty readers. Major changes in the direction of the dissertation after the research proposal has been approved will require resubmission to the supervisor and faculty readers for approval according to the above procedure.

Please submit the final approved proposal along with this completed form.

Faculty Supervisor Signature

1st Faculty Reader Signature

2nd Faculty Reader Signature

3rd Faculty Reader Signature (Optional)

Associate Dean
Research Doctoral Programs

Date of Final Approval

For Registrar's Office – Please add the following to the student's transcript:

Course: _____ Semester: _____ Credit Hours: _____

Grade: _____

Covered Under Cap? _____ Yes _____ No

Comprehensive Examination Application

In order to qualify for the Comprehensive Exam, the student must have an approved dissertation research proposal and have completed all required course work. OT and NT majors must have completed the 2nd non-biblical language also. When ready to take the comprehensive examination, the student should submit this completed form to their faculty supervisor for their signature, who should then forward the application to the Associate Dean. After the application has been approved by the Associate Dean, the faculty supervisor will form a select committee of two-three faculty members from the appropriate division and will schedule the examination with them and the student at least two weeks after the application was submitted (to provide ample time for the faculty to prepare).

Student Information:

Student Name: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Email: _____

Major: _____ Minor: _____

Date of Form Submission: _____

Seminar 1:

Professor: _____ Seminar: _____

Title of Major Paper: _____

Book critiques, paper responses: _____

Seminar 2:

Professor: _____ Seminar: _____

Title of Major Paper: _____

Book critiques, paper responses: _____

Seminar 3:

Professor: _____ Seminar: _____

Title of Major Paper: _____

Book critiques, paper responses: _____

Seminar 4:

Professor: _____ Seminar: _____

Title of Major Paper: _____

Book critiques, paper responses: _____

Seminar 5:

Professor: _____ Seminar: _____

Title of Major Paper: _____

Book critiques, paper responses: _____

Seminar 6:

Professor: _____ Seminar: _____

Title of Major Paper: _____

Book critiques, paper responses: _____

Seminar 7:

Professor: _____ Seminar: _____

Title of Major Paper: _____

Book critiques, paper responses: _____

Seminar 8:

Professor: _____ Seminar: _____

Title of Major Paper: _____

Book critiques, paper responses: _____

Reading Seminar 1 (or Colloquia if taken prior to 2023):

Professor: _____ Seminar: _____

Book critiques or reviews: _____

Reading Seminar 2 (or Colloquia if taken prior to 2023):

Professor: _____ Seminar: _____

Book critiques or reviews: _____

Supervised Mentorship 1 (or Colloquia if taken prior to 2023):

Professor: _____ Seminar: _____

Assignment(s): _____

Supervised Mentorship 2 (or Colloquia if taken prior to 2023):

Professor: _____ Seminar: _____

Assignment(s): _____

Approval:

Student's Faculty Supervisor

Date: _____

Associate Dean of Research Doctoral Programs

Date: _____

Rubric: Oral Component of Comprehensive Exam

Student Name: _____

Your Name: _____

Your role in this examination committee: ___ Supervisor ___ Additional Faculty Member

Please evaluate the student's Written Component by indicating your score beside row:

	Poor -2	Limited -1	Fair 0	Good +1	Excellent +2	YOUR SCORE
Fluency of Subject (Understanding)	Was not prepared and could not answer most questions.	Major pauses and hesitations, material was limited in scope, poor ability to answer questions competently.	Some pauses and hesitations, answered with fair competence but not with ease and lacked breadth of knowledge on the subject matter.	Few pauses and hesitations, but demonstrated competency and adequate breadth of knowledge on the subject matter.	Demonstrated excellent mastery of and breadth of knowledge in their subject matter with ability to elaborate and personalize the information.	
Vocabulary of Subject (Understanding)	Did not adequately understand or use the correct vocabulary.	Lack of diversity in the language of the discipline.	Used a fair variety of the language in the discipline.	Used a good variety of vocabulary in the discipline.	Demonstrated excellent mastery of the vocabulary in their discipline.	
Argument of Subject (Application)	Failed to present an articulated position.	Weak and/or flawed argumentation.	Presented a position or argument that was ambiguous or incomplete.	Clearly and completely articulated an argument.	Articulated an argument with full clarity and excellent clarity.	
Structure of Thought (Application)	Could not present a logical order of thoughts.	Ideas were disjointed and/or did not flow with a logical order.	Ideas were somewhat disjointed and did not always flow logically.	Presented a logical progression of thought within the discipline.	Presented an impressive logical progression of thought within the discipline.	
Prompting (Communication)	Needed prompting on every question.	Needed prompting on most questions.	Needed prompting on some questions.	Needed minimal prompting.	Needed no prompting.	

5 areas of competence with a possibility of 2 points each for a total range of -10 to +10. TOTAL: _____

Current Recommendation: ___ High Pass ___ Pass ___ Low Pass
 ___ Fail with Reexamination Allowed
 ___ Fail without Reexamination Allowed

Comprehensive Examination Results

Student Name: _____

Date of Written Component: _____ Date of Oral Component: _____

Major: _____

Using the combined results from the rubrics for the Written and Oral Components, the Committee assigns the following overall result:

____ **High Pass:** The student demonstrated excellent knowledge and critical thinking in his or her field.

____ **Pass:** The student demonstrated adequate knowledge and critical thinking in his or her field.

____ **Low Pass:** The student demonstrated the minimally-required standard of knowledge and critical thinking in his or her field.

____ **Fail with Reexamination:** The student did not demonstrate the knowledge or critical thinking required to continue in the PhD at this time, but is allowed to retake the exam.

____ **Fail without Reexamination:** The student did not demonstrate the knowledge or critical thinking required to continue in the PhD at this time and is not allowed to retake the exam.

Faculty Supervisor

Date

1st Faculty Reader

Date

2nd Faculty Reader

Date

3rd Faculty Reader

Date

Associate Dean of Research Doctoral Programs

Date

[For Registrar] Add to student's transcript:

Course Code: _____ Semester: _____

Credit Hours: _____ Grade: _____

Prospectus Evaluation

Student Name: _____

Your Name: _____

What is your role in this prospectus committee? Supervisor Additional Faculty

Please evaluate the following:

1. Thesis or Hypothesis

Evaluate viability, clarity, articulation, delimitations, etc.

2. Review of Literature

Evaluate accuracy and comprehensiveness of primary and secondary sources including foreign language literature, etc. How does the review of literature establish a need for their contribution?

3. Methodology

Evaluate clarity, coherence, comprehensiveness, appropriateness for the study, etc.

4. **Content Outline**

Evaluate organization, arrangement, sufficiency and balance of each chapter, etc.

5. **Bibliography**

Evaluate whether the bibliography is extensive enough to demonstrate a comprehensive grasp of the literature in the field, etc.

6. **Contribution**

How will the proposed dissertation topic make an original contribution to the academic guild?

Additional comments and/or suggested corrections:

Signature

Date

Prospectus Approval

Student: _____ NOBTS-ID: _____

Major: _____ Date: _____

Approval

The prospectus committee is chosen by the faculty supervisor and consists of one or two faculty readers either in the division or who have expertise in an appropriate area of research pertaining to the dissertation topic. Once the student's prospectus is deemed acceptable to the supervisor and the prospectus committee, these faculty members will submit this Prospectus Approval Form to the ReDoc Office via email to phd@nobts.edu.

Please submit the completed Prospectus Evaluation Forms from the supervisor and each reader along with this final Prospectus Approval Form once any appropriate corrections have been made. The supervisor needs to ensure that the final prospectus is sufficiently revised according to the evaluations. The prospectus will not be accepted as submitted until this Prospectus Approval Form and all Prospectus Evaluation Forms have been submitted to the ReDoc Office.

Faculty Supervisor Signature

1st Faculty Reader Signature

2nd Faculty Reader Signature

3rd Faculty Reader Signature (Optional)

Associate Dean
Research Doctoral Programs

Date of Final Approval

For Registrar's Office – Please add the following to the student's transcript:

Course: _____ Semester: _____ Credit Hours: _____

Grade: _____

Covered Under Cap? _____ Yes _____ No

External Reader Request Form

Student Name: _____

Dissertation Title: _____

An external reader must (1) hold an earned PhD in the field and (2) teach in an academic institution, be active in professional societies, or have made a significant contribution to the field. An external reader needs the approval of the guidance committee, division of study, and Associate Dean. External readers serve an advisory capacity in that they only make recommendations, but their recommendations should be afforded full weight in the defense.

External Reader Name: _____

Position: _____

Institution: _____

Email Address: _____

Phone Number: _____

Approved By:

 Faculty Supervisor Signature

 Date

 Associate Dean of Research Doctoral Programs Signature

 Date

Please complete and return this form to the ReDoc Office no later than September/February 1st.

Supervisor Approval of Dissertation Submission

As candidates research and write their dissertations, they should submit chapters to their supervisors for review and feedback. The supervisor should provide regular feedback throughout the process. Once the dissertation manuscript is completed and compiled into a single document, the candidate should send and consult with the supervisor for review and feedback. The supervisor must submit this form at the time of submission in order for the candidate's dissertation to be accepted for defense. No candidate may submit a dissertation without the approval of his or her supervisor as indicated by submitting this form.

Student Name: _____

Tentative Defense Date: _____

Upon thorough review of the candidate's dissertation, I _____ hereby indicate that the candidate's dissertation:

_____ meets my standards of excellence and should be able to withstand defense.

_____ does not meet my standards of excellence and is not approved for defense.

The faculty supervisor will select two additional faculty readers from the appropriate academic division. These readers should have some area of expertise in the field related to the dissertation. The faculty supervisor and the two additional NOBTS faculty readers form the dissertation committee for the defense. The full dissertation committee includes the supervisor, two faculty readers, and the external reader. The supervisor should make an initial inquiry of the external reader's interest, willingness, and availability to serve as the external reader. After submission of this form, the Associate Dean will formally contact the external reader with an offer of remuneration, a PDF copy of the dissertation (hard copies will be mailed upon request), an evaluation form, and the date for the defense.

List Secured Additional Dissertation Committee Members:

Faculty Reader 1

Faculty Reader 2

Faculty Reader 3 (Optional)

External Reader

Supervisor Signature

Date

Dissertation Evaluation

Student Name: _____

Your Name: _____

Your role in this dissertation defense committee: ___ Supervisor ___ Additional Reader

Please evaluate the following:

1. Thesis or Hypothesis

Evaluate viability, clarity, articulation, delimitations, etc. and whether the student adequately demonstrated or proved the thesis/hypothesis.

2. Methodology

Evaluate clarity, coherence, comprehensiveness, appropriateness for the study, etc.

3. Research

Evaluate whether the dissertation demonstrated extensive knowledge of relevant research, represented sources accurately, etc.

4. **Argumentation**

Evaluate whether the dissertation is thorough, convincing, well-written, concise, etc.

5. Contribution

How does the dissertation make an original contribution to the academic guild? To make a contribution means it will either clarify, illuminate, develop, correct, or provide new knowledge to a given sub-discipline. A contribution does not need to be groundbreaking or make grand claims, but it should add something new to the scholarly discourse in the field.

6. **Writing**

Evaluate grammar, style, clarity, conciseness, etc.

Additional comments and/or suggested corrections:

Recommendation: ___ High Pass ___ Pass ___ Low Pass
___ Fail with Resubmission Allowed
___ Fail without Resubmission Allowed

Signature

Date

Dissertation Defense Results

Student: _____ Date of Defense: _____

Major: _____

Dissertation Title: _____

Decision:

_____ **High Pass:** The dissertation meets excellent professional standards of publication as is.

_____ **Pass:** The dissertation meets acceptable professional standards of publication with minor revisions.

_____ **Low Pass:** The dissertation meets minimal professional standards of publications with major revisions.

_____ **Fail with Resubmission:** The dissertation is not acceptable in content and/or form and style and requires a substantial rewrite.

_____ **Fail without Resubmission:** The dissertation is not acceptable in content and/or form and style and no resubmission is allowed.

Faculty Supervisor

Date

1st Faculty Reader

Date

2nd Faculty Reader

Date

3rd Faculty Reader

Date

Associate Dean of Research Doctoral Programs

Date

Official Report of Dissertation Approval

Candidate:

Degree: Doctor of Philosophy

Major Field:

Dissertation Title:

Date of Defense:

Approved:

Faculty Supervisor

1st Faculty Reader

2nd Faculty Reader

3rd Faculty Reader

Divisional Associate Dean

Associate Dean of Research Doctoral Programs

New Orleans Baptist Theological Seminary
3939 Gentilly Blvd., New Orleans LA 70126

Final Version of Dissertation Submission Form

Following a successful oral defense of the dissertation, the student will make any necessary corrections and submit a PDF of the corrected dissertation to the supervisor no later than three weeks prior to graduation. The supervisor will confirm that the document is satisfactory and then indicate supervisor approval by submitting this **Dissertation Final Copy Approval Form** to the ReDoc Office along with the approved PDF, **Dissertation Review Report Form**, **Dissertation Evaluation Rubric Form**, signed **Dissertation Review Report Form**, and **Supervisor Dissertation Checklist** no later than two weeks before graduation.

Please initial below to indicate that you have submitted the following items to the ReDoc Office via phd@nobts.edu:

_____ I have submitted a PDF of the final approved version of student's dissertation

_____ I have submitted the Dissertation Defense Report Form

_____ I have submitted the Official Report of Dissertation Approval Form

Your signature below indicates that the above items have been collected and submitted to the ReDoc Office (via email to phd@nobts.edu) and that the suggestions of the dissertation committee have been incorporated into the final version of the student's dissertation.

Student's Name _____

Supervisor Signature _____ Date _____

For ReDoc Office Only:

The ReDoc Office will check formatting, insert a typed **Dissertation Report Form**, and return the PDF to the candidate with instructions for submitting it to ProQuest before graduation.

PhD Program Coordinator Approval of PDF _____ Date _____

Submit this completed form to the ReDOC Office via email at phd@nobts.edu.

