

Prospectus Evaluation and Approval Packet

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 and corrections.**
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](#) (online only).** The prospectus must also be submitted to the IRB committee before it can be approved and submitted to the ReDoc office.



Prospectus Evaluation

Student Name: _____

Your Name: _____

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

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 PhD 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 PhD Office.

Faculty Supervisor Signature

1st Faculty Reader Signature

2nd Faculty Reader Signature

3rd Faculty Reader Signature (Optional)

PhD Director

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