

Department of Sociology and Anthropology

Carleton University

ANTHROPOLOGY RESEARCH PREPARATION

## PORTFOLIO PROPOSAL FORM

**Note: The Competency Inventory and Learning Plan should be completed by the student, in consultation with the PhD Supervisor, at the beginning of the first year of study, and prior to completing this Portfolio Proposal form.**

The attached should be filled out by the end of the student's first semester in the PhD program, collaboratively between the Supervisor, at least one additional Advisory Committee Member, and the student. This form should then be signed in triplicate by the Advisory Committee (Supervisor + at least one Committee Member) and subsequently by the Graduate Coordinator. One copy will be retained by the Supervisor, one by the student and a copy will be placed in the student's file in the department.

Once all requirements have been fulfilled, the student must submit the completed Portfolio to the Graduate Advisor's office for review by the entire Advisory Committee. The Advisory Committee must then hold an informal defense with the student in which the Portfolio and thesis research plans are discussed. At that time, the Portfolio Approval form must be completed and signed by the student and all Advisory Committee Members, and subsequently by the Graduate Coordinator. Any differences between the final Portfolio components approved and this proposal must be annotated and explained. Additional components added to the Portfolio subsequent to this agreement should also be listed. If minor components in section (9) are yet to be completed, this is acceptable as long as planned completion dates are indicated.

Where indicated, please provide details of how a particular component will be fulfilled, in the spaces provided. Also enter the date when the component is *expected* to be completed (see the *usual timeline* for completion in parentheses). As each component is completed and added to the Portfolio over the course of the student's progress, the student should check it off and enter the date.

	<b>COMPONENT</b>	<b>Expected date</b>	<b>Date completed</b>	√
<b>1</b>	<b>Competency inventory and learning objectives and plan</b> (1 <sup>st</sup> month of program)			
<b>2</b>	<b>Dissertation research topic outline (300-500 words)</b> (1 <sup>st</sup> term)			
<b>3</b>	<b>Updated C.V.</b> (1 <sup>st</sup> term; update as needed until Portfolio approved)			
<b>4</b>	<b>Transcript, showing all required coursework complete</b> (End 2 <sup>nd</sup> term)			
<b>5</b>	<b>Ethics application (if applicable)</b> (End 1 <sup>st</sup> year)			
<b>6</b>	<b>Ethics clearance letter (if applicable)</b> (End 1 <sup>st</sup> year)			
<b>7</b>	<b>Dissertation research proposal and defense</b> (End 1 <sup>st</sup> year)			

### 8. Scholarly Preparation/Deliverables (end of 1<sup>st</sup> year)

Please indicate how each requirement is to be fulfilled in the spaces provided or on an attached sheet. Possible means of fulfilling these requirements could include: course term papers/response papers in the area combined with a more extensive bibliography of sources; annotated bibliographies; a series of book reviews or short written works on specific topics, etc. Under methodological preparation, methodology courses or workshops to be completed (or previously completed) can be indicated, as well as other methodology reading or training to be completed. The methodological section should also include a draft interview instrument, if applicable to the student's research.

	<b>Preparation and deliverables</b>	<b>Expected Date</b>	<b>Date completed</b>
A	<b>Ethnographic background</b>		
B	<b>Topical background</b>		
C	<b>Theoretical background</b>		
D	<b>Methodological skills</b>  <i>(Include at least one draft interview instrument, if interviews will be conducted research; include statistics training, if relevant to the research plan)</i>		

9. **Fieldwork Preparations:** Insert details of how this is to be fulfilled, what contacts and affiliations will be sought, etc. , in the space provided, and anticipated date for completion. The student should include a page at the end of the Portfolio documenting how these have been fulfilled. It is recognized that some of these components may not be entirely complete before fieldwork begins (e.g., language acquisition, establishing affiliations). In such cases, this can be noted on the Portfolio Approval Form (which follows) with an explanation of plans for completion. (Use not applicable [N/A] as needed – e.g., field language may not be required in case of domestic research) (end of 1<sup>st</sup> year)

	<b>Component</b>	<b>Expected Date</b>	<b>Date Completed</b>
A	<b>Acquire field language skills</b>		
B	<b>Establish fieldwork contacts</b>		
C	<b>Establish institutional affiliations</b> <b>Research approvals</b> <b>Research visa for fieldwork</b>		
D	<b>Arrange travel logistics</b> (individual needs should be discussed with committee)  (e.g., collect travel advisory information, obtain passport, get health insurance, immunizations, visa, etc.)		
E	<b>Budget for research</b>  Create funding statement (i.e., list anticipated funding sources) and budget		
F	<b>Other</b>		

10. **Additional components to be included:** List any additional components to be included in the Portfolio, that have been agreed upon by the student, Supervisor and Committee Member(s): e.g., additional course papers, reflective journal on research ideas and progress, record of networking/discussion with contacts, etc. Include expected dates for completion.

	Component	Expected Date	Date Completed

**Signatures :**

**Date:**

**Student**

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**Dissertation Supervisor**

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**Advisory Committee Members**

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**Graduate Coordinator**

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