

Department of Sociology and Anthropology

Carleton University

Anthropology Research Preparation

PORTFOLIO PROPOSAL FORM

The attached should be filled out by the end of the student's first year in the PhD program when they have completed their coursework, collaboratively between the Supervisor, the student, and ideally, the Advisory Committee Members. This form should then be signed in triplicate by the Supervisor and any Advisory Committee Members involved in this process, 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.

The aim of this form is to provide an opportunity for the student to discuss with their Supervisor and ideally their Advisory Committee members the necessary preparation required to conduct their research. The emphasis of these necessary preparations should centre on the "scholarly deliverables" and on what the Supervisor and any Advisory Committee members deem necessary in terms of preparation for fieldwork. The scholarly deliverables typically include a set of written work (or in other formats) where students demonstrate their proficiency in the ethnographic and contextual background regarding the proposed field site, the anthropological and other relevant discussions of the topic of their research, the theoretical literatures they will draw upon in analyzing their topics, and the methodological approaches in which they intend to engage.

Where indicated below in the spaces provided, please provide details of how a particular component will be fulfilled. 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.

The student then works on assembling the portfolio materials and completing the required scholarly deliverables, under the guidance of their Supervisor. Once all requirements have been fulfilled, the student must arrange to submit the completed Portfolio to the entire Advisory Committee for review a minimum of two weeks prior to the Research Proposal and Portfolio oral defence. The Advisory Committee must then hold a defense with the student in which both the Research Proposal and Portfolio are discussed (see [PhD handbook](#) for further information on the Research Proposal and Portfolio oral defence). At that time, the Portfolio Approval form (see Appendix I) 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 (8) are yet to be completed, this is acceptable as long as planned completion dates are indicated.

	COMPONENT	Expected Date	Date Completed
1	<p>Self-assessment and learning objectives (during the 1st term)</p> <p>May include notes from 1st meeting with Supervisor; prior relevant work</p>		
2	<p>Funding applications (e.g., OGS, SSHRC, Wenner-Gren) (1st term)</p> <p>In the absence of any application for funding, include a brief description of dissertation research topic (300-500 words)</p>		
3	<p>Updated C.V. (update as needed until portfolio approved)</p>		
4	<p>Transcript, showing all required coursework complete (typically end of 2nd term)</p>		
5	<p>Ethics application (if applicable) (typically end of 2nd year)</p>		
6	<p>Ethics clearance letter (if applicable) (typically end of 2nd year)</p>		

7. Scholarly Preparation /Deliverables (during second 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; 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.

	Preparation and deliverables	Expected Date	Date Completed
A	Ethnographic Background		
B	Topical Background		
C	Theoretical background		
D	Methodological approaches and skills		

8. Fieldwork Preparations (end of second year)

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)

	Component	Expected Date	Date Completed
A	Acquire field language skill		
B	Establish fieldwork contacts		
C	Establish institutional affiliation Research approvals Research visa for fieldwork		
D	Arrange travel logistic (e.g., collect travel advisory information, obtain passport, get health insurance, immunizations, visa, etc.)		
E	Budget for research Create funding statement (i.e., list anticipated funding source) and budget		
F	Other		

9. Reflection on intentions to engage research ethically and responsibly

Students are invited to reflect on how they intend to engage their research work ethically and responsibly. This is a different exercise than the one required by the Carleton’s Office of Research Ethics which focuses more on procedural aspects as it relates to ethics (e.g., data storage). Here, students should instead include a reflection on some of the potential ethical challenges and issues that relate to their research, and what it means, for them, to engage in ethical and responsible research in the complex context of their work.

	Component	Expected Date	Date Completed
	Individual Reflection		

10. Additional component to be included

List any additional components to be included in the Portfolio, that have been agreed upon by the student, Supervisor and Committee Members: 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

Dissertation Supervisor

Advisory Committee Members

(optional)

Graduate Coordinator
