

**Documentation of Research Tool**

**Registration Services**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Date: |  | | |  | | |  |
| I hereby document that PhD student, | | | | |  | | has demonstrated |
| proficiency in | |  | | | | to fulfill one research tool requirement by the | |
| following means | | |  | | | | |

*(Attach supporting documents as needed – e.g. transcript, description of program of study, final exam, etc.)*

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| --- | --- | --- |
| Instructor Name: |  |  |
| Signature: |  |  |

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| --- | --- | --- | --- |
| Approval signatures: |  |  |  |
| Student’s Advisor: |  | Date: |  |
| PhD Director: |  | Date: |  |

Typing name in signature field and sending form .edu e-mail address constitutes signature.

*Return completed forms to* [*doctoral.support@garrett.edu*](mailto:doctoral.support@garrett.edu) *for PhD director’s signature.*

PhD Research Tool Completion

9.29.2022

# Criteria for the Fulfillment of Research Tool Requirements

1. If a student wishes to demonstrate proficiency in historiography, ethnography, statistics, qualitative research, quantitative research, or a similar research tool, they must petition to take the equivalent of   
   **2 graduate level** courses in the subject and must demonstrate proficiency and satisfactory completion of the course. These courses may be taken at Garrett, Northwestern University, or another accredited university. Independent studies may fulfill this requirement, if they are approved by the director of the program. These courses are in addition to the 40 semester hours of course work required for the degree.
2. In order to demonstrate proficiency in a language related to his/her dissertation research, the student must show reading knowledge of that language in one of the following ways:
   1. The student may take an examination at Garrett-Evangelical. There are two formats available for this examination:
      1. The student may translate an excerpt from a chapter of a book and an excerpt from an article in that language in the student’s field of research. The student will be given 1 hour for each translation and will be allowed to use a dictionary.
      2. The student may take a one-hour exam consisting of 2 parts:
         * **Part 1** (40 min, 75%) is based on 3 “seen texts,” articles or chapters of books relevant to the students’ research chosen in consultation with the advisor. The student must answer 3 questions on this reading that test both broad and precise comprehension.
         * **Part 2** (20 min, 25%) is based on an “unseen text” of 12-15 lines read with the aid of a dictionary. The student must answer 2 brief comprehension questions in writing or orally. Part 2 may include oral translation of part of the unseen text.
   2. The student may take a one-quarter course in a language for graduate level research at Northwestern University, the University of Chicago, or an equivalent course at any other major university. The student must demonstrate proficiency & satisfactory completion of the course.
   3. The student may document that they have completed an intermediate level course in the language within the last five years with a grade of “B” or better. (“Intermediate” is the equivalent of two years of a language at the college level.) If it has been longer than 5 years, the student may take the exam (see option a.) or have their proficiency certified by an approved tutor.
   4. A student whose native language(s) is (are) not English may count their native language as a research tool if the student has at least a BA level education in this language. The director of the PhD program may certify a student’s completion of the research tool in this case.
   5. The student may document that they have completed at least one semester of general university coursework *taught in the foreign language* with a grade of “B” or better while studying abroad.
3. For all tools not taken at ACTS, NU, or GETS, a transcript or a letter from the instructor will be required to document proficiency in these research tools.
4. A *Documentation of Research Tool* form must also be completed for each research tool and returned to the PhD coordinator (doctoral.support@garret.edu).