

**Intention to Complete Research Tools**

**Registration Services**

847.866.3905 | registrar@garrett.edu | 2121 Sheridan Road | Evanston, Illinois 60201 | 800.SEMINARY| www.garrett.edu

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: |  |  | |  |
| Student’s Name: | |  | | |
| Date enrolled in program: | | |  |  |
|  | | | Semester | Year |

I intend to document proficiency in the following research tools by the dates listed:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1) | Tool: |  | | | Date: |  |
|  | By the following means: | |  | | | |
|  |  | | | | | |
|  | Why this tool is necessary for my research: | | |  | | |
|  |  | | | | | |
| 2) | Tool: |  | | | Date: |  |
|  | By the following means: | |  | | | |
|  |  | | | | | |
|  | Why this tool is necessary for my research: | | |  | | |
|  |  | | | | | |

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

|  |  |
| --- | --- |
| Signature of Student: |  |
| Signature of Advisor: |  |

*Return completed forms to doctoral programs coordinator in registration services for director’s signature.*

|  |  |  |  |
| --- | --- | --- | --- |
| Approved by PhD director: |  | Date: |  |

Research Tool Intention

6/8/2023

# Criteria for the Fulfillment of Research Tool Requirements

*Social Sciences as a Research Tool*

If a student wishes to demonstrate proficiency in historiography, ethnography, statistics, qualitative research, quantitative research, or a similar research tool, he/she must petition to take the equivalent of **2 graduate level** courses in the subjects and must demonstrate proficiency and satisfactory completion of the courses. These courses may be taken at Garrett-Evangelical, Northwestern University, or another accredited university. Independent studies may fulfill this requirement, if they are approved by the director of the program.

*Language as a Research Tool*

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 student’s 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.

* 1. 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 and satisfactory completion of the course.
  2. The student may document that he/she has 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 his or her proficiency certified by an approved tutor.
  3. A student whose native language(s) is (are) not English may count his/her 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.
  4. The student may document that he/she has completed at least one semester of general university coursework taught *in the foreign language* with a grade of “B” or better while studying abroad.

*Documentation of Tools*

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.

A Documentation of Research Tool form must also be completed for each research tool and returned to the doctoral coordinator. Forms are available on myGETS here: <https://mygets.garrett.edu/ICS/Student_Information/Student_Forms/>.