**DEPARTMENT OF HISTORY OF ART AND ARCHITECTURE**

**UNIVERSITY OF PITTSBURGH**

**SECOND TERM MA PAPER COMMITTEE MEETING**

Note: Students must return this completed form to the Graduate Administrator by **April 1st** of their first year in order to maintain satisfactory progress.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Entry date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. To be completed by student before meeting with MA paper advisor:**

1. Date of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Faculty advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Second reader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. MA paper topic/title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Provide a one-sentence description of the paper’s focus or subject:

6. What progress have you made toward completing the MA paper?

7. What remaining MA requirements and foreign languages do you have to pass? Propose a timetable for completing them and indicate any other specific goals for this coming year:

8. Have you discussed with your advisor the possibility of presenting your MA work in a department colloquium or other public forum?

*Note: Students are advised to read and discuss with their MA advisors the criteria for the development and processing of the MA paper contained in sections 2.C. and 11.A. of the Graduate Student Handbook. They should also discuss their plans for continuation in the PhD program, including preparation for the 4th Semester Review. See the Graduate Student Handbook for details about the requirements for the 4th Semester Review.*

**B. To be completed by the advisor after the meeting:**

1. Comment on the student’s progress thus far:

2. Comment on the student’s timetable and goals for the coming year:

3. At this point, can you identify any problems that the student should address, or areas that need improvement, in preparation for the 4th Semester Review?

4. Do you have any other suggestions for the student?

**C. Student’s response to advisor’s comments:**

**D. Signatures** (to be signed and dated after both student and advisor have reviewed entire completed document):

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Second Reader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

(form updated April 2009)