

**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 1<sup>st</sup>** 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 4<sup>th</sup> Semester Review. See the Graduate Student Handbook for details about the requirements for the 4<sup>th</sup> 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 4<sup>th</sup> 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)