

## Guidelines for GWS PhD Colloquium

Your faculty advisors will prepare feedback ahead of time based on the Research Memo that you submit. At Colloquium, each of you will share a short presentation (4 slides) to graduate students and faculty. Afterwards, your faculty advisor will offer their feedback and then we will have a short discussion with questions and discussions from the rest of the group.

### Step 1: Research Memo

Prepare a **two-page, typed, single-spaced statement** for the workshop. This statement will be distributed to faculty and fellow students three days before the workshop and should include the following:

1. *Title*
2. *Introduction* – Sets the context for proposed project. Captures readers’ interest by: a) describing the “problem” being explored; b) detailing why readers should care about said “problem” and c) reviewing what is already known about the research topic and why this knowledge needs to be expanded and/or revised.
3. *Thesis statement* – Details, in one or two sentences, the core argument of the qualifying paper.
4. *Method(s)* – Outlines what research methods will be used, what material/data will be collected and analyzed, and what limitations and/or assumptions undergird the data collection process.
5. *Implications of research* – Details what new knowledge the qualifying paper will produce and/or summarizes findings of data/materials analysis already conducted.
6. *References* – Lists fifteen, relevant academic references.
7. *Work plan/timetable* – Table that details deadlines established for completing each major stage of the qualifying paper. Should note any work already completed.

### Step 2: Summary Slides

In addition to the pre-circulated research memo (detailed above), we also ask that each of you **create four slides**, to be displayed during the workshop, that present the following:

1. Slide 1 – Rationale/reason for exploring research topic
2. Slide 2 – Research question(s) and thesis
3. Slide 3 – Research method(s)
4. Slide 4 – Help needed/desired feedback

Again, this workshop is meant to be a space for exploring questions you have about writing and developing your qualifying. Formal presentations of a “final” product are neither encouraged nor desired. We hope that this collaborative experience will help you better understand the research and writing process.