

Annual Progress Report for Graduate Students

Name: _____ PID: _____

Portion Completed by the Student

Academic Progress

A copy of the current program of study should be attached to this report.

Date of entrance into program*: _____ Expected completion date: _____

Most recent contact with guidance committee (date): _____

Date or expected date of comprehensive exams: _____ Passed? _____

Date or expected date of dissertation proposal approval: _____

Date or expected date of dissertation defense: _____

Current GPA: _____ Number credits below 3.0: _____

Remaining required courses:

Courses taken to date toward the degree & grades received:

* If admitted under provisional status, date provisional status removed: _____

Professional Performance and Potential

The student should attach the information requested in 1-3 below on separate sheets:

1. **Professional goal statement:** A brief statement describing the type of career you hope to pursue after earning your degree, and any other professional goals you hope to achieve.
2. **Goals for past academic year:** Describe your progress toward achieving your academic goals during the past year. Note areas in which you are experiencing any difficulty. If you feel you are not making significant progress, explain why. Include perceived departmental/university obstacles that hinder your progress.
3. **Progress toward these goals achieved during the past year and plans for the future:** At each annual meeting with his/her guidance committee, the student will file formal written and oral reports summarizing his/her research progress to date, and lay out his/her research plans for the following year. Both written and oral reports should demonstrate sound scholarship and further demonstrate that the student is well abreast of current and historical literature in the chosen research area. The written report must include a literature review and a complete reference list.
4. **The student should submit with his/her written report, an updated CV, and also attach the other information and reprints requested on the form entitled “Graduate student evaluation information” (copy attached).**
5. **After each annual meeting with the Guidance Committee, the student should query his/her major professor repeatedly until the mentor informs the student that he/she has filed with graduate secretary a completed copy of the form entitled “Annual progress for Graduate students” (copy attached).**

Annual Progress Report for Graduate Students

Student
name
(typed): _____

PID: _____

Signatures

Student: Your signature below indicates that you have discussed the contents of this progress report with your major professor.

Student

Date

Guidance committee members: Your signature below indicates that you have discussed the contents of this progress report with the student.

Date

Date

Date

Date

Major Professor: Your signature below indicates that you have discussed the contents of this progress report with the student.

Major Professor

Date

Department administrator (Chair or GPD)

Date

Name _____

Graduate Student Evaluation Information

Academic year: _____ to _____

1. Please **attach an updated CV**. Indicate current grants, publications that have appeared in print since you filed your last annual report.
2. Please list and **attach copies of publications** that have appeared in print since you filed your last annual report. Also list papers accepted or submitted for publication.
3. Please list the title, author line, and **attach the abstract** for, any poster or platform presentation you have given since you filed your last annual report at international, national, state, or regional professional meetings, with dates.
4. Mentoring of Undergraduate Research Students

List below the names of any undergraduates you have supervised in their capacity as research assistants on your dissertation or other project.

5. Teaching

Please list courses you taught during this calendar year a) as a teaching assistant and b) as the lead instructor. Please also list classes in which you gave at least one guest lecture.

<u>Course No.</u>	<u>Semester</u>	<u>Title</u>	<u>Number sections taught & students enrolled</u>
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Single lectures in:

7. Please list incidents of service you provided to the Department, College, University, profession, public groups, etc.

Examples: 1. Talks to high school groups civic groups, non-professional audiences.
2. Service on any standing or ad hoc committees within the department, college or university
3. Service as a presenter at Lansing Area Girls' Math & Science Conference.
4. Number of papers and proposals you refereed listed by journal or agency.

8. Please list all honors and awards you received since you filed your last report, and also list all grants & fellowships you have applied for since then. Indicate with an asterisk all of those for which you actually received an award. Finally, please indicate the amount awarded whenever applicable.