**PhD Student Annual Report Form**

**December 11, 2018 – December 10, 2019**

It is the student’s responsibility to work with his or her advisor to complete the annual review process and submit to the DGS.

**Student Name**:

**Program**:

**Year in program**:

**Advisor Name**:

**Committee Members** (leave blank if committee has not been formed yet):

***Semester I milestone---Completed Hours of Coursework: 0 – 9***

 Completed a *preliminary plan of study* with the Director of Graduate Study

 If not, when do you anticipate completing the preliminary Plan of Study?

 **Answer in no fewer than two complete sentences:**

***Semester II milestone--- Completed Hours of Coursework: 10 – 18***

 Selected a chair for the PhD dissertation

 Worked with the chair to select the rest of the dissertation Committee

 Developed a doctoral plan of study in conjunction with the chair and the rest of the dissertation committee

 Submitted the Recommendation for Doctoral Advisory/Dissertation Committee Appointment and Plan of Study to the Director of Graduate Study for routing to The Graduate School

If you have not completed all of the above items, when do you anticipate completing them?

 **Answer in no fewer than two complete sentences:**

***Semester III milestone---Completed Hours of Coursework: 19 – 27 (Semester III)***

 The Graduate School approved my Plan of Study?

 Continued taking elective courses

 I have been making progress toward the writing of my dissertation proposal

 Completed a Dissertation Topic Approval form and submitted to the Director of

Graduate Study for routing to the Graduate School

If you have not completed all the above items, when do you anticipate completing?

 **Answer in no fewer than two complete sentences:**

***Semester IV milestone--- Completed Hours of Coursework: 27 – 36***

 The committee approved my dissertation proposal

 Successfully completed the written and oral preliminary exam, & defended Dissertation proposal to the committee

 Completed *Results of Preliminary Doctoral Comprehensive Examination* form and submitted to the Director of Graduate Study for routing to the Graduate School

 Completed the *Application for Admission to Candidacy* and submit to the Director of Graduate Study for routing to the Graduate School

* If you did not become PhD candidate before starting of your 5th semester, what progress have you made toward the writing of your dissertation proposal and when do you anticipate taking preliminary exam and defending your dissertation proposal?

***Semester V milestone--- Completed Hours of Coursework: 39***

 *GES 799: Continued to make progress in my dissertation*

* If you are not making progress toward your dissertation research, why? What steps are you planning to take to rectify the situation?

***Semester VI milestone Completed Hours of Coursework: 42***

*GES 799: Continued to make progress on your dissertation*

* If you are not making progress toward your dissertation research, why? What steps are you planning to take to rectify the situation?

***Semester VII milestone--- Completed Hours of Coursework: 45***

 ***GES 799: Continued to make progress on your dissertation***

* If you are not making progress toward your dissertation research, why? What steps are you planning to take to rectify the situation?

***Semester VIII milestone--- Completed Hours of Coursework: 48***

 Completed the form *Application for Graduation for Graduate Students*

 Complete the form *Final Oral Examination Schedule* and submit to the Director of Graduate Study for routing to the Graduate School

 Successfully defended my dissertation

 Completed the form *Results of Oral Examination in Defense of Dissertation* and submit to the Director of Graduate Study for routing to the Graduate School

* If you did not complete your PhD degree at the end of your fourth year, what progress have you made toward the writing of your dissertation and when do you anticipate defending your dissertation?

**This part should be filled out by all the PhD students**

* **List of the achievements that you accomplished last year (**Your answers can be in a list format and only need to be one to sentences per listing)
* **List your goals for the next year (**Your answers can be in a list format and only need to be one to sentences per listing**)**

================================================================

**DISCUSSION WITH YOUR ADVISOR & COMITTEE**

Students must discuss this report with their advisor and committee members. Please check here to confirm that you have discussed this with your advisor and committee members.

[ ]  Discussed with advisor and committee members

**Overall Evaluation and Feedback**

[ ]  On track

[ ]  Issues to be addressed\*

*\*Note, if there are issues to be addressed, the student is expected to meet with their committee within one month of receiving this evaluation.*

***Comments***

*Strengths*

*Suggestions for Improvements*

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of discussion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DGS’s Signature: Date: