



Annual Progress Report by Supervisory Committee

Name of student:

Date of meeting:

PhD topic or dissertation title:

Supervisor:

Supervisory committee members:

The annual progress report should offer clear and honest feedback to students on their progress and provide guidance on how they can reach the next step(s) toward completion of the thesis and other degree requirements. The report should be based on a real and substantive meeting (or series of meetings) of the student's supervisory committee, along with careful consideration of the annual progress report submitted by the student. Meetings of the committee can happen more frequently than once a year, especially when the student is not making sufficient progress and needs additional support. Committee meetings do not take the place of meetings with the supervisor, which should occur on a more regular basis over the course of the year.

Annual committee meetings should take place no later than the end of May of each year. Following the meeting, this report should be provided to the student, who is then given the opportunity to provide a written response. All three reports: from the student, from the committee, and the student's response to the latter are due to the graduate assistant by the end of June, and are kept in the student's file.

I. Provide a response to the annual progress report submitted by the student.

II. Has the student met the program milestones in a timely fashion? If not, please explain the circumstances that caused any delays, and the recommendations that have been provided by the supervisory committee.

III. Has the student demonstrated sufficient knowledge of the relevant literature, critical analysis, as well as originality and self-reliance? List any concerns and suggestions raised by committee members.

IV. Describe the progress the student has made on the dissertation this year. If sufficient progress has not been made, explain what specific recommendations and forms of support the committee has offered to ensure that progress will be made going forward.

V. Describe the support of professional development, intellectual growth, and research opportunities provided by the committee members, as well as any alternative supervisory approaches that have been used.

Recommended five-year timetable of doctoral study

Year 1: coursework and language exam 1

Year 2: comprehensive exams and thesis proposal, and language exam 2

Year 3: research and draft of first chapter(s)

Year 4: drafts of chapters 2-4

Year 5: drafts of last chapter(s), dissertation colloquium, final oral exam (defense)