Last updated: July 2022

**Michigan State University**

**Annual Progress Report for EES M.S. and Ph.D. Students**

Name Student PID Number

**Portion Completed by the Student**

**ACADEMIC PROGRESS**

What degree program are you enrolled in?

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

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

Most recent contact with the guidance committee/academic advisor:

If PhD, date or expected date of qualifying exams: Passed: Yes or No

Date of dissertation/thesis defense:

Current GPA: Number of credits below 3.0:

If PhD, GLG999 credits (24-36 required): If Masters, GLG899 credits (4-7 required):

Annual RCR credits: Yes or No 1 credit GLG898: Yes or No 1 credit GLG901: Yes or No

Have you successfully completed your coursework? Yes or No

(Masters = 23-26 credts at 800 level; PhD = ≥9 approved credits). If not, what remains to be completed?

Have you applied for external funding? GRFP: DCF: Others:

**ACADEMIC AND CAREER PERFORMANCE AND GOALS**

What are your career goals at this time? How have they changed since your last annual review?

What is the 1.) proposed title and 2.) topic of your dissertation or master’s thesis?

What tangible progress has been made in the last year toward completion of your dissertation or thesis (e.g., data sets completed, chapters/publications in prep, publication of completed chapters)?

What progress has been made in the last year toward reaching your academic and career goals? Consider the following as well as any additional areas you consider relevant.

• Manuscripts written, submitted, or published

• Contributions to submitted funding proposals

• Presentations at professional conferences

• Field work or data collection

• Teaching and undergraduate mentoring

• Outreach activities

• Service to department, university, or broader scientific community

What impediments have you encountered in the last year? What have you done to overcome them? What might we do going forward to be of more help to you?

List your major goals for the next year in the space below in a bullet pointed or numbered format.

Click on the box below to insert an image of a Gantt chart outlining your timeline of completion of your project goals and other important tasks necessary for graduation and launching of your career (e.g., field work, manuscript drafts, postdoctoral fellow or other job applications, etc.). Keep in mind that the Gantt chart timeline does not need to be constrained to the next academic year.

***IMPORTANT: Attach an updated CV directly to this pdf file.***

**Submit as a single document.**

Name Student PID Number

**Portion Completed by the Major Professor**

**Academic Performance**

1. Has the student made acceptable progress during the evaluation period? Please comment below.

2. Please comment on the overall academic performance of the student, including teaching experiences, if applicable.

This form requires the signature of the student, major professor, all members of the student's graduate committee, and department chair. Your signature below indicates that you have discussed the contents of this progress report with the student.

Student: Date:

Major Professor: Date:

Committee member: Date:

Committee member: Date:

Committee member: Date:

Committee member: Date:

Department chair: Date:

When everyone required has have reviewed and signed this progress report, copies of the report should be given to the student and the major professor. The original progress report should be placed in the student's file in the department/unit office. Students who wish to appeal any part of the major professor's evaluation may do so in writing to the department chair/school director.

\*\***Note**: Departments/Units may choose to use this form for annual or academic year evaluations.