

Annual G&E Meeting and Progress Report

The Guidance and Evaluation (G&E) Committee provides guidance and assistance to graduate students, and also evaluates their progress in academics and research. This form serves to document the outcome of the Annual G&E Committee meetings. The Department requires a G&E Committee meeting once each year until the Preliminary Exam has been completed, after which this document is no longer required. Following completion of the Preliminary Exam, this form is suitable for an annual progress report. This document has two parts:

Part 1 (student). Prior to the annual committee meeting the student will complete Section A and distribute it to their advisor and other committee members. In filling this out, you will find the following documents useful:

- o Graduate Studies Page: [link](#)
- o Graduate Student Handbook: [link](#)
- o Expectation for graduate studies page: [link](#)

Part 2 (advisor). Following the annual committee meeting the advisor will complete Section B and email it to the Graduate Coordinator at least two weeks before the end of classes in the spring semester. For newly admitted students it is recommended to provide the form at least two weeks before the end of classes in the fall semester of the first year.

Please succinctly fill out all of the sections below (Graduate Student and Faculty Advisor).

Pre Annual Meeting Student Exercise

A. Graduate Student- Please complete all of the following sections

Meeting Date:

Graduate Student Name:

Program Start Date (Semester, Year):

M.S. or PhD Candidate:

Primary Advisor:

Committee Members and Affiliation:

1) What are your goals for the next semester(s) concerning research and coursework? If you are teaching and/or doing service, outreach, or DEI related activities include that information as well. Please list in approximate order of priority. For research, also list papers in preparation, conference abstracts, proposals, etc.

2) What have you accomplished since your last annual meeting? Is this consistent with or different from your goals and priorities for this time period? If it is different, why did it change?

3) Are you currently teaching? If yes, how has teaching been going? How have you managed it with respect to the rest of your work (research, coursework)?

4) What are your coursework plans for the next semester(s)?

5) Please note anything else you would like to discuss at your the meeting, such as personal career development goals, public speaking skills, work/life balance, etc.

Post Annual Meeting Progress Report

B. Faculty Advisors - Please complete the following sections

Primary Faculty Advisor: Please fill out the following form briefly describing and assessing your student's previous semester(s) progress and next-semester(s) plans in the following areas, as discussed and agreed upon in the annual meeting and with all committee members.

Research: describe and assess the student's progress toward developing a research topic, progress toward data collection, and progress toward publication(s).

Coursework: describe and assess the student's course work progress; for PhD students describe and assess the amount of progress towards minor completion; include a plan for students with incoming deficiencies

Please note any additional information regarding the student's progress and degree program, such as teaching duties, funding mechanisms for next year, whether they will be a TA/RA, etc.:

MS and PhD students:

Has completed prerequisites (confer with Graduate Student Coordinator):

PhD students only:

Has passed Qualifying Exam: month/year of completion:

Has passed Preliminary Exam: month/year of completion:

Overall progress:

Satisfactory

Conditionally satisfactory (conditions and deadline to address issue should be noted above)

Unsatisfactory