

NAME: \_\_\_\_\_

## ANNUAL REVIEW OF PH.D DEGREE PROGRESS

Students are required to organize a brief meeting with their Advisory Committee at least once a year (by March 15) to ensure that they share a common understanding of course selections, and research activities, plans, and goals.

To assist this process, students should provide copies of the form, duly completed, to all committee members **at least 24 hours prior to this progress meeting**. After the meeting, a PDF of the completed and signed form should be submitted to the Graduate Services Coordinator in Room GY107.

Information on this form and in the summary statement of research progress will be used by the CGS to help ranks students for academic awards and financial support.

### COURSEWORK CHECKLIST

Graduate Requirements:

Completed?

≥ 12 credit hours formal graduate credits in Geological Sciences

≥35 credit hours total formal graduate coursework

≤30 credits of transferred graduate credit

≥90 credit hours total graduate credit

Specified credit hours in minor (determined by minor advisor)

Annual course load is 30 credit hours: 12 in Fall & Spring Semesters, 6 in Summer Session

### RESEARCH PLANS

Provisional Thesis (or report) Title:

Brief Outline of Research Objectives & Strategies:

Aims, field work, sampling, analytical methods, etc.

Summary of Immediate (3-6 months) Research Plans:

Future activities, especially during the summer months

Proposed Long-term Research Plans and Timetable:

Anticipated phases of research activities & contingencies

*Timetable and Dates:*

Annual Review date, time, and venue:

Qualifying Examination proposed date and time:

Thesis Completion: Target dates for draft and final version. Provisional date for thesis defense.

*Summary of Financial Support:*

Indicate sources of support, e.g. AI (provide course #), RA (note funding agency & PI), Fellowship (give source, self, other grants (e.g. GSA, Sigma XI, etc.)

	Semester 1	Semester II	Summer
Year 1			
Year 2			
Year 3			
Year 4			

## RESEARCH PROGRESS

*Summary of Progress*

A summary statement, preferably a one-page synopsis, which documents the following items, should be appended to this form. Several of these details would typically be compiled for inclusion in a full curriculum vitae.

**Research Activities:** Summarize achievement during the past year in field work, in laboratory analyses, in data collection, and written reports.

**Proposals & Contributions to Proposals:** Document grant applications submitted for research or fellowship support, including title, funding agency, date of submission, duration, purpose, and amount of funding sought/awarded, and the current status (whether pending, accepted, or declined). A copy of the proposal should be provided. Comparable information should also be given for grant applications submitted by others, for example an advisor or collaborator, to which you contributed. In such cases a copy of the proposal summary should be provided.

**Conferences & Short Courses:** Give details of meetings, short course or workshops attended, including their title(s), sponsoring organizations (e.g. GSA, AAPG), dates, location, and the source of any financial support enabling attendance.

**Presentations:** Provide a summary of any contributions to oral presentations or posters with information on the title, authorship, venue, date, and speaker (if applicable). Include a copy of the abstract, if available.

**Publications:** List all abstracts and papers, giving title, authorship, journal or book (e.g. conference proceedings or symposia), volume, pagination, and date of publication. Separately list comparable information for other manuscripts in preparation, submitted, under revision, accepted, or in press. Denote whether publications are peer-reviewed and provide copies of abstracts

**Other Academic or Career Activities:** Comment on any other relevant activities (e.g. internships) and on any awards received.

## COMMITTEE REVIEW AND REMARKS

Coursework Status Based on details documented in Coursework Summary

1. Required Courses. As determined by Advisory Committee

2. General Requirements. Enter accumulated credit hours within each category.

Total Geol. Sci. ( $\geq 12$  h)

Total Graduate Credit ( $\geq 90$  h)

Minor

Graduate Course Credit ( $\geq 35$  h)

Transferred Grad Credit (30 h)

Research

Committee Comments

1. Assessment of Degree Progress. Comments based on coursework & research activities.

2. Recommendations. Specific suggestions or requirements regarding degree program.

3. Approval. Signatures designate agreement on course selection and research progress.

Signature

Date

Research Advisor:

\_\_\_\_\_

Advisory Committee member:

\_\_\_\_\_

Advisory Committee member:

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Advisory Committee member:

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Minor Advisor:

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Student:

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**All pages of this form must be duly completed, signed, and submitted as one .pdf file to the Department Graduate Services Office, Room 107, by March 15th.**