

INSTRUCTIONS FOR COMPLETING THE STUDENT REPORT

You must fill one report form per supervisory committee meeting, electronically as a PDF form.

Some helpful information to fill in the form:

- Use your previous progress report form (if you have one) as the basis for this one.
- You need to include a copy of the objectives from your previous report, if this is not your first progress report form.
- The “Difficulties and problems” text box is meant to also include non-research problems, such as financial or personal issues you may want to share with your committee.
- Don’t forget to add your planned milestones and courses, not just the ones you have done.

If your performance was found to be unsatisfactory in a previous report you must attach a letter describing the actions you have taken to correct the problem(s) outlined by your Committee.

INSTRUCTIONS FOR THE SUPERVISORY COMMITTEE MEETING

1. Fill in the report part of the form, the first two pages (do not sign it yet).
2. Send an electronic copy to the committee members at least a week before the meeting.
3. During the meeting, the Committee will complete the evaluation part.
4. The supervisor(s) and the student will sign the form and submit it to the GPA.
5. The GPD will go over the form and sign it.
6. The fully signed form will be shared with the student.

Note: All your completed report and evaluation forms will be kept as part of your record. We encourage you to keep them as well.

STUDENT PROGRESS REPORT TO THE SUPERVISORY COMMITTEE

Student name: **Student ID:**

Initial term of period Final term of period
 Program Status Current year in program

Term of entry into program Expected graduation term

Term of current meeting Term of last meeting

Name of supervisor(s)

Milestones (planned and done, leave blank the ones not yet planned)

Milestone	Term planned	Term done
Finish coursework	<input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>
PHYS 870 (PhD only)	<input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>
PHYS 861 (PhD only)	<input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>
PHYS 760 (MSc) / PHYS 862 (PhD)	<input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>
Thesis submission	<input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>

Courses (all, taken and planned)

Course #	Course Name	Term	Year	Grade	Notes
<input style="width: 50px;" type="text"/>	<input style="width: 300px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>
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Additional comments on courses

Working title of research project

Current summary of research project

Summary of the objectives from the previous report

Research accomplishments during the period

Difficulties or problems that have affected your progression in the program during the period

Objectives for the next period

COMMITTEE EVALUATION OF PROGRESS

Courses (GPA of 3.0 met)	<input type="radio"/> Yes	<input type="radio"/> No		
Requisite knowledge	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Unsatisfactory	<input type="radio"/> Not applicable
Research plan	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Unsatisfactory	<input type="radio"/> Not applicable
Research skills	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Unsatisfactory	<input type="radio"/> Not applicable
Research accomplishments	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Unsatisfactory	<input type="radio"/> Not applicable
Written communication	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Unsatisfactory	<input type="radio"/> Not applicable
Oral communication	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Unsatisfactory	<input type="radio"/> Not applicable

Overall evaluation of student

Excellent Good Unsatisfactory

If unsatisfactory, the Committee must detail the areas of shortcoming and provide a set of actions that will address the shortcoming. A follow-up Committee meeting must be held within four months to re-evaluate student progress.

Comments on student's progress

Committee member:

Committee member:

Signatures (with date)

Supervisor

Co-supervisor

Student

Graduate Program director