Progress Report Example

This mock-up intends to demonstrate how to produce the progress report. In brief, be brief: articulate the facts in bullet points, and resist the urge to long-form writing. The progress report aims to capture ***what happened during the year***—the why and the how are less important.

What goes into the report is going to vary a lot depending on year level: more junior students will be busy attaining early milestones, while more senior students will mostly be writing and disseminating their research.

Here is the imaginary progress report of an imaginary second year PhD student.

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Pat Progress, PhD Year 2

**1. Progress of degree requirements**

* completed remaining coursework, Spring term
* completed professionalization milestone, Fall term
* completed primary area exam in New Media, Fall Term
* preparing for secondary area exam in Canadian Literature, Winter Term

**2. Professional Development**

* TA in ENGL 210F online, Spring term
* TA in ENGL 109 online, Winter term
* Conference paper accepted to Canadian Games Studies Association, Congress, to be presented in Spring
* Continuing to take workshops for the CTE Fundamentals of University Teaching

**3. Funding Support received May - April**

* standard PhD funding package, $22,279
* Jack Grey Award, $1000
* SSHRC application forwarded to national consideration, awaiting results

**4. Progress accomplished on goals set forth in previous year’s program plan.**

* I planned to finish my coursework, and get both my area exams done, and I have done so.
* I planned to get my language milestone passed, but found it hard to manage taking a language course while studying for exams, so have not met this goal
* I planned to present a paper at a conference, and I have had one accepted.

**5. Program plan for next year.**

In my third year of the program, I plan to:

* take a French course to pass the language requirement
* successfully submit my Dissertation Proposal by Dec 1
* write a full draft of one dissertation chapter by April 1
* present a paper at a conference.