**PSYCHOLOGY GRADUATE STUDENT ANNUAL PROGRESS REPORT - INSTRUCTIONS**

**Deadlines:**

1. **June 13th:** Student provides supervisor(s) with the completed “Part A: Student Report” section of the Annual Progress Report Form.
2. **June13th – July 8th:** Student and supervisor(s) discuss and complete “Part B, Supervisor Report.” Both the student and the supervisor(s) sign the Annual Progress Report Form. The completed form is e-mailed to the Area Head.
3. **July 8th – 22nd**: The Area Head reviews and signs the Annual Progress Reports. The Administrative Co-Ordinator, Graduate Studies e-mails each Area Head a link to the Teams folder where the Area Head is to drag-n-drop the Progress Reports.
4. **July 25th:** TheArea Head drag-n-drops the reports to the appropriate Teams folder for the Associate Chair’s, Graduate Studies review.

**PART A: Student Report**

**Instructions to students:**

Please insert the following information directly into the “**Part A: Student Report**” section of the Annual Progress Report form and forward it to your supervisor by **June 14th**:

**Section 1: CV** with activities in last year highlighted (e.g. last year’s publications, presentations, awards, scholarships).

**Section 2: Summary of academic activities** (intended to supplement the information on your CV):

* 1. Description of research project(s) in the past year (please limit to 1 page): What progress has been made in the last year? What has been your role/involvement in these projects? What scholarships did you apply for?
  2. Thesis timeline: When do you expect to propose and/or complete your thesis/dissertation? (If relevant, who is on your dissertation committee?)
  3. List of courses to date (with achieved grade noted and separated by the headings *Core*, *Breadth*, and *Statistical*). Please refer to the [Degree requirements](https://uwaterloo.ca/psychology/graduate-students/degree-requirements) website for assistance.
  4. List of all courses TA’d, courses taught, and guest lectures.

**Section 3: List of goals for upcoming year** in the following areas (please limit to 1 page): research, academic, teaching, professional development, and other.

**PART B: Supervisor Report**

**Instructions to faculty supervisor:**

Please complete each section of the “**Part B**: **Supervisor Report”** on the Annual Progress Report Form in collaboration with the student (i.e. during a meeting). The approach to doing so is at the discretion of the supervisor.

**Section 1:** Discuss your student’s current thinking regarding career path and goals. (Although these may change over the course of graduate studies, they provide a context for the discussion).

**Section 2:** In 2016, the Graduate Advisory Committee generated a list of program outcomes for the Psychology Master’s and PhD programs. Supervisors and students are to discuss progress in these areas (e.g. one option would be to have the student provide his/her impressions first). The focus should be on strengths with the goal of motivating the student. However, areas of relative weakness should be noted, if appropriate, and serve as a basis for further growth. Brief notes can be made on this form (although some Areas may choose to provide a summary letter on the form following these meetings).

**Section 3:** Based on the student’s CV and progress in the domains of competence (Section 2), summarize the areas of strengths and specific areas of growth that are most worth future attention (in the context of the student’s current career goals).

**Section 4:** Provide an overall rating of the student’s progress in the past year, and note frequency of supervisory meetings.

**PART C: Signatures**

The supervisor and student note the date of the meeting on the Report, and each signs the form. Please save the form with the following unique file name: LASTNAME\_Progress 2021. All components of the Report should be inserted into the form and only one file should be submitted per student. The Report is forwarded to the Area Head, who signs and dates the form and forwards the Report to the Associate Chair, Graduate Studies.

PLEASE DO NOT INCLUDE THESE INSTRUCTION PAGES IN YOUR ANNUAL REPORT.