



# Waterloo-Laurier Graduate Program in Geography PhD PROGRESS REPORT



### INSTRUCTIONS:

- Each PhD student is required to submit, in May of each year, this annual progress report to his/her supervisor.
  - The supervisor completes Parts B1-B7, then submits the entire report to the other committee members for comment and overall evaluation (C1). If a supervisor has not yet been established, then the Graduate Officer completes Part B.
  - The supervisor reviews the full report with the student, who completes Part D.
  - The supervisor forwards the full report to the Graduate Officer for signature (Part D).
  - The Graduate Officer provides a copy of the full report to the student, the supervisor, and retains a copy for the departmental file. The original report is filed with the Office of Graduate Studies (by August 15 annually).
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- ❖ A late submission of this progress report may result in a delay of the student's financial support. ❖

### **PART A: STUDENT REPORT (to be completed by the student) [Form-fillable in PDF]**

Student: \_\_\_\_\_ ID #: \_\_\_\_\_

Date of entry into program: \_\_\_\_\_

#### **Respond to the following on a separate sheet and attach to this report before forwarding to your supervisor:**

- A1.** Details of progress made since the last report (or toward meeting degree requirements since beginning the program if this is the first report), i.e., courses completed, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/reviseed.
- A2.** Indicate all scholarships you have applied for since last May 1 (or since entry into program, if this is your first Progress Report) (differentiate between "applied for" and "awarded"). Provide dollar values for those "awarded".
- A3.** List any conference presentations and publications you have since last May 1 (or since entry into program, if this is your first Progress Report) (differentiate between "refereed" and "non-refereed", "invited", "contributed", etc.
- A4.** List your specific goals for the next year (i.e., program requirements (courses, comprehensive examination, thesis, etc.). Indicate the expected dates for their completion, as part of the specific objectives for the next year.
- A5.** What is the anticipated date for the completion of degree requirements (month/year)?

### **PART B: SUPERVISOR'S REPORT (to be completed by the student's supervisor) [Form-fillable in PDF]**

Complete each section that is relevant to the student's stage in the doctoral program.

- B1.** How often did the supervisor meet with the student over the last reporting period:  
 monthly       once per term       once per year       other (specify):
- B2.** How often did the supervisory committee as a whole (if established) meet with the student over the last reporting period:  
 monthly       once per term       once per year       other (specify):

**B3.** The Comprehensive Examination requirement was completed on (date) \_\_\_\_\_  
OR is expected to be completed by \_\_\_\_\_ (date).

Please justify, in the Comments section (**B8**), an expected date of completion that exceeds the deadline (6 or 7 terms of registration) for your program.

**B4.** Supervisors should respond to a draft of the PhD thesis in a timely fashion. Please answer the following *only* if draft research was submitted by the student during the year.

Entire thesis draft [ ] Response time:

Portions of thesis [ ] Response time:

Other research material [ ] Response time:

**B5.** Refer to the attached "Student Report" when addressing the following:

Comments on progress made in accomplishing goals set out in last report (or toward meeting degree requirements since beginning the program if this is the first report):

**B6.** Comments on specific goals for the next interval of \_\_\_\_\_ months (attach an additional page if necessary):

**B7.** Anticipated date for the completion of degree requirements: \_\_\_\_\_ (mo/yr)

**B8.** Comments:

**C. OVERALL ASSESSMENT OF PROGRESS (to be completed by full supervisory committee) [Form-fillable in PDF]**

**C1.** Evaluation of overall progress since last report: [S] Satisfactory [M] Marginal\* [U] Unsatisfactory\*

	Name	Rating (S, M* or U*)	Signature
Supervisor:			
2 <sup>nd</sup> Member:			
3 <sup>rd</sup> Member:			
4 <sup>th</sup> Member:			

\*Where progress is deemed marginal or unsatisfactory, attach a detailed explanation of what must be accomplished over the next 6 months in order to remedy the situation.

**D. ACKNOWLEDGEMENTS**

The student may append additional comments. A student who thinks that s/he is receiving unsatisfactory supervision is urged to contact the Graduate Officer (WLU) or Associate Chair, Grad Studies (UW), Department Chair or Program Director.

This completed report has been seen by me. \_\_\_\_\_  
Student's Signature Date  
\_\_\_\_\_  
Graduate Officer/Associate Chair Date

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