

# Annual Progress Report for Doctoral Students and Funded Master Students

This report must be completed annually at the end of the spring semester by all IMSE Ph.D. students and all funded Master students.

This report serves several purposes. Most importantly, it is used by you and your advisor(s) to formally review progress towards completing your degree. This report is also submitted to the Department Head for the primary purpose of determining GRA and GTA positions for the upcoming year. Annual reports will be maintained by the IMSE Office as part of your academic record.

This report focuses on your professional development. The primary areas are research and courses taken. Information related to teaching assignments and professional service should also be supplied, but they are not a primary component of this report.

You are encouraged to work closely with your advisor(s) when drafting the report.

**Submit a hard copy of your completed report to the Department Head with your advisor's signature on or before May 15.**

Name: \_\_\_\_\_

Advisor(s): \_\_\_\_\_

Work Supervisor (if different than advisor): \_\_\_\_\_

Report Period: May 16, \_\_\_\_\_ to May 15, \_\_\_\_\_

Enrolled Degree: \_\_\_\_\_ Semester Started: \_\_\_\_\_ Desired Graduation Semester: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Evaluation:

- Exceeds expectations
- Meets expectations
- Fails to meet expectations

Advisor Recommendation:

- Recommend for funding
- Do not recommend for funding

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Work Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

**Activities for the Report Period:** Briefly summarize your activities for the past year in each of the following areas. If you prepared a report for last year, summarize your progress on the goals, outcomes, and/or milestones you established in that report. Use additional pages as necessary.

- I. Research Activities** (List all publications and presentations you have prepared during the report period. Use the categories below. Note: We do not expect students to be active in all categories every year.)
- a. Articles in peer-reviewed journals (provide full citation, e.g., authors, title, journal name, year of publication, volume, and page numbers). If article has not appeared, give status: accepted, in press, submitted, under revision following review, etc.
  - b. Articles in **refereed** conference proceedings (provide full citation, e.g., authors, title, meeting name, location, date, and page numbers). If article has not appeared, give status: accepted, in press, submitted, under revision following review, etc.
  - c. Articles in non-refereed conference proceedings (provide full citation, e.g., authors, title, meeting name, location, date, and page numbers). If article has not appeared, give status: accepted, in press, submitted, under revision following review, etc.
  - d. Oral presentations (including poster sessions) at national/international meetings (provide authors, title, meeting name, location, date)
  - e. Oral presentations (including job talks and poster sessions) at academic institutions other than Kansas State University (provide authors, title, institution, location, date)
  - f. Oral presentations (including poster sessions) at Kansas State University (provide authors, title, institution, location, date)
  - g. Chapters in edited books (provide full citation, e.g., authors, chapter title, name of book, editor(s), and page numbers). If chapter has not appeared, give status: submitted, under revision following review, accepted, in press, etc.
  - h. Working papers

**II. Courses Taken** (List courses taken over the past year with grade received.)

**III. Teaching** (List courses taught, courses TAed, courses graded, guest lectures, etc.)

**IV. Professional Service** (List activities such as reviewing journal papers, chairing conference sessions, leadership in student organizations, etc.)

**Planned Activities for the Next Report Period:** Briefly summarize the activities you plan for the next year in each of the following areas. Identify specific goals, outcomes, and/or milestones and your plan for achieving them.

**I. Research**

**II. Courses to Be Taken**

**III. Teaching Activities**

**IV. Professional Service**

**Advisor Evaluation:** This section is completed by advisor(s), with input from other supervisor(s) if applicable.

**I. Research**

- Exceeds expectations
- Meets expectations
- Fails to meet expectations

Comments from advisor(s) and/or work supervisor(s):

**II. Courses to Be Taken**

- Exceeds expectations
- Meets expectations
- Fails to meet expectations

Comments from advisor(s) and/or work supervisor(s):

**III. Teaching Activities**

- Exceeds expectations
- Meets expectations
- Fails to meet expectations

Comments from advisor(s) and/or work supervisor(s):

**IV. Professional Service**

- Exceeds expectations
- Meets expectations
- Fails to meet expectations

Comments from advisor(s) and/or work supervisor(s):

Summary Evaluation by Advisor(s):