

Progress Report

## Part A

* First year students must complete a progress report by June 1 (unless otherwise stated).
* All other students must complete a progress report by Jan. 15 and June 1 (unless otherwise stated).

Last name:       First and middle name:

ID number:

Reporting period year:       [ ]  January [ ]  June

Current program:       [ ]  Full-time [ ]  Part-time

Year in program: [ ]  1 [ ]  2 [ ]  3 Other:

Number of terms completed:

Expected graduation date: [ ]  Spring [ ]  Fall Year:

Current address:

Telephone: (home)       (cell)       (other)

Email address:

### Supervisor(s)

Supervisor name:

Supervisor name:

Meeting frequency with supervisor (this term):      /month or      /week

Dates of meetings:

If no meetings occurred, please explain why:

### Thesis Advisor Committee (TAC)

TAC member name:

TAC member name:

Meeting frequency with TAC (this term):      /month or      /week

Dates of meetings:

If no meetings occurred, please explain why:

## Required Courses

| Course Work | Completed | Grade | In Progress | Planned(Date) | Will Not Take |
| --- | --- | --- | --- | --- | --- |
| KP601 | [ ]  |       | [ ]  |       | [ ]  |
| KP611 | [ ]  |       | [ ]  |       | [ ]  |
| KP620 | [ ]  |       | [ ]  |       | [ ]  |
| KP622 | [ ]  |       | [ ]  |       | [ ]  |
| KP699 (Thesis)\* | [ ]  |       | [ ]  |       | [ ]  |

\*You need to be continuously enrolled in KP699 starting spring term at the end of first year until you defend.

## Electives

| Course Work | Completed | Grade | In Progress | Planned(Date) | Will Not Take |
| --- | --- | --- | --- | --- | --- |
| KP621 | [ ]  |       | [ ]  |       | [ ]  |
| KP623 | [ ]  |       | [ ]  |       | [ ]  |
| KP630 | [ ]  |       | [ ]  |       | [ ]  |
| KP631 | [ ]  |       | [ ]  |       | [ ]  |
| KP650 | [ ]  |       | [ ]  |       | [ ]  |
| KP651 | [ ]  |       | [ ]  |       | [ ]  |
| KP670 | [ ]  |       | [ ]  |       | [ ]  |
| KP697 | [ ]  |       | [ ]  |       | [ ]  |
| KP698 | [ ]  |       | [ ]  |       | [ ]  |
| Other (please specify):      | [ ]  |       | [ ]  |       | [ ]  |

## Thesis Proposal and Research Work

**Note:** First year students must attach a copy of their grades for the June report. Please provide estimated dates for **all** activities.

### Thesis Proposal

| Thesis Proposal | Completed | In Progress | Planned (Date) |
| --- | --- | --- | --- |
| Review of literature | [ ]  | [ ]  |       |
| Thesis committee selected | [ ]  | [ ]  |       |
| Development of methodology | [ ]  | [ ]  |       |
| Thesis proposal paper completed | [ ]  | [ ]  |       |
| Thesis proposal oral completed | [ ]  | [ ]  |       |

### Research Work

| Research Work | Completed | In Progress | Planned (Date) |
| --- | --- | --- | --- |
| Ethics approval obtained | [ ]  | [ ]  |       |
| Attach ethics letter from REB | [ ]  | [ ]  | Date submitted:       |
| Data collection | [ ]  | [ ]  |       |
| Data analysis | [ ]  | [ ]  |       |
| Data interpretation | [ ]  | [ ]  |       |
| Draft of thesis to supervisor | [ ]  | [ ]  |       |
| Approval of thesis by advisory committee | [ ]  | [ ]  |       |
| Approval by supervisor that thesis meets requirements and can proceed to oral | [ ]  | [ ]  |       |
| Scheduling of oral examination | [ ]  | [ ]  |       |
| Completion of oral examination | [ ]  | [ ]  |       |
| Completion of revisions | [ ]  | [ ]  |       |
| Submission to Faculty of Graduate Studies | [ ]  | [ ]  |       |

## Part B: Description of Thesis Progress

1. Describe the thesis work you have completed.

2. Describe any major impediments to your progress.

3. Describe factors that are contributing most positively to your progress.

## Part C: To Be Completed by Supervisor

| Tasks | Excellent | Very Good | Satisfactory | NeedsImprovement | Unsatisfactory | NotApplicable |
| --- | --- | --- | --- | --- | --- | --- |
| Course work | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Research | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Teaching | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Other\* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

\*Seminars, presentations, service work, etc. Please specify.

Supervisor’s comments:

If problems have been identified, does the situation warrant a meeting of the graduate coordinator, the student and the supervisor/supervisory committee to attempt to resolve the problems? [ ]  Yes [ ]  No

## Part D: To Be Completed by Graduate Coordinator

| Tasks | Excellent | Very Good | Satisfactory | NeedsImprovement | Unsatisfactory | NotApplicable |
| --- | --- | --- | --- | --- | --- | --- |
| Course work | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Research | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Teaching | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Other\* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

\*Seminars, presentations, service work, etc. Please specify.

Graduate coordinator’s comments:

If problems have been identified, does the situation warrant a meeting of the graduate coordinator, the student and the supervisor/supervisory committee to attempt to resolve the problems? [ ]  Yes [ ]  No

## Part E: Committee Members

Committee member comments:

Signature of Committee Member:

Signature of Committee Member:

## Part F: Agreements and Signatures

[ ]  I have read my supervisor’s comments.

Student signature:

Date:

[ ]  I have read the student’s progress report.

Supervisor(s) signature:

Date:

[ ]  I have read the student’s progress report and supervisor’s comments.

Graduate coordinator signature:

Date:

A copy of the form will be kept in the student’s file for records.

After your supervisor(s) and TAC members have read and signed your progress report, please hand in your completed progress report to the KPE graduate administrative assistant.

**Note:** If you do not submit your progress report on time, you will be given one warning. Thereafter, failure to submit any progress report on time will make you ineligible for Gold Medal consideration.

## Part G

To be completed by student, annually (June 1 only).

### Academic Curriculum Vitae (CV)

Attach a separate document that constitutes your CV. Ensure that you incorporate all sections covered in through the seminar workshop including education background, honours and awards, scholarship funds applied for, scholarship funds awarded, scholarly activities (e.g. publications/presentations), teaching activities, service activities, and relevant extracurricular activities.