

# Progress Report

<b>Part A</b>			
*First year students must complete a progress report: mid May			
*All other students must complete a progress report: mid Sept., mid Jan., and mid May.			
<i>Last name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>ID Number</i>
<i>Reporting Period</i> <i>Year</i> _____	<input type="checkbox"/> <i>January</i>	<input type="checkbox"/> <i>May</i>	<input type="checkbox"/> <i>September</i>
<i>Current Degree Program</i>	<input type="checkbox"/> <i>Full-time</i> <input type="checkbox"/> <i>Part-time</i> # of terms completed _____		
<i>Current Address:</i>			
<i>Telephone: (Home)</i>		<i>(Cell)</i>	<i>(Other)</i>
<i>E-mail address:</i>			
<i>Year in Program (FT):</i> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Other (please specify): _____			
<i># of Terms completed(PT):</i> _____			
<i>Expected Graduation Date:</i> <input type="checkbox"/> <i>Spring</i> <input type="checkbox"/> <i>Fall</i> <i>Year:</i> – _____ <b>(please specify)</b>			
<b>Supervisor(s)</b> 1. _____ 2. _____  <b>Meeting Frequency with Supervisor (this term)</b> ___/month OR ___/week <b>Dates of Meetings:</b> 1. _____ 2. _____  If no meetings occurred, please explain why:		<b>Thesis Advisory Committee (TAC)</b> 1. _____ 2. _____  <b>Meeting Frequency with TAC (this term)</b> ___/month OR ___/week <b>Dates of Meetings:</b> 1. _____ 2. _____  If no meetings occurred, please explain why:	

# Progress Report

Course Work	Completed	Grade	In Progress	Planned (date)	Will Not Take
KP601					
KP604					
KP605					
KP611					
KP620					
KP621					
KP623					
KP630					
KP631					
KP650					
KP651					
KP670					
KP697					
KP698					
KP699					
Other: Please specify:					

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

Thesis Proposal	Completed	In Progress	Planned (date)
Review of literature			
Thesis committee selected			
Development of methodology			
Thesis proposal paper completed			
Thesis proposal oral completed			

# Progress Report

---

<b>Research Work</b>	<b>Completed</b>	<b>In Progress</b>	<b>Planned (date)</b>
Ethics approval obtained			
<b>Attach ethics letter from REB</b>			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			

# Progress Report

---

## **Part B: Description of Thesis Progress:**

<p>1. Describe the thesis work you have completed this semester.</p>
<p>2. Describe any major impediments to your progress.</p>
<p>3. Describe factors that are contributing most positively to your progress</p>

# Progress Report

## Part C: To Be Completed by Supervisor

	<i>Excellent</i>	<i>Very Good</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>	<i>Not Applicable</i>
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

# Progress Report

**Part D: To Be Completed By Graduate Coordinator**

	<i>Excellent</i>	<i>Very Good</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>	<i>Not Applicable</i>
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

# Progress Report

---

## Part E: Committee Members Comments:

### Signature of Committee Members:

1. \_\_\_\_\_

2. \_\_\_\_\_

## 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(s): \_\_\_\_\_ Date: \_\_\_\_\_

I have read the student's progress report and supervisor's comments.

Grad 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 Graduate Admin Assistant, BA501.

\*\*Please note that 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.

# Progress Report

---

## **Part G: To Be Completed By Student Annually (mid May)**

### Description of Progress

Attach a separate sheet answering the following questions about your progress in the last year. Ensure that your supervisor has read the progress report.

1. 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”.
2. List any conference presentations and/or publications you have since your last annual report (or since entry into program, if this is your first Progress Report)
3. List your specific goals for the next year (i.e., program requirements, courses, thesis, etc.). Indicate the expected dates for their completion, as part of the specific objectives for the next year.