

Attention: Return completed/signed form and supporting documents (current CV, RCR training) to Amanda Cartter (not Anne Hughes), either in her mailbox, office, or via email by May 15th

**Michigan State University
School of Social Work
2018-19 Annual Progress Report for Doctoral Students**

Name: _____ Today's date: _____

1. Please list your current mailing address, current telephone number(s), and IF different than your MSU account, your current email address;

2. Date of entrance into program: _____ Expected completion date: _____

3. Have you held your first guidance committee meeting? Yes No

 If yes, list approximate date of meeting: _____

 If no, explain and list estimated date of first meeting: _____

Students are required to hold their first guidance committee meeting at the end of their first year, or no later than the beginning of their second year.

4. Have you entered your information in GradPlan? Yes No

 If no, please explain:

5. Has your comp exam proposal been approved? Yes No If yes, list date: _____

6. Have you passed your comp exam? Yes No

 If yes, list date passed: _____

 If no, list date (scheduled or estimated) to be taken: _____

7. Has your dissertation proposal been approved? Yes No

 If yes, list approval date: _____

 If no, list anticipated date of proposal defense: _____

8. Date (anticipated or estimated) of dissertation defense: _____

9. Name of chair or advisor: _____

10. Guidance/dissertation committee members:

11. If you had a GA this past academic year, list your GA supervisor(s): _____

12. Have you completed all of your course work? Yes No

If yes, list date of completion: _____

If no, list remaining courses:

13. Have you completed the mandatory RCR training for this past year? See the RCR requirements here <http://socialwork.msu.edu/Programs/PhD/Responsible-Conduct-of-Research-Plan>. We are able to track some of the hours, but you should also keep a list of your RCR training you've had over the past year. **Please attach** your list of RCR training to this progress report.

Yes No

If no, please explain:

Your failure to complete the mandatory training and record it will be noted in your progress letter.

Please attach a current version of your CV.

Student Commentary

These are a set of questions that you should review and comment on before your annual progress report meeting with your chair or advisor. These should be used as a means of discussion with the chair. On a separate sheet of paper, please answer the following:

1. What were your accomplishments (academic, professional) this year? Examples of this include: classes completed, comprehensive exam passed, dissertation proposal submitted/approved, manuscripts submitted or published, presentations at professional conferences, participation on funded grants, teaching/teaching mentorship experience, or other accomplishments.
2. Did you get the support you felt you needed from your chair or advisor? Your guidance/dissertation committee?
3. What support do you expect to need from your chair in the upcoming year? Your guidance/dissertation committee?
4. Have you had any academic or professional concerns brought to your attention (academic standing, conflicts with peers/instructors/GA supervisors/committee members)? If so, how have you addressed them?
5. Are there any issues hindering your process in the program? Please identify.

During the past year, have you had the opportunity to engage in any of the following activities?

For each of the activities listed, please select one of the following options from the drop boxes in the first column, below:

Entry = first time, or new activity

Mid = not the first time, but still learning a great deal

Adv = engaged in many times, feel comfortable and confident

N/O = no opportunity

N/I = not interested

The second column refers to your grad assistantship, if you had one the past year (i.e., if you did engage in an activity, did you do so as a result of your GA?); please select one of the following options from the drop boxes in the second column, below; select N/A if you didn't have a GA during the past year:

Yes

No

N/A = not applicable

	Yes	No	N/A = not applicable
Research			GA?
Receive training in the responsible conduct of research (e.g. ethics content)			
Critically analyze research methods and empirical literature			
Develop a coherent research question			
Research and write a comprehensive literature review			
Understand descriptive and basic inferential statistics			
Design or contribute to the design of a research study			
Implement or contribute to the implementation of a research study			
Manage or contribute to the management of a research project			
Develop proficiency with at least one analytical software (e.g. Nvivo, SPSS)			
Conduct quantitative data analysis			
Conduct qualitative data analysis			
Understand advanced statistical techniques (e.g. SEM, HLM)			
Conduct advanced statistical techniques			
Scholarly development			
Present at a national conference			
Present at a state or local conference			
Effectively deliver an oral presentation or poster presentation			
Contribute to a manuscript for submission to a peer-reviewed journal as non-first author (e.g., 2 nd author)			
Contribute to a MS for submission to a peer-reviewed journal as sole or first author			
Work collaboratively in a multidisciplinary team			
Apply for funding for your own work (e.g., fellowship, research support)			
Participate in a grant proposal to NIH/other federal agency			
Participate in a grant proposal to a foundation			
Teaching			
Complete a teaching mentorship			
Develop a new course			
Successfully teach a class as an independent instructor			
Develop expertise in at least one content area			
Community outreach and engagement			
Develop partnerships with community members to advance community-based research			
Design or participate in a program evaluation			
Analyze evaluation data			
Provide feedback to community stakeholders			
Participate in preparing an evaluation or project report			
Practice clinically with expertise			
Develop/strengthen political advocacy skills			

Related to the above activities, are there areas in which you would like to have opportunities that you have not had up to this point? If yes, please identify.

If you did have a GA this past academic year, please list your GA supervisor(s) and list the projects, publications, and presentations you completed this past year or are currently in progress/upcoming. If you did not have a GA, write N/A.

Your goals for the upcoming year include:

To meet these goals you need the **following help/support/resources** from your chair, committee, GA supervisor (if applicable):

Chair/advisor feedback section: Please use this section for any comments from the chair; the chair can also attach a separate Word doc or PDF, if more convenient.

Doctoral Student

Date

Chair

Date

The student and chair must meet, and the form must be signed by both parties, before being submitted. To submit to Amanda Cartter: Option 1) Complete a hard copy and attach hard copies of supporting materials, and put everything in her mailbox or submit to her directly, or Option 2) Complete everything (form + supporting materials) and save as a PDF or scan and save as a PDF, and then submit to Amanda electronically at everet25@msu.edu.

The information you have provided will inform the annual progress letter Anne Hughes will write and share with you and your chair; a copy of this progress report and corresponding letter will also be placed in your student file.