

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

**Michigan State University  
School of Social Work  
2021-22 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 <https://socialwork.msu.edu/programs/PhD/responsible-conduct-of-research-plan.html>. 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
<b>Research</b>			<b>GA?</b>
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			
<b>Scholarly development</b>			
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 <sup>nd</sup> 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			
<b>Teaching</b>			
Complete a teaching mentorship			
Develop a new course			
Successfully teach a class as an independent instructor			
Develop expertise in at least one content area			
<b>Community outreach and engagement</b>			
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 [swgradoffice@ssc.msu.edu](mailto:swgradoffice@ssc.msu.edu).

The information you have provided will inform the annual progress letter Joanne Riebschleger 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.