Guidelines for Preparation of the Annual Progress Report

To document your progress towards the Ph.D. degree, you will report annually major achievements and milestones that are crucial to the completion of your thesis research and development of a successful scientific career. This Annual Progress Report will be attached as an appendix to the written summary that is presented to your Thesis Advisory Committee at your annual Thesis Advisory Committee Meetings. This will be placed on file along with other material pertaining to your progress toward the degree objective.

The content and organization of this Progress Report is outlined below and an example is attached. The report will be organized by academic years in the program. For the purpose of this document, an academic year extends from September 1 to August 31 of the following year (e.g. Sept 01, 2007 to Aug 31, 2008). For each academic year, you will list your major academic, professional and scientific accomplishments as described below.

The first section of the document will list your name, your thesis advisor's name, the date in which you entered the program, and the date when you expect to complete your thesis research. For each academic year, you should list the following information documenting major achievements and milestones:

1. Give **Courses** completed with grades earned.
2. Include **Formal Oral Presentations** of your research along with dates when they were given. These may include rotation talks, formal presentations given at lab group meetings, talks presented at the annual Biochemistry retreat, presentations given at journal clubs or other seminar series on campus, and presentations given at professional meetings.
3. **Poster Presentations** given at local meetings on campus or at national or international meetings should be listed. Include the name of the meeting, location, and dates. Be sure to list any special awards or recognition that your poster may have received.
4. Include all peer-reviewed **Publications** that you author or co-author. You should list publications that have been submitted to a journal, are in press, or have been published. Do not list publications that are “in preparation”. You may also list book chapters, published presentations from academic conferences, scientific publications on the World Wide Web, or special technical reports, but they must be clearly distinguished from standard peer-reviewed articles.
5. List any competitive **Fellowship Applications** submitted whether funded or not. Include the date submitted, the funding agency, and the outcome (pending, not funded, or funded).
6. List any special recognition or **Awards** you receive that are related to your scientific endeavors. Include the name of the award, the organization bestowing the award, and the date received.
7. Include the date when you complete the **Preliminary Exam**.
8. List your service as a **Teaching Assistant** and include the course, semester, and instructor of the course.
9. You may include your service as a **Mentor** for an undergraduate student or a beginning graduate student in your laboratory. To list such service you must play a substantial role in guiding and instructing the mentored student that is acknowledged by your major professor.
10. There may be other professional achievements that are suitable for inclusion. Please consult with your major professor to determine whether an activity or achievement is appropriate for this document.