

Graduate Student Research Progress Report

This report is used to maintain a record of student progress and to assign a term performance designation in research and other non-course academic activities. Student must complete this form for every term in which they are registered. PLEASE TYPE OR PRINT LEGIBLY. In addition to assigning a performance designation grade, this report is used as a formal document on research directions, so thoroughness is encouraged. It is both student's and supervisor's responsibility to:

1. meet, discuss the progress, makes appropriate comments, and assigns a performance designation for the dissertation/thesis/MRP progress; and
2. ensure that the completed form is returned to the Associate Chair/Graduate Program Director by the due date.

Failure to submit a completed Progress Report by the term deadline will be interpreted as Unsatisfactory progress, and an 'UNS' grade will be assigned.

For all responses, append additional information, if applicable

Due Date		Term	
Student name			ID
Program	Degree	Start term	Year of study
Supervisor(s) name(s)			Expected Completion

Progress to date (*Report on your progress to date referring to any term objectives that you may have set in the previous term.*)

Course work (*list any graduate and/or professional development courses that you have taken during the past term and their grades.*)

Number of hours worked during this term within or outside of Ryerson University in all non-research contracts (e.g. GATA, invigilation, CCS, etc.; *break down the hours per each individual contract*)

Objectives for next term (*outline your proposed research objectives/methodologies/milestones.*)

Student's comments (*Include anything that you feel should be brought to the attention of the Associate Chair/Graduate Program Director.*)

Student's Signature: _____ Date: _____

Supervisor's evaluation of student progress

Rubrics

Exceptional: continuously exceeds expectations; goes above and beyond in all or almost all assigned tasks.

Good: meets expectations on regular basis; demonstrates solid and reliable progress.

Needs improvement: progresses but slowly or unevenly; needs constant encouragement.

Unsatisfactory: very little or no progress; low attendance and participation in lab, studio or otherwise; frequent cancellations or missed meetings with supervisor(s).

	Exceptional	Good	Needs improvement	Unsatisfactory	Inadequate opportunity to observe
Self-motivation, independence					
Research skills (e.g. originality, judgement)					
Research progress					

Supervisor's comments and/or directions for the next term (mandatory field)

Overall Performance Designation in Dissertation/Thesis/Major Project	INP In Progress	UNS Unsatisfactory	N/A
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Faculty Supervisor's Signature: _____ Date _____

I acknowledge that I have read my supervisor's comments and evaluation, and have discussed / will discuss with him/her any issues resulting from this evaluation.

Student's Signature: _____ Date: _____

Associate Chair / Graduate Program Director's Comments

Overall Performance Designation in master's/doctoral seminars (if applicable)	INP In Progress	UNS Unsatisfactory	N/A
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Associate Chair/Graduate Program Director's Signature: _____ Date: _____