

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.)

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 assigned tasks.

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

Needs improvement: progresses but slowly or unevenly; need 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).

Breakdown of Performance	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 Research not begun
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Faculty Supervisor's Signature : _____ Date : _____

Faculty Co-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	PSD Passed	UNS Unsatisfactory
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Associate Chair/ Graduate Program Director's Signature : _____ Date : _____