**Annual Progress of Genetics Graduate Students**

This is due annually by February 28th, regardless of year in program, anticipated graduation date, and source of funding. The review period is from January 1st - December 31st. The student should complete Part 1 and send it to their advisor. The advisor then completes Part 2 with input from the student’s committee, and returns the form to the student. Part 3 is an opportunity for the student to respond to this feedback. Email the final document and your CV to Susan White ([whites@uga.edu)](mailto:whites@uga.edu)) no later than February 28th.

This form is both a way to collect information about student achievements and activities as well as to serve as an evaluation/mentoring tool. If you are a first year student, we understand you just joined a lab and the department, and so fill this form out to the best of your ability. This form is not directly attached to a committee meeting, but the student’s committee should be given the opportunity to contribute to Part 2. We strongly encourage a discussion between the student and his/her advisor/committee about what is written in Part 2. To encourage openness, this form will not be used when determining departmental awards.

**PART 1: Student’s report**

Name:

Entering semester/year:

Today’s date:

Review period start date:

Review period end date:

Advisor(s):

**A. Research accomplishments during the current review period:**

Papers published: Indicate those that are peer-reviewed and those that will be part of your dissertation.

Papers submitted: Indicate those that will be part of your dissertation.

Other scientific products: This could include software, patents, databases, etc.

Conferences attended:  Include names, dates, and locations. If you gave a presentation, provide the title and indicate if it was a poster or oral presentation.

Other seminars/presentations, including at UGA:

Fellowship/grant/award applications submitted:

Fellowship/grant applications awarded:

Fellowship/grant/award applications planned in the next review period (list due date):

Honors/awards received:

**B. Teaching, service, and professional development during the current review period:**

Teaching: List the courses you taught, when you taught them, and your role in each course.

Students mentored in the laboratory:  Include start and end dates and any programs the students participated in such as LSAMP or REUs.

Service activities:  These are activities we do for our scientific community; examples include being on a search committee, participating in student/professional organizations, and reviewing papers. Indicate your role in each activity.

Outreach activities: These are activities we do to expand access to science; examples include K-12 classroom presentations, judging the science fair, and working with the public.

Training outside of UGA: Examples include external courses and industry internships.

Other professional development activities not included above: Examples include workshops and other short training events.

Departmental seminars: Did you attend most of the Genetics seminars during the current review period?  If not, why not?

Is your UGA Genetics department website up to date?  This is your reminder to update it.

**C. Progress to your degree:**

Coursework**.** If you joined the Genetics program after 2015, list the courses you have taken, or plan to take, to fulfill each of the following curriculum requirements.

GENE 8100 (list semester taken/plan to take):

6 credits of Genetics electives (list courses, semesters, and credit hours):

3 credits of quantitative training (list courses, semesters, and credit hours):

Have you TA’d for GENE 3200 or GENE 3000?

Qualifying examination. Deadline: May 31st of your second year, scheduled by March 1st of your second year.

Preliminary program of study submitted? (due fall semester of second year)

Final program of study submitted? (due at time of written exam)

Third years and beyond: Qualifying exams passed? (list date)

Second years: Qualifying exams scheduled? (list date of oral exam)

Committee meetings. We expect that you will form your committee by the beginning of your second year and have your first committee meeting by the end of the fall of your second year. Once you pass prelims you should have a committee meeting at least annually.

Committee form submitted? (due beginning of second year)

List your committee members:

Last committee meeting date:

**D. Research progress and goals:**

Briefly summarize the overall goal of your research: (150 words max)

Briefly summarize or list your specific research accomplishments during the current review period. Did you accomplish the goals you laid out for yourself last year? (300 words max)

Identify your specific research goals for the next review period, defining the time frame you are referring to: We encourage you to set goals that are SMART (Specific, Measurable, Achievable, Results-focused, and Timed).  (300 words max)

Identify any specific research goals/topics/issues you would like to discuss during your evaluation or committee meeting:

**E. Career goals and IDP:**

Briefly describe your current career goals:

Have your career goals changed since your last review?

If you are within a year of graduating, have you started to search for a job?  If not, when do you anticipate starting this search?

Individual development plan (IDP): We expect that all graduate students will create and maintain an IDP.  We suggest checking out <http://myidp.sciencecareers.org/>, <https://www.imaginephd.com/>, or <https://www.imaginephd.com/> (they are all slightly different). IDPs should be revised on a regular basis, no less than annually. You are strongly encouraged to share your goals with your advisors and to communicate openly.

Do you have an IDP? If not, why not?

When was the last time you updated your IDP?

Have you discussed your IDP with your advisor or another mentor since you last updated it?  If not, why not?

**F. Additional student concerns/issues:**

Are there any additional concerns/issues you would like to discuss with your advisor/committee?

Is there anything you would like to do or change to better achieve your goals?

Do you have any feedback for your mentor and/or the graduate program about what we can be doing to help you more? Are there any opportunities, experiences, or resources we can provide that you are not currently receiving?

**PART 2: Advisor/committee report**

Is the student making satisfactory progress towards a PhD?

Please provide feedback on the student’s progress, strengths, and accomplishments. Aspects to address include research efforts and progress, intellectual growth, professional development, quality of presentation, and coursework suggestions. If the student is not making sufficient progress, discuss how the student is not meeting expectations, and list specific suggestions for improvement.

Next expected committee meeting:

Anticipated month/year of defense:

If this is longer than five years in the PhD program, please provide an explanation and whether this has been discussed with the graduate coordinator.

Comments above approved by:  List advisor(s) and any committee members who provided feedback.

**PART 3: Student response to committee report (optional)**