

Annual Progress of Genetics Graduate Students and NIH T32 Trainees

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 current CV to Susan White (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 or training grant traineeships.

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 Young Dawgs, 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: What proportion of Genetics seminars did you attend during the current review period? What other weekly seminars did you attend this past year, i.e., from other campus units?

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

C. Progress to your degree:

Coursework. List the courses you have taken, or plan to take, to fulfill each of the following curriculum requirements. List semester taken/plan to take each course.

GENE 8100

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

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

GENE 8300 (2019 Genetics cohort onward)

GENE 8620 (2020 Genetics cohort onward and T32 trainees)

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 every 12 months.

Committee form submitted? (due beginning of second year)

List your committee members:

Last committee meeting date:

Next committee meeting date expected:

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)

This year has been particularly challenging because of the pandemic. In what ways has the pandemic affected your research?

Has the pandemic altered your research plan? If so, how?

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)

Do you expect your research goals to help lead to a first author publication? What do you think the title would be? What do you think the timeline will be for completing all needed experiments?

Identify any specific research or professional goals/topics/issues you would like to discuss with your mentor and/or committee:

E. Rigor and Reproducibility

Did you and your advisor(s) discuss rigor with respect to your dissertation project in the last year? Please briefly give specifics (e.g. sample size, statistical tests, use of controls).

Did you and your advisor(s) discuss reproducibility with respect to your dissertation project? Please briefly give specifics (e.g. review of notebooks, how to write methods, backing up raw data).

Was rigor discussed at your last committee meeting? Please briefly give specifics.

Was reproducibility discussed at your last committee meeting? Please briefly give specifics.

F. Career goals and Mentorship:

Briefly describe your current career goals:

Have your career goals changed since your last review?

Outside of your dissertation research, what specific activities did you engage in to explore career opportunities or develop skills relevant for your chosen career path?

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 <http://myidp.sciencecareers.org/> or <https://www.imaginephd.com/>. 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 during this reporting year? If not, why not?

Do you and your advisor maintain a mentor-mentee compact?

G. 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 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? Is there anything we are doing particularly well that is helping you achieve

your goals? How can we better support you? If you wish to submit feedback anonymously please do so to Susan White.

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 presentations, growth and quality of mentorship if the student mentored others, 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.

Have you discussed the student's career plans and/or IDP as part of their most recent committee meeting and or as part of this progress meeting? List any specific recommendations as to how the student can prepare for this career while a graduate student.

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.

For students in Year 5 and beyond: What is the 'exit plan' for the student?

In other words, what experiments, analyses, and writing must be completed for the student to complete their degree? *This exit plan must be discussed and agreed upon by the student and their committee.*

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

PART 3: Student response to committee report (optional)