**SGIS Graduate Student Annual Report**

**DUE 15 January**

**Introduction**

We aim to help you progress through your program, identify and address issues early on, and help you appreciate what academic success looks like. Thus, we ask our students to report a summary of their activities each year using the form below; your CV will provide a cumulative accounting of your activities. These activities are highly valued in higher education; we, your supervisors, are evaluated on these criteria as well. Consider this form as a kind of road map for where you should be going to be a successful graduate of our program.

Of course, a new MA or PhD student will only be able to complete a couple of these categories, so, do not be intimated! Insert NA as appropriate! Consult with your advisor as needed. As we evaluate your progress in our program, we take into consideration when you entered your program and your circumstances.

1. Please complete the attached form.  Fill out the form completely; if a category is not applicable, please type “NA”. Append your current CV to the end of the Annual Report form and save the entire document as a pdf.
2. Please name the pdf copy:  **Lastname, Firstname Annual Report and CV YEAR and email a PDF copy to your Advisor.**
3. When the form has been approved by your advisor, email the approved PDF to your Supervisory Committee members and also to the Graduate Committee Chair **by 15 January.** (Please explain this Annual Review process to any committee members who are not on the faculty).
4. All Supervisory committee members are required to email their Annual Report evaluation score to **their Graduate Committee Chair** **PRIOR to February 1**.  (See Rubric below for criteria and action plans – Exceeds Satisfactory, Satisfactory, Needs Improvement, Unsatisfactory).

|  |  |
| --- | --- |
| Name |  |
| Email address |  |
| Degree objective (MA, MS, PhD) |  |
| Semester and year entered program |  |
| Semester and year you hope to complete degree |  |

**M.A./M.S. Students**

|  |  |  |
| --- | --- | --- |
| **Program Requirement** | **Time to complete** | **Date completed** |
| Committee formed | Before end of 1st academic year |  |
| Memorandum of Courses submitted | Before end of 1st academic year |  |
| Comprehensive exam | \* |  |
| Final Oral Exam |  |  |

\*For ANTH students, include the date you completed all major requirements of core courses.

**Ph.D. Students**

|  |  |  |
| --- | --- | --- |
| **Program Requirement** | **Time to complete** | **Date completed** |
| Committee formed | Before end of 1st academic year |  |
| Program of Studies submitted | Before end of 1st academic year |  |
| Comprehensive exam |  |  |
| Admission to Candidacy | Upon completion of Research Tool and Comprehensive exam |  |
| Final Oral Exam |  |  |

**Supervisory Committee Members** (Ph.D. normally 5 total, including outside member; M.A./M.S. normally 3 total)

|  |  |
| --- | --- |
| Advisor |  |
| Co-advisor (if any) |  |
| Member |  |
| Member |  |
| Member |  |
| Member |  |
| Outside Member |  |

|  |  |  |
| --- | --- | --- |
| **Assistantships and Fellowships since you entered the program** (List earliest to most recent;  add additional lines as necessary.) |  |  |
| |  |  |  | | --- | --- | --- | | Semester and year | Type: GRA, Fellowship, GTA - list course, or other (specify) | Source (e.g. Department, University, NSF, Advisor’s grant) | |  |  |  | |  |  |  | |  |  |
|  |  |  |
| **Required courses** (any courses required by your program of studies/memorandum of courses). |  |  |
| |  |  |  |  | | --- | --- | --- | --- | | Course name | Course number | Semester/year | Grade | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **RESEARCH**  **Presentations of your work to UNL or regional/national meetings** List earliest to most recent.  (Add additional lines as necessary.) |  |  |  |
| |  |  |  | | --- | --- | --- | | Where presented | Date | Title | |  |  |  | |  |  |  | |  |  |  |

Give a short description (3 sentences) of the goals of your research.

Give a summary of the research progress you have made during the past year. Include any special workshops or courses attended.

Briefly outline your proposed research for the next year.

Proposals submitted – List the title, funding source, dollars requested, and status (funded, denied, pending) of all research and travel proposals submitted in the last year. Include requests to both external and internal funding sources.

Conferences attended – List name of conference, date, title and type (poster/oral) of presentation (if any). Include local, regional, national and international non-local meetings.

Published/Submitted manuscripts – List complete citation of each article submitted, under review, accepted with revisions, in press, or published.

Digital Projects (role, venue)

Research Awards – List any awards received in the last year (e.g. “best poster”, etc.)

Proposals planned in the upcoming year – List funding source and submission deadline (if known).

Conferences you hope to attend in the upcoming year – List name, approximate dates, and type of presentation.

Invited Talks – List venue, date, and title of presentation.

Manuscript submissions planned in the upcoming year – List working title and journal.

**TEACHING**

Guest lectures in courses – List course name and lecture topic.

Teaching workshops attended

Teaching Awards

Teaching Assistantships

**SERVICE**

Service activities (clubs, organizations, etc.; indicate role)

Professional societies in which you are a member.

**ENGAGEMENT and OUTREACH**

Outreach activities (Presentations to the public, science fair judge, Sunday with a Scientist, etc.)

**PROFESSIONAL ACTIVITIES (NON-ACADEMIC)**

Internships – list organization, role, major accomplishment

Relevant Volunteer Work – list organization, nature and amount of contribution

Other

**Anything of significance not included above, e.g., issues impeding your progress**

**Rubric for Rating Annual Report**

|  |  |  |
| --- | --- | --- |
| **Recommendation** | **Suggested Criteria (examples include, but are not limited to)** | **Action Plan** |
| Exceeds Satisfactory | Student exceeds expectations. | Trumpet accolades! |
| Satisfactory | Student meets expectations, Student’s goals have been achieved. | No action necessary |
| Needs Improvement | Student is meeting some expectations, but has deficiencies in certain areas, i.e., not making deadlines, failure to meet at least annually with Supervisory Committee, failure to present to community or other meetings, insufficient reading of the literature, less than adequate writing skills, no clear plan for the future. | The student will be required to schedule a committee meeting before March 1. At this meeting, the deficiencies will be discussed and suggestions to overcome those deficiencies will be proposed. Following the meeting the student’s advisor should submit a letter to Graduate Committee Chair summarizing the salient points of the meeting. No remediation plan is necessary and no other action is needed. |
| Unsatisfactory | In addition to the suggested criteria above, Student is not meeting expectations, does not spend enough time working on thesis/dissertation research, is not synthesizing research concepts, does not use proper methods, cannot make conclusions from research results. | 1) The student will be required to schedule a committee meeting.  At this meeting a plan for remediation must be developed.  No later than March 1 the student’s adviser should submit a letter to the Graduate Committee Chair (cc’d to the student and Supervisory Committee) summarizing the deficiencies and describing a plan for remediation.    2) Within 6 months (no later than September 1) the student must have another committee meeting to determine if the plan for remediation has been satisfactorily completed.  If the student has completed the plan and is making satisfactory progress all committee members must approve and report this change in status in writing to Graduate Committee Chair.    3) Students who fail to achieve satisfactory status by September 1 will be put on probation. Once on probation, the student will have another 4 months to achieve satisfactory status, failure to achieve this constitutes grounds for dismissal (termination) from the graduate program. |