UTIA Department of Food Science

**Graduate Student Annual Progress Report**

*Completed Progress Report* ***is due to the DOGS May 30.***

Student: ……………………………………………Advisor: ……………………………………Evaluation period: …………………………..

Degree sought: MS PhD Program started: …………….……………………Expected graduation term: …………….…………

Date of: Committee established and Date?: ……….…Last committee meeting: …………Research proposal submitted and when?: ………………

***To be completed by student and evaluated by advisor:***

1. Summarize your accomplishments in the past year and indicate your plans for the coming year.
2. Meet with your advisor and discuss your progress and areas for improvements, if needed.
3. Your advisor will evaluate your achievements and plans by checking the appropriate columns: “A” Outstanding, “B” Satisfactory, “C” Needs improvement, or “D” Unsatisfactory.
4. Completed Progress Report is due in June. However, if any of the items on this report is marked “C” Needs improvement or “D” Unsatisfactory, the follow-up meeting needs to be scheduled and Progress Report completed **in six months**.
5. **It is student’s responsibility to** **bring the signed Report to the department’s Director of Graduate Studies** by May 30.

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| --- |
| **Research**  |
| Research accomplishments in the past year: |
| Research planned for the next year: |
| Manuscripts submitted/Papers published (full citation): |
| Presentations given (full citation; indicate if poster or oral presentation): |
| **Course work**  |
| Courses completed in the past year with grade, and report cumulative GPA: |
| Courses planned for the next year: |
| Award, honor, fellowship, or significant service: |
| Teaching assignments (if any): |

Evaluation of students’ effort/skills by checking “A” Outstanding, “B” Satisfactory, “C” Needs improvement, “D” Unsatisfactory, or “n/a” Not applicable.

 (***To be completed by advisor and discussed with student)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Research skills** | **A** | **B** | **C** | **D** | **n/a** |
| Critical evaluation of scientific literature |  |  |  |  |  |
| Accuracy and precision of lab work |  |  |  |  |  |
| Problem solving / troubleshooting |  |  |  |  |  |
| Critical evaluation of data |  |  |  |  |  |
| Intellectual creativity in developing research directions |  |  |  |  |  |
| Ability to grasp new concepts |  |  |  |  |  |
| Ability to draw conclusions based on research data |  |  |  |  |  |
| **Professional skills** | **A** | **B** | **C** | **D** | **n/a** |
| Oral presentation skills |  |  |  |  |  |
| Writing skills (manuscripts, proposals) |  |  |  |  |  |
| Teaching skills (in a classroom) |  |  |  |  |  |
| Teaching skills (one-on one) |  |  |  |  |  |
| Identifying mentors/committee members and utilizing them effectively |  |  |  |  |  |
| Mentoring others |  |  |  |  |  |
| **Time management** | **A** | **B** | **C** | **D** | **n/a** |
| Meeting deadlines |  |  |  |  |  |
| Establishing priorities |  |  |  |  |  |
| Working efficiently |  |  |  |  |  |
| Organizational skills |  |  |  |  |  |
| Multitasking |  |  |  |  |  |
| **Interpersonal skills** | **A** | **B** | **C** | **D** | **n/a** |
| Ability to give and receive constructive feedback |  |  |  |  |  |
| Relationships with other students |  |  |  |  |  |
| Relationships with faculty and staff |  |  |  |  |  |
| Reliability, following through on commitments |  |  |  |  |  |
| Written communication |  |  |  |  |  |
| Verbal communication |  |  |  |  |  |
| English proficiency |  |  |  |  |  |
| Teamwork skills |  |  |  |  |  |
| **Management and Leadership skills** | **A** | **B** | **C** | **D** | **n/a** |
| Data management |  |  |  |  |  |
| Resources management |  |  |  |  |  |
| Delegating responsibilities |  |  |  |  |  |
| Leading and motivating others |  |  |  |  |  |
| Training new students |  |  |  |  |  |
| Supervising/managing lab personnel |  |  |  |  |  |

Discuss with your student his/her strengths, weaknesses, and plans for improvement and provide your comments and suggestions for improvements:

I have reviewed this document with my advisor and I have seen his/her comments.

Student’s signature ………………………………………………………………………. Date: ……………………….

Advisor’s signature ……………………………………………………………………….. Date: ……………………….