MBS GRADUATE PROGRAM

**Annual Progress Report Guidelines**

**General:** All MBS graduate students must submit an ***Annual Progress Report*** by December 15th each year. The report should be a 1-2 page statement appended to this form, which must be signed by all members of the students committee (Non-Thesis MS students must have the NT-MS Chair/Mentor sign). If the committee is not yet established as in the case with students in their first semester, major professor is only required to sign. The graduate student must also sign the form indicating that they have been made aware of any deficiencies noted by the committee.

**TIME LINES**: The signed and completed form + report must be turned in to the MBS Graduate Program Assistant by DECEMBER 15th.

**COMMITTEE MEETING**: The annual progress report should be discussed in a meeting of the student’s thesis committee. The annual report ***must*** be provided to the committee at least two weeks prior to the scheduled meeting – no exceptions. Meetings should be scheduled throughout the fall semester (Sept - Dec) and not scheduled last minute. Remember that most MBS faculty serve on multiple committees. NT-MS students must meet with the NT-MS Chair/Mentor.

**ANNUAL PROGRESS REPORT FORMAT**: The overall format of the report is flexible, but should contain sufficient detail in the following areas:

• Course work in progress (fall semester) and completed (spring semester)

• Overview of TA assignment (if applicable)

• Dates of completion of degree benchmarks (establishment of committee, approval

of thesis proposal, completion of the written exam or oral qualifying exam as applicable)

• List of academic and research goals from the previous years meeting and progress made toward those goals

• Progress made toward goals not listed in the previous year

• List of manuscripts published or presented and meetings attended (Research Students)

• List of goals for next academic year (including anticipated course work and benchmarks)

*The report should be typed and submitted along with this* ***Annual Progress Report Form*** *to the MBS Graduate Program Specialist, as well as to the thesis/non-thesis advisor and all members of the student’s graduate committee as applicable.*

MBS GRADUATE PROGRAM

**Annual Progress Report Statement**

**Date: Academic year:**

**Student Name: Student ID:**

**Degree Program:** **NT-MS / Thesis MS / PhD (Circle One)**

**Committee Chair/ NT-MS Chair:**

**Committee Members (Research Students Only)**:

1)

2)

3)

4)

**Progress for academic year** **is: acceptable/unacceptable\* (Circle One)**

**Plans for academic year** **are: acceptable/unacceptable\* (Circle One)**

**\* Detailed explanation of unacceptable rating**:

**Chair Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee Signatures** 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The signature below indicates acknowledgement of reading the above evaluation of you progress and goals*

**\*\*Student Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*\*The graduate student may provide comments concerning the recommendations of the committee on a separate page.*

***Submit this form with original signatures, and a copy of your progress report, to the MBS Graduate Program Specialist following the committee meeting.***