**Burke Graduate Program**

**Lyles School of Civil Engineering**

**PhD Student Annual Progress Review**

**Rules and Reasons:** Every 12 months, each Ph.D. graduate student in the Burke Graduate Program needs to meet with their Plan of Study/Advisory/Examining Committee to ensure that the student is performing the research activities necessary to fulfill all research requirements towards the completion of the doctoral degree in a timely manner.

This annual meeting requirement is met in the years when the (1) Plan of Study is submitted/approved, (2) when the Preliminary Examination is held and (3) when the PhD defense is held.

During all other annual meetings, the student should give an oral update of the research performed to date, what research is anticipated during the next 12 months (or until graduation), and what research (if any) is necessary to complete during additional years. Written updates may consist of: the Plan of Study (POS) and current transcripts, research papers published or submitted, research outlines, or other materials requested by the advisor(s) before the annual meeting is held.

**Procedures:** The student should arrange a 1-hour time period (recommended) during which the majority or all Advisory Committee members can meet, and a room for the meeting. The student should provide an oral update and allow time for questions/comments from the committee. Time should be reserved at the end of the meeting for the committee to complete Table 1 in the absence of the student, and then to present their collective feedback to the student before the student and the advisor(s) sign this form. The advisor(s) can also request signatures from all committee members.

The completed form should be submitted to the CE Grad Office as soon as possible after the meeting.

**Burke Graduate Program**

**Lyles School of Civil Engineering**

**PhD Student Annual Progress Review**

**Student (Print Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date and time of meeting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Committee Members in attendance (place an X next to Advisor or Co-Advisors’ names):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expected graduation date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. PhD Student Annual Progress Review Rubrics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *(use the back of this form if necessary for written responses)* | Good | Adequate | Deficient | N/A |
| **Research**: Demonstrates productivity |  |  |  |  |
| Demonstrates focus in research direction |  |  |  |  |
| Demonstrates independence |  |  |  |  |
| **Critical Thinking**: Demonstrates strong critical thinking |  |  |  |  |
| **Communication Skills:** Demonstrates good communication skills in oral presentation and in responding to questions |  |  |  |  |
| **Progress:** Demonstrates progress toward completing degree |  |  |  |  |
| **Ethical Behavior:** Demonstrates ethical research behavior (acknowledging sources, use of appropriate data collection methods in an ethical manner, being aware of data sharing issues, etc. – as appropriate for the student’s work) |  |  |  |  |
| Suggested Additional Coursework: | | | | |
| Suggested Improvements: | | | | |
| Additional Recommendations: | | | | |

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Faculty Advisor:­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_