

## **Graduate Student Annual Progress Report Environmental Studies Program**

Provide responses to each question. Annual progress reports should be submitted by ENVS MS and PhD students in their second year or above by midnight on Sept. 30 (or the following Monday if 9/30 falls on a weekend).

The objectives of annual progress reports are to:

- Track progress of currently enrolled graduate students;
- Ensure that departmental norms and expectations are transparent to students and faculty;
- Create a mechanism to provide more timely and informed feedback to graduate students and advisors;
- Recognize and reward exceptional graduate student performance;
- Compile data for evaluation of the ENVS program

Progress in the degree programs vary widely between students. Expectations for different types of progress (e.g., grant applications, writing) also depend on academic field. There is no expectation that one size fits all, and the ENVS program does not judge students against one another based on the annual reports. However, these reports are useful in identifying problem areas and also in recognizing exceptional work by the graduate students.

Students are strongly encouraged to discuss the annual progress report with their advisors prior to submitting it. After submission, the report will be reviewed by Graduate Committee. Students and advisors are also encouraged to meet to discuss any feedback that is offered.

If it is deemed that the student is failing to meet expectations, the advisor and committee will be asked to make specific recommendations to help the student correct course in the upcoming year. If the student fails to meet expectations two years in a row, the Graduate Director will meet with the student, advisor, and committee (either individually or together) to discuss options for how to move forward.

Students are encouraged to reach out to the Director of Graduate Studies, members of the Graduate Committee, or the ENVS Director to discuss any concerns about their graduate school experience. The ENVS graduate director and committee members are available as a resource to help mentor students or provide guidance, and conversations can be kept confidential at the student's request.

**Student name:**

**Year of this report:**

**Degree program (MS or PhD):**

**Year admitted:**

**Planned degree completion date (semester & year):**

**Advisor(s):**

### **I. Degree Progress**

Enter the completed or anticipated date for each meeting below. Semester and year is sufficient (e.g., Fall 2020). Enter NA if not applicable.

#### ***Recommended timelines:***

MS: Completion of guidance committee meeting in first semester; completion of thesis proposal meeting by the start of the 3<sup>rd</sup> semester; completion of MS degree program in 2 years;

PhD: Completion of guidance committee meeting in first semester. Preliminary exam by the 4<sup>th</sup> semester; prospectus defense by the 6<sup>th</sup> semester; completion of PhD degree program in 5 years;

MS-to-PhD: Completion of guidance committee meeting in first semester; completion of thesis proposal meeting by the start of the 3<sup>rd</sup> semester; completion of MS degree program in 2 years; completion of the preliminary exam by the end of the 6<sup>th</sup> semester; completion of the prospectus defense by the end of the 8<sup>th</sup> semester; completion of the PhD degree in six years.

Please estimate future dates. You may use n/a if the field doesn't apply to you.

#### **MS**

*Guidance Committee Meeting date:*

*Thesis Proposal Meeting date:*

*Thesis Defense Meeting date:*

#### **PhD**

*Guidance Committee Meeting date:*

*Preliminary Exam Date:*

*Prospectus Defense Date):*

*Dissertation Defense:*

## **II. Courses**

Please list each course completed in the previous academic year and the grade received.

## **III. Professional Development Progress**

For each category below, please list all items in reverse chronological order, i.e. most recent first. NA are OK responses. ENVS includes community engaged research or scholarship in this category.

### ***Research activities (bullet points or paragraph form)***

Provide a narrative of 250 words or less describing progress on research projects, including ones not associated with your thesis or dissertation.

### ***Publications***

List complete citations for all papers published and manuscripts in press or in preparation.

## ***Presentations***

List title, format (talk or poster), date, location, and meeting/conference/seminar of all presentations. Include co-authored talks even if you were not the presenter.

## ***Grants & Proposals***

List proposal title, agency, dollar amount and status (received, pending, declined) for all grants submitted by you or to which you contributed.

#### **IV. Teaching**

List all courses taught or TA'd (course number, semester, year, name of instructor). In addition, give your instructor rating for each section. The department recognizes that FCQ scores can be influenced by a variety of factors outside of your effectiveness as an educator and considers this only one data point in evaluations of teaching performance. However, the following is a general guide for interpreting your Instructor Ratings:

5.5-6.0 excellent ; 5.0-5.4 very good; 4.5-4.9 good; 4.1-4.4 fair; < 4.1 poor

#### **V. Fellowships and Research Assistantships**

List job title, funding source if not CU ENVIS, semester, year, and name of supervisor.

#### **VI. Service**

List any service activities (e.g. service in departmental, university, professional society, or community committees, providing pro bono services to environmental NGOs, work on JEDI and anti-racism initiatives, educational outreach activities). Include a brief description of each activity and your role in it.

## **VII. Awards**

List any awards for research, teaching or service, including the source.

## **VIII. Other accomplishments or relevant information**

List any other accomplishments or other relevant information that may be useful to your advisor and committee.

## **IX. Impacts of Covid-19 on progress on support, research or other aspects of professional progress**

Covid-19 has created multiple direct and indirect impacts on professional activities, including those related to academic progress. Please describe any such impacts on your academic progress, support, or other activities.

## **X. Plans for the next academic year**

Describe your goals for the next academic year in 250 words or less.

## **XI. Feedback from advisor and committee**

**Instructions for students:** Fill out the names of your major advisor and preliminary exam or dissertation committee members in the spaces below. If you have not yet assembled a prelim or dissertation committee, leave the committee names blank.

**Instructions for faculty:** Evaluate the student to the best of your ability and offer comments that may be helpful to the student and advisor. If you feel the student must improve in some areas, please provide specific recommendations for how they can improve **and arrange to meet to discuss these issues**. Feedback will be shared with the student and committee.

### **Major Advisor:**

**Rating (choose one):**

**Comments:**

### **1<sup>st</sup> Committee Member:**

**Rating (choose one):**

**Comments:**

### **2<sup>nd</sup> Committee Member:**

**Rating (choose one):**

**Comments:**

**3<sup>rd</sup> Committee Member:**

**Rating (choose one):**

**Comments:**

**4<sup>th</sup> Committee Member:**

**Rating (choose one):**

**Comments:**

**5<sup>th</sup> Committee Member:**

**Rating (choose one):**

**Comments:**

**Signature of student after feedback has been delivered:**

**Date:**