# Annual PhD Progress and Meeting Report

Department of Physics, Indiana University

## Student Name:

Advisor/Committee Member Names:

Month/Year admitted to the PhD Program:

Date of committee meeting:

Estimated Defense Date:

## Ph.D. Project:

Describe your Ph.D. project in the form of a scientific abstract:

Summarize your current status on the project. Include recent success/failures/challenges.

What major presentations/papers/technical reports (or similar) have you completed in the last year?

Summarize the timeline/milestones for completion of this project (ideally, in 6 years)

What can your advisor, committee members and department do to help?

## Career Goals and progress:

What are your career goals immediately after graduation and longer-term?

What should you, your advisor, committee members do to help with these goals?

Should this committee meet next in 6 or 12 months?

## Other issues:

Please add any other issues of concern:

Committee Chair Signature

Student Signature

Date

# Annual PhD Committee Meeting

By completing your course requirements and passing the qualifying and candidacy exams, you are now officially a Ph.D. candidate. Your highest priority now is your dissertation project which will culminate in a written thesis that you will defend in front of your advisor and your research committee. This committee is also available to help with your progress to that completed project and to be well- positioned for the next step in your career. This annual committee meeting is designed to assist you and your advisor in that process.

## In preparation for this annual evaluation meeting, please follow these guidelines:

* Fill out the Annual Ph.D. Progress Report and Meeting Form below (best done electronically for easy editing/review). Consider the questions carefully as not all will have easy or immediate answers, and discuss them with your advisor. You may want to review any forms from previous years. The future career questions may not have complete answers until you are within a year or so of graduation. That is ok, but it is important to start thinking about them early.
* You, the candidate, should then arrange a time, suitable for the full committee to meet, either remotely or in-person. For this meeting:
  + It should be conducted in a similar manner to PhD defense examinations with the dissertation chair managing the meeting. The student and advisor should discuss beforehand expectations for this meeting and any particular issues of concern that should be discussed further.
  + The student then presents to the committee, in a 15-30 minute talk, an overview of the research goals, accomplishments to date, and remaining items to finish along with a **timeline for the remaining work.** Career goals and any challenging issues that were identified in filling out the Ph.D. progress form can also be discussed.
  + This presentation is followed by a Q&A session, chaired by the advisor, with the PhD candidate and the committee. In addition to questions from the committee to the candidate, the student should also be encouraged to ask questions of the committee and express any concerns.
  + The Q&A session should also address the career goals and accomplishments, with particular attention to the subject when the student is estimated to be within about 2 years of graduation.
  + After the Q&A session, the candidate is dismissed for further discussions of the committee with the research advisor. After that, the advisor may bring the candidate back into the room for discussion of final points, or may notify the student later.
* During this evaluation process or anytime during the year, if some issue merits it, you are allowed and encouraged to contact any member of the PhD committee, **separately from the research advisor**. At that time, you can discuss privately and/or confidentially any issues that

have not been satisfactorily resolved with the PhD advisor. Or you may want a second opinion on a matter.

* After the committee meeting, review and complete the progress and meeting form, sign, and send to your advisor for final review and signature. Submit to graduate services office.