

## EVALUATION OF PROGRESS IN GRADUATE STUDIES

PhD students are expected to make continuous and satisfactory progress towards fulfilling their degree requirements. Upon successful completion of the Thesis Proposal Examination, PhD students will submit yearly progress reports and should meet at least once a year with their thesis committee.

**A yearly written Progress Report and an Evaluation of Progress Report** must be submitted to the department coordinator (Barbara Windish) by September 15 of year three of residency and beyond. The default reporting period is August 1 (of the previous year) through July 31.

Students should consult with their advisor to determine if s/he has specific requirements regarding formatting and content. While there is no required format or template, the Progress Report should include the following items:

- Student name and Rice email address
- Name(s) of advisor(s)
- Names of thesis committee members:
- List of coursework and teaching assignments completed during the reporting period
- List of publications and conference presentations by the student during the reporting period
- List of awards during the reporting period
- List of any other accomplishments during the reporting period (for example, university service, community outreach, student mentoring, internship)
- Research progress and outcomes: description of research completed during the reporting period
- Proposed research: description of work planned for the next reporting period
- List any non-research activities for next reporting period (for example, Dean's TA)

Students are recommended to submit their report two weeks prior to the deadline, to allow sufficient time for the advisor and the thesis committee members to provide any feedback, and for the advisor to formally approve the finalized report.

If deemed appropriate by the advisor, the student, and/or a thesis committee member, an **oral progress evaluation meeting** can be scheduled prior to approval of the written progress report.

**Academic Progress Assessment**

Students will be provided a written assessment of their academic progress at least annually or more often as deemed appropriate by their advisor and/or thesis committee after submission of their written progress report. The signed **Evaluation of Progress Report** with any comments from the advisor and/or thesis committee will serve as written assessment. A copy of the written assessment will be included in the student's record. The yearly progress report should be viewed as an opportunity to assess the student's progress and knowledge of the research field, to assure the student continues developing a coherent research plan and to provide the students with input and feedback.