GDPE Annual Student Progress Report

The successful progress, accomplishments, and goals of students in the Graduate Degree Program in Ecology shall be reviewed annually by the student with their advisor and committee before being submitted to the program administration. This report is intended to facilitate those discussions, provide an opportunity for the student to reflect on their professional goals, and develop expectations for the up-coming year. It will also become part of your official GDPE file and may be used for evaluating merit for GDPE awards.

*It is understood that not all students will complete each section. Students early in their career will likely have less to list than those later in their career. Students and faculty should view sections both in light of what has been accomplished as well as what the student may strive to accomplish. For conciseness, students are welcomed to delete sections without data.*

Instructions:

* This report should be completed once per calendar year (January-December) and submitted by February 1.
* Please save the file as: “lastname\_firstname\_ProgRpt\_year.doc” (e.g. Carson\_Rachel\_ProgRpt\_2021.doc)
* Students: please complete Sections I-V of this report and forward a copy to your advisor. Once you receive your report back, please upload it to the Annual Progress Report portal through the GDPE website.
* Advisors: please complete Section VI of this report and then email the final report back to your student.

# Section I: Student Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Year Reporting on:** |  |
| Major Advisor: |  | Degree Plan: | [MS/PhD] |
| Advising Dept. |  | Date entered Program: | [F/Sp] [Year] |
| Anticipated position following graduation: *(please complete this if you intend to graduate in the next year)* | | | |

# Section II: Coursework and Overall Progress

Subsection A: Program of Study

*Please include regular courses and seminars that you have completed during the past calendar year grouped by semester. Add more rows as needed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Semester** | **Grade** | **GDPE Req’d?** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Subsection B: Progress toward Degree

*Please indicate which of the following* [*Graduate School forms*](https://graduateschool.colostate.edu/forms/) *have been submitted (or include anticipated dates).*

|  |  |  |
| --- | --- | --- |
| **Graduate School Form** | **Date Submitted** | **Anticipated Date** |
| GS6 – Program of Study |  |  |
| GS16 – Report of Preliminary Examination *(Ph.D. only)* |  |  |
| GS24 – Report of Final Examination Results |  |  |
| GS25 – Application for Graduation |  |  |

# Section III: Research and Scholarly Activities

*Reminder: you may not have material for all sections depending upon the focus of your degree and your year. Simply leave unfilled sections blank or delete them.*

Subsection A: Publications

*Please list all publications from this past calendar with the most recent at the top. Make sure your name is in* ***bold*** *in the citation and the status is entered as either published, in revision, in review, or submitted. Do not include an manuscripts in prep.*

|  |  |
| --- | --- |
| **Complete Citation** | **Status** |
|  |  |
|  |  |

Subsection B: Presentations and Scientific Conferences

*Please list all professional conferences, symposia, and/or workshops attended during this past calendar year. Indicate if you presented your research at the event and in what format (e.g. oral talk, poster, etc.).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Conference Name** | **Dates Attended** | **Presentation Title** | **Format** |
|  |  |  |  |
|  |  |  |  |

Subsection C: Grants and Fellowships

*Please list all grants, fellowships, and/or scholarships awarded during this past calendar year. If you would like, you may choose to also include any that you submitted or were nominated for.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Funding Agency** | **Amount** | **Status** |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| If you received a GDPE Small Research Grant or Travel Grant in the past year and a half, please confirm that you have submitted your expeditures report. | **[YES/NO/NA]** |

Subsection D: Awards and Recognitions

*Please include honors and awards you have been nominated for as well as those you have received over the last calendar year.*

|  |  |  |
| --- | --- | --- |
| **Award Name** | **Organization** | **Status** |
|  |  |  |
|  |  |  |

# Section IV: Teaching and Professional Development

*Reminder: as noted above, you may not have material for all sections. Sections may be left blank or deleted.*

Subsection A: Teaching

*Please list all courses in which you served as a graduate teaching assistant, taught, or co-taught in the past calendar year.*

|  |  |  |
| --- | --- | --- |
| **Course #** | **Course Name** | **Semester** |
|  |  |  |
|  |  |  |

Subsection B: Mentoring

*Please list students your formally mentored over the past calendar year, such as research or field assistants.*

|  |  |  |
| --- | --- | --- |
| **Name of Mentee** | **Position of Mentee** | **Dates** |
|  |  |  |
|  |  |  |

Subsection C: Service

*Please list all activities you participated in over the past calendar year in the capacity of service to the university, professional societies, or other relevant academic and/or scholarly efforts.*

|  |  |  |
| --- | --- | --- |
| **Activity** | **Role** | **Dates** |
|  |  |  |
|  |  |  |

Subsection D: Professional Development

*Please indicate activities you participated in over the past calendar year.*

|  |  |  |
| --- | --- | --- |
| **Activity** | **Role** | **Dates** |
|  |  |  |
|  |  |  |

# Section V: Reflections and Goal-Setting

*Please refer to the “Timeline” sections for your degree on the* [*GDPE webpage*](https://colostate.sharepoint.com/sites/GDPE-Admin/Shared%20Documents/Annual%20Progress%20Reports%20(STUDENTS)/C.%2509Please%20refer%20to%20the%20%255BTimeline%20for%20your%20Degree%20on%20the%20GDPE%20webpage%255D%20to%20help%20you%20assess%20your%20progress%20in%20light%20of%20the%20programmatic%20expectation.%20%20If%20there%20have%20been%20delays,) *to help you assess your progress in light of the programmatic expectations. We recognize that every student’s path toward their degree is unique. We also recognize that students may want to discuss the topics below with their advisor without including details here. If you choose to do that, please indicate “discussed in person” under the appropriate section.*

Subsection A: Accomplishments and Challenges

*Please provide an assessment in light of your thesis/dissertation research. You may also choose to comment on other components from the past year (including teaching, mentoring, DEI, etc.). For students beyond their first year, please evaluate your progress toward last year’s stated goals.*

Subsection B: Goals for the Next Calendar Year

*Please identify goals for your thesis/dissertation research. You may also find it valuable to consider goals for professional development, DEI, teaching/mentoring.*

Subsection C: Career Aspirations

*Please include some thoughts (they can be vague or specific) about your goals for a future career.*

Subsection D: Additional Points for Discussion

*If there are any additional topics or concerns that you would like to address with your advisor/committee, please add them here.*

**Individual Development Plan: (optional)**

We encourage students to complete the companion Individual Development Plan (IDP) for more in-depth reflection and planning. This template can be downloaded from the GDPE website. Students who choose to complete the IDP should do so in conjunction with this Annual Student Progress Report.

# Section VI: Confirmation of Review

Advisor Confirmation:

*Students, please send your final report to your advisor for review. Advisors, please enter your information below to confirm you have reviewed and discussed thie report with the student.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Confirmation** | **Date** |
|  | Advisor |  |  |

Comments from Advisor *(optional)*:

*If the advisor would like, please include a summary of your discussion with the student.*