

ANNUAL PROGRESS REVIEW – DEPARTMENT OF ENGLISH

All MA-Thesis and PhD students must meet with their Supervisory Committee and complete a progress review form by June 1st of each year (FGS “Graduate Supervision Policy” 5.11). The information required below is designed to correspond to other annual reviews you may be required to submit (e.g., to SSHRC or FGS). Submit signed and completed review forms, in person or via email, to the Graduate Secretary (englgradsec@uvic.ca).

1. Student Identification: (Completed by Graduate Secretary)

Student name

Student e-mail

V00

Student number

Program & level (i.e., Masters, PhD, etc.)

Program entry date

2: Supervisory Committee Identification: (Completed by the student)

Primary supervisor

e-mail

Co-Supervisor (if applicable)

e-mail

Department member #1

e-mail

Department member #2 (if applicable)

e-mail

Outside member

e-mail

Extra member(s) (if applicable)

e-mail(s)

3. Student objectives: (Completed by the student)

3A: Indicate planned and completed coursework including, if appropriate, 599, 693 and/or 699:

Fillable text box. 3000 characters maximum.

3B: Preliminary thesis or dissertation title:

Fillable text box. 300 characters maximum.

3C: Objectives set by the student in conjunction with the supervisor (please state short, medium, and long-term goals):

Fillable text box. 5000 characters maximum.

4: Summary of previous reviews (if applicable): (Completed by student)

Summarize objectives set by the supervisor and/or supervisory committee at any previous review(s):

Fillable text box. 3000 characters maximum.

5: Progress toward objectives: (Completed by the student)

Summarize the progress toward your own stated objectives as well as the progress toward the objectives given by your supervisor and/or supervisory committee in previous meetings. This summary may include a list of manuscripts in preparation, papers, monographs, presentations, invited lectures, exhibitions, etc., from the previous year.

Fillable text box. 5000 characters maximum.



6: Supervisory evaluation of student progress toward objectives: (Completed by the supervisor and/or supervisory committee after an annual review meeting)

6A: Checkbox evaluations and timelines

| | Research Plan | Research Skills | Necessary Knowledge | Research Accomplishments | |
|--------------------|---------------|-----------------|---------------------|--------------------------|--|
| Outstanding | | | | | |
| Excellent | | | | | |
| Good | | | | | |
| Satisfactory | | | | | |
| Needs Improvement* | | | | | |
| Unsatisfactory*‡ | | | | | |

*A rating of ‘needs improvement’ or ‘unsatisfactory’ in any category must be accompanied by written comments stating the deficiencies and, if appropriate, strategies for the student to mitigate or rectify the deficit.
 ‡Any progress report with an **overall rating** of ‘unsatisfactory’ necessitates that the supervisory committee set a date for subsequent review not less than 8 weeks in the future, where the student’s progress should be assessed again. Two or more instances of review with an overall rating of ‘unsatisfactory’ are grounds for the to request withdrawal of the student.

What is your general assessment of the student’s progress during the past year?

- Excellent
 Very good
 Good
 Fair
 Inadequate (give explanation in feedback below)

How often did you meet with the student during the past year? (provide comment if necessary)

- Weekly
 Monthly
 Every two months
 Rarely or never

Optional comment on frequency of meetings and/or consultations. 300 characters maximum.

When do you expect the thesis or dissertation to be submitted (by what date)? _____

6B: Feedback from and objectives set by the supervisory committee for the student:

Fillable text box. 5000 characters maximum.

7: Confirmation of Review

7A: The primary supervisor confirms completion of the review:

Supervisor signature

7B: The student confirms acknowledgment of supervisory feedback:

Student signature

7C: **Optional** response to supervisory evaluation and feedback: (Completed by the student if necessary)

7D: The Graduate Advisor confirms receipt of the review:

Graduate Advisor signature

7E: **Optional** comment on progress review: (Completed by the Graduate Advisor if necessary)