

Annual Report on progress towards the Ph.D. | Physics department, College of William and Mary

Student name _____

Committee member name _____

Evaluation of progress / project assessment

Summarize the progress made this year, and comment upon whether this level of progress is appropriate at this stage of the Ph.D. timeline. Any concerns about the nature or level of project should be raised here.

In the case of the first annual review during full-time research (typically the 3rd year), it may be appropriate to focus more on assessing the reasonableness of the proposed research plan. In subsequent years, committee members should take into consideration the action plans drawn up in previous years.

Suggestions

Suggest actions the student might consider taking to move them towards completion of the Ph.D.

If the committee member feels there might be gaps in the knowledge or skill set of the student, this is the appropriate place to suggest mechanisms to fill those gaps. This might include specific theoretical skills, computing skills or technical expertise.

Committee members might also consider enquiring to what extent the student is 'reading around' their subject, which might include investigating the theory behind their experimental measures or conversely the status of experimental knowledge if they are doing calculations. Suggestions of appropriate source materials can be provided here.

All suggestions provided should be taken into account when the student and advisor form their plan for the coming year.

Professional development goals

Make suggestions for the student's development outside the specific research project they are working on. The comments provided here should be tailored to the student's position in the PhD timeline, in particular for a student approaching completion, it might be appropriate to offer suggestions relevant to the student's desired position after graduation, e.g. postdoc (broadening physics background), industry (transferable skills, computing ...), teaching (additional teaching experience) ...

Comments on the written report

e.g. scientific accuracy, presentation, quality of writing, correct referencing ...

Comments on the oral presentation

A critique of all aspects of the talk, including the content and presentation of the slides, and of the oral delivery of the material. Suggestions for improvement should be provided if required. For a late-stage PhD student, the presentation is expected to be of a standard appropriate for delivery at a conference or workshop.

Comments on the CV

Any omissions of required information, or presentational flaws should be pointed out.

Any further comments

For students who have been in the program for more than 5 years:

Can the student reasonably expect to complete a thesis before the end of the current academic year? **YES | NO**