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| **Annual Doctoral Student Academic Progress Report and Plan**  Department of Language and Literacy Education |

**Academic Year: (yyyy-yyyy):**

**Date: (dd/mm/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Name (Last, First): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Additional Supervisory Committee Members (if committee has been formed):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Degree and Program Area:**

1. **List Coursework Completed to Date For This Degree Program:**

**Go to the student service centre, click grades and your courses and grades will be listed. Web address** [**https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework**](https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework)

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| **Course** | **Grade %** | **Course** | **Grade %** |
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*Note that you must complete all program requirements within six years from admission to the PhD program. Doctoral students must meet Candidacy by the end of the third year of their program. Satisfactory completion of coursework is related to the requirements recorded on your Program of Studies. Note also that any changes, additions, or deletions from your Program of Studies must be approved by your advisor and the Graduate Advisor and recorded in your Departmental File. If you do not have a current Program of Studies, please consult with your current advisor*

1. **List All Courses/Course Areas (e.g., Research Methodology Courses, Required Doctoral Seminars) Remaining on your Degree Program.**

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| **Course or Course Area** | **Course or Course Area** |
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1. **Program Requirements:**

Please indicate the approximate date you competed or anticipate completing the following:

**Comprehensive Exams:** anticipated (dd/mm/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dissertation Proposal:** anticipated (dd/mm/yy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Progress on Dissertation Research:**

**Research Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Research Committee members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Thesis/Dissertation Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Brief Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Progress to Date (please explain any extenuating circumstances):**

1. **Nominations and Awards:** Describe any awards, scholarships, fellowships, or recognition for which you were nominated or which you were awarded this year. Indicate the amount of the award for those received.
2. **Publications:** Please list any publications in the last year

Refereed Articles/Proceedings

Books/Chapters

Other

1. **Conference Presentations**

International

North American

Provincial/Local

1. **Service:** Describe any services/activities you performed in the program, department, university or community. Include any committee work, student representation on committees, relevant administrative or board work, and any volunteer activities related to your professional goals or in which your professional training is applied, if desired.
2. **Anticipated Employment Status** (for the coming academic year): Please list the type of work or activities and approximate number of hours each week.
3. **Feedback to the Department regarding the program:** Provide any suggestions for improvement, and comments on strengths or weaknesses of any aspect of the program, including courses, research assistantships. Please note that any additional comments on any aspect of your graduate student experience may be provided in confidence to the Graduate Advisor of Department Head in a separate letter of email exchange.
4. **Consultation/Approval**

**Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_**

**Supervisor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_**

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| **Supervisor’s Comments (Required):**  \_\_\_\_ Student is making adequate progress (please note highlights and also suggest areas for further strengthening of academic profile)  \_\_\_\_Student is not making adequate progress (please note areas in which greater progress could be made in the coming year)  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Graduate Advisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_**

**Department Head’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_**