



## The Annual Progress Report Form

In the spring term of each year, Joint Ph.D. students are to meet with their Supervisor(s) to discuss their progress in the Joint PhD program, and complete the Annual Progress Report Form. Deadline date is May 15<sup>th</sup>.

### Instructions:

- Student completes Part I – refer to the Plan of Study Document completed prior to their first start term.
- Student forwards form to supervisor(s) and arranges a meeting.
- Supervisor completes Part II and discusses progress, areas to focus on, etc.
- Student and supervisor(s) sign the form.
- Signed form is emailed by the student to the Associate Dean, Graduate Program Director, or Chair of Graduate Studies in Education at the student’s home university. Deadline date is **May 15<sup>th</sup>**.
- The form is reviewed by the Associate Dean, Graduate Program Director, or Chair of Graduate Studies in Education at your home university. A meeting with the student may be required at this time.
- If no meeting is required, the form is signed by the Associate Dean, Graduate Program Director, or Chair of Graduate Studies in Education at your home university and forwarded to the Office of the Secretariat by **June 1<sup>st</sup>**.
- The Office of the Secretariat will provide copies of the submitted Annual Report to students and all designated faculty indicated in Part I serving on doctoral committees. Copies are kept on file at the Secretariat and Graduate Studies offices at the home universities.

### Part I: Joint PhD Student Section

Student Name:
Full-time / Part-time:
Year of entry to program:
Home university:
Field of Study:
Supervisor:
Committee members:

Indicate in the chart below which program requirements are completed, in progress, or incomplete. Include the term and year of completion, or the expected term and year of completion.

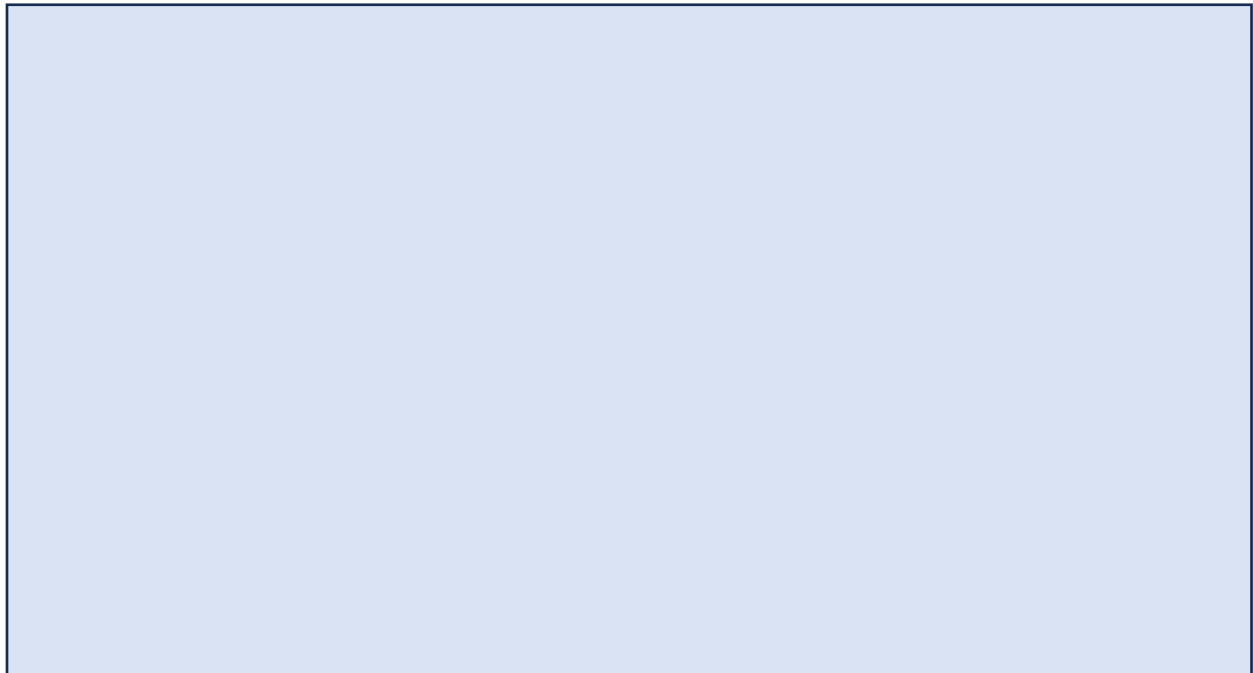
<b>Course/Program Requirement</b>	<b>Incomplete (Indicate term/year of expected completion)</b>	<b>Currently in progress</b>	<b>Completed (Indicate term and year of completion)</b>
<b>Doctoral Seminar I</b>			
<b>Field of Study course (online)</b>			
<b>Doctoral Seminar II</b>			
<b>Specialization Elective/ Directed Study</b>			
<b>List any additional course(s) if required</b>			
<b>Research Colloquium (online)</b>			
<b>Comprehensive Portfolio</b>			
<b>Comprehensive Exam of Portfolio</b>			
<b>Dissertation Proposal</b>			
<b>Dissertation (indicate expected date of oral defence)</b>			

1. Using the Plan of Study Document submitted in your first term of study, reflect on your experiences and accomplishments in the program over the past year.

2. Please describe your goals for the coming academic year. Refer to your Plan of Study Document.



3. If you plan to be enrolled full time in the next academic year, please describe funding sources, including (successful) applications for internal or external funding.



Part II: Joint PhD Supervisor Comments Section.

Supervisor (s) Comments: Please comment on the student's report above, indicating whether you are satisfied with the progress made.

Comments by Associate Dean (Windsor)/Chair of Graduate Studies in Education (Lakehead) / PhD Graduate Program Director (Brock):

Progressing without concern. Yes  No

Signature of Student and date: \_\_\_\_\_  
Signature (Date)

Signature of Supervisor and date: \_\_\_\_\_  
Signature (Date)

Signature of PhD Graduate Program Director (Brock)/ Chair of Graduate Studies in Education (Lakehead)/ Associate Dean (Windsor) and date:

\_\_\_\_\_  
Signature (Date)