

Every student enrolled in the graduate program MUST submit this document once per year from their start date and after their annual meeting with the supervisory committee.

This document is composed of two parts. The first part "Appendix D – Annual Student Activity Report" MUST be filled out and signed before the annual meeting and be provided to the supervisory committee in advance of the annual meeting together with a 10-page progress report. The second part "Supervisory Committee Meeting Report" will be filled out and signed after the annual meeting by student and supervisory committee members.

It is the responsibility of the graduate student to:

- Plan for timely execution of annual committee meetings
- Submit this form and the required 10-page research report annually to the supervisory committee at least 10 days in advance of the annual meeting
- Submit the signed copy of this document and 10-page annual report to the graduate office immediately after the annual meeting.

## PART I: Annual Student Activity Report (Appendix D)

### (A) - BASIC INFORMATION

#### 1. STUDENT INFORMATION

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_ Degree \_\_\_\_\_

Number of terms completed in program (do not include the current term):

Research Area or Expected Thesis Title:

#### 2. SUPERVISOR(S) AND SUPERVISORY INFORMATION

Supervisor \_\_\_\_\_ OR Co-Supervisors \_\_\_\_\_

Supervisory Committee

Committee Member \_\_\_\_\_

Committee Member \_\_\_\_\_

Committee Member \_\_\_\_\_

Committee Member \_\_\_\_\_

Date of last Supervisory Committee Meeting (Must meet at least once a year)

Department approval: July 2024

3. ETHICS TRAINING COURSE (Ethics training is mandatory and must be completed at the first instance offered after joining the graduate program)

ENG 6000: Date completed \_\_\_\_\_

(B) – ACADEMIC PROGRESS

1. COURSE WORK - please list course numbers / grades

	Course No.	Grade
1		
2		
3		
4		
5		

	Course No.	Grade
6		
7		
8		
9		
10		

Are your program course requirement completed? Yes \_\_\_\_\_ No \_\_\_\_\_

2. SUMMARY OF RESEARCH PROGRESS (150 word maximum)

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3. ACADEMIC ACHIEVEMENTS

- a. Publications - Journal Paper/Conference/Book Chapter/Patents/ Reports of Invention/ Technical Reports  
(For publications, add entries in the term submitted, then subsequently updated status)

Reference – Format: Authors (year). Title. Venue. Volume, Page Numbers or # Manuscript Pages	Status*	Date of last status change
1)		
2)		
3)		

\* Status: Under Review (UR), Accepted (A), In Press (IP), Published (P) or rejected(R)

- b. Presentations

Reference – Format: Authors (year). Title. Venue. Date	Presenter
1)	

2)	
3)	

c. Other Academic Achievements (e.g., scholarship, award, etc)

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#### 4. TEACHING

a. Principal Instructor

Course Number

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Course Number

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b. Guest Lecturer

Course Number

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Course Number

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c. Teaching Assistant

Course Number

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Course Number

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d. Marker

Course Number

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Course Number

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Did you attend the Record of Completion Certificate? 

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If so, indicate whether it is for Junior or Senior Certificate. 

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5. OBJECTIVES FOR THE CURRENT TERM (150 word maximum) - Briefly describe your proposed research (objectives, methodology) for the next academic year

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You are required to submit a 10-page research report annually with this form annually to the supervisory committee at least one week in advance of the annual meeting.

Student signature: 

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 Date: 

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(C) - SUPERVISOR'S EVALUATION

Please review the stated progress of the student and then, in the box below, please comment on his/her progress, contribution to publications and proposed research and return to Graduate Program Director.

Student's Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Please rate this student's performance as (circle one):

Excellent      Very Good      Good      Need Improvement

☐ I/we attest that the requirement for the student to provide the Annual Student Activity Report and the 10-page progress report at least 10- days before the annual meeting have been discussed with the student.

SUPERVISOR(S)

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Student may choose to provide confidential feedback and comments directly to the Graduate Program Director by completing this machform: <https://lassonde.apps01.yorku.ca/machform/view.php?id=252006>

## PART II: Supervisory Committee Meeting Report

Student Information	
Surname:	Given name:
Student Number:	Date of Meeting:
MASc                      PhD	Full Time                      Part Time
Supervisor:	
Committee Member(s):	
Research Title/Topic:	

Evaluation of Student's Progress <sup>i</sup>					
	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable
Comments on written report e.g. quality of writing, scholarship, organization					
Comments on oral presentation e.g. clarity, organization, context included					
Responses to questions from the committee					
Student's background knowledge and familiarity with relevant literature					
Is knowledge of methods of analysis adequate to ensure completion of the research project?					
Ability to think critically and develop independence in research (given their stage in the graduate program)					
Evaluation of the proposed timeline (if needs improvements, provide comments below)					
Responses to concerns/recommendations from previous meeting(s)					

Are the objectives of the research clearly defined and achievable? Yes                      No

Are there any concerns about the project(s)?

Since the last committee meeting, has this student been making good progress? If not, provide details.

Is the student's overall trajectory to date sufficient to produce a high-quality thesis/ dissertation in the time allowed?

Is the time envisioned to complete the research realistic?<sup>ii</sup> Suggestions?

Over the student's whole graduate degree, has this student been making good progress?

Please provide specific comments on the student's progress to date and research objectives. Did any research or non-research issues arise during discussions? Please provide specific suggestions for improvement, beyond the comments that have been highlighted on the table.

Approximate date for next committee meeting: \_\_\_\_\_

Approximate date for completion of the Program: \_\_\_\_\_

TO BE COMPLETED BY THE STUDENT:

This document accurately reflects the discussion at the meeting of my Supervisory Committee.

Student may choose to provide feedback and comments directly to the Graduate Program Director by completing this <https://lassonde.apps01.yorku.ca/machform/view.php?id=252006>

Comments:

Student Signature	Date
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Committee Signatures:

Supervisor Signature	Date
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Committee Member Signature	Date
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Committee Member Signature	Date
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Committee Member Signature	Date
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Please submit this completed form, either as electronic or hard copies, to the program office.

GPD Signature	Date
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<sup>i</sup> This table can serve as a guideline for posing questions and evaluating the student's progress. These ratings are relative to the expectations for someone in your year and at your stage in the program; expectations will increase over the program. A student with an average performance compared to other students at the same stage should receive a 'Meets Expectations' notation. Where relevant, circle phrases and/or write feedback in the table, in the Appendix, and/or in the comment section. If there is variation in the opinions of the committee members, tick all of the categories that apply and/or provide comments below.

<sup>ii</sup> If it may not be, the components of the program should be prioritized so that it is clear which components should be dropped without compromising the ability of the student to satisfactorily complete the degree.