

ANNUAL PROGRESS REPORT (APR) FOR GRADUATE STUDENTS (Masters – Non-Thesis)

This progress report has been designed to comply with graduate school policy that requires each school to submit an annual report documenting the progress of its graduate students and to facilitate collection of student data for program assessment. This APR, in conjunction with evaluation forms the faculty fill out each semester for their graduate TA's, advisees, etc., will be used to generate this report and collect student data.

Please follow the format below when preparing your report and include all sections in the order listed. All bold headings should appear as headings in your report, but do not copy the non-bold instructions. If there is nothing to report in a particular section, include the heading with an indication of nothing to report (i.e., NR or N/A). *Everything should be listed in chronological order from new to old.* Please save an electronic copy of this report so that in subsequent years you will only need to update the report, not redo it from scratch. It is very important that you include dates with each of your accomplishments listed below.

A *graduate student evaluation form* must be completed by your advisor and by the professor in charge of the course(s) for which you were a TA (if appropriate). It is your responsibility to provide the forms to the persons mentioned above. A copy of the form is at the end of this file (or printout).

Here is the timeline you must follow:

- 1 Turn in a hard copy of your completed APR to your graduate advisor by **second Friday in September**. Keep an electronic copy of your records.
2. Provide the faculty evaluations form to faculty TA mentors (if you have a graduate teaching assistantship). Faculty evaluations should be submitted directly to the graduate committee by the faculty member by the **last Friday in September**
3. Your advisor will sign the APR and use it to write a summary of your progress for the year, documenting progress towards degree, strengths and weaknesses. The advisor will also evaluate whether you have addressed previously reported weaknesses and then: a) recommend continuation of the student; b) recommend continuation with conditions; or c) not recommend continuation. The advisor will submit the APR and his/her summary to the chair of the School of Biological Sciences Graduate Committee by the **last Friday in September**. *When your APR has been approved by your advisor, send an electronic copy to the chair of the graduate committee. The electronic version will only be used to collect data such as publications, presentations etc for the assessment committee.*
4. The School of Biological Sciences Graduate Committee will evaluate the report, agree or disagree with recommendations from the advisor, and submit the report to the school director by the **Last Friday in October**.
5. The graduate student will be informed of the outcome of the review.

Headings to be included in the APR (MS-NT)

Student's Name

Degree you are seeking (e.g., MS, Non-Thesis)

Today's date

Semester/Year degree program started – Indicate when you started your degree at UNC

Cumulative semesters towards degree - List all the semesters you have been working on this degree and whether you were full time or part time during each.

Undergraduate GPA:

Master's Program GPA (if

applicable): General GRE Scores:

Subject GRE scores : List the date the Subject GRE test was taken, which subject test was taken, and scores.

Program status – Please provide the following information (unless indicated, these items apply to all students).

Information Needed	Name(s) or Date(s)
Advisor's name	
Plan of study approved	
Written comps passed	

Projected graduation date - Indicate the semester in which you intend to graduate.

Coursework and grades – Attach an updated version of your **plan of study** including research hours to this form. *The plan of study must be in the correct SBS format and not a print version of Ursa.* The updated degree plan must list the semester/year when you took the class and the grade received. If you have not taken the course yet, do not list a date. At the bottom of the degree plan note the total number of credits you HAVE and HAVE NOT taken towards your degree.

Deficiencies – Attach a copy of your letter of admission from the department chair/school director to this form. *Do not use the letter sent from the Graduate School.* List any deficiencies reported in this letter and indicate the progress you have made in addressing them.

Published/Submitted abstracts - Please provide a complete citation including all authors in the published order, date, title, journal, volume and page number(s).

Published/Submitted peer-reviewed journal articles - Please provide a complete citation including all authors in the published order, date, title, journal, volume and page number(s). If the article has not been published yet, in place of the date note the status (in review, accepted, in press etc.).

Other publications – Please provide a complete citation including all authors in the published order, date, title, plus journal/book/publication etc.

Presentations – If you made a presentation at a scientific or professional meeting, provide a complete list of authors, title of the presentation, name of the meeting, location, and date(s) of the meeting.

Honors/Awards – If you received any honors or awards in recognition of any aspect of your graduate study, please provide the relevant information including date(s), etc. Include any travel awards that you may have received from any sources for attending professional meetings. Please include induction(s) into honors societies, scientific societies, etc.

Internships/Special Training/Other Activities – If you engaged in any internships or special training that were related to your graduate program, briefly describe them and include dates.

Service – If you engaged in service during the year, summarize the activities here. This could include such items as judging science fairs, judging junior academy, presentations to the public, clubs, or schools, G.S.A., department committees, etc.

Self Evaluation – Write an evaluation of your academic performance and professional development in the last CALENDAR year. This section should be one or two paragraphs in length.

Departmental support – List your TA/GA assignments (if appropriate) by year/semester and indicate the professor in charge. Include the FTE (0.4 FTE is a full assistantship) for each semester. *Submit an evaluation form to each of professor in charge. Evaluation forms need to be submitted by the professor in charge to the graduate committee.*

Other support - Indicate if you have received fellowships, scholarships, other assistantships, or other support and include the year/semester.

Student's Signature: _____ **Date:** _____

Advisor's Signature: _____ **Date:** _____

Graduate Student Evaluation Form (MSNT)

You should receive an evaluation from for each of your advisees and from students who are your TAs. If you have worked closely with a student in some capacity or are a member of any graduate committee you are encouraged to complete an evaluation form for these students. This information is necessary for annual evaluation of graduate students as required by the graduate school. *Please return the completed forms to the Chair of the Graduate Committee by the Last Friday in September.*

Graduate Student _____

Semester _____

Your interaction with the graduate student – check all that apply

- _____ Major Advisor
- _____ Student was your TA – indicate course #
- _____ Collaborated on a research project
- _____ Other (please specify)

Student Evaluation – place a check in front of the most appropriate term for all applicable categories

1. Student's Knowledge and Skills

_____ outstanding _____ very good _____ good _____ fair

2. Student's teaching

_____ outstanding _____ very good _____ good _____ fair

3. Student's research

_____ outstanding _____ very good _____ good _____ fair

4. Student's attitude

_____ outstanding _____ very good _____ good _____ fair

5. Overall Student Evaluation

_____ outstanding _____ very good _____ good _____ fair

Do you recommend that the student receive a departmental teaching/graduate assistantship?

Do you recommend continuation of the student's graduate program?

Additional Comments: Please use the back of the form

Faculty Name _____ Faculty Signature _____