Annual Research Presentation (ARP) Report
Graduate program in Physiology and Biophysics (PHBI)

Before the Annual Review Presentation, the student should distribute to their committee a brief progress report describing progress since the last presentation. On this form, the student should complete part A and print the names of all committee members in Part C. The committee chair should complete part B at the conclusion of the meeting, and committee members at the meeting should sign next to their names to indicate their agreement with the evaluation. The signed form should be delivered to the Graduate Coordinator of the program.

Part A: Student information (to be completed by student)

Name:
Month/year of entry into PHBI program: Date of last ARP: Date of this ARP:

If circumstances have interrupted or delayed normal progress towards degree completion (e.g., family or medical leave, switching labs or degree programs, etc.), attach a brief explanation (including when and for how long):

Part B: Committee evaluation (to be completed by committee chair – circle appropriate responses)

Is this student making appropriate progress towards completion of the degree? …………………………..Yes / Marginal / No

Are there concerns regarding this student’s progress or ability that warrant special attention or monitoring? …………………………………………………………………………………………………………….. Yes / No

If yes, the Chair of the PHBI Graduate Committee will contact the committee for clarification. Concerns may also be noted on the back of this form.

☐ Check here if this was the first committee meeting and was for the oral qualifying exam.

Was the project described by the student appropriate for a thesis project? ……………………………………….. Yes / No

(Concerns about feasibility, significance, etc. should be communicated to the student, mentor, and copied to the PHBI Graduate Committee.)

☐ Check here if this committee meeting was other than for the qualifying exam or to review suitability for a thesis defense. Based on productivity to date and the expectation of ongoing progress, an estimate of the approximate time needed to complete this project is…………..<2 years / several years

☐ Check here if this meeting was held to approve scheduling a thesis defense. It is strongly encouraged all students to hold a committee meeting approximately 6 months before an intended thesis defense, to obtain the committee’s explicit approval of work done and for work still to be done prior to defending a thesis. Does the committee approve a thesis defense within a 6 month time frame? ………. Yes / No

If yes, the committee chair should list on the back of this form items that remain to be completed prior to the defense.

Part C: Committee Signature (if attending this ARP and to approve evaluation)

Mentor:

Committee chair:

Outside Member:

Additional member(s):

Part D: Summary

As soon as possible following the ARP meeting, the student should prepare a brief (1-2 paragraph) summary of the discussion in the ARP, noting the positive areas of evaluation and concerns (if any) voiced by the committee, and including the recommendations of the committee for the upcoming year. The summary should be distributed to the committee by email for any corrections or additions. The finalized summary, and the progress report, should both be attached to this form and submitted by the student to the PHBI office (MMR 626).

Part E: Review and Signature of Chair or PHBI Graduate Committee: