

NAME: _____

ANNUAL REVIEW OF M.S. DEGREE PROGRESS

Students are required to organize a brief meeting with their Advisory Committee at least once a year (before March 15) to ensure that they share a common understanding of course selections, and research activities, plans and goals.

To assist in this process, students should provide copies of the form, duly completed, to all committee members **at least 24 hours prior to this progress meeting**. After the meeting, a PDF of the completed and signed form should be submitted to the Graduate Services Coordinator in Room GY107 by March 15th.

COURSEWORK CHECKLIST

<i>Graduate requirements:</i>	Completed ?	Comments
1. ≥ 9 credit hours ≥ 500 level		
2. ≥ 12 of the 22 hours of graduate course credits in Geological Sciences		
3. ≤ 8 credit hours graduate transfer credit		
4. ≥ 30 credit hours total graduate credit		
Annual course load is 30 credit hours: 12 in Fall & Spring Semesters, 6 in Summer Session		

RESEARCH PLANS

Program Options:

M.S. students must complete:

- Either a thesis (strongly recommended),
- Or a research report

Provisional Thesis (or Report) Title:

Brief Outline (max, 1 page) of Research Objective & Strategies:

Aims, field work, sampling, analytical methods, etc. (attach to report if needed)

Summary of Immediate (3-6 months) Research Plans: Future activities, especially during the summer months

PROPOSED LONG-TERM RESEARCH PLANS AND TIMETABLE:

Anticipated phases of research activities and contingencies

Timetable and Dates:

Annual Review: Date, time, & venue

Thesis Completion: Target dates for draft and final version. Provisional date for thesis defense.

Summary of Financial Support:

Indicate sources of support, e.g. AI (provide course #), RA (note funding agency & PI), Fellowship (give source, self, other grants (e.g. GSA, Sigma XI, etc.)

	Semester 1	Semester II	Summer
Year 1			
Year 2			

RESEARCH PROGRESS

Summary of Progress

A summary statement, preferably a one-page synopsis, which documents the following items, should be appended to this form. Several of these details would typically be compiled for inclusion in a full curriculum vitae, which may also be appended to this report.

Research Activities: Summarize achievement during the past year in field work, in laboratory analyses, in data collection, and written reports.

Proposals & Contributions to Proposals: Document grant applications submitted for research or fellowship support, including title, funding agency, date of submission, duration, purpose, and amount of funding sought/awarded, and the current status (whether pending, accepted, or declined). A copy of the proposal should be provided. Comparable information should also be given for grant applications submitted by others, for example an advisor or collaborator, to which you contributed. In such cases a copy of the proposal summary should be provided.

Conferences & Short Courses: Give details of meetings, short course or workshops attended, including their title(s), sponsoring organizations (e.g. GSA, AAPG), dates, location, and the source of any financial support enabling attendance.

Presentations: Provide a summary of any contributions to oral presentations or posters with information on the title, authorship, venue, date, and speaker (if applicable). Include a copy of the abstract, if available.

Publications: List all abstracts and papers, giving title, authorship, journal or book (e.g. conference proceedings or symposia), volume, pagination, and date of publication. Separately list comparable information for other manuscripts in preparation, submitted, under revision, accepted, or in press. Denote whether publications are peer-reviewed and provide copies of abstracts

Other Academic or Career Activities: Comment on any other relevant activities (e.g. internships) and on any awards received.

COMMITTEE REVIEW AND REMARKS

Coursework Status

Based on details documented in Coursework Summary.

Required Course. As determined by Advisory Committee:

General Requirements. Enter accumulated credit hours within each category.

≥ 500 level Geol. Sci. (≥ 9h)

Total Geol Sci. (≥ 20 h)

Transferred grad. Credit (≤8 h)

Total graduate credit (≥ 30 h)

Options. Specify credit hours accumulated within chosen option.

Option A: Research (≤8 h)

Option B: Research (≥ 3 h)

COMMITTEE COMMENTS

Assessment of Degree Progress. Contents based on coursework & research activities:

Recommendations. Specific suggestions or requirements regarding degree progress.

Approval. Signatures designate agreement on course selection and research programs.

	Signature	Date
Research Advisor	_____	_____
Advisory Committee member:	_____	_____
Advisory Committee member:	_____	_____
Student:	_____	_____

All pages of this form must be duly completed, signed, and submitted as one .pdf file to the Department Graduate Services Office, Room 107, by March 15th.