TCR Program Annual Progress Report Form

All students in the PhD program should complete this form for their annual review. First-year students submit the completed form to the TCR Curriculum Committee Chair prior to taking the qualifying examination. All other students submit the form to their major professors.

Part One: Student Information and Narrative
To be completed by student. (Please type or print.)

Student name: ___________________________ Date of form completion: ___________________________

Year in PhD program: 1 2 3 4 5

Date (semester & year) of most recent meeting with chair of TCR exam committee or major professor:

Date (semester & year) or expected date of portfolio (qualifying) exam:

Date (semester & year) or expected date of research internship:

Date (semester & year) or expected date of comprehensive exam:

Date (semester & year) or expected date of dissertation oral defense:

Date (semester & year) of expected graduation:

Names of PhD Supervisory Committee (Leave blank if you are a first-year student):

Major Professor (Chair): ____________________________________________

Member: ________________________________________________________

Member: ________________________________________________________

Member: ________________________________________________________

Outside member: ________________________________________________
Student Progress During Current Year

In this section, you should describe your progress toward your degree during the current academic year:

- Describe your scholarly identity as you currently understand it by identifying aspects of technical communication and rhetoric that have caught your attention and influenced your work in the past year (e.g., topics, issues, research problems, questions, goals, trends, the material artifacts of technical communication, rhetoric, mediating technologies, sites where technical communication is practiced, theories and research methods, and influential scholars). How do the things you have named relate to each other, and how do they collectively help you define yourself as a technical communication and rhetoric scholar?
- Provide information on completed coursework, grades, and degree and residency requirements, including information on any incomplete grades received
- Describe teaching, scholarship, and service commitments, including any presentations, articles, book reviews, and committee service completed in the last year
- Attach a copy of your completed program of study worksheet, a professional biographical statement, and an updated CV.
Student Plans for Upcoming Year

In this section, you should detail your plans for the upcoming year, identifying coursework; degree or residency requirements; and presentations, articles, book reviews, and committee service you expect to complete. If you wish to provide further information about your plans for the program, please attach a separate sheet.
Part Two: Supervisory Committee Evaluation

To be completed by TCR Curriculum Committee Chair for first-year doctoral students, or, for all other doctoral students, their major professor.

Summarize the committee’s evaluation of the student’s progress in the current year and plans for the upcoming year. Include your own narrative if you wish to clarify or add to some aspect of the student’s progress or plans. If necessary, attach an additional sheet.

Part Three: Signatures

Signing below indicates that the student’s supervisory committee has read and approved the Annual Progress Report. After form is complete, please submit to DGS who will place it in the student’s file.

Major Professor: ___________________________ Date: __________
Member: ___________________________ Date: __________
Member: ___________________________ Date: __________
Member: ___________________________ Date: __________
Outside Member: ___________________________ Date: __________
Student: ___________________________ Date: __________