KAAP Graduate Student Planning and Development Form
Annual Meeting

Please complete this form electronically and email to the Graduate Program Director by Friday, January 28 of your current academic year. Rename the filename to "your LAST Name Progress AY XXXX" before emailing it. Please **send the file as a word document!**

Students: complete this form (parts I and II) and attach your updated CV. Provide both documents to your faculty mentor(s) in advance of scheduling your meeting.
Faculty Advisors & Mentor(s): review, meet with your student, fill out part III jointly and sign

Student Name:

Advisor Name:

Graduate Program: PhD in Applied Physiology

Date Enrolled:

Year in Program (as of current Fall semester):

Signatures:

Student: _____ Date_____

Advisor: _____ Date_____

Graduate Director: _____ Date_____

(Electronic signatures are acceptable)

I.   Overall progress: Review of the last year

1. Highlight your major **accomplishments** in the past year (e.g., publications, patents, honors or awards, grants or fellowships):

2. Brief overview of research **progress** in the past year:
   a. Specific to Dissertation
   b. Other Research

3. List any **Published and Submitted Scholarly Work including journals, status.**

4. List any **presentations** at professional meetings or conferences both internal and outside of UD

5. **Experiential Training**: What seminars, conferences, lab meetings, etc. do you participate in?

6. **Awards or Honors Received:**

7. **External Grant Applications Submitted.** If you did not submit any grants, did you assist with writing grants?

Funding Organization	Date Submitted	Type	Amount	PI	Funded?

8. **Teaching Activities:** In chronological order, list all courses you have taught or served as a teaching assistant since you have been in your PhD program. List semester, course code, and course name.

9. **Mentoring/leadership opportunities:** Please describe any mentoring opportunities or leadership positions you have taken on.

10. Did you accomplish all that you agreed on doing with your mentor under the **Action Plan** during your initial meeting?

If no, what parts of the plan did you not accomplish and why? Describe/list any unusual or unanticipated **challenges** you experienced.

11. **Mentoring and Professional Collaborations:**
    a. How often did you meet with your faculty advisor/mentor(s) last year?

        How would you rate the frequency of meetings? Too few? Too many?

    b. Who are your secondary mentors? Is that person a faculty member? How often did you meet with them?

    c. Do you have collaborators outside of the lab? Please list their names and roles.

II. Goals and Objectives

1. Refer to your previous discussion with your faculty mentor(s). What changes or modifications took place?

2. List up to **5 scientific and career objectives** in the coming year.

3. What **opportunities** at UD and beyond can assist you in reaching your professional/non-scientific objectives? For example, participation in meetings, courses or workshop attendance (identify meeting/workshop and date)?

To be developed jointly by the student and the mentor(s) during or after the discussion

III. Action Plan for Your Next Steps. In carrying out activities that may assist you in meeting your Research/Scientific objectives listed above--

1. Projected timeline for completing your current projects and degree

2. Projected timeline for your job search

3. List the **activities** in which you and your mentor(s) agree you should participate that will support you in achieving your scientific and professional objectives in the coming year.

4. What additional actions can you and your mentor continue to do, in order to help you be successful?

Completion of Preliminary Examination Requirement:

Anticipated date for completion: _____

Completion date: _____

COMPLETE THE FOLLOWING <u>ONLY IF YOU HAVE ADVANCED TO PhD CANDIDACY (post-proposal completion)</u>

Dissertation Research:

(1) General research topic:

(2) Summary of progress (paragraph describing progress in the last year):

(3) Anticipated date of dissertation defense: