**Health Sciences Integrated Program**

**Northwestern University**

**Annual Assessment of PhD Student Progress**

Student Name:

Academic Advisor:

Research Mentor:

Academic Year:

Please provide dates (month or quarter & year) for which the following milestones are planned and then when they are completed.

|  |  |  |
| --- | --- | --- |
| **Milestones** | **Planned Date** | **Completed Date** |
| Matriculation |  |  |
| Program proposal |  |  |
| Most recent IRB training |  |  |
| Complete Responsible Conduct of Research Training |  |  |
| Complete Coursework\* |  |  |
| First Track Examination Committee meeting |  |  |
| Track Examination- Pass |  |  |
| First Integrated Examination Committee meeting |  |  |
| Integrated Examination- Pass |  |  |
| Teaching requirement |  |  |
| Writing Dissertation Proposal |  |  |
| Dissertation Proposal Defense |  |  |
| Writing Dissertation |  |  |
| Dissertation Defense |  |  |
| Leave of Absence taken |  |  |
| Provide comments on leave: |  |  |

\*Please update your **Program Plan Form** when you have this discussion with your advisor. Please submit the **Program Plan Form**, particularly Sections I, II, III (i.e. Course Plan), with this annual review.

Please answer the following questions. Please limit your responses to this page only.

What is your career goal? How has it evolved or developed over the past year (it has)?

What are your areas of research interest? What are your strengths as a researcher?  How have these evolved or developed over the past year (if they have)?

What successes have you had this year?  What has gone well, particularly with respect to your coursework and research skill development?

What has been challenging this year?  What could have gone better? How might these challenges be addressed going forward?

What is your dissertation topic? Please describe it briefly as best you can.

Both faculty and student are required to make notes under Commentary and Plans.

Note: If you answer ‘No’ to any of the following but completed the previous milestone, then commentary on progress is mandatory.

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| --- | --- | --- | --- | --- | --- |
| ACADEMIC MILESTONES | Time Frame  (full-time students) | Evidence of Progress | Progress | Commentary on Progress | Plans for the coming year |
| Completion of program proposal | First quarter  Prior to prelim exam | a) Initial submission submitted  b) Revisions on record as changes approved | Yes  No  Yes  No |  |  |
| Completion of proposed/required course work | Within 2 years | Take number of credits consistent with being FT  Completed within time frame proposed  Incompletes resolved within one quarter  Taking advanced level courses | Yes  No  Yes  No  Yes  No  Yes  No |  |  |
| Completion of Qualifying Examination | A student must be admitted to candidacy by the end of the third year of study | Director of Graduate Studies files PhD Qualifying Exam form online | Yes  No |  |  |
| Completion of Proposal Defense | Students must complete their [Prospectus](https://www.tgs.northwestern.edu/academic-policies-procedures/policies/phd-degree-requirements.html#text-otp1) (proposal of dissertation topic) before the end of fourth year. | a) Appoint dissertation committee  b) Hold (first) meeting within 2 quarters of passing Prelim Exam  c) Provides advisor with written progress each quarter | Yes  No  Yes  No  Yes  No |  |  |
| Teaching experience | By end of quarter in which defending proposal | Teach in accordance with requirements for doctoral students. (Student must complete this section of program proposal form and resubmit). | Yes  No |  |  |
| Conduct Dissertation Research | Ongoing between Proposal Defense and Dissertation Defense | a) Meet at least once per quarter with Dissertation Chair  b) Produce written progress on Dissertation each quarter  c) Communicate with committee members at least once per academic year  d) Receive IRB approval within 2 quarters of passing Proposal Defense | Yes  No  Yes  No  Yes  No  Yes  No |  |  |
| Completion of Dissertation Defense | Degree deadline - students have 9 years from matriculation to complete the PhD degree.  Only rarely under extenuating circumstances will students be granted permission to continue beyond 9 years. | a) Students who are completing their degree will complete the following forms:  (1) Application for Degree via TGS Forms in [CAESAR](http://www.northwestern.edu/caesar/);  (2) Final Exam Form via TGS Forms in CAESAR which will be approved by the department  (3) NRC Survey of Earned Doctorates;  (4) Online submission of dissertation via UMI ProQuest  b) Maintain IRB approval  b) Successfully defend dissertation  d) Advisor approve final copy | Yes  No  Yes  No  Yes  No  Yes  No |  |  |
| RESEARCH MILESTONES | Time Frame | Evidence of Progress | Progress | Commentary on Progress | Plans for the next year |
| Participates in research | Throughout program | a) Work as RA on academic research project  b) Additional research experience.  c) Participates in writing grant applications  d) Participates in writing grant progress reports | Yes/No  Yes/No  Yes/No  Yes/No |  |  |
| Takes research initiative | Throughout program | a) Seeks and applies for dissertation funding  b) Has initiated any research not specific to dissertation | Yes/No  Yes/No |  |  |

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| PROFESSIONAL MILESTONES | Time Frame | Evidence of Progress | Progress | Commentary on Progress | Plans for the coming year |
| Author manuscript in peer review journal (student please attach an abstract) | By prelim defense for (a)  Before defending dissertation for (e) | a) Able to identify one paper as possible manuscript  b) Participate in manuscript preparation as non-primary author for scholarly journal  c) Prepare first authored manuscript for scholarly journal  d) Submit at least one first authored manuscript to scholarly journal  e) Have at least one first authored manuscript accepted to a scholarly journal  f) Submit at least two additional co-authored manuscripts to scholarly journals  g) Have accepted manuscript to newsletter or regional journal | Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No |  |  |
| Primary presenter at conference of own material (student please attach an abstract) | Throughout program | a) Regional presentation  b) National poster presentation  c) National speaker presentation  d) International presentation | Yes/No  Yes/No  Yes/No  Yes/No |  |  |
| Co-Presenter at conference | Yearly between prelim and dissertation defense | a) Regional presentation  b) National poster presentation  c) National speaker presentation  d) International presentation | Yes/No  Yes/No  Yes/No  Yes/No |  |  |
| Community service | Throughout program | a) Serve on community agency board  b) Volunteer at community agency  c) Provide consultation to community agency | Yes/No  Yes/No  Yes/No |  |  |
| University service | Throughout program | a) Serve on University committee  b) Serve on Feinberg or HSIP committee | Yes/No  Yes/No |  |  |
| Professional service | Throughout program | a) Serve as reviewer for conference presentations  b) Other, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes/No  Yes/No |  |  |

**Bibliography of Publications Since Matriculation**

Please list all publications since you joined HSIP