

**Annual Progress Report for Ph.D. Students in Sociology**

This form must be completed each academic year for all students in the Ph.D. program. Students in year one should complete as much of the form as possible. The student should fill in the first page, and after Part B is completed, the student *may* respond (and *must* sign) in Part C. Where the student has not yet designated a supervisor and committee, the principal advisor should complete Part B. In other cases, the supervisor should complete Part B to reflect a consensus among committee members, arrived at in conjunction with a meeting between student and committee. The report should be signed by all parties before returning it to the Graduate Office. ***Please remember to append a copy of the student’s CV to the end of this document***.

**Part A (to be completed by student)**

**Personal Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of First Registration in Ph.D. Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Courses** Attach ROSI printout. Course work is expected to be complete by end of Year 2.

Check here if all coursework has been completed (continue to Comp Exam section):

**Courses Completed:**

**Course Name and Number Year**

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**Courses Remaining:**

**Required Courses** **Optional Courses**

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If all coursework is not complete by the end of year 2, please indicate the reason here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Practicum** This section is for those students entering year 2 only.

Practicum advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comprehensive Exams** Comprehensive Exams are expected to be complete by end of Year 2.

**First Comprehensive Exam**:

Completed: Yes Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No Anticipated Date of Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Second Comprehensive Exam**:

Completed: Yes Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No Anticipated Date of Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thesis Proposal** Thesis Proposal should be defended and approved by end of Year 3.

Completed: Yes Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your title changed after you completed the thesis proposal, please include

updated title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No Proposed Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Date of Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethics Review (for human subjects) Required:

Yes Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No

**Supervisory Committee** SGS time limit for constituting supervisory committee is by end of Fall in Year 2.

Addition of a committee member outside the University of Toronto must be approved by the Grad Office

as well as the Chair of the Department. Approval will not be granted until the thesis proposal defense is

completed successfully.

Advisor Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Formally Agreed: Yes No

Committee Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Formally Agreed: Yes No

Committee Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Formally Agreed: Yes No

If a Committee Member is not associated with UofT please provide a full CV and letter from your supervisor indicating the particular expertise of this member and what measures were taken to ensure this position could not be filled by faculty at the University of Toronto (Requires approval by Department’s Graduate Chair and the Provost):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has the entire committee met together in the past academic year?

Yes Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No

**Professional Activity** Include all activity in the past year (May 1 – April 30)

**Conference Presentations**: (provide title, authors, conference name and date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Papers Accepted and/or Forthcoming**: (list title, authors, date published/forthcoming and journal name/book title)

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**Manuscripts Submitted for Review**: (list title, authors, date submitted, journal name/book title - only list things under review)

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**Summary**

**Provide a brief report below on the progress you have made toward completion of your program over the past academic year**:

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**Please append your CV to the end of this report.**

**Part B (to be completed by Supervisor/Advisor)**

Once a thesis committee is formally constituted, it must meet with the student at least once per year. A discussion of progress should be a component of such a meeting, and this form should be filled out in conjunction with it.

**Where applicable, student progress should be assessed on the following**:

**Courses** Expected to be complete by end of Year 2.

Overall progress, considering year in Ph.D., is:  Satisfactory  Unsatisfactory

Comments/Concerns:

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**Development of Thesis Ideas and Proposal** Thesis proposal should be defended and approved by end of Year 3.

Overall progress, considering year in Ph.D., is:  Excellent  Very Good  Satisfactory  Unsatisfactory

Comments/Concerns:

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**Use of AI**

The supervisor has discussed the use the AI in the thesis. Please describe how AI will be used:

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**Thesis Research**

Percentage of research complete? \_\_\_\_\_\_\_\_\_\_\_\_\_

Quality of Thesis Research:  Excellent  Very Good  Satisfactory  Unsatisfactory

Comments/Concerns:

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**Thesis Writing**

Percentage of writing complete? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many draft chapters (out of total) complete? \_\_\_\_\_\_\_\_\_

Quality of draft material:  Excellent  Very Good  Satisfactory  Unsatisfactory

How close to end product (as %): \_\_\_\_\_\_\_\_\_\_\_ Expected date of completion? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments/concerns:

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**Signatures**

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part C (to be completed by Student)**

Response to Part B (Optional):

Signature: Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This report is to be filed with the Graduate Office, with a copy made available to the student and each member of the committee upon request.**

**Part D (to be completed by Associate Chair - Graduate)**

The Graduate Program Office will consider the report received from the committee and will inform students/committee if there are concerns about progress.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_