



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: _____

Dates of leaves taken (if any)

Indicate number of terms (e.g.: 1 Academic year = 3 terms):

Signature: _____

Courses: 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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Courses Remaining:

Required Courses

Optional Courses

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

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 ☐

All three Supervisory Committee members should be Sociology U of T faculty members. If you want to request a non-Sociology U of T faculty member to be a part of your supervisory committee, please provide a full CV and brief explanation indicating their particular expertise and what measures were taken to ensure this position could not be filled by a SOC faculty member. Non-SOC Supervisory members require approval by Department's Associate Graduate Chair. If making this request, you must read the [PhD Supervisory Committee Guidelines](#).

Name: _____

Email: _____

University: _____

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

Yes

☐

Date:

No

☐

I understand the process and timeline for the Final Oral Exam:

[Final Oral Exam Student Checklist Sociology 2024.docx \(sharepoint.com\)](#)

Initials: _____

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

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

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

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

Summary

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

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:

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:

Use of AI

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

Thesis Research

Percentage of research complete? _____

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

Comments/Concerns:

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:

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 _____