

Progress Report Instructions

1. Student and supervisor/committee meet to discuss student progress/standing after which supervisors complete their portion of the form and students complete their portion of the form.
 - The standard Word/PDF progress report form must still be completed.
 - Supervisors will be able to verify the progress report Word/PDF after the student submits it.
2. The student will then go to MS Forms via a link sent to them, answer a series of questions, and upload their CV and Word/PDF progress report completed by student and supervisor/committee.
 - There is also an option for the student to upload any additional document they want the supervisor/GO to see.



Annual Progress Report for Ph.D. Students in Sociology

All students in the PhD program must complete this form each year. Students in year one should complete as much of the form as possible. Once the student completes this form (Part A), the supervisor/advisor will be notified to complete Part B. Where the student has not yet designated a supervisor and committee, the principal advisor/mentor should complete Part B. In other cases, upon meeting, the supervisor should complete Part B to reflect a consensus among committee members and student about student progress. 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.

The following form must be filled by the student and their supervisor, signed, then uploaded to this MS Form to be considered:

https://utoronto.sharepoint.com/:w:/r/sites/ArtSci-SOC/_layouts/15/Doc.aspx?sourcedoc=%7B53E7A61E-62DC-461D-A80A-DAD557F67F80%7D&file=Annual%20Progress%20Report%20for%20PhD%20Students%20in%20Sociology.docx&action=default&mobileredirect=true

Hi, David. When you submit this form, the owner will see your name and email address.

* Required

Student Information



1. First Name * 

Progress Report Instructions

9. Upload the **Annual Progress Report form** filled out by **student and supervisor**:

https://utoronto.sharepoint.com/:w:/r/sites/ArtSci-SOC/_layouts/15/Doc.aspx?sourcedoc=%7B53E7A61E-62DC-461D-A80A-DAD557F67F80%7D&file=Annual%20Progress%20Report%20for%20PhD%20Students%20in%20Sociology.docx&action=default&mobileredirect=true

*

↑ Upload file

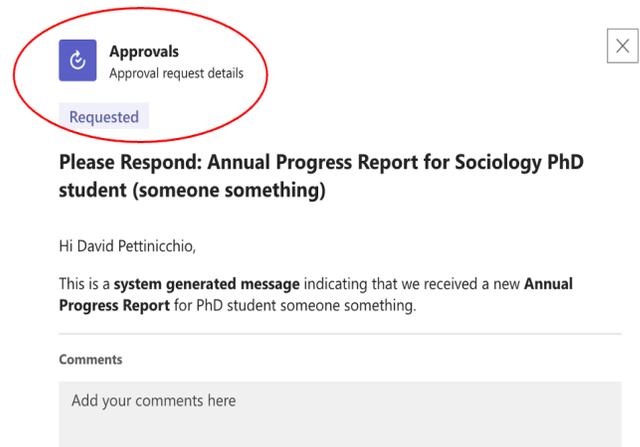
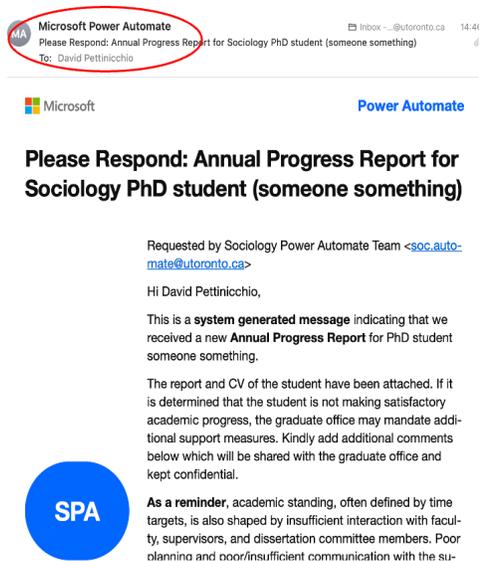
File number limit: 1 Single file size limit: 10MB Allowed file types: Word

10. Please append your CV: *

↑ Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: PDF

3. Student submission will automatically generate an email from “**Microsoft Power Automate**” for the supervisor to view. Please do not disregard the email. The email will also expire after 28 days as per MS Forms policies. If you have MS Teams open, it will also show up there (see the image on the right side).



Progress Report Instructions

- To view the attached files, you must scroll to the bottom of the **Microsoft Power Automate** email and click the link **“here.”**

Responses will be sent to the Associate Chair of the Graduate Office.

Thanks,
Department of Sociology - Graduate Office

Date Created: Wednesday, April 2, 2025 6:45 PM GMT

Grad Office Support Required >

Grad Office Support Not Required >

View this Approval on the Power Automate Portal [here](#)

- Supervisors will then be prompted with the same text as in the original email about the student making good academic progress and being in good standing. You must then **choose one of two options** based on the progress report: requires GO intervention, does not require GO intervention. Requiring GO intervention means that the GO will set-up a meeting with the student to discuss progress/standing.

Respond ✕

Overview

Approval
Please Respond: Annual Progress Report for Sociology PhD student (someone something)

Requester
S Sociology Power Automate Team

Received
Apr 2 at 02:45 PM (5 min ago)

Attachments

- someone_something-CV-2025_04_02.p...
- someone_something-Annual Progress ...

progress being made on dissertation research and writing.
Choose **Grad Office Support Required** if the student is not maintaining good academic progress.
Responses will be sent to the Associate Chair of the Graduate Office.
Thanks, Department of Sociology - Graduate Office

Choose your response *

Select an option

Grad Office Support Required

Grad Office Support Not Required

Reassign

Progress Report Instructions

- Supervisor submission will then create a folder for the student populating it with their CV and progress report, along with a spreadsheet for the GO.

Graduate Office > Soc Grad Office > 20.0 Progress > 0.0 Progress Reports Master Database > Submissions

Name	Modified	Modified By	+ Add column
Doe, Jane	February 21	Harry Zhou	
Doe, Jill	February 21	Harry Zhou	
Nichols Test, JeremyTEST	Yesterday at 3:31 PM	Harry Zhou	
something, someone	14 minutes ago	Harry Zhou	
Zheng, Victor	February 21	Harry Zhou	

Name	Modified	Modified By	+ Add column
someone_something-Annual Progress Re...	14 minutes ago	Harry Zhou	
someone_something-CV-2025_04_02.pdf	14 minutes ago	Harry Zhou	

10	Jill	Do	victork.zheng@mail.utoronto.ca	100998888	2/4/2025	TEST 1	victork.zheng@mail.utoronto.ca	N/A	Testing	
14	11	Victor	Zheng	victork.zheng@mail.utoronto.ca	1007805369	12/1/2024	TEST 1	victork.zheng@mail.utoronto.ca	None	Progress LOREM IPSUM
15	12	JeremyTEST	Nichols Test	jeremy.nichols@utoronto.ca	1234	4/1/2025	David Pettinicchio	d.pettinicchio@utoronto.ca	none	asdlkhasdfa
16	14	someone	something	nto.ca	1234567	4/2/2025	David Pettinicchio	d.pettinicchio@utoronto.ca		0 making good progress