**BIOMEDICAL ENGINEERING**

**ANNUAL PHD STUDENT PROGRESS REPORT**

**Important Information:**

* Overview:
  + Annually, students must meet with their faculty advisor to discuss their progress in the Ph.D. program. Before meeting with their advisor, all students must complete this document and an individual development plan (IDP). Students should bring copies of these items, their current CV, and their transcript to their meeting with their advisor. These documents should guide the annual evaluation process.
  + During the individual meeting, students are encouraged to discuss their advisor’s expectations as well as their own expectations for themselves and for their advisor. Open and honest discussions are a valuable component of every mentor/mentee relationship.
* Annual Due Date: July 1
  + Students should send a completed copy of this document (minus portions to be completed by the advisor), the IDP, their CV, and their transcript to the Graduate Advisor when submitting these items to their faculty mentor in advance of their individual meeting; this will serve as confirmation that the student has completed their portion of the report. Student contracts will be delayed if the Annual Progress Report is not turned in by the student on time.
  + After the advisor has reviewed the report with the student but before July 1, the student or their advisor must send the signed copy of the report, which includes a summary of the evaluation and any resolution plans, to the Graduate Advisor. The signature of the advisor on this document confirms the IDP and annual evaluation have been completed.
* Committee meeting requirement:
  + All students in the 2nd year and beyond must meet with their dissertation committee at least annually. The date of the last committee meeting must be noted on the report. Events such as the qualifying exam and proposal defense may count as satisfying the committee meeting requirement. In the event a full committee meeting cannot be scheduled due to faculty conflicts, students may alternatively meet with at least a majority of their committee members individually and note the dates of these meetings on the progress report.
* Individual development plan (IDP):
  + [All students must complete an IDP annually](https://bme.udel.edu/wp-content/uploads/2021/05/Sample-IDP-2021.docx). Students should send a copy of their completed IDP to the Graduate Advisor when they submit their Annual Report.
  + Students may use the IDP located at <http://myidp.sciencecareers.org>. Alternatively, they may use the IDP that is attached to this report or another IDP selected by them and their advisor. Students are strongly encouraged to use annual evaluation meetings to discuss their career plans with their advisor.

SAVE COMPLETED DOCUMENT AS **“LAST\_NAME PHD PROGRESS REPORT YYYY”**

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**ANNUAL PHD STUDENT PROGRESS REPORT**

**Name:** Click or tap here to enter text. **Date:** Click or tap to enter a date.

**Faculty Advisor:** Choose an item. **Year of Entry:** Click or tap to enter a date.

**Date of Last Committee Meeting:**

**Dissertation Committee members:**

1. Chair**:** Click or tap here to enter text.
2. Major area member**:** Click or tap here to enter text.
3. Minor area member: Click or tap here to enter text.
4. External member: Click or tap here to enter text.
5. Other member(s), if any: Click or tap here to enter text.

**Evaluation of the Student’s Progress by the Advisor:**

Satisfactory

Unsatisfactory

Before meeting with their advisor, all students must complete this document and an Individual Development Plan, such as the one found here: <http://myidp.sciencecareers.org>. In addition, students must bring a current C.V. and transcript to their meeting with their advisor. These documents should guide the annual evaluation process. The signature of the advisor below confirms that the IDP and annual evaluation have been completed. **The advisor must attach a short summary of the evaluation to this document to be submitted to the Graduate Advisor by July 1.**  If the student’s progress is Unsatisfactory, additional details on expected remedies and their appropriate timeline should be included in the attached Unsatisfactory Progress form.

Click or tap here to enter text.

**Signature of Advisor**

Click or tap here to enter text.

**Signature of Student**

**Scholarship during the prior 12 months–** *these are the metrics by which PhD’s are evaluated by potential employers. Exceptional students are expected to be competitive on the job market after receiving their PhD’s.*

|  |  |
| --- | --- |
| Peer-Reviewed Journal Articles (Submitted/Accepted) | Click or tap here to enter text. |
| Other Peer-Reviewed Publications (Submitted/Accepted)  *­e.g. conference papers or book chapters* | Click or tap here to enter text. |
| Conference Abstracts (Submitted/Accepted) | Click or tap here to enter text. |
| External Talks Given  *Include conference talks (not posters)* | Click or tap here to enter text. |
| Fellowships/Grants (Submitted/Received) | Click or tap here to enter text. |
| Other | Click or tap here to enter text. |

**Briefly describe plans for the next 12 months**

Scholarship/fellowship/grant proposals:

Click or tap here to enter text.

Conferences:

Click or tap here to enter text.

Conference abstracts:

Click or tap here to enter text.

Papers:

Click or tap here to enter text.

Other:

Click or tap here to enter text.

**Milestones Achieved**

Courses Completed: (attach an unofficial transcript of completed courses)

**Please also complete the Curriculum Checklist attached below by referring to Course Audit**[**[LASTNAME]\_Course Audit.xlsx**](https://bme.udel.edu/wp-content/uploads/2021/04/LASTNAME_Course-Audit.xlsx)

Qualifying Exam Defense Date: Click or tap to enter a date.

PhD Proposal Defense Date: Click or tap to enter a date.

Title of Thesis: Click or tap here to enter text.

Anticipated Dissertation Defense date: Click or tap to enter a date.

**Biomedical Engineering PhD Curriculum/Requirements Checklist**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | **UDID** |  | **GPA** |  | | |
| **Audit Date** |  | **Faculty Advisor** |  |  | | |  |
|  | **Type** | **Course** | **Description** | **Semester** | **Grade** | **# Credits Taken** | **# Credits Required** |
| Core Courses | Core | BMEG 801 | COMMUNICATION | Enter | Enter | Enter | 3 |
| Core | BMEG 802 | ADV BIOMED EXP DESIGN & ANALYSIS | Enter | Enter | Enter | 3 |
| Core | BMEG 671 | MATHEMATICAL PHYSIOLOGY | Enter | Enter | Enter | 3 |
| Core | BISC 605/606 or KAAP 630/631  (note which was completed) | PHYSIOIOLOGY | Enter | Enter | Enter | 3 |
| Technical Electives | BMEG Elective | BMEG XXX (enter course number) | Enter course name | Enter | Enter | Enter | 3 |
| Elective | Enter course number | Enter course name | Enter | Enter | Enter | 3 |
| Elective | Enter course number | Enter course name | Enter | Enter | Enter  REFER TO MOST RECENT COURSE AUDIT DOCUMENT  [[LASTNAME\_COURSE AUDIT.XLSX]](https://bme.udel.edu/wp-content/uploads/2021/04/LASTNAME_Course-Audit.xlsx) | 3 |
| Elective | Enter course number | Enter course name | Enter | Enter | Enter | 3 |
| Elective | Enter course number | Enter course name | Enter | Enter | Enter | 3 |
| Seminar Series; Take 3X | Seminar Series | BMEG 890 | BME SEMINAR SERIES | Enter | Enter | Enter | 0 |
| Seminar Series | BMEG 890 | BME SEMINAR SERIES | Enter | Enter | Enter | 0 |
| Seminar Series | BMEG 890 | BME SEMINAR SERIES | Enter | Enter | Enter | 0 |
| Research Credits | Research | BMEG 868 | RESEARCH | Enter | Enter | Enter | 3 |
| Pre-Candidacy/  Candidacy | BMEG 964/969 | Pre-Candidacy/  Candidacy Study | Enter | Enter | Enter | 9 |
| Other | Qualifying Exam | NA | Taken after Yr1 &  5 classes | Enter date completed | NA | NA | NA |
| Candidacy Forms | NA | Forms & Establish Dissertation Committee | Enter date completed | NA | NA | NA |
| Grad Seminar Pitch | NA | Pitch Yr 3 | Enter date completed | NA | NA | NA |
| Grad Seminar Presentation | NA | Present Yr 4+ | Enter date completed | NA | NA | NA |
| TA | Enter course number | Enter course name | Enter semester completed | NA | NA | NA |
| Proposal Defense | NA | Pre-Yr 4 | Enter date completed | NA | NA | NA |

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**GRADUATE STUDENT PROGRESS EVALUATION SUMMARY**

*To be submitted if annual progress to the degree is rated satisfactory.   
The student’s advisor should provide a summary of the discussion with the student.*

**Summary of Evaluation:**

Click or tap here to enter text.

**Faculty Advisor Signature:** Click or tap here to enter text.

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**GRADUATE STUDENT PROGRESS RESOLUTION PLAN**

*To be submitted if annual progress to the degree is rated unsatisfactory. The student’s dissertation committee (if formed) should evaluate and approve the plan. Continued unsatisfactory progress may be grounds for discontinuation of funding and/or dismissal from the graduate program.*

**UD ID#:** ########## **First Name:** First Name **Last Name:** Last Name

**Faculty Advisor:** Choose an item.Other

**Nature of deficiency in the student’s progress:***Detail the nature of the student’s deficiency in progress toward the Ph.D. Attach additional sheets as necessary.*

You can copy and paste your information here.

**Resolution Plan:***Detail what steps are necessary to resolve the deficiency, and what metrics will be applied to determine if the deficiency has been resolved.*

You can copy and paste your information here.

**Resolution Timeline:***Detail on what timeline the above resolution plan should be completed.*

You can copy and paste your information here.

Click or tap here to enter text.

**Signature of Advisor**

Click or tap here to enter text.

**Signatures of Committee Members**

Click or tap here to enter text.

**Signature of Student**

Click or tap here to enter text.

**Signature of Graduate Program Director**