

All fields marked with \* are required and must be filled.

This is the first page you will see when you fill out your Progress Report.

#### BIOMEDICAL ENGINEERING ANNUAL PHD STUDENT PROGRESS REPORT

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. 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 faculty advisor.

**Student Name \***

First Name

Last Name

**Student Email**

example@example.com

**Date \***

Date

**Faculty Advisor Name \***

First Name

Last Name

**Faculty Advisor Email \***

example@example.com

**BME Matriculation Year \***

Enter the year you started in the Ph.D. program

Fill out this section  
with all of your  
information.

## Evaluation of the Student's Progress by the Advisor

Satisfactory

Unsatisfactory

Do not fill this section out.

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.

### Signature of Advisor

A rectangular box for the advisor's signature. It contains a faint, light blue signature and a pen nib icon. The text "Sign Here" is centered above the signature.

Clear

Do NOT Sign Here

### Signature of Student

A rectangular box for the student's signature. It contains a faint, light blue signature and a pen nib icon. The text "Sign Here" is centered above the signature.

Clear

Sign Here, then click Next

Save

Next

## SCHOLARSHIP DURING THE PAST 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.

Fill out this section.

Peer-Reviewed Journal Articles (Submitted/Accepted)

Other Peer-Reviewed Publications (Submitted/Accepted) e.g. conference papers or book chapters

Conference Abstracts (Submitted/ Accepted)

External Talks Given (Include conference talks, NOT posters)

Fellowships/Grants (Submitted/Received)

Other

## PLANS FOR THE NEXT 12 MONTHS

Fill out this section.

Scholarship/ Fellowship/ Grant Proposals

Conferences

Conference Abstracts

Papers

Other

For next section, please check whether you are Full-Time (2nd year ) or Sustaining (3rd year +):

- Full-Time (Pre-Candidacy)  
 Sustaining (PhD Candidate)

Check one option; Full Time or Sustaining, then click Next

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## MILESTONES ACHIEVED

(PRE-CANDIDACY STUDENTS ONLY)

### Courses completed:

- BISC605/606 or KAAP630/631
- BMEG671
- BMEG801
- BMEG802
- BMEG Elective
- Elective 1
- Elective 2
- Elective 3
- Elective 4
- BME Seminar Series 1
- BME Seminar Series 2
- BME Seminar Series 3
- BMEG868 (Research)
- BMEG964 (Pre-Candidacy)

If you checked off Full Time, this is what will appear next. Check off all the courses you have completed up until this point.

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## MILESTONES ACHIEVED

(SUSTAINING STUDENTS ONLY)

Date of Last Committee Meeting

Dissertation Committee Members:

Chair:

Major area member:

Minor area member:

External member:

Other member(s), if any:

If you checked off Sustaining, this is what will appear next. Fill in all spaces with information you have to date. We are aware these timelines change.

Qualifying Exam Defense Date

PhD Proposal Defense Date

Title of Thesis

Anticipated Dissertation Defense date (Spring 2025 OR Exact Date: 5/5/2025)

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Thank you for completing your Progress Report. Please click submit below.

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# Thank You!

Your BME Progress Report has been received.

Download your PDF and save each year. You Advisor will then get an email to fill out their portions.

 Send PDF as Email

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