INSTRUCTIONS

1. **Written Annual Review Report**
   - Complete Section I of the Annual Review Report.
   - Attach a completed PhD Degree Requirement form (with current transcript).

2. **Circulate the completed Advising Expectations Agreement Form in advance of the Annual Review to all attendees**

3. **Meeting of the Annual Review Committee**
   - Schedule a meeting with the Annual Review Committee during the Spring Quarter. Committee will assess progress, and provide any necessary guidance and recommendations.
   - 4 committee members are recommended, minimum of 3 required. At least 2 members should be Geophysics faculty.
   - Advisor completes Section II of the Report, and the student and other committee members sign and return the completed report to the Assistant Director of Student Services.

4. **Review of the student’s academic record**
   - Following the Annual Review Committee meeting, Assistant Director of Student Services shall review the student’s academic record and notify the student and the advisor of deficiencies, if any.

STUDENT INFORMATION

Student Name

Student ID

Annual Review Date

COMMITTEE MEMBERS

Student

Signed

Date

Academic Advisor

Signed

Date

Member

Signed

Date

Member

Signed

Date

Member

Signed

Date

Member

Signed

Date

Assistant Director of Student Services

Signed

Date

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Section I

1. Course requirements: Review course requirements using the PhD course requirement form. List courses you need to complete your degree program (include course number and name).

2. Teaching Assistantships: List how and when (course and quarter) you will meet your TA requirements:
   1. Course__________ Quarter____________
   2. Course__________ Quarter____________

3. Second Project: Summarize the scope of the second project, objectives and expected completion date. A completed second project or a second project proposal (~5 pages) must be presented at the time of the first annual review following the qualifying exam.

4. Summarize the scope and general objectives of your thesis research:

5. Research Accomplishments (during the past year):
   a. Work completed:

   b. Work in progress:

   c. Target or actual date for thesis defense:

6. Outline any other major projects in progress (with estimated completion dates for each):
7. List your manuscripts:
   a. PUBLISHED (give full citations):
   
   b. SUBMITTED (give dates, journals, and in press):
   
   c. IN PREPARATION (give titles, authors, number of pages):

8. List meetings you attended (name, place) & abstracts or posters given (title, session):

9. List your proposals and anticipated sources of funding:
   a. Proposals written (date, where submitted, and support requested):
   
   b. Funding anticipated (duration and amount):

10. Describe your career goals e.g., industry or academic job.

11. List professional development activities that you have undertaken or plan to undertake with your career goals in mind e.g., VPGE/VPTL courses, mentorship opportunities, classes, internships:
12. Describe other noteworthy events and accomplishments (e.g., honors, awards or commendations):

13. Review Advising Expectations Agreement and document any notes:

Section II

Advisor and committee members should use the space below for comments:

a. Summarize topics reviewed and student’s progress:

b. List recommendations:

c. List concerns/general feedback: