

Annual PhD Progress Report

Department of Physics, The George Washington University. For PhD students in 2nd year and later.

ISSUED: 3/17/23 DUE: **5/29/25**

Student name:

Start semester:

Academic supervisor* (main/co):

Number of credits accumulated at end of
this spring semester*:

Mentor:

*If the number is 72, register only one credit (0940)

Reader 1*:

Proposal defense date (put intended date
if you haven't defended yet)

Reader 2*:

Date (final submission to grad adv.):

*If applicable

Intended semester of graduation:

Step 1: Discuss **your progress towards PhD**** in about $\frac{1}{2}$ page. *Discuss how your progress compares to the goals that you had a year ago. What are your achievements during the past year? List presentations, publications, and any other products of your research (e.g., talks, papers, poster, software, etc.). Was there a change in direction of research and/or advisor, and how was it motivated? Keep in mind that your input also serves the advisor(s), readers, and your mentor to assess your progress, so please formulate clearly and concisely. Provide some minimal context for non-experts. If you are a second-year student, you may not have started serious research yet. In that case, just describe the steps you envision to get into productive research this summer.*

Step 2: Send the form to your research advisor(s) and ask them to return the form to you. The **research advisor input**, in the following field, contains an evaluation of your performance and progress toward PhD defense, outline future developments and expectations, and reflects on how realistic the timeline is. If any concerns exist, they can be expressed here, but they should also be communicated to the grad advisor in a separate email. *Sometimes, students spend extended periods of time at government labs or facilities to carry out their actual research. It happens often that you have a co-advisor at these facilities that sometimes work closer with you than your GW advisor. Please have them fill out their contribution first, then send it to your GW PhD advisor who should at least add a phrase or two. Even if you haven't started serious research yet (because you are at the end of your second year), you should have already discussed summer research possibilities with faculty. If someone agreed to offer you a research project this summer, please ask them to write few words about it.*

Step 3: With both your and your advisor(s)' input collected, send the form to the Readers and schedule a meeting between you, your advisor and your Readers, to review the progress and short- and long-term goals outlined in the draft. To focus the discussion, it is suggested you start the meeting with a short presentation of context, progress, plans, and timelines of your Project. The preparation of the presentation should not take more than one week, the presentation itself should not be longer than ten minutes and not contain more than 10 slides (including backup slides). The presentation is intended for experts already familiar with your Project; be concise, avoid generalities, and stick to the core issues of your Project. Be prepared to answer questions related to your achievements, plans and timeline. The discussion that follows is then distilled into a summarizing assessment.

Step 4: With everybody's input collected, make sure you have renamed this pdf "Annual_Report_[Your name]_[Year, e.g., 2022]". Then, send the form to your mentor, both readers (if applicable), and the graduate advisor in one email (phygradv@email.gwu.edu). Respect the deadline printed on page 1 of this form.