

Last Name: First Name:

Advisor: Date:

Year Entered PhD Program: Years Completed in Program:

Number of Course Credits Completed: Cumulative GPA:

Graduation Date:

Program Requirement	Completed (Date)	Scheduled (Date)	Overdue
Cumulative Exams			
Second Year Oral Exam			
Third Year Seminar			
Fourth Year Review			

1. Fellowships, Travel Grants, and Awards

- A. Applied for (include application date)

- B. Received (include Departmental and University Teaching Awards AND include any fellowships, travel grants and awards received in previous years)

2. Synergistic Activities and Departmental/University Service

- A. List any teaching activities, including teaching assistant positions (with course number and instructor) and any mentoring activities (name and time period for research mentorship responsibilities for undergraduate, first-year graduate, or high school research students)

Teaching Assistant:

- B. List any other synergistic or outreach activities that are relevant to your graduate studies in chemistry (include outreach, departmental or university committee service, and volunteer efforts)

3. Publications since entering PhD program

4. Presentations at regional/national/international conferences

(Include conference name, location, date, presentation type (poster/talk), and title; include all conferences attended while a student at the University of Rochester)

5. Research Accomplishments

Briefly (limit 1000 words) describe significant research accomplishments in the last year. Second year students should attach their second year proposal document to the end of this document and in this section write, "See attached second year proposal."

6. Research Goals

A. Briefly describe (limit 500 words) your **short-term** research goals for the next year (including project objectives, manuscript preparation and submission, etc.). Second year students write, "See attached second year proposal" and attach the research summary and proposal to the end of this document.

B. Briefly describe your **long-term** research goals (limit 750 words) for your project beyond the next year (including project objectives, manuscript preparation and submission, etc.).

7. Career Planning Goals

A. Briefly (limit 500 words) describe your specific **short-term** career development goals (including talking with seminar speakers, identifying possible postdoctoral research advisors, or exploring career options).

- B. Briefly (limit 500 words) describe your specific **long-term** career development goals (including application for jobs or postdoctoral research positions).

8. Safety

- A. If you work in a research lab, list the five most dangerous procedures you do.
- B. Review the Standard Operating Procedures (SOPs) for these five topics on the Chemistry Department Safety Wiki. Remember that you can also utilize SOPs written by other research groups.

If any topic is missing write a SOP for that topic. Attach your new SOP and send a copy to Tessa Baker (tbaker10@ur.rochester.edu).

If all five topics exist review the SOPs and resign that you have read the five SOPs. Send an e-mail Tessa once complete so she can forward the list to your committee members.

During your review of SOPs, comment if you do anything differently than the SOP states and why you think your procedure is safer or more appropriate. Also list any corrections you think should be made to the SOP.

Please attach your updated CV to this report.

Scheduled Date for Annual Review Meeting: __/__/____

Student's Signature

Committee Approval of Student Progress (Note: First year students only require the signature of their research advisor)

_ Advisor's Name

Advisor's Signature

_ Thesis Advisory Committee Member
Name

Thesis Advisory Committee Member Signature

_ Thesis Advisory Committee Member
Name

Thesis Advisory Committee Member Signature