



FIFSW PhD Program Annual Progress Report 2022-2023

Introduction:

All PhD students who have completed their first year of the PhD Program are required by SGS and the FIFSW to complete an annual progress report. This report documents the student's progress based on the milestones outlined in the [FIFSW Ph.D. Manual](#). Students are also asked to document progress towards completing the core requirements of the doctoral program in order maintain "good" academic standing.

Students should complete the following sections of the report with their supervisor, based on their year of study:

- **Students in Year 1: Complete only Sections I, II, III and IX.** Students in Year 1 should work with their supervisor, to complete this report. Students should contact Rupaleem Bhuyan, PhD Program Director, if they have any questions or have not identified a supervisor before the June 2, 2023 deadline.
- **Students in Year 2 and above:** Complete the entire annual progress report with your supervisor (Sections I to IX)

Please submit the completed form as a **PDF** to Constance Chan (phdprogram.fifsw@utoronto.ca) by **June 2, 2023**.

The annual progress report includes eight sections:

- I. Student and supervisor identifying information
- II. Record of disruptions to academic or research progress
- III. Student's report on coursework completion
- IV. Student's report on academic standing
- V. Student's report on other activities
- VI. Supervisor's comment on student progress
- VII. Student and supervisor joint section on the student's academic plan 2023-2024
- VIII. FIFSW Ph.D. Program Director's comments
- IX. Signatures

Both the student and the supervisor need to sign the report. The signed report is sent to the FIFSW Ph.D. Director for her/his signature. He or she will indicate what measures have been or will be taken to redress any missed milestones if needed. The student and supervisor are to retain copies of the report and a copy of the annual report .

I. Student and Supervisor Identifying Information (Year 1 and Above)

Name of student: _____	Name of supervisor: _____
Date entered the program (mm/year): _____	Length of supervising student: _____ years _____ months

Permission to continue to register in the program depends on a satisfactory report.

Please Note: According to SGS, students must have their thesis proposal approved by August 31 in the third year of the program. If a student fails to achieve candidacy at the end of the third year:

- the supervisor and student must notify the Ph.D. Director as soon as possible that the deadline will be missed.
- a detailed plan must be attached to this report with specific dates for delivery of outstanding milestones. an official SGS extension form must be completed and signed by your supervisor and the FIFSW Ph.D. Director. This documentation will be used by SGS to determine whether the student will be allowed to continue in the program.

<http://www.sgs.utoronto.ca/Documents/Extension+to+Achieve+Candidacy.pdf>

II. Record of Disruptions to Academic or Research Progress (Year 1 and Above)

***Please indicate any disruptions which took place during the 2022-2023 academic year** (see the SGS website for more information <https://www.sgs.utoronto.ca/resources-supports/research-resiliency/>)

Issue	Disruption identified (Y/N)	Details of Disruption	Mitigation Strategy
Inability to do field research due to travel advisories			
Lack of access to necessary materials, including archives or libraries			
Changes in professional and personal interests			
Supervisory issues and changes			
Need for more skill development			
Personal life circumstances			
Other			

Supervisor's comments (use space as required):

Student's comments (use space as required):

III. Student's Report on Coursework Completion (Year 1 and Above)

Coursework Report:

Have you finished all required courses?

☐ Yes ☐ No

If "NO", please complete the following table regarding coursework progress:

Courses	Completed (inc. date)	Pending Completion (incl. date)	Not Completed
SWK4506 (PreReq)			
SWK6301			
SWK6302			
SWK7000			
SWK6307			
SWK6308			
SWK8000			
Elective 1:			
Elective 2:			
Elective 3:			
Elective 4:			
Elective 5:			

***** Students in Year 1 should proceed to complete Section VIII. *****

***** Students in Year 2 and above should proceed to complete Sections III to VIII. *****

IV. Student's Report on Academic Standing (Year 2 and Above ONLY)

Please complete a summary of your progress in completing the program's milestones (i.e. Coursework, Comprehensive Paper Proposal, Comprehensive Paper, Thesis Proposal, Progress on thesis papers or chapters). Your timelines must reflect those defined in the PhD manual. Any failure to do so must be explained and a new deadline proposed.

***Ph.D. candidates:** If you have achieved candidacy, please provide a list of the dates of your thesis committee meetings for the 2022/23 year and attach the minutes of the meetings to this report. In order to maintain good academic standing, minutes of all thesis committee meetings must be given to Angela Umbrello for your student file.

Student's report (use space as required):

V. Student's Report on Other Activities (Year 2 and Above ONLY)

The student provides a list of other academic related activities (e.g. RAships, conference presentations, papers, awards, TAs, CIs) carried out during the academic year (September 2022 to August 2023).

Student's report (use space as required):

VI. Supervisor's Comments (Year 2 and Above ONLY)

The supervisor provides feedback regarding the student's progress on the student's academic standing and other activities over the past year.

Supervisor's comments (use space as required):

- 1) How often have you met with the student during the past academic year?

- 2) What is your general assessment of the student's progress during the past year?

- 3) Is the student in good academic standing? _____ Yes _____ No

VII. Student and Supervisor Joint Section – Student's Academic Plan 2023-2024 (Year 2 and Above ONLY)

The student and supervisor jointly discuss and develop an academic plan for the next academic year. The plan can include a schedule in completing the student's program milestones (i.e. Coursework, Comprehensive Paper Proposal, Comprehensive Paper, Thesis Proposal, Progress on thesis papers or chapters) and other activities for the 2023/2024 academic year. Please use space as required.

VIII. FIFSW Ph.D. Program Director's Comments (Year 2 and Above ONLY)

IX. Signatures (Year 1 and Above)

Student signature: _____

Date: _____

Supervisor signature: _____

Date: _____

Ph.D. Director signature: _____

Date: _____