**FIFSW PhD Program**

**2023-2024 Annual Progress Report**

**Overview**

The Factor-Inwentash Faculty of Social Work (FIFSW) and the University of Toronto, School of Graduate Studies (SGS) requires that all doctoral students review their academic progress and complete this Annual Progress Report with their supervisor on an annual basis.

The completed report should be submitted via email to [phdprogram@utoronto.ca](mailto:phdprogram@utoronto.ca) by **June 6, 2024.**

The annual review serves as a valuable opportunity for students to recognize their progress in achieving program milestones outlined in the [FIFSW PhD Manual](https://socialwork.utoronto.ca/programs/phd-programs/phd-manual/). Completing this report also provides an opportunity for students and their thesis supervisor to review program requirements and develop a plan for the upcoming year.

FIFSW and SGS use this report to confirm that a doctoral student is maintaining “good” academic standing and to identify if additional supports and/or accomodations are needed to support the student.

**Requirements & Guidelines**

**Step 1: Schedule a meeting with your supervisor to discuss and complete the Annual Report**

* Students are encouraged to fill in sections of the report relevant to their program of study (to the best of your ability) before meeting with your supervisor.
* Please send a draft copy of the form (with the sections you have completed) to your supervisor, prior to your schedule meeting, so they can review in advance.
* At the meeting, the student and supervisor can discuss and complete the form together.
* **Students are responsible for submitting the signed form to the PhD Program by June 6, 2024.**
  + **NOTE:** The completed form must be signed by the student and supervisor, prior to submission.
  + Please submit the completed form as a **PDF** to Constance Chan ([phdprogram.fifsw@utoronto.ca](mailto:phdprogram.fifsw@utoronto.ca)) by **June 6, 2024.**

**Step 2: PhD Program Director Review**

* The PhD Program Director will review the Annual Progress Report and provide an assessment of the student’s progress and any recommendations on steps to be taken to reach program milestones and/or maintain good standing in the PhD Program as needed.
* The PhD Program will return the final report to the student and supervisor for future reference.
* **NOTE:** Permission to register in the PhD program in the subsequent academic year depends on the submission of a satisfactory report.

**The Annual Progress Report Sections:**

1. Student and supervisor identifying information
2. Student’s report on coursework completion
3. Student’s report on academic standing
4. Student’s report on other activities
5. Record of disruptions to academic or research progress
6. Supervisor’s comment on student progress
7. Student and supervisor joint section on the student’s academic plan 2024-2025
8. FIFSW PhD Program Director’s comments
9. Signatures

**Required Sections Based on Program of Study:**

* **Students in Year 1 complete Sections I, II, V, VIII and IX of this form.**
  + **NOTE:** It is expected that students in year 1 will have identified and confirmed which faculty member they will work with as their thesis supervisor, prior to completing this form.
  + Students should contact the PhD Program Diector if they have not identified a supervisor in time to complete this report with their supervisor by the June 6, 2024 deadline.
* **Students in Year 2 and above complete Sections I to IX of this form.**

|  |  |
| --- | --- |
| **I. Student and Supervisor Identifying Information (All students)** | |
| Name of student:  Date entered the  program (mm/year): | Name of supervisor:  Length of supervising  student: **\_\_\_\_\_** years **\_\_\_\_\_** months |

# II. Student’s Report on Coursework Completion (All students)

**Have you achieved candidacy (i.e. have you successfully defended your thesis proposal)?**

YesNo

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

For a complete list of require PhD Courses go to: <https://socialwork.utoronto.ca/coursework-requirements/>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Courses | Completed (Y/N/In progress) | Term  Completed (e.g. Winter 2024) | If not completed, include the term/date when the course will be completed. | Comments |
| 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 V and IX. \*\*\***

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

# III. Student’s Report on Academic Standing (Year 2 and Above ONLY)

Please complete a summary of your progress this past year and your tentative plans for completing the remaining program’s milestones (i.e. Coursework, Comprehensive Paper Proposal, Comprehensive Paper, Thesis Proposal, Progress on thesis papers or chapters). For your plan of study for the upcoming academic year, please feel free to mention any resource/support you may need.

For more details on PhD Program milestones, please refer to the PhD Program manual at <https://socialwork.utoronto.ca/programs/phd-programs/phd-manual/>

**\*Note for Students in Year 2:** Comprehensive Exams must be taken in either the second or third term of Year 2. Students will have a maximum of three months from the date they submit the approved comprehensive exam proposal and annotated bibliography, to complete the comprehensive exam paper. For students requiring an extension for submitting the comprehensive exam beyond the academic semester (after the deadline date when course grades are submitted to SGS), a SGS Extension to Complete Coursework Form is required. The student and supervisor must sign the form, the PhD Program Director must approve the extension before the form is sent to SGS for approval.

<https://www.sgs.utoronto.ca/wp-content/uploads/2023/09/ExtensiontoCompleteCoursework-fillable.pdf>

**\*Note for Students Completing Year 3:** According to SGS, students must have their thesis proposal approved by the end of third third year of the program (e.g. by August 2024, for students finishing year three). If a student’s thesis proposal has not been approved by the end of Year 3, they will not be able to register in the subsequent term without an approved Request for an Extension to Achieve Canadidacy.

If a student anticipates that they will not achieve candidacy at the end of the third year, please include a detailed plan in this report with specific dates for delivery of outstanding milestones (e.g. coursework, comp exam, an approved thesis proposal).

The student is reponsible for submitting A Request for an Extension to Achieve Candidacy form to be signed by your supervisor and the FIFSW PhD Director **at least one month prior to the end of their third year.** This documentation will be used by SGS to determine whether the student will be allowed to continue in the program.

<https://www.sgs.utoronto.ca/wp-content/uploads/2023/09/ExtensiontoAchieveCandidacy-fillable.pdf>

**\*Note for PhD Candidates**: If you have achieved candidacy, please provide a list of the dates of your thesis committee meetings for the 2023/24 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 on Academic Standing** (use space as required):

# IV. Student’s Report on Other Activities (Year 2 and Above ONLY)

# Here, students are invited to share any professional development oppportunities you have participated in during the academic year. The student and supervisor should discuss further professional development plans for the upcoming academic year, which may include submitting an academic paper, participating in conferences, funding applications, or knoweldge dissemination activities.

**Student’s report** (use space as required):

# V. Record of Disruptions to Academic or Research Progress (All students)

**\*Please indicate any disruptions which took place during the 2023-2024 academic year** (see the SGS website for more information <https://www.sgs.utoronto.ca/resources-supports/research-resiliency/>)

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue/Concern** | **Disruption identified**  **(Y/N)** | **Details of Disruption** | **Plan of Action and/or Identified Supports** |
| Inability to do field research due to travel advisories |  |  |  |
| Lack of access to necessary materials, data, or research participants |  |  |  |
| Changes in professional and personal interests |  |  |  |
| Supervisory issues and/or changes |  |  |  |
| Need for more skill development |  |  |  |
| Personal life circumstances |  |  |  |
| Other |  |  |  |

**Student’s comments on any disruptions to research or academic activities and related plans to identify or access supports (use space as required):**

**Supervisor’s comments on any disruptions to research or academic activities and related plans to identify or access supports** (use space as required):

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

The supervisor provides feedback reagarding the student’s progress on the student’s academic standing and other professional development and scholarly 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 2024-2025 (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 2024/2025 acadmic year. Please use space as required.

# VIII. Student Plan for Funding Opportunities (All students)

The student and supervisor are encouraged to discuss funding plans for the upcoming academic year. This may include reviewing opportunities for external doctoral awards and scholarships, leadership and/or teaching awards, and identifying potential sources of internal funding, including Research Assistantship opportunities, Teaching Assistantship opportunities, Course Instructor positions, or any other opportunities applicable to the student’s personal and professional goals.

# IX. Signatures (All students)

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| --- | --- | --- |
| Student Name: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor Name: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| PhD Director signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |