

## **FIFSW PhD Program 2024-2025 Annual Progress Report**

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### **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 1, 2025**.

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### **Required Sections Based on Program Year or Candidacy Status**

**Students in Year 1 are required to complete only Sections I, II, VII, IX, and X of this form.**

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I. Student and Supervisor Identifying Information (All students)

Student name:

Student number:

UofT email:

Name(s) of supervisor(s):

Length of supervising student:

Enrolment status:      Registered      On leave

Year started program:

Current year of study:

Optional collaborative program:

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

Please enter information to confirm which courses you have completed, and what your plans are to complete required coursework in the upcoming academic year. 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. Fall 2024, Winter 2025)	If not (yet) completed, indicate status and/or when the course will be completed.	Comments
SWK4506 (PreReq)				
SWK6301				
SWK6302				
SWK7000				
SWK6307				
SWK6308				
SWK8000				
Elective 1:				
Elective 2:				

<b>Elective 3:</b>				
<b>Elective 4:</b>				
<b>Elective 5:</b>				

**\*\*\* Students in Year 1 may proceed to Section VII. \*\*\***

### III. Comprehensive Exam

**Please indicate the status of your Comprehensive Exam.**

- ☐ To be Scheduled      Expected start date (session and year):  
☐ Scheduled      Expected submission date:  
☐ Passed conditionally      Due date for completed revisions:  
☐ Completed      Date completed:

### IV. Achieving Candidacy Check List

- ☐ Coursework completed – Check ACORN and confirmed by Registrar  
☐ Comprehensive Exam passed  
☐ Formed full Thesis Committee and form submitted to Registrar  
☐ Thesis Proposal approved by Thesis Committee (includes abstract and working title)

### V. Thesis

Has your thesis committee been formed?      ☐ Yes ☐ No

Thesis Supervisor Name:

Committee member names (list):

Note: A doctoral supervisory committee should consist of the supervisor, and at least 2 members with SGS appointed Graduate Faculty Membership (GFM as listed at SGS).

Have you submitted a Supervisory Committee Membership Form? ☐ Yes ☐ No

(This form is found on the FIFSW website: <https://socialwork.utoronto.ca/current-students/forms/>)

**Status of thesis research:**

	Accepted/completed	In Progress	Not Yet Started	N/A Notes
Proposal				
Data Collection				
Data Analysis				
Write Up				

VI. OTHER ACTIVITIES

Here, students are invited to share any professional development opportunities 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 knowledge dissemination activities.

**Student’s report on professional development, funding, and/or knowledge dissemination activities:**  
(use space as required):

**Supervisor’s comments on student’s professional development, funding, and/or knowledge dissemination activities:** (use space as required):

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

**\*Please indicate any disruptions which took place during the 2024-2025 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):

**VIII. SUPERVISORY MEETING ON ACADEMIC PROGRESS AND NEXT STEPS**

The student and supervisor jointly discuss the student's academic progress to date and develop an academic plan for the next 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 2025/2026 academic year.

**Student's comments on academic progress and future plans for completing degree requirements.**

Supervisor's comments on student's academic progress and future plans for completing degree requirements.

**IX. 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.

**Student's plan for funding opportunities for 2025-2026 (Please use space as required):**

**X. Signatures (All students)**

Student Name:

Date:

Student signature:

Supervisor Name:

Date:

Supervisor Signature:

**If applicable:**

Date:

Co- Supervisor Name:

Co- Supervisor Signature:

**XI. PhD Director (or Program Chair) (For students in years 2 and above)**

PhD Director to provide an assessment of the student's academic standing and to confirm if the student is making "satisfactory progress" toward the completion of the PhD degree requirements.

PhD Director Name:

PhD Director signature:

Date: