

Department of Physics, Box 351560

INTERDEPARTMENTAL

DATE Monday, March 1, 2005

TO: Physics Graduate Students

FROM: Mark McDermott, Graduate Program Coordinator

RE: 2005 Annual Activities Report, **Due April 15th**

Each Spring, you are required to complete an Annual Activities Report. This report is aimed at helping you reflect on your accomplishments, establish new goals, and maintain satisfactory progress. It is also an opportunity for you to meet with your academic or research adviser to discuss your progress and plans.

Please complete your portion of the report and then arrange to meet with your adviser to discuss it. The guidelines below will help you and your adviser determine whether you are making satisfactory progress. The guidelines should also help you lay out a plan to complete your degree within six years.

After your adviser has commented on the report, please return it to the Graduate Program Assistant in PAB C139B or at grad@phys.washington.edu. Reports must be returned by *Friday, April 15, 2005*.

Physics Department Guidelines for the Satisfactory Progress of Physics Ph.D. Students

- a) The Qualifying Examination should be taken at the beginning of the second year unless students have completed a first year program of undergraduate upper division courses to attain the proficiency needed for graduate courses. (Students who have performed poorly in their first year graduate courses should meet with the Graduate Program Coordinator to discuss postponing the Qualifying Examination.)
- b) The Supervisory Committee should be established within not more than two years, but preferably within one year of passing the Qualifying Examination. During the period before establishing a Supervisory Committee, students are encouraged to meet with several faculty members and to enroll in Physics 600 in areas of potential research interest. **In particular, the Department strongly encourages all first year students to sign up for one credit of Physics 600 during the Spring Quarter.**
- c) The General Examination should be taken within one year of establishing a Supervisory Committee. Students should register for Physics 800 the first quarter after passing the General Examination.
- d) The Ph.D. should be completed within six years. (At present, the median time from entry into the graduate program until Ph.D. is 5.7 years.)

For more information about satisfactory progress, please see Physics Ph.D. Program: Information, Policies & Procedures at <http://www.phys.washington.edu/PhDPolicies2004-05.pdf>. If you have questions about this report, please contact me at mark@phys.washington.edu. After March 27th, please contact Steve Sharpe at sharpe@phys.washington.edu. At any time, you may contact Nichole Fernkes, Graduate Program Assistant at grad@phys.washington.edu.

PRE-COMMITTEE ANNUAL STUDENT ACTIVITIES REPORT

Date _____

Name _____ Yr of entry _____
Last First

STUDENT'S COMMENTS

1. Have you had any official leave that interrupted your graduate studies? Yes No

1a. If yes, please describe.

2. Have you passed the qualifying exam? Yes No

2a. If not, when do you expect to take the qualifying exam? Autumn Spring Year _____

3. Who is your academic adviser (if applicable)? _____

4. With whom are you doing research (Physics 600 and/or RA)? _____

4a. Has your research adviser agreed to supervise your thesis? Yes No

5. What courses have you taken this year? Say whether taken for credit, audited, or informally audited. Add any comments you wish.

6. For which courses have you been a TA this year? Add any comments you wish.

7. If you do not have a research adviser, describe your plans for independent study/research (Physics 600) during the next year. If you have a research adviser, describe the status of your current research and what you expect to accomplish during the coming year. Please list any courses you plan to take.

ADVISER'S COMMENTS

Please comment on the student's progress, especially where it may differ from the student's own evaluation.

Name _____

Date _____