

INTERDEPARTMENTAL

DATE Monday, March 30, 2009

TO: Physics Graduate Students

FROM: Steve Sharpe, Graduate Program Coordinator

RE: 2009 Annual Activities Report, **Due May 1**

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 adviser and committee members to discuss your progress and plans.

Please complete your portion of the report and then arrange to meet with your adviser and committee members to discuss it. Note that you are required to meet annually with your advisor and at least two other members of your committee. While this is independent of the annual report procedure, it is recommended that you combine the meeting with the completion of this report.

- If you have been enrolled for five or more years (entered the program before 2003) both your adviser and the committee members must add comments and sign the report.
- If you have been enrolled for less than five years, only your adviser need add comments, although you must still meet with at least two committee members.

The guidelines below will help you and your adviser determine whether you are making satisfactory progress. After your adviser and committee members have 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, May 1, 2009**.

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

1. At present, the median time from entry into the graduate program until Ph.D. is approximately 6 years. The department strongly urges students and advisors to aim for 4-6 years.
2. The Qualifying Examination will usually be taken at the beginning of the second year.
3. The Supervisory Committee will usually be formed within one year of passing the Qualifying Examination and should be formed within two years of passing the Qualifying Examination. During the period before formation of the Committee, students are encouraged to meet with several faculty members and to enroll in Physics 600 in areas of potential research interest.
4. The General Examination will usually be taken during the third or fourth year. Students should register for Physics 800 after passing the General Examination.
5. Entering students who do not have the normal background are encouraged to take an alternate first year program containing undergraduate upper division courses in order to attain the proficiency needed for graduate courses. Such a program is one cause of modification of the typical progression.

For more information about satisfactory progress, please see Physics Ph.D. Program: Information, Policies & Procedures at <http://www.phys.washington.edu/forms/PhDPolicies2007-08.pdf>. If you have questions about this report, please contact me at sharpe@phys.washington.edu. At any time, you may contact Jen Lehner, Graduate Program Assistant at grad@phys.washington.edu.

POST-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. When did you pass the qualifying exam? Autumn Spring Year _____

3. Who is your research/thesis adviser? _____

4. What courses have you taken this year? Please note whether you have taken or been waived out of the Department's required classes (first-year classes and two "breadth" courses), and, if not, what your plans are to do so.

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

6. List the names of persons on your Supervisory Committee.

a. _____ (Chair)

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____

7. When was your last formal meeting with two or more members of your committee? _____

8. Have you passed the general examination? Yes No

8a. If not, when do you expect to take the general examination?

Autumn Winter Spring Summer

Year _____

9. Describe your current research or study program, including the progress made during the past year, and what you expect to accomplish during the coming year? Do you plan to take any courses during the coming year?

10. When do you expect to take your final examination and complete your Ph.D. program?

Autumn Winter Spring Summer

Year _____

ADVISER'S COMMENTS

Please comment on the student's progress and plans. Do you agree with the student's assessment of his or her progress? Do the plans seem realistic and achievable to you? Do you have suggestions to help the student achieve his or her goals?

Date _____

COMMITTEE MEMBER'S COMMENTS

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

Name _____

Date _____

COMMITTEE MEMBER'S COMMENTS

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

Name _____

Date _____