

## Annual Grad Student Report Process (2018) – Psychology MA and PhD Students –

### Goals

The goals of the annual supervisory committee meeting are as follows:

1. Update committee members on the student's progress to date.
2. Provide each student with meaningful feedback concerning his/her progress to date.
3. Identify mutually agreed upon goals and plans for the coming academic year.

Accordingly, these meetings will involve updates from the student, discussion between the student and committee members, and private discussion among the committee members only. The meeting will conclude with plans and goals for the coming year that are mutually agreed upon by the student and each committee member.

Note: For PhD students, the information contained in the annual report will also be used by the student, advisor, and GPD to complete their respective portions of the on-line annual report that is required by the Faculty of Graduate Studies. Specifically, the PhD student, advisor, and GPD will copy and paste the information from the annual report document directly into the on-line report for Graduate Studies. (All parties will receive email instructions from Grad Studies during the Spring term.)

### Process

Students are responsible for convening their committees annually, normally\* between March 1 and May 15. (May 15 is the last possible date for this meeting). Students shall find a day/time that works for themselves and all committee members, and then ask Linda Pidduck to book a suitable room.

\*The meeting can occur as early as January, provided that all information needed for completion of the Grad Studies annual on-line report *and* the Psychology report is compiled, updated, discussed, and signed at that meeting.

Note: The easiest way to schedule the meeting is to set up a "Doodle" (see [doodle.com](http://doodle.com)). Be sure to schedule a two-hour block of time; most committee meetings last 1-2 hours. Once Linda has booked a room, the student will inform all members of the committee of the meeting place.

Students shall submit to their committee the following documents, no later than one week prior to the committee meeting:

1. The annual report document, with updates to the information in Section 1, Section 2, and Section 3 of the annual report.

Note: There are two versions of the PhD report. The choice of report depends on whether the student is completing the non-comps program requirements or the new program requirements with the comprehensive examination (which is required for all PhD students, starting with the Sept. 2017 cohort).

2. An updated CV (use the template provided), with new information highlighted in yellow.
3. A PPT presentation **or** written report expanding on his/her research progress in the past year and plans for the coming year (see “Student Presentation Content” below). The choice of report format (PPT or written) will be determined by the supervisory committee.

### **Student Presentation Content**

The student will present a summary of his/her research progress to date (focusing on the past year) in the form of a PPT presentation **or** a written report. The length of the presentation or written report will vary depending, for example, on how much data and analyses are to be presented. The presentation (PowerPoint slides or some other similar platform, if to be presented orally) or written report should include the following information, depending on the student’s stage in the program:

- Title of thesis.
- The aims / objectives / hypotheses / research questions addressed (to be addressed).
- Some discussion of the literature as necessary to provide the background rationale for the research, to place the research into the broader context of the field.
- Research design and methods.
- Results with statistical analyses and figures.
- Conclusions to date .
- Next steps in the research plan (focussing on upcoming year).
- Course work to be taken over the next year.

### **Timeline**

1. Student and committee schedule annual meeting, for a date normally\* between March 1 and May 15, but could take place as early as January\*.
  - Student responsible for scheduling; and booking room (through Linda Pidduck).
  - All meetings must be held no later than May 15.

\*The annual report meeting can occur as early as January, *provided that* the information needed for completion of the report (see attached) is compiled, updated, discussed, and signed at that meeting.

2. Student prepares annual report materials, which will include:
  1. Annual report form: updates to Section 1, Section 2, and Section 3.
  2. CV: updates (highlight all changes in yellow).
  3. A PPT presentation **or** written report expanding on his/her research progress in the past year and plans for the coming year (see “Student Presentation Content” below). The choice of report format (PPT or written) will be determined by the supervisory committee.
3. Student send annual report materials to advisory committee no later than one week prior to meeting date.
4. Advisory committee meeting:

- Student update (PPT or written; to be determined by supervisory committee).
  - Discussion with student concerning all aspects of annual report.
  - Discussion among committee members without the student in the room (the student will be invited back into the room following committee discussion).
  - Agreement (committee + student) on goals, next steps for next year.
  - Committee completes annual report form, Section 4 of annual report.
  - Student + committee members sign annual report form, Section 4 of annual report.
5. Supervisor sends materials to Linda Piddick within two work days, including:
- Annual report document (updates to Section 1, Section 2, and Section 3 of annual report; scanned or phone pic).
  - Student's updated CV.
  - For meetings held on latest possible date (May 15), advisor will send all materials to Linda Piddick no later than May 17.
6. Linda compiles and posts materials to SAKAI for Grad Committee review
7. Grad Committee meets by May 31 to review reports
- Committee completes Section 5 of annual report.
  - GPD signs report and sends final version to student + advisory committee.
8. Stakeholders (student, advisor, GPD) use the approved departmental report to complete the on-line Graduate Studies report (anticipated deadline: August 2018).
- Information pasted verbatim from departmental report into on-line report.
  - Note that the on-line reports require special attention when submitting the content. For student and advisors, there may be two buttons that need to be pushed (one near the bottom of the web-page, with a password entry also required).