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| **Cell & Molecular Biology Program – PhD** |
| Enter Student Name Here |
| Progress Report Enter Year Here |
| Committee Meeting:  Enter Date Of Committee Meeting  Enter Time of Committee Meeting  Enter Location of Committee Meeting  Seminar:  Enter Date Of Seminar  Enter Time of Seminar  Enter Location of Seminar |



This form is to be completed by the student (PARTS 1 and 4), advisor (PART 3) and Graduate Advisory Committee (PART 2) at the time of the committee meeting each year that the student is enrolled in the CMB Ph.D. Program. Signed copies of all four parts should be provided to the CMB Graduate Program Director, the student and the advisor within one week of the committee meeting.

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| **PART 1: Student Record of Progress and Assessment**  (To be completed by the student and updated each year, prior to meeting with Graduate Advisory Committee) | | | | | | | | | | | | | |
| Student Name: | | | | | | | | | Date: | | | | |
| CSU ID Number: | | | | | | | | |
| Date Student Entered Program: | | | | | | | | | Date or Anticipated Date of Preliminary Exam: | | | | |
| Major Advisor: | | | | | | | | | Anticipated Date of Graduation: | | | | |
| Co-Advisor:  Graduate Advisory Committee Members: | | | | | | | | | Lab Rotation 1: | | | | |
| Mentor: | | | | |
| Project Description: | | | | |
| Lab Rotation 2: | | | | | | | | | Lab Rotation 3: | | | | |
| Mentor: | | | | | | | | | Mentor: | | | | |
| Project Description: | | | | | | | | | Project Description: | | | | |
| Core Courses (Check Off when Completed. For electives, indicate course name & number and # of credits) | | | | | | | | | | | | | |
| BC 563 Molecular Genetics ☐  BC 565 Mol. Reg. Cell Function ☐  CM 510 Introduction to CMB ☐  CM 792 CMB Seminar (1x per yr) ☐☐☐☐  CM 793 Graduate Seminar (1x per yr) ☐☐☐  CM 795 Independent Study (at least 1CR) ☐  CM 799 Dissertation (at least 1CR) ☐  GRAD 550 STEM Communication ☐  MIP 611 Adv. Microbiological Methods ☐ | | | | | | | | | | Ethics Elective (1-3 CR) ☐    Statistics Elective (3-4 CR) ☐  Topics/Literature Elective (2CR) ☐ ☐  (Preferred: CM 700 X 2)  Writing Elective (1-3 CR) ☐    (Note: if a core course is not in your GS6, please indicate with a ~~strikethrough~~ format) | | | |
| Additional Electives Planned, In Progress or Completed (include credits transferred from other institutions)  37 credits at 500 level or above required for the Ph.D. | | | | | | | | | | | | | |
| Course# | | | | | | Title | | | | | # of Credits | Semester & Yr | |
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| Professional Development | | | | | | | | | | | | | |
| *List any relevant workshops or seminars attended (e.g. Technical, Career, Leadership seminars etc)* | | | | | | | | | | | | | |
| Date | | | | | Description | | | | | | | | |
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| Teaching | | | | | | | | | | | | | |
| *Describe any teaching experience. Indicate level (high school, undergraduate or graduate), course # and semester/year* | | | | | | | | | | | | | |
| Date | | | | Course # | | | Role | | | | | | |
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| Progress towards Graduate Teaching Certificate (if desired) - <https://tilt.colostate.edu/proDev/gradStudents/certificates/requirements.cfm> | | | | | | | | | | | | | |
| Completion of one course in post-secondary teaching theory & practice or 6 pedagogical workshops ☐  Attendance at 6 pedagogical workshops Indicate # of workshops attended workshops  Completion of 20 hours of teaching, tutoring or mentoring Indicate # of hours hours  Creation of Teaching ePortfolio ☐ | | | | | | | | | | | | | |
| Mentoring | | | | | | | | | | | | | |
| *Describe any mentoring experience. Indicate level (high school, undergraduate or graduate) and semester/year* | | | | | | | | | | | | | |
| Date | Name and Position of Mentee | | | | | | | | | | | | |
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| Presentations | | | | | | | | | | | | | |
| Date | Conference Title and Location | | | | | | | Presentation Title | | | | | Oral / Poster |
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| Publications | | | | | | | | | | | | | |
| *List any publications (in preparation, submitted or accepted). Indicate full citation information and # of times cited. Provide the committee with a PDF copy of all published peer-reviewed papers.* | | | | | | | | | | | | | |
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| Service | | | | | | | | | | | | | |
| *List community outreach and University service. E.g. science fair judging, volunteering at PSD schools or other local agencies, workshop organization, conference moderation, hosting seminar speaker, participating in recruitment, service on CSU/CMB Committees or for CMB Student Association.* | | | | | | | | | | | | | |
| Date | | | Description of Activity | | | | | | | | | | |
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| Accomplishments and Awards | | | | | | | | | | | | | |
| *List fellowships (applied for and/or awarded), honors, awards & prizes for presentations or travel to conferences etc.* | | | | | | | | | | | | | |
| Date | | Description | | | | | | | | | | | |
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| Other Activities | | | | | | | | | | | | | |
| *List any other relevant activities (e.g. professional blogging, lab responsibilities, interviews, fund-raising etc)* | | | | | | | | | | | | | |
| Date | | Description | | | | | | | | | | | |
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| Self-Assessment of Professional Skills  (4= highly proficient, 3= very good, 2= improving 1= needs more work, N/A= not applicable) | | | | | | |
|  | Self-Assessment | | | | | Comments |
|  | N/A | 4 | 3 | 2 | 1 |
| RESEARCH SKILLS | | | | | | |
| Critical evaluation of data & scientific literature |  |  |  |  |  |  |
| Experimental design |  |  |  |  |  |  |
| Problem solving/troubleshooting |  |  |  |  |  |  |
| Statistical Analysis |  |  |  |  |  |  |
| Computer Skills |  |  |  |  |  |  |
| Creativity/developing new research directions |  |  |  |  |  |  |
| Effective data management and record keeping |  |  |  |  |  |  |
| General knowledge of research literature |  |  |  |  |  |  |
| Work habits/ethic |  |  |  |  |  |  |
| Technical competence |  |  |  |  |  |  |
| Maintain a safe & clean work environment |  |  |  |  |  |  |
| PROFESSIONAL SKILLS | | | | | | |
| Oral presentation skills |  |  |  |  |  |  |
| Manuscript writing skills |  |  |  |  |  |  |
| Grant writing skills |  |  |  |  |  |  |
| Teaching skills |  |  |  |  |  |  |
| Mentoring skills |  |  |  |  |  |  |
| TIME MANAGEMENT | | | | | | |
| Meeting deadlines |  |  |  |  |  |  |
| Organizing skills |  |  |  |  |  |  |
| Flexibility & Multitasking |  |  |  |  |  |  |
| INTERPERSONAL SKILLS | | | | | | |
| Positive relationships with colleagues |  |  |  |  |  |  |
| Reliability; following through on commitments |  |  |  |  |  |  |
| Effective written communication |  |  |  |  |  |  |
| Effective oral communication |  |  |  |  |  |  |
| English proficiency |  |  |  |  |  |  |
| Ability to give / receive constructive feedback |  |  |  |  |  |  |
| Networking/meeting new colleagues |  |  |  |  |  |  |

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| Self-Evaluation |
| Career Goals |
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| Areas in which you believe you have shown improvement since the last committee meeting |
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| Goals for the next year |
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| **PART 2: Graduate Advisory Committee Assessment**  To be completed by the Advisor/Graduate Advisory Committee at, or following the Committee Meeting each year.  Enter appropriate score in box each year: 4=excellent, 3= very good, 2=good, 1= poor, n/a=not applicable | | | | | | | | |
|  | | *Year 1* | *Year 2* | | *Year 3* | *Year 4* | | *Year 5* |
| *Evaluation of Written Progress Report* | | | | | | | | |
| Organization & formatting | |  |  | |  |  | |  |
| Data quality & presentation | |  |  | |  |  | |  |
| Clarity and quality of writing | |  |  | |  |  | |  |
| *Evaluation of Seminar* | | | | | | | | |
| Overall organization of the seminar | |  |  | |  |  | |  |
| Introduction and justification for the project | |  |  | |  |  | |  |
| Clarity of results and conclusions | |  |  | |  |  | |  |
| Poise, enthusiasm, clarity of speech, pace | |  |  | |  |  | |  |
| Answers to questions | |  |  | |  |  | |  |
| *Development as a Scientist* | | | | | | | | |
| Quality of experimental design and results | |  |  | |  |  | |  |
| Overall grasp of project and the field in general | |  |  | |  |  | |  |
| Appreciation for alternate interpretations & ideas | |  |  | |  |  | |  |
| Overall progress towards degree completion | |  |  | |  |  | |  |
| *Comments* | | | | | | | | |
|  | | | | | | | | |
| Signatures | | | | | | | | |
| Advisor: | Type Name Here | | | Signature | | | Date | |
| Co-Advisor: | Type Name Here | | | Signature | | | Date | |
| Committee Members: | Type Name Here | | | Signature | | | Date | |
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|  | Type Name Here | | | Signature | | | Date | |
|  | Type Name Here | | | Signature | | | Date | |
| Program Director | Type Name Here | | | Signature | | | Date | |

**PART 3: Confidential Advisor Assessment**

To be completed by the Advisor(s) and discussed with the Student each year. This section need not be shared with the Graduate Advisory Committee.

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| Advisor(s) Assessment of Student’s Professional Skills  (4= highly proficient, 3= very good, 2= improving 1= needs more work, N/A= not applicable) | | | | | | | |
|  | | Self-Assessment | | | | | Comments |
|  | | N/A | 4 | 3 | 2 | 1 |
| RESEARCH SKILLS | | | | | | | |
| Critical evaluation of data & scientific literature | |  |  |  |  |  |  |
| Experimental design | |  |  |  |  |  |  |
| Problem solving/troubleshooting | |  |  |  |  |  |  |
| Statistical Analysis | |  |  |  |  |  |  |
| Computer Skills | |  |  |  |  |  |  |
| Creativity/developing new research directions | |  |  |  |  |  |  |
| Effective data management and record keeping | |  |  |  |  |  |  |
| General knowledge of research literature | |  |  |  |  |  |  |
| Work habits/ethic | |  |  |  |  |  |  |
| Technical competence | |  |  |  |  |  |  |
| Maintaining a safe & clean work environment | |  |  |  |  |  |  |
| PROFESSIONAL SKILLS | | | | | | | |
| Oral presentation skills | |  |  |  |  |  |  |
| Manuscript writing skills | |  |  |  |  |  |  |
| Grant writing skills | |  |  |  |  |  |  |
| Teaching skills | |  |  |  |  |  |  |
| Mentoring skills | |  |  |  |  |  |  |
| TIME MANAGEMENT | | | | | | | |
| Meeting deadlines | |  |  |  |  |  |  |
| Organizing skills | |  |  |  |  |  |  |
| Flexibility & Multitasking | |  |  |  |  |  |  |
| INTERPERSONAL SKILLS | | | | | | | |
| Positive relationships with colleagues | |  |  |  |  |  |  |
| Reliability; following through on commitments | |  |  |  |  |  |  |
| Effective written communication | |  |  |  |  |  |  |
| Effective oral communication | |  |  |  |  |  |  |
| English proficiency | |  |  |  |  |  |  |
| Ability to give / receive constructive feedback | |  |  |  |  |  |  |
| Networking/meeting new colleagues | |  |  |  |  |  |  |
| Signatures | | | | | | | |
| By signing below, the student and advisor acknowledge that they have discussed the student’s progress towards the Ph.D. degree, including any areas that received scores of 2 or below in the above assessment. Additional comments may be appended if necessary. | | | | | | | |
| Student Name: | Signature & Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Advisor Name: | Signature & Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Program Director: | Signature & Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

**PART 4: Research Report**

This section should list the specific aims of the project and a brief report (1-5 pages) of the student’s progress on each aim to date. The student’s research goals for the next year should also be detailed.

* 2nd year students – 1 page of background/specific aims, up to 1 page results/discussion – due by GS6 deadline in 3rd semester.
* 3rd year students – 3-4 pages including 1 page specific aims.
* 4th year and beyond - 4-5 pages including 1 page specific aims.
* Direct admit students may provide longer first reports or submit the first report earlier.