Colorado State University

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.

Colorado State University

Cell & Molecular Biology Graduate Student Progress Record

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: Mentor: Project Description:	Lab Rotation 3: Mentor: 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

Professional Development	
List any relevant workshops or seminars attended (e.g. Technical, Career, Leadership seminars etc)	
Date	Description

Teaching		
Describe any teaching experience. Indicate level (high school, undergraduate or graduate), course # and semester/year		
Date	Course #	Role

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

Presentations			
Date	Conference Title and Location	Presentation Title	Oral / Poster

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.

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

Accomplishments and Awards
List fellowships (applied for and/or awarded), honors, awards & prizes for presentations or travel to conferences etc.

Date	Description

Other Activities
List any other relevant activities (e.g. professional blogging, lab responsibilities, interviews, fund-raising etc)

Date	Description

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						

Self-Evaluation
Career Goals
Areas in which you believe you have shown improvement since the last committee meeting
Goals for the next year

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
	Type Name Here	Signature	Date
	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.

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						
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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.