Annual Report of the Supervisory Committee Record

It is a requirement that the supervisory committee “shall have a formal regular meeting with the student at least once a year” (Information on Supervision and Supervisory Committees can be found in the Calendar). This form should be used to record the most significant details of that meeting including the committee’s account of the student’s research progress, goals for the coming year and any concerns discussed with the student.

Part A should be completed by the student before each meeting.
Part B should be completed by the supervisor, on behalf of the supervisory committee, immediately following the meeting.

Student and supervisor should keep a record of these reports. A copy of the finished report should be emailed to the Graduate Advisor at cgradvis@ualberta.ca as soon as possible after the meeting. This annual supervisory committee meeting typically occurs no later than Aug 31 of a given year. (Please note that the supervisory committee must be appointed within the first 12 months of the student’s program).

PART A - BASIC INFORMATION

A1. STUDENT INFORMATION
Student's Name: ___________________  ID #: ___________________  Degree: _________________
Number of terms completed in program (do not include the current term): __________
Research Area or Expected Thesis Title: _____________________________________________

A2. SUPERVISOR(S) AND SUPERVISORY INFORMATION
Supervisor: ___________________  Co-Supervisor: ___________________
Supervisory Committee (Mandatory for PhD students; For MSc students the supervisory committee’s membership may consist of only the supervisor)

   Committee Member: ___________________
   Committee Member: ___________________
   Committee Member: ___________________

Conflict of interest in these relationships is defined by the University of Alberta Code of Conduct Policy & the University of Alberta Conflict Policy – Conflict of Interest and Commitment and Institutional Conflict. Any personal or professional relationships that alter or affect this academic relationship may constitute a conflict of interest.

Is there a conflict of interest between the supervisor, committee members, or student? No_____ Yes_____ (If Yes, please send an email to cgradvis@ualberta.ca advising the nature of the conflict.)

Date started in program: ___________________
Expected completion date: ___________________
Funding time frame: from ________ (month/year) to ________ (month/year)
Date of first supervisor-student meeting: _______________________

Date of first supervisory committee meeting: _______________________

Date of last Supervisory Committee Meeting (At least once a year): _______________________

A3. SAFETY TRAINING COURSE (Attending safety training courses is mandatory for all graduate students)

Completed an online WHIMS safety training? Yes ___ No ___

Attended Department General Safety Orientation? Yes ___ No _____

http://www.ehs.ualberta.ca/Training.aspx

Have you been required to take a laboratory-specific safety orientation or other safety training in the past year? If yes, please provide details: _______________________

A4. ETHICS TRAINING COURSE (Ethics training is mandatory for all graduate students)

ENGG 600: Date completed ______________________

GET (Online Graduate Ethics Training, FGSR): Date completed ______________

Graduate Student Declaration on Academic Integrity: Date completed ____________

A5. COURSE WORK

<table>
<thead>
<tr>
<th>Credited courses towards degree (approved)</th>
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<tr>
<td>Completed Courses</td>
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<tr>
<td>Courses to complete</td>
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COURSE REQUIREMENTS COMPLETED: Y ___ OR N ___

A6. PROFESSIONAL DEVELOPMENT ACTIVITIES RECOMMENDED AND TAKEN (FGSR REQUIRES a minimum 8hrs of PD activity as of Sept 2016: FGSR Graduate Program Manual section 7.6).
Students must propose a PD plan (MSc: 12 months, PhD: 18 months) and be approved by supervisor. For PhD students, PD must be completed prior to the Candidacy Exam; for MSc students prior to the Final Oral Exam.

Plan presented: Yes ___ No ___

Plan meets FGSR requirements and approved by supervisor: Yes ___ No ___

1. _______________________, hours:_______, offered by: ________

2. _______________________, hours:_______, offered by: ________

3. _______________________, hours:_______, offered by: ________
4. __________________________, hours:______, offered by: ________
5. __________________________, hours:______, offered by: ________

Add more as needed

PD plans met: Yes ___ No ___

PART B – YEARLY REPORT OF THE SUPERVISORY COMMITTEE
Please document the student’s research progress, goals for the coming year and any concerns discussed at the supervisory committee meeting.

Deliverable to date (List of papers/reports/presentations/thesis outline/research proposal etc.):

Work progress/accomplishment to date (such as literature review, laboratory setup, field monitoring installation etc.):

Work Plan for next 6 to 12 months:

Issues and advice to the student (if any):

Other comments:
SUPERVISORY COMMITTEE:

Signature__________________________________________ DATE:______________________

Signature__________________________________________ DATE:______________________

Signature__________________________________________ DATE:______________________

STUDENT:

Signature__________________________________________ DATE:______________________