

STUDENT PROGRESS CHECKLIST

NAME: _____ CURRENT GPA _____

CHECK ONE: ☐ Thesis ☐ Applied Project ☐ Comps-Only

Grades in courses completed:

Professional Issues _____ Quant I _____ Quant II _____

Other courses (list course names and grades)

Course waivers (list if any):

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Transfer credits accepted by ASU (list if any):

If you are Comps-Only, you only need to complete the Course information above and Items 7 and 10 (if they are applicable).

ACTIVITY

DATE COMPLETED/ANTICIPATED

First-year Presentation	
M.S. thesis/Applied project topic approved by advisor	
M.S. thesis/Applied project committee members form submitted	
M.S. prospectus defended	
IRB approval for M.S. thesis/Applied project	

RESEARCH ACTIVITY

Describe all of your research activities to date in each Categories 1-5 below. **Do NOT submit a CV in a separate document.** Instead, please adhere to the format indicated below, in which you list the activities relevant to each category below the corresponding category header.

1. **MANUSCRIPTS.** List all manuscripts and include the status of each (e.g., in preparation, under review, in press). Please include any published abstracts for paper/poster presentations at scientific meetings. If the manuscript is “in preparation”, please include the tentative title of the paper and a list of the authors of the paper. Also, in a few sentences, describe your contribution to the writing that has been accomplished this year, including a brief list of the major sections of the paper that are completed or are near completion.

2. **PAPER AND/OR POSTER PRESENTATIONS AT PROFESSIONAL CONFERENCES.** List conference presentations. Give complete citation. In your list, also include abstracts submitted for future meetings.

3. **OTHER PRESENTATIONS.** These should include presentations of your research for brown bags or other formal outlets.

4. **GRANTS.** List all grant proposals (external and internal) you submitted or grants you were awarded this semester. For each, list the following information:

 Title:
 Granting Agency/Organization:
 Status (pending, funded, etc.):

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5. **RESEARCH AWARDS, DISTINCTIONS, AFFILIATIONS.** Include memberships in professional organizations and awards from ASU and/or for conference presentations.

6. OTHER RESEARCH ACTIVITY. Briefly describe any other research activities not represented by the activities listed in Categories 1-5 above, including work on assistantships, internships, thesis, and any individual research (e.g., research done through employment). For example, these activities may include (1) studies you designed or helped design, (2) data you collected, (3) materials, apparatus, software, etc. which you prepared, (4) data analyses you conducted, (5) supervision of undergraduate assistants or other administrative activities related to research, (6) literature searches/reviews, and (7) writing not described above.

Only include descriptions of other research activities (i.e., this section should include a cumulative report of all research activity since you began in the program). If you are unsure on how extensive your description for this section should be, please consult with your advisor.

7. COMMENTS ON RESEARCH OPPORTUNITIES AND OBSTACLES. If you wish, describe any factors that have facilitated or hindered your research progress in this academic year. Your comments might be especially appropriate if (1) unusual circumstances have impeded your progress or (2) you have ideas that might improve research opportunities for yourself or other students.

IF YOU WISH FOR THESE COMMENTS NOT TO BE SHARED WITH THE FULL PSYCHOLOGY FACULTY AND INSTEAD TO BE KEPT CONFIDENTIAL - PLEASE CHECK THE APPROPRIATE BOX: ☐ **DIRECTOR ONLY** ☐ **ADVISOR & DIRECTOR ONLY**

Development Goals for Next Year
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Provide the following information using bullet points, and make sure your goals are SMART (specific, measurable, achievable, relevant, & time-bound) as possible.

8. What are your research goals for next academic year?

9. What are you going to do in the next academic year to meet these research goals?

TEACHING ACTIVITY

10. If you have done a CA/TA this year, please list your responsibilities in the course and any issues you may have had with the course/instructor.

Responsibilities:

Issues/Concerns:

I have met with my advisor to discuss this progress checklist, including goals for the coming year.

Student: _____

Advisor: _____

updated 5/16/2016