HST SEMI-ANNUAL PhD STUDENT PROGRESS REVIEW

PAGE 1: INSTRUCTIONS

The purpose of this progress review is to ensure that PhD students and their research advisors are communicating regularly regarding the student's progress on thesis research and the student's overall professional development. Completion of the review during each regular term (fall and spring) is mandatory for all PhD students beginning in the third year of registration. **Students conducting thesis research must submit page 4 of this form in order to receive academic credit for HST.ThG.**

Please note that except for the last page, only the student and their research advisor will see the completed forms.

Please provide a copy of the form for your advisor to complete independently. One copy is to be filled out by the student, the other by the research advisor. Feel free to use additional pages if you need more space. After both are completed, the student and the research advisor should meet to compare and discuss the results. This is the opportunity for both parties to get a better sense of progress on the project, of the student's development, and of the student/advisor working relationship, as well as to plan for future progress.

The research advisor will assign a grade of satisfactory, partially satisfactory or unsatisfactory for thesis research, directly on the review form. ***The student and the research advisor each sign the review and send page 4 to the HST Academic Office in E25-518 by the last day of classes at MIT. If the student is assigned a grade of "J-" or "U" by their advisor, they must also complete and submit page 5 to the Academic Office.*** The student should retain copies of the review forms while the research advisor may wish to as well.

The review covers the following topics:

Questions 1:	Review of Past Progress
Questions 2 and 3:	Setting of Future Goals
Question 4:	Rate of Progress
Question 5:	Student's Professional Development
Question 6:	Frequency of Interaction
Question 7:	Funding Status
Page 4:	Deadlines and Requirements and Grading
Page 5:	Progress Improvement Plan and Expectations

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PAGES 2-3: CONFIDENTIAL, FOR DISCUSSION BETWEEN STUDENT AND RESEARCH ADVISOR

Student's Name:

Title and/or brief description of thesis project:

1. Describe your {your student's} accomplishments from the previous semester.

2. Describe the aspects of faculty advising that were helpful in the previous semester, as well as those that could be improved.

3. What goals would you like {your student} to accomplish during the next semester?

4. What technical, scientific, and administrative challenges will you {your student} face in pursuing these goals? Circle all that apply.

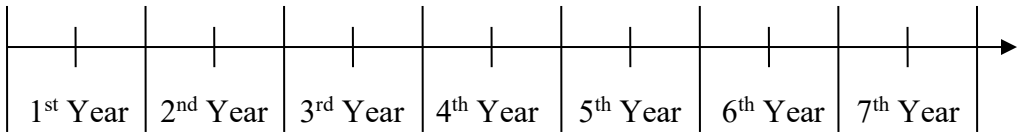
need additional training in lab skills	need to acquire additional scientific knowledge
access to equipment	access to other resources
need more communication with research supervisor	need more communication with other lab personnel
not enough time to do all that is required	other: _____

5. What resources would help you {your student} overcome the challenges circled above and accomplish the goals described in your answer to question #3.

6. Indicate your level of satisfaction with the rate of progress of your {your student's} thesis project. Discuss your selection.

Very Satisfied Adequate Not Satisfied

On the timeline below, indicate how long you {your student} have been in the HST PhD program. Next, indicate when you expect to achieve the next milestone (i.e., thesis proposal or graduation).



7. Discuss your {student's} prospects for conference presentations and journal article submissions in the coming year.

8. How often do you meet with your research advisor {your student}? Do you feel that this is frequent enough?

9. Is funding for research and stipend stable over the upcoming semester? Are you aware of any potential uncertainties in your funding?

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PAGE 4: SUBMIT TO HST ACADEMIC OFFICE

Student Name: _____

Research Advisor Name: _____

Year in Program: _____ Term/Year of Review (ie. fall 2024):_____

1. **Thesis Milestones.** Please indicate which of the following milestones have been completed.

Deadline*	PhD Thesis Milestone	Completed? (yes/no)
April 30 – **Year 2**	**Letter of Intent 1**: *Identify a research advisor and general area of research*	
April 30 – **Year 3**	**Letter of Intent 2:** *Propose Thesis Committee and outline project*	
April 30 – **Year 4**	**Thesis Proposal:** *Submit a successfully defended thesis proposal to the HST-IMES Committee on Academic Programs*	

**Students who change labs or have a delay in the qualifying exams may request a one-semester extension; please contact the HST Academic Office.*

2. **Thesis Committee meeting.** (Required each term beginning in the fourth year of registration)

Date of Meeting:
If no meeting was held this term, please explain why.

Names of committee members who attended:

Brief description of the outcome:

3. **Expected Graduation Date** (Month + Year): _____.
Optional for students in year 1-3. This is not a binding date but a general target based on committee meeting discussion.

4. **Grade for HST.ThG. (**check one**):**

❑ Satisfactory (J) ❑Partially Satisfactory (J-)* ❑ Unsatisfactory (U)*

If the research advisor has assigned a grade of J- or U, please complete, sign and submit page 5 of this document to the HST Academic Office as well. *Please note that even if the research advisor assigns a Satisfactory, HST may administratively assign a grade of Unsatisfactory if the thesis proposal deadline has not been met.*

_____ _____
(student's signature) *(research advisor's signature)*

This page must be signed by both the student and research advisor and returned to the HST Academic Office at hst-grades@mit.edu by the last day of classes at MIT in order for the student to receive a grade for thesis research.

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PAGE 5: PROGRESS IMPROVEMENT PLAN AND EXPECTATIONS

This page is required to be submitted to the HST Academic Office, if term grade is "J- (partially satisfactory)" or "U (Unsatisfactory)"

Advisor Section:

Please provide a brief overview of your expectations and deadlines for progress improvement.

Student Comments (Optional):

By signing below, you acknowledge that you have seen and reviewed this document.

_____ _____

(student's signature) *(research advisor's signature)*

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