

## PhD Student Annual Review Progress Report

August XXXX

**Your name**

Department of Computer Science and Engineering  
Texas A&M University

**Progress on coursework and other official milestones.** Instructions (delete when done): Briefly describe when you started your PhD, who you are working with as an advisor<sup>1</sup>, and who the members of your committee are. Please also use the table below to list all the courses you've taken. If you have poor grades (close to or below 3.0 GPR), you need a detailed description of how you plan to bring them up quickly.

**GPA (as of xxx):**

Course Number	Course Title	Semester	Grade

### Support

How are you currently supporting yourself while working on your PhD?

\_\_\_\_\_ Teaching Assistantship in (Department) \_\_\_\_\_  
\_\_\_\_\_ Research Assistantship with (Faculty member) \_\_\_\_\_  
\_\_\_\_\_ Other job for the University \_\_\_\_\_  
\_\_\_\_\_ Job Outside the University \_\_\_\_\_  
\_\_\_\_\_ Other \_\_\_\_\_

Please describe the status of all other required milestones in the PhD program, including whether you've completed them or when you plan to complete them. Please provide specific dates, at least for the next immediate milestone.

- Degree plan<sup>2</sup>
- Qualifier<sup>3</sup>
- Preliminary exam<sup>4</sup>
- Proposal<sup>4</sup>
- Final examination<sup>5</sup>
- Dissertation<sup>5</sup>
- Improvement plan<sup>6</sup>
- ELPE<sup>7</sup>

**Research.** Instructions (delete when done): Briefly introduce your overall research area (e.g., robotics) and the more specific subarea (e.g., swarm intelligence). Describe the research you've worked on since the previous annual review. This should include both your dissertation

research and other things you may have worked on either with your group or with others, e.g., on an internship.

- Research problem 1. Describe the main objective of this project, your contributions to the effort, who you worked with, outcomes of the effort, and future directions.
- Research problem 2. Same as above ...
- Research problem N. Same as above

**Publications.** Instructions (delete when done): List the publications you've authored or coauthored, and indicate whether they are published, accepted or under review. You may include all previous publications, **but please underline those you've completed this year.** Do not include papers in preparation; those should go under goals for next year.  
**Number of publications:** #total published, #accepted accepted, #submitted submitted.

- David M. Blei, Andrew Y. Ng, and Michael I. Jordan, "Latent Dirichlet allocation," *Journal of Machine Learning Research*, 3, 993-1022, 2003.
- Jessica Davies, George Katsirelos, Nina Narodytska, and Toby Walsh, "Complexity of and Algorithms for Borda Manipulation," in *Proc. AAAI*, 2011 (in press).
- Scott A. Sandford, "Apples and Oranges — A Comparison," submitted to *Annals of Improbable Research*.

Also list other publications, including technical reports, poster presentations, etc. As before, you can include all previous publications, but please underline those you've completed this year.

- Technical report 1 (authors, title, TR number)
- Technical report 2
- ...
- Poster 1 (authors, title, venue, dates, location)
- Poster 2
- ...

**Professional activities.** Instructions (delete when done): Describe any mentoring activities (e.g., for new students in your group) or service to the department or student organizations (e.g., CSEGSA, AWICS). List any professional memberships (IEEE, ACM, etc.), any peer reviewing you've done for conferences and/or journals, any conferences/events you've attended, etc.

**Goals for the next year.** Instructions (delete when done): Describe what you expect to achieve in the next year, including coursework, degree requirements (e.g., quals, prelim, etc.), and publications. Goals should be specific, measurable, attainable, relevant and time-bound. Here are some good examples:

- Goal 1 (degree requirements): I intend to take the qualifier exam Fall 2015. To prepare for it, I will do the following: XXX, YYY, ZZZ.

[Other examples include: I will file my degree plan by dd-mm-yy / assemble my committee by dd-mm-yy / take the preliminary exam by dd-mm-yy / pass CSCE 6xx during Fall 201x and receive a letter grade of A as part of the conditional pass for my qualifier exam, etc.]

- Goal 2 (research). I intend to do research on XXX; explain the specific problem(s) you'll be working on, what you will have to do to solve them (e.g., experimental work, system building, theorem proving), how they relate to your dissertation, etc.
- Goal 3 (publications): I intend to submit a paper to ICML, which is due on XXX. The subject of the paper is YYY. To complete this goal, I need to do the following: XXX, YYY, ZZZ. This work is important for my research because...
- Goal 4 (professional activities). I intend to attend XXX conference / review papers for YYY conference / mentor students (list names if available, or where these students come from).

*<sup>1</sup>Students who started a year ago or earlier should be actively working with a faculty member; otherwise, they will need an excellent explanation for why this is not the case or they will receive an Unsatisfactory. New students (those who started in F'11 or S'12) are also expected to be involved in research. If you do not have a formal advisor yet, make sure your informal advisor writes a review for you. If you are changing advisors, please discuss this in the report. The faculty expects you to find another advisor quickly. Be sure to get the new advisor to write a review, even if you have not yet filed a change of committee.*

*<sup>2</sup>Students who started a year ago or earlier should have a DP on file, or they will have a registration hold put on them. If you submitted your DP this semester, please note this in your report in case your DP is still being processed.*

*<sup>3</sup>If you received a Conditional Pass on your qualifier exam, you will receive a Needs Improvement on your PhD review until all those conditions are met. If you failed the qual, describe how you are preparing to pass it the second time, and when you plan to take it. If you have not taken the qual, discuss when you plan to take it and how you are preparing.*

*<sup>4</sup>Once PhD students have filed DPs, completed coursework, and passed the qual, the #1 reason for a Needs Improvement is the preliminary exam/proposal. You should take your prelim in the semester following completion of your coursework. If you are behind schedule, discuss how you will complete your prelim and proposal, and then keep that promise. Make sure you get buy-in from your advisor. And have specific plans; vague statements such as "in this coming year" are useless.*

*<sup>5</sup>If you have been here for a long time (see PhD timeline), you should talk about your timeline to graduation. The faculty wants to see that you are busy writing your dissertation and ideally have set your PhD final exam date. This is critical if your courses are in danger of expiring (after 10 years) or if you have been in G8 status more than 21 semesters (exceeding the in-state tuition cap). If your prelim has expired (after 4 years), you must explain what you will do about that (hold it again, petition OGS for an extension due to special circumstances). If you said at the last PhD Review that you would graduate within a year, and you are still here, your report should have an excellent explanation as to why you didn't graduate.*

*<sup>6</sup>Students who received Needs Improvement or Unsatisfactory on last year's PhD review should also discuss their agreed Improvement Plan goals and whether or not they met them. Students who do not meet their IP goals are likely to receive Unsatisfactory. If there were extenuating circumstances that prevented you from completing these tasks, talk about them in your report, what you are doing to complete them, and make sure your advisor writes at length about this in their report. If you received an Unsatisfactory last year, you must show significant improvement this year or you will almost certainly receive a second Unsatisfactory and be dismissed.*

*<sup>7</sup>International students. Please note whether or not you have passed the ELPE. If you have not, please report the dates and scores you have received on your attempts, and your plans for retaking it. You should pass this as soon as possible, even if you believe you have no plans to TA.*