



THE UNIVERSITY OF UTAH

**DEPARTMENT OF
GEOLOGY & GEOPHYSICS**

Graduate Student Milestone

Overview:

The Department of Geology and Geophysics has developed this annual reporting document to ensure that students are making adequate progress through their degree, to identify potential problems or issues that faculty or the department need to address, and to identify and recognize outstanding progress by our students.

Graduate Students and their Faculty Advisors should work together to complete this yearly progress report by the end of March.

Instructions:

1. Your first year, start a new form.
2. To the best of your ability, fill out all sections.
3. Each following year, edit and/or add to the same form; do not create a new one.
4. Each year, save the form as follows:
'Last name, First name - Milestone current year' (e.g., Lee, Sam - Milestone 2024)
5. Meet with your Faculty Advisor and/or Supervisory Committee to review research progress & concerns, research goals, next year's academic plans, etc.
6. Sign your name as an agreement that you met with your Faculty Advisor and/or Supervisory Committee and everyone is in agreement.
7. Email form to your Faculty Advisor & GG Grad Advisors (gg-grad-forms@utah.edu).

Milestones Tracker

Academic Plan

Full Name _____ UNID _____

Utah.edu Email _____ PI _____

First Semester in Graduate Program: Semester _____ Year _____

1st Milestone Review Date _____

2nd Milestone Review Date _____

3rd Milestone Review Date _____

4th Milestone Review Date _____

5th Milestone Review Date _____

6th Milestone Review Date _____

Check if you have completed the action.

If you haven't completed the action yet, include your goal date.

Master's Qualifying Exam (2nd Semester) Goal Date _____

Request for Committee (End of 2nd Semester) Goal Date _____

CV & Justification Letter for Outside Committee Members (if applicable)

PhD Qualifying Exam (3rd – 6th Semester) Goal Date _____

Program of Study (Semester Before Defense) Goal Date _____

Run an Audit (Before Setting Up Your Defense) Goal Date _____

Defense (Mid-March / Beginning of November) Goal Date _____

Graduate (Semester of or Semester After Defense) Goal Date _____

Committee Members

Chair _____

Member _____

Member _____

Member _____

Member _____

Did you meet or communicate with your supervisory committee this year?

1st Year Yes No

2nd Year Yes No

3rd Year Yes No

4th Year Yes No

5th Year Yes No

Include any additional information that needs to be documented.

Research

Thesis/Dissertation Title (tentative or final)

Briefly describe your research progress.

1 st Year	<hr/>
2 nd Year	<hr/>
3 rd Year	<hr/>
4 th Year	<hr/>
5 th Year	<hr/>
6 th Year	<hr/>

Briefly describe your research goals for year.

1 st Year	<hr/>
2 nd Year	<hr/>
3 rd Year	<hr/>
4 th Year	<hr/>
5 th Year	<hr/>
6 th Year	<hr/>

Briefly list any problems or challenges limiting your progress toward your degree.

1 st Year	<hr/>
2 nd Year	<hr/>
3 rd Year	<hr/>
4 th Year	<hr/>
5 th Year	<hr/>
6 th Year	<hr/>

Accomplishments

List any accomplishments. (publications, presentations, significant awards, etc.)

Date _____

Date _____

Date _____

Date _____

Date _____

Date _____

Accomplishments Continued

Date _____

Date _____

Date _____

Date _____

Date _____

Date _____

Student & Faculty Advisor Agreement

- Meet with your Faculty Advisor and/or Supervisory Committee to review research progress & concerns, research goals, next year's academic plan, etc.

- Sign your name as an agreement that you met with your Faculty Advisor and/or Supervisory Committee and everyone is in agreement.

- Email saved document to yourself, Faculty Advisor & Grad Advisor.

1st Year:

Student _____

2nd Year:

Student _____

3rd Year:

Student _____

4th Year:

Student _____

5th Year:

Student _____

6th Year:

Student _____