

**Guidelines for Annual Student Progress Report**  
**Due March 3, 2003**

*example:*  
*Maureen A Maloney*  
*advisor: Pat Cross*

*Please place your name and your advisor's name in the upper right hand corner of your report. Please address the following issues as they are relevant to your stage in the program in your progress report. Discuss these areas for the time period since spring semester, 2002. Please use the headings enumerated below and organize the information in the same order so that I may effectively evaluate your review:*

1. Courses and Papers

What have you accomplished in your academic program since spring semester, 2002? What courses did you complete and with what grades? What major papers did you write for courses or as part of an examination requirement? Include titles if available.

2. Program Progress

How have you advanced in your program since spring semester, 2002? What exams did you take (language, general and special comprehensives)? What proposals (comprehensive, dissertation) have you submitted?

3. Faculty Issues

Are you receiving helpful academic advising? What has your involvement been with UC Berkeley since spring semester, 2002? Are you making progress on UCB or outside reader connections and connections with GTU faculty members to serve on your committees?

4. Other Activities

What other activities have you accomplished since spring semester, 2002? Did you submit a grant proposal in the past year? Were you selected for funding? What positions have you held? NOTE: this information is of great interest to us, for we promote our students' interests and accomplishments in various publications and reports. Would you please use the following conventions to list your accomplishments:

*Professional Papers Or Publications*

Other authors, if relevant, "Title of Publication." Book or Journal title if publication is a chapter or article Reference information, e.g. vol. no. year, if the publication is in a journal; City: Publisher, year if the publication is a book. If you are reporting a professional paper, list the meeting, month, year as reference information.

*Performances*

Author, "Title of the work", Location of Performance (e.g. Place, City, State), month, year.

*Exhibits*

Other artists, if relevant, "Title of the work", Location of Exhibit (e.g. Place, City, State), month, year.

*Teaching*

Other instructors, if relevant, "Title of Course." Department, Institution, semester.

(If course was not taught during a semester, please indicate when the course occurred)

Is there anything else you would like to report?