

**Faculty of Pharmacy and Pharmaceutical Sciences**

**Graduate Student Annual Report**

**DUE: August 31 of Each Year**

The Faculty of Graduate Studies and Research recommends having a formal, regular committee meeting with the graduate student at least once per year (Graduate Program Manual Section [8.1.5](https://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-8-supervision-oral-examintations-and-program-completion/8-1-supervision-and-supervisory-committees#8.1.5%20Supervisory%20Committees)). The goals of this meeting are to review the graduate student’s progress, to provide feedback, and to make plans for the upcoming year. This annual report form provides a mechanism for graduate students to document in writing their accomplishments over the preceding year as well as their progress towards completion of the degree requirements. Upon completion of the form, graduate students should submit the form to their supervisor and send a copy to the Graduate Studies Coordinator.

The report will be used as part of the student’s annual supervisory committee meeting

* The supervisor and supervisory committee will use information in this annual report to review the student’s progress.

A copy of this report will be included in the student’s file in the Graduate Studies Office and will form part of the student’s record.

* The Graduate Studies Coordinator will use information in this annual report to track completion of the graduate student’s requirements to graduate.
* Information from all graduate student annual reports will be compiled in aggregate for an annual report of the Faculty’s graduate student program.

**IDENTIFICATION**

Name:

Supervisor:

Program Start Date:

Reporting Period:

1. Requirements to Graduate (FoPPS Graduate Studies Handbook, [Section 2](https://www.ualberta.ca/pharmacy/programs/graduate/current-student/graduate-student-handbook/requirements-to-graduate))
2. Course Requirements

|  |  |
| --- | --- |
| Course (Name & Number) | Term & Year Course was taken / Plan to take |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Oral and Written Skill Development (Pharmacy 697)
* Completed on:
* In progress
* Not taken (specify why):
1. Candidacy Examination (Doctor of Philosophy program)
* Yes, Completed on:
* No
* Not Applicable (student enrolled in MSc program)
1. Final Oral Presentation
* Scheduled for:
* Not Applicable (student is not in final year of program)
1. Academic Integrity and Ethics Training ([University Calendar Description](http://www.registrar.ualberta.ca/calendar/GradStudies-and-Research/Regulations/203.9.html#203.9))
* Minimum 8 hour requirement completed on:
* In progress
1. Professional Development (Graduate Program Manual [Section 7.6](https://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-7-administration-of-graduate-programs/7-6-professional-development-requirement))
* Minimum 8 hour requirement completed on:
* In progress
1. Additional Training

|  |  |
| --- | --- |
| Training Program / Certification | Date Completed\* |
| WHMIS |  |
| Laboratory Safety |  |
| Chemical Safety |  |
| Concepts in Biosafety |  |
| Autoclave Training |  |
| Other Training (Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |

 \*N/A = Not Applicable

1. Scholarly Activities
	1. Conference Abstracts (list the authors, abstract title, conference, and publication)

Smith J, Doe J, Jones A. Something really interesting we found on the bottom of a shoe.

Presented: Conference Name, Month/Year, City/Province or Country

Published: Journal citation

* 1. Manuscripts Accepted (list the authors, manuscript title, and publication)

Smith J, Doe J, Jones A. Something really interesting we found on the bottom of a shoe. Journal Title Year;volume:pages.

* 1. Manuscripts in preparation (list the authors, manuscript title)
	2. Other Scholarly Activities (please specify)
1. Graduate students are expected to participate in Faculty activities (e.g., Faculty Seminars, Research Day, Final Oral Presentations). (Graduate Studies Handbook, [Section 3.2](https://www.ualberta.ca/pharmacy/programs/graduate/current-student/graduate-student-handbook/expectations-of-a-graduate-student/general-responsibilities))
Number of Faculty seminars attended in this reporting period:
2. Award Applications

|  |  |  |
| --- | --- | --- |
| Award Title | Organization | Successful (Yes / No) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Teaching Assistantship Activities

|  |  |  |  |
| --- | --- | --- | --- |
| Course (Name & Number) | Term | Brief Description of Responsibilities | Hours |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Briefly describe your objectives for your degree program in the following year. These objectives could include course work, research project activities (e.g., ethics application, preliminary data collection, manuscript drafting), or other activities related to your program.

Graduate Student Signature:

Graduate Student Name (please print):

Date Submitted to Supervisor: