

**PLANT BIOLOGY GRADUATE PROGRAM  
ANNUAL RESEARCH PROGRESS EVALUATION MEETING  
ACADEMIC YEAR 2016-17**

This year the Plant Biology (PLBL) Graduate Program will use on-line submissions for the annual review.

Graduate student's Annual Progress Report (APR) will be submitted at least one week prior to the meeting using the form at this link:

<https://ucrbgsac.wufoo.com/forms/plbl-annual-progress-report-20162017/>

Committee evaluation of student progress will use an on-line Annual Research Progress Evaluation (APRE) to capture the Committee's evaluation of student progress using the form at this link:

<https://ucrbgsac.wufoo.com/forms/plbl-annual-research-progress-evaluation-arpe/>

**The deadline for submission of Annual Progress Reports and APRE is September 1, 2017.** With this extended time to arrange for annual meetings, *no late* Annual Reports will be accepted. Students who have not met this deadline will be considered to not be making adequate progress towards the degree.

**PLEASE READ INSTRUCTIONS CAREFULLY – THINGS HAVE CHANGED:**

**At least one week prior to the Annual Meeting (Student duties):**

- PLBL students must prepare a one-page written research summary of the research progress in the past year. The report should:
  - Emphasize accomplishments during the past academic year.
  - Specific research goals for the next academic year.
  - A short statement about career goals.
- PLBL students must fill out the on-line Annual Progress Report (APR).  
<https://ucrbgsac.wufoo.com/forms/plbl-annual-progress-report-20162017/>
- PLBL students must attach:
  - the research summary *and*
  - the Annual Research Report from academic year 2015-16 to the Annual Progress Report.
- PLBL students must "submit" the 2016-17 Annual Progress Report.
- A copy of the APR, your written report and the 2015-16 Annual report will be sent to the student.
- The student must send the research summary, 2016-17 Annual Report and 2015-16 Annual Report to his/her major professor and all committee members
- The PLBL Student Affairs Officer (Laura McGeehan) will be notified of your submission.

### **Prior to the Annual Meeting (Student duties):**

- **PLBL students** should prepare a power-point presentation (typically 30 min) that summarizes:
  - coursework
  - short introduction to the project
  - research progress to date with emphasis on accomplishments in the past academic year
  - work remaining to complete the degree
  - plans for completing the research and degree.
- **PLBL students** should fill in and print out the Signature Page for the Committee meeting.
- Faculty Signature Page is attached to this email and can be found at the following link in the Academics Folder:

[http://plantbiology.ucr.edu/graduate\\_programs/current\\_students.html](http://plantbiology.ucr.edu/graduate_programs/current_students.html)

### **During the Annual Meeting (Major Professor duties):**

- The on-line Annual Research Progress Evaluation (APRE) should be filled out during the face-to-face meeting between the student and all members of his/her Guidance, Thesis, or Dissertation Committee.
- Committees should meet between April and September 1, 2017. The meeting can involve Skype or Zoom call if necessary. The only Committee members who do not need to be present are those who are on sabbatical leave.
- At the annual meeting, the student will present his/her power point presentation.
- At the annual meeting, the Annual Progress Report should be discussed.
- During the meeting, the student's research goals for the next academic year should be discussed and modified from the Annual Report if needed.
  - If research goals that are proposed are accepted, the student does not need to do anything.
  - If there are substantive changes in the student's research goals, the student should write a summary (bullet points are fine) of the new set of goals for the next academic year. This must be approved by the Committee and attached to the APRE at the time of submission.
- After discussions, the Major Professor will fill in the on-line Annual Research Progress Evaluation (APRE) during consultations with the Committee members and student. The ARPE can be found at this link:  
<https://ucrbgsac.wufoo.com/forms/plbl-annual-research-progress-evaluation-arpe/>
- At the end of the meeting, the student and Committee members must sign the signature page. Please indicate if any of the Committee members are on sabbatical and did not participate in this meeting (signature lines). The dated and signed Signature page should be scanned and attached to the APRE. Alternatively, the signature page can be consecutive signed by pdf signatures. This document should be attached to the APRE.
- Major Professor should "submit" the APRE form, the signature page and revised student goals (if applicable).
- Copies of these documents will be sent to the student. The student should forward the final documents to his/her major professor and other Committee members.
- The PLBL Student Affairs Officer (Laura McGeehan) and Graduate Advisor for Continuing Students (Linda Walling) will be informed of the submission.

**DUE: SEPTEMBER 1, 2017 11:59 PM.** Late APREs will not be accepted. Students who have not met this deadline will be considered to not be making adequate progress towards the degree.