Annual Report Guidelines

Your Annual Report will be used by the GSC and the department-as-a-whole as part of our year-end assessment of the progress and quality of your work. It will then become part of your permanent departmental file.

This report should be minimally 2-3 pages in length. Its contents will vary depending on what year you are now completing in the doctoral program, as discussed below:

First- and second-year students should report on the courses you have taken to date (through the end of the current spring semester); and your tentative plans for completing all pre-doctoral requirements (course work, foreign languages, 600-level seminars, 60 units of credit, etc.). Please indicate whether you have any incompletes on your record, and, if you do, report what arrangements you have made with the course instructor to complete the course. You should also indicate your minor field and area of specialization; how you plan to complete the course work for those fields; and who your adviser is for each field (for first-years, it is sufficient to indicate your current thoughts and plans for these fields). Second-year students should indicate the month and year you plan to take your qualifying exams, and which faculty members will serve on your Guidance Committee.

In addition, please discuss your intellectual and professional development during this academic year. What fields of study, historical questions, and methodological approaches have captured your particular interest? How do you currently see the evolution of your work and your historical perspective since you entered the program, and how do you anticipate it will continue to develop in the future? What do you think are the strengths and weaknesses of your current historical work? What are your present thoughts about your dissertation topic? And, if you have served as a Teaching Assistant this year, please include a paragraph on your development as a teacher.

Third-year students (and any other pre-candidacy students beyond the second year of study) should report in detail your current status with respect to all pre-candidacy requirements, the qualifying examinations, and the dissertation prospectus and its defense. What is your time-line for passing to candidacy?

In addition, please discuss your intellectual and professional development during this academic year. How have your broader intellectual and historical interests evolved during your preparation for your qualifying exams? What is the topic of your planned dissertation? If you have completed your dissertation prospectus (or a respectable draft of it), please include it in this report. And if you have served as a Teaching Assistant this year, please include a paragraph on your development as a teacher.

ABDs should report on your progress towards completing your dissertation, and include either your dissertation prospectus or your most recently revised version of it. Please be as specific as possible about how much research you have completed, what chapters you have drafted, where your revisions currently stand, etc. Also indicate what
research fellowships you have applied for since you became a doctoral candidate; what external grants you have received; and what grants you plan to apply for in the coming academic year. Please be sure to indicate the month and year when you plan to complete and file your dissertation. And if you have served as a Teaching Assistant this year, please include a paragraph on your development as a teacher.

Please note: This Annual Report will be assessed alongside the form completed by all ABDs in the fall semester stating your plans for completing research and drafting chapters. If you have significantly diverged from the schedule you set at that time, please explain why, and indicate your revised plans for completing your dissertation. Our purpose is to keep you on track towards completing your doctorate. The longer you take to finish, the greater the challenge you will confront in looking for academic employment.